

### 3. Inquire on Invoices:

<b>A/P Inquiry – Startup</b>		<b>TRUCKING INC</b>	
Type of inquiry.....	_____	(V=Vendor, I=Invoice, C=Check)	
<input type="checkbox"/> Vendor			
Vendor #.....	_____	or Name/Addr..	_____
<input type="checkbox"/> Invoice			
Starting Invoice #.....	_____	Voucher#..	_____
<input type="checkbox"/> Check			
Bank code.....	_____	and starting check #...	_____
<b>Press “Enter” to continue.</b>			
<b>F3 Exit</b>			

**Type of Inquiry:**

- V = Vendor:** Displays the vendor number, name, address and phone number. Total amount due, year-to-date invoice dollar amount and bill count and year-to-date check amount and check count.
- I = Invoice:** Displays a list of invoices starting closest to the one selected. This list includes vendor number, invoice number, voucher number, invoice amount, invoice date and the description.
- C = Check:** To display a list of checks, a bank code must be entered first. The list will start closest to the check number entered. The list will include check number, check amount, check date, bank date, manual check/yes or no, partial payment and check status.

**Vendor #:**

**Name/Addr:**

**Starting Invoice #:**

**Voucher#:**

**Bank Code:**

**Starting Check #:**