

## Vendor Transactions Advanced Filter

Last Modified on 12/17/2024 3:23 pm EST

# Vendor Transactions Advanced Filter

[Records](#) > [Vendors](#) > [Summary](#)

Searches for payables by Invoice#, PO Number, or Check# or EFT.

**Invoice#:** Specify the invoice# to search for and whether you want to search just within the current vendor or for all vendors.

**PO Number:** Specify the PO Number to search for. It searches all vendors regardless of the current vendor.

**Check# or EFT:** Specify the Check# or EFT to search for. It searches all vendors regardless of the current vendor. The check# does not have to have leading zeros specified.

**Status:** You may filter by a selected invoice status.

---