

3767. VENDOR RESEARCH BY WARRANT NUMBER (6 Month Payment History) INSTRUCTION

Pathway: Public Folders / HFD Reports / Vendor Reports

1. Click on Title “Vendor Research by Warrant Number (6 Month Payment History)”

	Title ^	Last Run	Type	Owner	Instances
<input type="checkbox"/>	Vendor Research by Warrant No (6 Month Payment History) Schedule History Properties Prior 6 month history of vendor payments by SCO warrant number.	Never run	Crystal Report	Administrator	0

The “Prompt” screen should appear.

2. Prompt screen

Enter a SCO warrant number. (required)

 Set to Null

Enter a SCO warrant number
(i.e. 07780001)

OK

Click “ok”

The report should appear. See Exhibit 3767 Vendor Research By Warrant Number (6 Month Payment History).