Vendor Query

Select Accounts Payable then AP Reports



Then select *Vendor List Report*



If you already know the FMMI vendor # you may type it in the *Vendor Account* field or you may search for it using the search icon to the left of the vendor account field.

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If you choose to search for the vendor number you will want to search by using the *Vendors by Tax Information* category. If you want to use the FFIS vendor # for your search you will type that information in the *Tax Number 4* field and sometimes it works better if you put an asterisk (*) at the end of the FFIS vendor #.



Note When searching for vendors by Tax Information the 4 options are:

Tax Number 1: SSN Tax Number 2: TIN Tax Number 3: Not used Tax Number 4: FFIS vendor code

To start your search click on the *Start Search* button.

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You can double click on the entry you want to select or click on it once and click the green checkmark.



Then if there is any other information you want to include in your search such as address, bank data, etc...you will select the appropriate boxes in the further selections section then click *execute* for your results.



Next you will see a screen with your search results.

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You will then get the option for the PDF Printer. You do not need to select anything on this screen, simply click on the green checkmark.



Then a screen print will appear and all you need to do is select your option to print.

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