

## Departmental Vendor Search Instructions:

- 1.) Open the Finance & Business Services Website. <http://finance.pages.tcnj.edu/>
- 2.) On the main menu click  [Web Reports](#)

3.) [Sign In](#)

Welcome To  
Financial Web Reports

**User Name**

\* Use Email Username/Password

**Password**

- 4.) Then, click  [Financial Reports](#) **GO**

**Let's Get Started**

<b>Formatted Reports</b>	Financial Reports	<input type="button" value="Go"/>
<b>Dashboards</b>	Select	<input type="button" value="Go"/>
<b>Stop Light Reports/Alerts</b>	Select	<input type="button" value="Go"/>
<b>Ad-Hoc Reports</b>	Ad-Hoc Reports	<input type="button" value="Go"/>

- 5.) Select  [Purchasing Reports](#)

### Financial Reports Menu



Audit Schedules



Departments Operating  
Budgets



Purchasing Reports

6.) On this screen, Click  Vendor Report

**Purchasing Reports:**



**Open Purchase Orders**

Summary of open purchase orders showing payments made against each PO and the balance available.



**Vendor Report**

Vendor report provides information including vendor name, TCNJ vendor ID and address (address #1 = primary)



**Purchase Orders Activity**

PO activity by accounts including any payments made against each purchase order or adjustments to the PO.



**Project/Grants - Purchase Orders Activity**

PO activity by accounts including any payments made against each purchase order or adjustments to the PO.



**Financial Reports**

**Vendor Report:**

7.) To retrieve a vendor, place a "%" sign in the **vendor ID** field.

**Report Parameters**

<b>Output Type</b>	HTML
<b>Vendor ID (Use % for Wildcard)</b>	%
<b>Vendor Name (Use % for Wildcard)</b>	

Run Report

8.) Enter the **first 4 characters** of the vendor's name in the **Vendor Name** field & a "%" sign **after** the first 4 characters (**please note**: the name **must** begin with a capital letter).

**Report Parameters**

<b>Output Type</b>	HTML
<b>Vendor ID (Use % for Wildcard)</b>	%
<b>Vendor Name (Use % for Wildcard)</b>	Acad%

Run Report

**Search Results:**

Please see the example below:

The search results yields two addresses, when looking for the vendor **Academy Bus Tours**.

Setid	Vendor ID	Vendor Name	Address #	Address	City	State	ZIP
TCNJ1	0000031782	Academic Careers Online	1	485 Devon Park Drive	Wayne	PA	19087
TCNJ1	0000010791	Academic Communication	1	P.O. Box 4279	Oceanside	CA	92052-4279
TCNJ1	0000012029	Academic Impressions	2	4643 S. Ulster St., Suite 350	Denver	CO	80237-2853
TCNJ1	0000012029	Academic Impressions	3	4601 DTC Blvd.	Denver	CO	80237
TCNJ1	0000005459	Academic Int'l Press	1	PO Box 1111	Gulf Breeze	FL	32562-1111
TCNJ1	0000024747	Academic Keys, LLC	1	PO Box 162	Storrs	CT	06268-0162
TCNJ1	0000011435	Academic Management Service	1	P.O. Box 100	Swansea	MA	02777
TCNJ1	0000020360	Academic Search	1	1825 K Street NW, Ste, 705	Washington	DC	20006
TCNJ1	0000022035	Academic Sports Academy	1	Attn: Greg Grant	Princeton	NJ	08550
FOUND	0000000693	AcademicWorks, Inc.	1	1609 Shoal Creek Ste., 302	Austin	TX	78701
TCNJ1	0000005094	Academy Bus Tours	1	2042 Burlington-Mt.Holly Rd	Westhampton	NJ	08060
TCNJ1	0000005094	Academy Bus Tours	2	PO Box 1410	Hoboken	NJ	07030
TCNJ1	0000004321	Academy Express Inc	1	PO Box 1410	Hoboken	NJ	07030
TCNJ1	0000004321	Academy Express Inc	2	111 Paterson Ave.	Hoboken	NJ	07030
TCNJ1	0000007114	Academy of Criminal Justice Sciences	1	7339 Hanover Pkwy,Ste A	Greenbelt	MD	20770
TCNJ1	0000007114	Academy of Criminal Justice Sciences	2	PO Box 960	Greenbelt	MD	20768-0960
TCNJ1	0000010963	Academy of Int'l Business	1	2404 Maile Way- CBA Univ. of Hawaii	Honolulu	HI	96822

9.) Each Department should enter the **Vendor ID Number** and the **Remittance Address** on any payment/check requests before submitting to Finance & Business Services.