

# HOW TO USE VENDOR INQUIRY

**tyler** *works.*

Implementation

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## HOW TO USE VENDOR INQUIRY

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### 1.0 Vendor Inquiry - Purpose

The MUNIS Vendor Inquiry/Reports program has two main objectives:

Track the detail transactions by a vendor in order to obtain information relating to invoices, check and purchase orders that have been processed against a specific vendor.

Ability to report and view historical data relating to transactions issued to a vendors at various stages in the process.

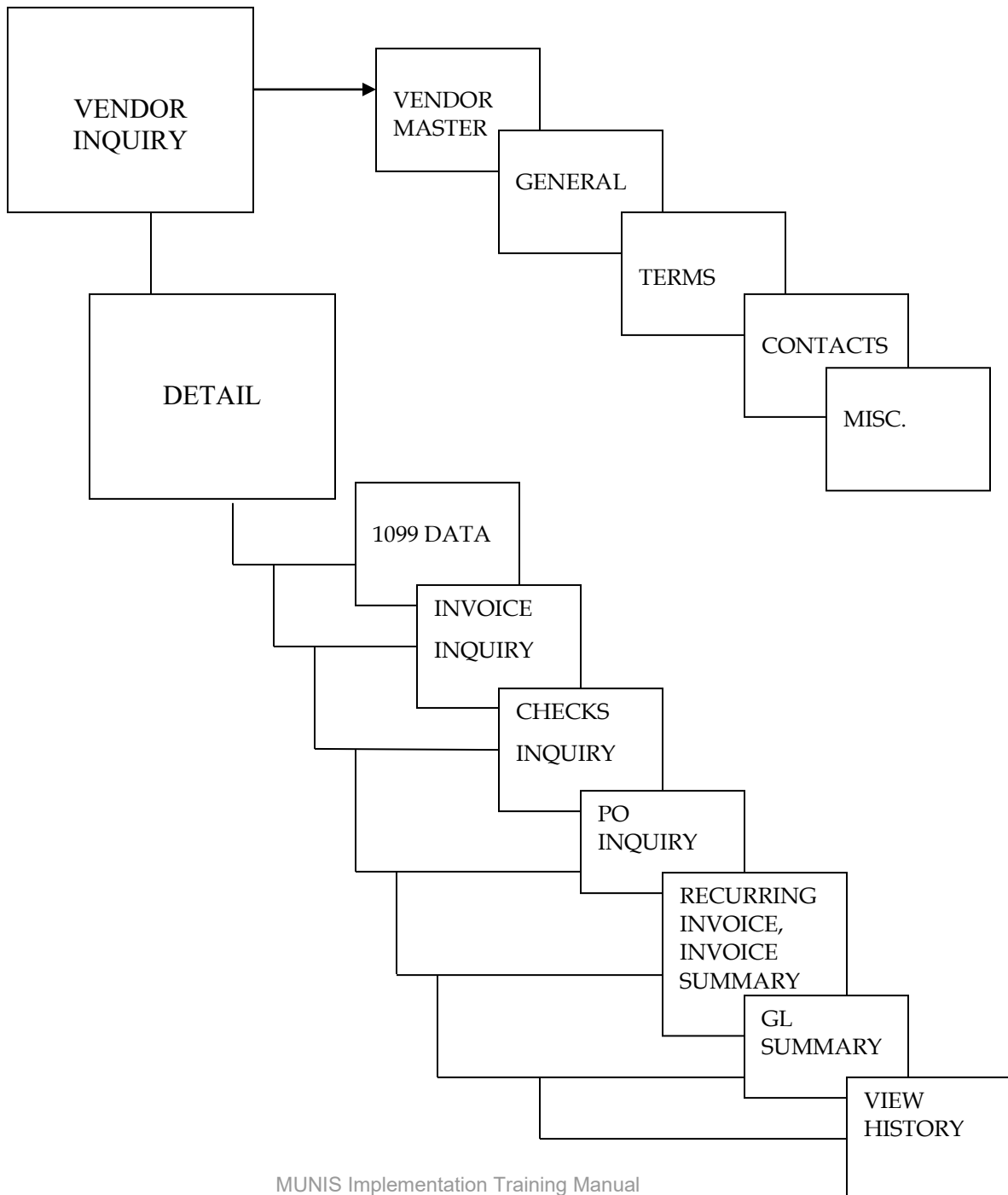
### 2.0 Vendor Inquiry - Prerequisites

The following database tables must be populated prior to the using the vendor inquiry program.

