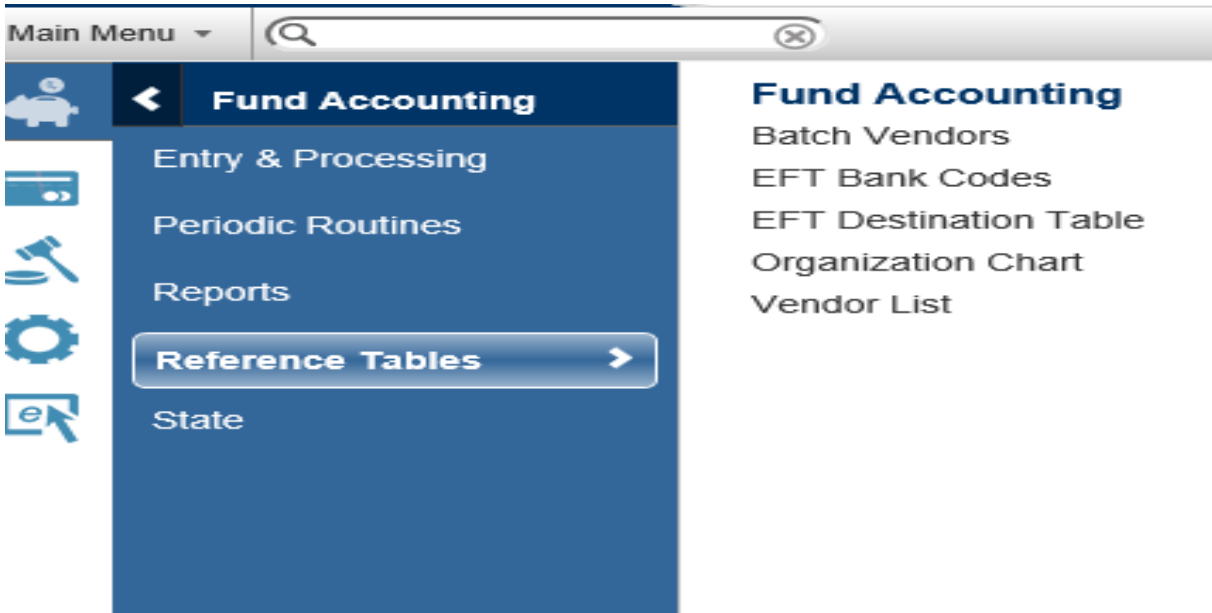


Search for a Vendor

Main Menu-Fund Accounting- Reference Tables- Vendor List



Search for vendor in Vendor Name. Put an * name*, this will bring up all vendors that have that name. Click Find

The screenshot shows the 'Vendor List' search interface. At the top, there is a toolbar with icons for adding, deleting, printing, OK, BACK, and search. Below the toolbar, the date is set to '10/06/2020' and the period to '4/21'. A 'Search Criteria' section contains the following fields:

- Vendor Code:
- Inactive Status:
- Vendor Name: (highlighted in yellow)
- Search Name:
- Purchasing City:
- Purchasing State:
- Commodity Class:

At the bottom of the search criteria section, there are two buttons: 'Find' and 'Advanced'.

Every vendor that has Texas in its name

Vendor List | Payments | Classes | Defined Windows | Addresses | Transactions

Date: 10/06/2020 Period: 4/21

Search Criteria

Vendor Code

Inactive Status

Vendor Name

Search Name

Purchasing City

Purchasing State

Commodity Class

Find Advanced

Vendor Code	Vendor Name	Purchasing City	Purchasing Stat
1000026	TEXAS AFT/PROFESSIONAL	AUSTIN	TX
1000062	BATTLESHIP TEXAS	LA PORTE	TX
1000177	TEXAS DECA DIST 3	FORT WORTH	TX
1000215	EAST TEXAS BAPTIST UNIVERSITY	MARSHALL	TX
1000712	TEXAS ASSOCIATION OF SCHOOL ADMIN	AUSTIN	TX
1000713	TEXAS ASSOCIATION SCHOOL BOARD	AUSTIN	TX
1000716	TASPATEXAS ASSOCIATION SCHOOL	AUSTIN	TX
1000718	TEXAS COMPUTER EDUCATION ASSOC	AUSTIN	TX
1000720	TEPSATEXAS ELEMENTARY	AUSTIN	TX

Do not forget to put the asterisks before and after the name, otherwise nothing will pull up.