

# SEARCH FOR VENDOR ID

**UHS\_AP\_SEARCH\_FOR\_VENDORS:** Search for vendor by primary name, DBA/department, Federal ID/social security number, and/or zip code

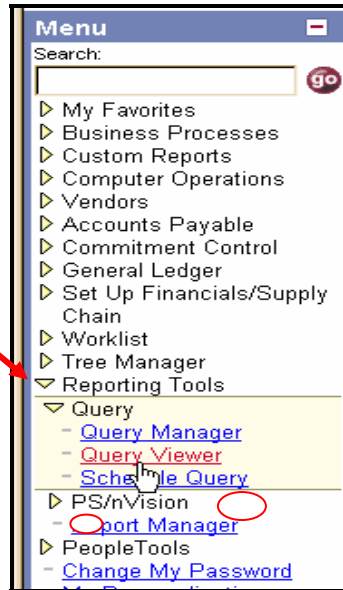
Access the Financial Production database: <https://my.uh.edu/fs>  
Or, See the [SignOn Financial Production](#) job aid.

**Remember to use ALL CAPS**

## NAVIGATION

From the **Menu** select:

- ▶ Reporting Tools
- ▶ Query
- ▶ Query Viewer



Be sure to add to "Favorites"!

## INSTRUCTIONS

### STEP 1: SELECT SEARCH METHOD:

- ▶ **Query Favorites** – if you have the query listed on [My Query Favorites](#), skip to Step 3.
- ▶ Otherwise, you will have to search for the query – go to Step 2.

**Query Viewer**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

\* Search By: Query Name begins with

Search Advanced Search

My Favorite Queries	Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Remove
	UHV_NONPOSTD_VOUCHERS	Non-Pstd Non-BCd Vchrs by Dept	Private		Run to HTML	Run to Excel	Schedule	
	UHS_AP_SEARCH_FOR_VENDORS	Search for AP/PO vendors	Public		Run to HTML	Run to Excel	Schedule	
	UHS_OPERATORS	Operator id's with classes	Public		Run to HTML	Run to Excel	Schedule	
	UHV_COST_CENTERS_BY_DEPT	Cost Centers within a dept	Public		Run to HTML	Run to Excel	Schedule	
	UHV_DEPARTMENT_LISTING	All UHV Departments with Mngrs	Public		Run to HTML	Run to Excel	Schedule	
	UHV_NONPOSTED_VOUCHERS	Non-Pstd Non-BCd Vchrs by Dept	Public		Run to HTML	Run to Excel	Schedule	
	UHV_UNPOSTED_VOUCHERS_ALL	All unposted vouchers by dept	Public		Run to HTML	Run to Excel	Schedule	
	UHV_UNPOSTED_VOUCHERS_NOT_BC	Not valid BC vchrs by dept	Public		Run to HTML	Run to Excel	Schedule	

Clear Favorites List

### STEP 2: SEARCH FOR & SELECT QUERY:

- ▶ **Name** - you can search for query by several options; the default is **Query Name**.
  - ▶ **begins with** – enter **UHS\_AP\_SEARCH** in the text field
  - ▶ Click on **Search**
- (to search by **contains**, you must go to [Advanced Search](#))

**Query Viewer**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

\* Search By: Query Name begins with

Search Adv

Access Group Name  
Description  
Folder Name  
Owner  
Query Name  
Type

My Favorite	Query Name	Description	Owner	Folder
	Uses Field Name			
	Uses Record Name			

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\* Search By: Query Name begins with **uhs\_ap\_search**

Search Advanced Search

# SEARCH FOR VENDOR ID

## To add to Favorites:

>Click **Add to Favorites** on the line of **UHS\_AP\_SEARCH\_FOR\_VENDORS** from the list that appears in the **Search Results**.