Vendor Master  
AP Parameters

### 3.0 Vendor Inquiry - Data Flow

#### 3.1 Overall



MUNIS Implementation Training Manual  
 Tyler Technologies, MUNIS Division

Disclaimer: This document was written in accordance with the MUNIS release level indicated. Further enhancements and changes to the software may result in this document being outdated. It is the clients' responsibility to maintain the accuracy of this document after initial distribution.

## 4.0 Vendor Inquiry - Process


The Vendor Inquiry program is a powerful program that allows you to see all relevant transactions relating to a particular vendor's activity within the system.


### 4.1 Overview

The Vendor Inquiry Program will allow the inquiry of invoices, checks, and purchase orders issued to a vendor, as well as other useful information that is vendor specific.

The program allows you to select the method in which to order the vendors with the following sort options: Vendor Number, Vendor Alpha, or Vendor Type.



Use the search  icon and enter criteria into any of following fields shown on the screen below.

When complete, click the accept button  to begin the search.

## Vendor Inquiry Main Screen

### 4.2 Vendor Inquiry

The Vendor Inquiry main screen contains all information regarding the vendor with folder tabs of data to view titled: General, Terms, Contacts, and Misc. relating to the details of that vendor. In addition to the Action Buttons in Vendor Inquiry there are also several folders of information that if highlighted in yellow indicate that they hold data to be viewed by the user. These folder options are:

General Notes, Certification Notes, and Class Notes are all text folders holding information pertinent to the vendor. The Remit folder holds all additional addresses associated with this vendor. MUNIS can hold an unlimited number of additional addresses for any given vendor.

