Select ‘Reporting Tools’
Select either ‘Query Viewer’ or ‘Query Manager’
Query Manager

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

Find an Existing Query  |  Create New Query

*Search By:  Query Name begins with AP_V

Search  Advanced Search

Find an Existing Query  |  Create New Query

1) Enter ‘AP_V’ then 2) click on ‘Search’
Click on ‘HTML’
· If you enter the whole name of the vendor in the ‘Vendor Name’ box the system will look for an exact match. A name of ‘JOANNE BROWN’ will only return names that look exactly like ‘JOANNE BROWN’. *Always type the 'Vendor Name' in UPPER CASE!*  

· If you put a ‘%’ in front of your data the system will look for any name ending in what follows the ‘%’ sign. A name entered as ‘%ANNE BROWN’ will return ALL names that contain ‘ANNE BROWN’ like ‘ANNE BROWN’ or ‘JOANNE BROWN’  

· If you put the ‘%’ sign before and after your data, the system will look for any name that contains what is between the ‘%’ signs. ‘%BROWN%’ will return all names that contain ‘BROWN’ like ‘ANNE BROWN, JOANNE BROWN, or JAMES BROWNING’  

· If you want all versions of ‘OLSON’ enter ‘OLS_N’. This will return all names that include any value for the underscore like ‘O’ or ‘E’ in ‘OLSON’ or ‘ORSEN’  

· Abbreviations are likely alternatives in long vendor names

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**Look at the sample check request below…**
In the example above, the payee is ‘Community College National Center for Community Engagement.’ This name is too long for the vendor master. Look at the invoice or other documentation to see if this organization might go by a different name. In this example the payee name agrees with the name in the Purpose/Explanation section of the Check Request (see the next page).
I have put the first two words of the vendor name between ‘%s’ in the text box. The next step is to Click ‘View Results’
Note the abbreviations in the vendor name. You may have to use your imagination to decrypt these values. This query returned fiftyseven names that included three matches to the vendor. There is one from the Payment table and two from Payment Alternate Names in the Vendor Address table.
These lists can get long, especially if more than one-hundred names are returned. Try these HINTS:

≡ Click on the ‘View All’ link in the upper left hand corner of your result screen. This will display all of the results rather than 100 at a time.

≡ Use your browser’s ‘Find’ function to reduce the number of results (usually pressing ‘Ctrl’ and ‘f’ keys simultaneously). For example, using “natl” (abbreviation for ‘National’) in the browser’s find function immediately brought up line 31 in the results. A quick review and interpretation confirmed that this was the vendor that I was looking for.