This query will now appear at the bottom of your screen whenever you access Query Viewer

Search | [Advanced Search](#)

Search Results

Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
UHS_AP_SEARCH_FOR_PAYMENTS	Vchr Pmts by Vchr Pmt Date	Public		<a href="#">Run to HTML</a>	<a href="#">Run to Excel</a>	<a href="#">Schedule</a>	<a href="#">Add to Favorites</a>
UHS_AP_SEARCH_FOR_VENDORS	Search for AP/PO vendors	Public		<a href="#">Run to HTML</a>	<a href="#">Run to Excel</a>	<a href="#">Schedule</a>	<a href="#">Add to Favorites</a>
UHS_AP_SEARCH_FOR_VOUCHERS	VCHRS by VCHR ACCOUNTING DATE	Public		<a href="#">Run to HTML</a>	<a href="#">Run to Excel</a>	<a href="#">Schedule</a>	<a href="#">Add to Favorites</a>

## STEP 2: RUN QUERY.

>Click **Run to HTML** on the line of **UHS\_AP\_SEARCH\_FOR\_VENDORS** from the list that appears either in *Search Results* or *My Favorite Queries*

Search Results

Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
UHS_AP_CHECK	Search for AP Checks	Public		<a href="#">Run to HTML</a>	<a href="#">Run to Excel</a>	<a href="#">Schedule</a>	<a href="#">Add to Favorites</a>
UHS_AP_SEARCH_FOR_VENDORS	Search for AP/PO vendors	Public		<a href="#">Run to HTML</a>	<a href="#">Run to Excel</a>	<a href="#">Schedule</a>	<a href="#">Add to Favorites</a>

## STEP 3: ENTER SEARCH CRITERIA: in the new prompt window that will appear

- >**Name:** enter all or part of the primary name of vendor name; otherwise enter "%".
- >**DBA/Dept:** enter all or part of the DBA name of vendor or department; otherwise enter "%".
- >**FID/SSN:** enter federal ID or social security number, if known; otherwise enter "%".
- >**Zip Code:** can narrow search by entering all or part of the "remit to" zip code; otherwise enter "%".
- >**Vendor ID:** enter "%"
- >Click on **OK**

**Note: Every field must be entered or end with "%"**

**UHS\_AP\_SEARCH\_FOR\_VENDORS - Search for AP/PO vendors**

Name Like:

DBA/Dept Like:

FID/SSN Like:

Zip Code Like:

Vendor ID Like:

[View Results](#)

Vendor ID	Address	Zip Code	Primary Name	Payee Name
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## In the Results:

If the correct vendor appears in the list, you can copy the vendor id number by clicking twice on it, then right-clicking on the selected field and choosing *Copy*; then you can paste it wherever you need it.

If further searching is needed:

- >Repeat Step 3 to search again.

If you need a different query:

- >Click on **Return to Search** to search again.

UHS\_AP\_SEARCH\_FOR\_VENDORS - Search for AP/PO vendors

Name Like:

DBA/Dept Like:

FID/SSN Like:

Zip Code Like:

Vendor ID Like:

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) (1 kb)

View All First 1-5 of 5 Last

Vendor ID	Address	Zip Code	Primary Name	Payee Name	DBA/Department	Tax ID	Open for Ordering
1 000007774	1 77901-4132		SAMFORD ENTERPRISES INC	SAMFORD ENTERPRISES INC	DBA PRINTLINE	17428102358	N
2 0000016220	2 77903-5817		MERCER, JO CAROLYN	JO CAROLYN MERCER	DBA MPRINTED.COM	24307696476	Y
3 0000017010	1 779012629		KURTZ, THOMAS E	THOMAS E KURTZ	DBA KURTZ PRINTING	24495244691	Y
4 0000017155	1 77901-2004		MASCORRO, HEATHER	HEATHER ANNE MASCORRO	DBA PRINTS HAPPEN	2449599174	Y
5 0000054367	1 77901		AADR INC	AADR INC	DBA INSTANT COPY & PRINTING	11418944937	Y

Remember to notice multiple pages