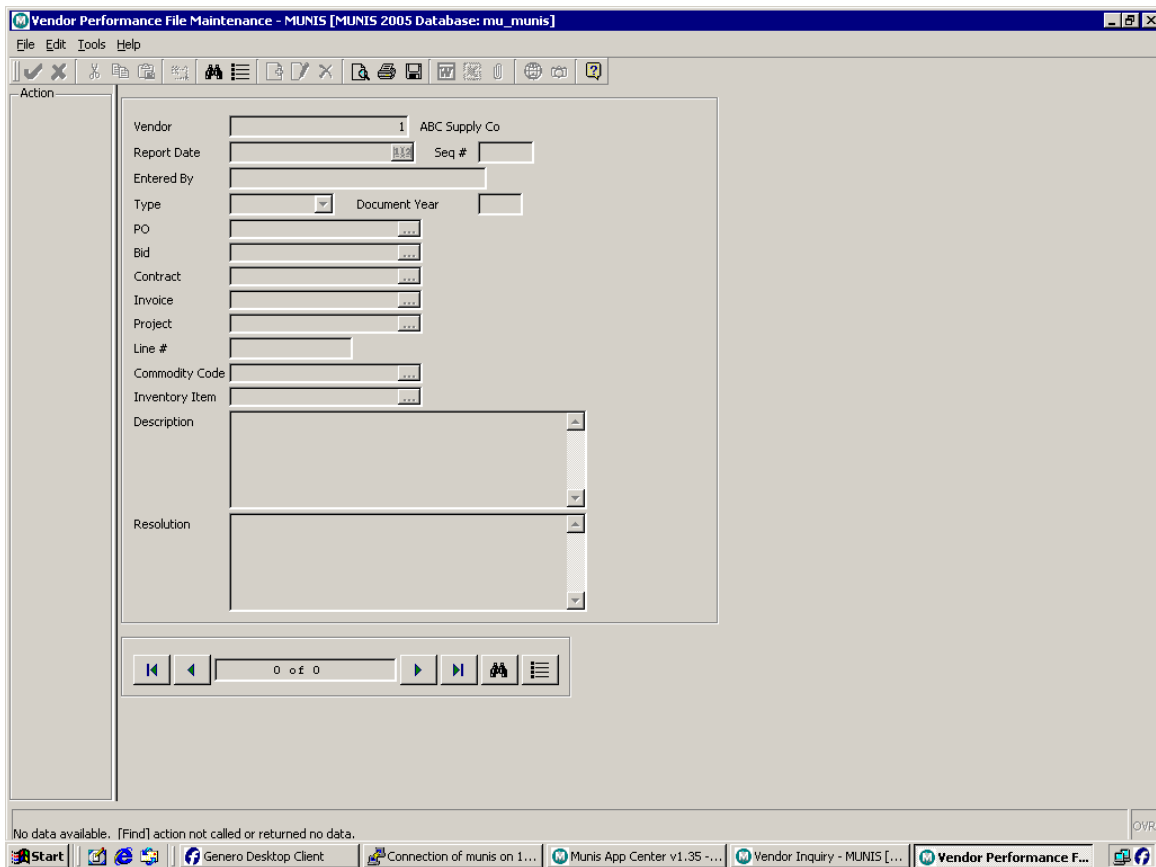
## Additional Folders

The screenshot displays the 'Vendor Inquiry - MUNIS' application window. The window title is 'Vendor Inquiry - MUNIS [MUNIS 2005 Database: mu\_munis]'. The interface includes a menu bar (File, Edit, Tools, Help) and a toolbar with various icons. On the left, there is an 'Action' panel with buttons for 'Sort', '1099 Data', 'Invoice Inq', 'Checks Inq', 'P.O. Inq', 'Recurr Inv', 'G/L Summary', and 'View History'. The main area is divided into several sections:

- Search/Filter Section:** Vendor: 1, Entity: 1, Alpha: ABC SUPPLY CO, Type: COMP - Computer Vendor, Status: ACTIVE, Reason: (empty).
- General Section:** Name: ABC Supply Co, DBA: (empty), Address: 1 Main St, Zip Code: 02301, City/St: Chicago, IL, Illinois, Country: (empty), Foreign Entity: .
- 1099 Section:** 1099 Vendor: , 1099 Default: A - RENT, W-9 Sent: , SSN: 109-20-9303, W-9 Received: , FID: (empty).
- Notes Section:** A list of folders: General Notes, Certification Notes, Class Notes, Remits, Performance, and Commodity. An arrow points to the 'Performance' folder.

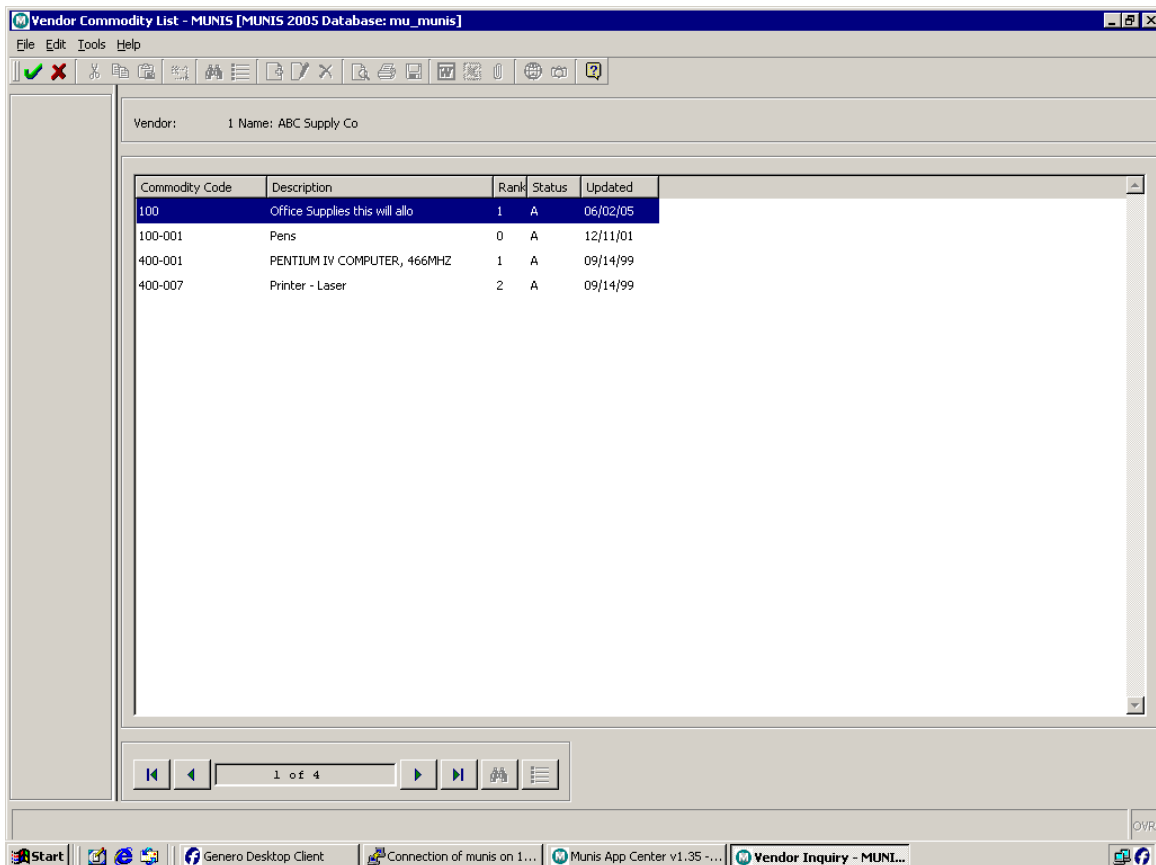
At the bottom, there is a navigation bar showing '1 of 78' records and a status bar with the text 'View G/L Summary Data for the current vendor.' The taskbar at the bottom shows the Start button and several open applications: Genero Desktop Client, Connection of munis on 1..., Munis App Center v1.35..., and Vendor Inquiry - MUNI...

Performance folder holds information tied to the purchasing history and performance of the given vendor. Notes can be appended based on the information provided on the following screen:



Commodity Code information can also be viewed if Commodity Codes are in use at your site, the following screen appears when the Commodity Folder is chosen:



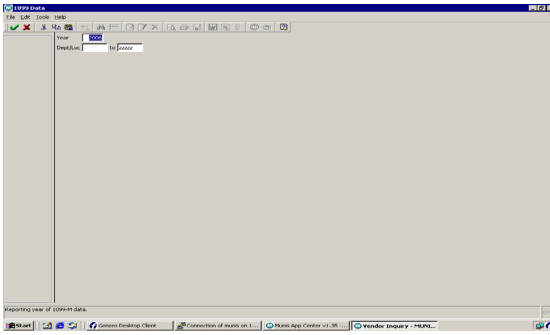


### 4.3 Vendor Inquiry Options

#### 1099 Data

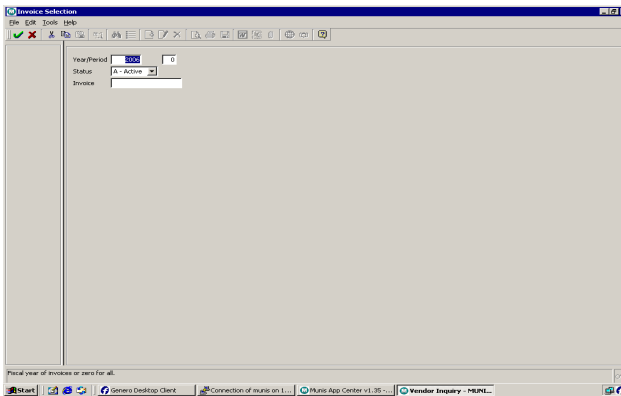
This option allows for the inquiry of all invoices processed for the vendor with a 1099 box code designation. Only invoices coded as a 1099 invoice will be found.

When the button is activated you will be prompted to enter the calendar year you wish to inquire on and a department range. You can leave the range wide open or make it specific to a distinct range of departments.





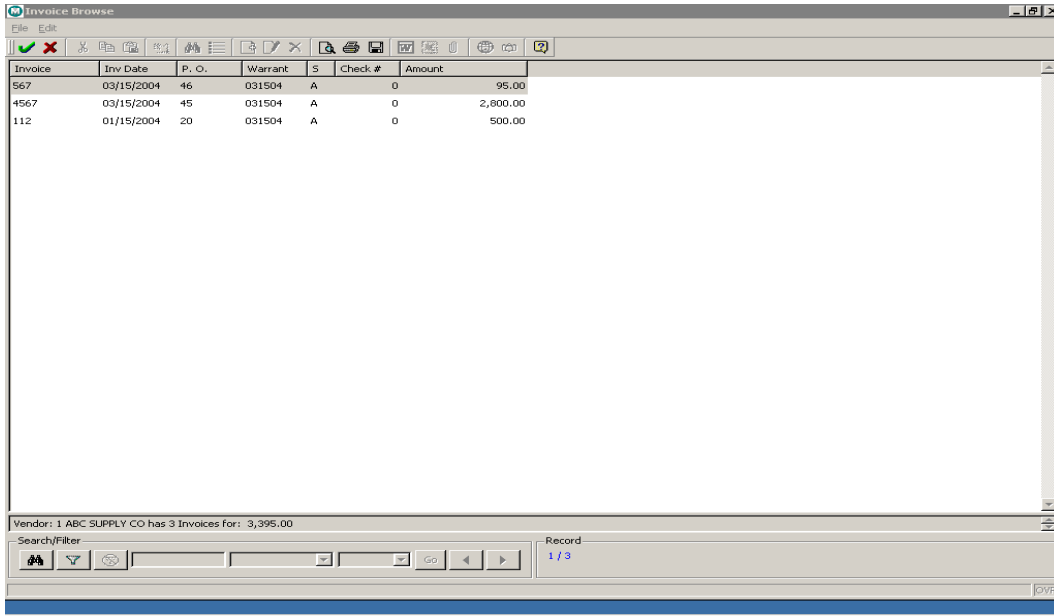
## Invoice Inquiry

This option allows for the inquiry of all invoices processed for the vendor or for a specific invoice or a specific status of an invoice. When this option is chosen, the following dialog box appears:



Year/Period	Enter the specific Year and Period to search for invoices or leave blank to search for all Fiscal Years
Status	Choose ACTIVE to see all invoices processed (approved by Auditing but a check has not be cut), HELD to see invoices which have been entered but have not been approved, PAID for invoices which have had checks cut, and VOID for invoices which have been voided. Leave the field blank to find all invoices.
Invoice	Enter the invoice number to find a specific invoice or leave blank to find all invoices.

When complete, click the accept button  to begin the search and the invoices found will display in a browse screen as shown below. This list may be printed from this screen by choosing the print  icon.



The screenshot shows a window titled "Invoice Browse" with a menu bar (File, Edit) and a toolbar. The main area contains a table with the following data:

Invoice	Inv Date	P. O.	Warrant	S	Check #	Amount
567	03/15/2004	46	031504	A	0	95.00
4567	03/15/2004	45	031504	A	0	2,800.00
112	01/15/2004	20	031504	A	0	500.00

Below the table, a status bar indicates: "Vendor: 1 ABC SUPPLY CO has 3 Invoices For: 3,395.00". At the bottom, there is a "Search/Filter" section with a search box and a "Go" button, and a "Record" section showing "1 / 3".

The invoice browse screen will list invoice information in the following columns:

Invoice Number, Invoice Date, Purchase Order Number, Warrant, Status (A for active, H for Held, P for Paid, V for Void), Check Number, and Invoice Amount.

To see the invoice entry detail for any invoice double click on an invoice and the invoice entry screen will display as shown below. To sort the browse screen by any of the column headers, simply click on the header for that column and it become the default sort for the browse window.

## Detail Button

Invoice Data

File Edit Tools Help

Action

Address

Comment

Detail

Remit

Invoice 567

Vendor 1 Remit 1

Vendor Name ABC Supply Co

Year/per 2004 9

Type 1 Invoice

Access invoice detail for the current invoice.

Cash Account 01 10100 Cash

PO 46

Gross amt 95.00

Disc date

Disc basis .00

Disc percent .000

Net amount 95.00

Payment Meth N Normal

Contract

Desc Laser Printer

Status A Approved

Voucher 10819

Warrant 031504

Inv date 03/15/2004

Due date 03/15/2004

Work Order

Dept/Loc 135

Separate check

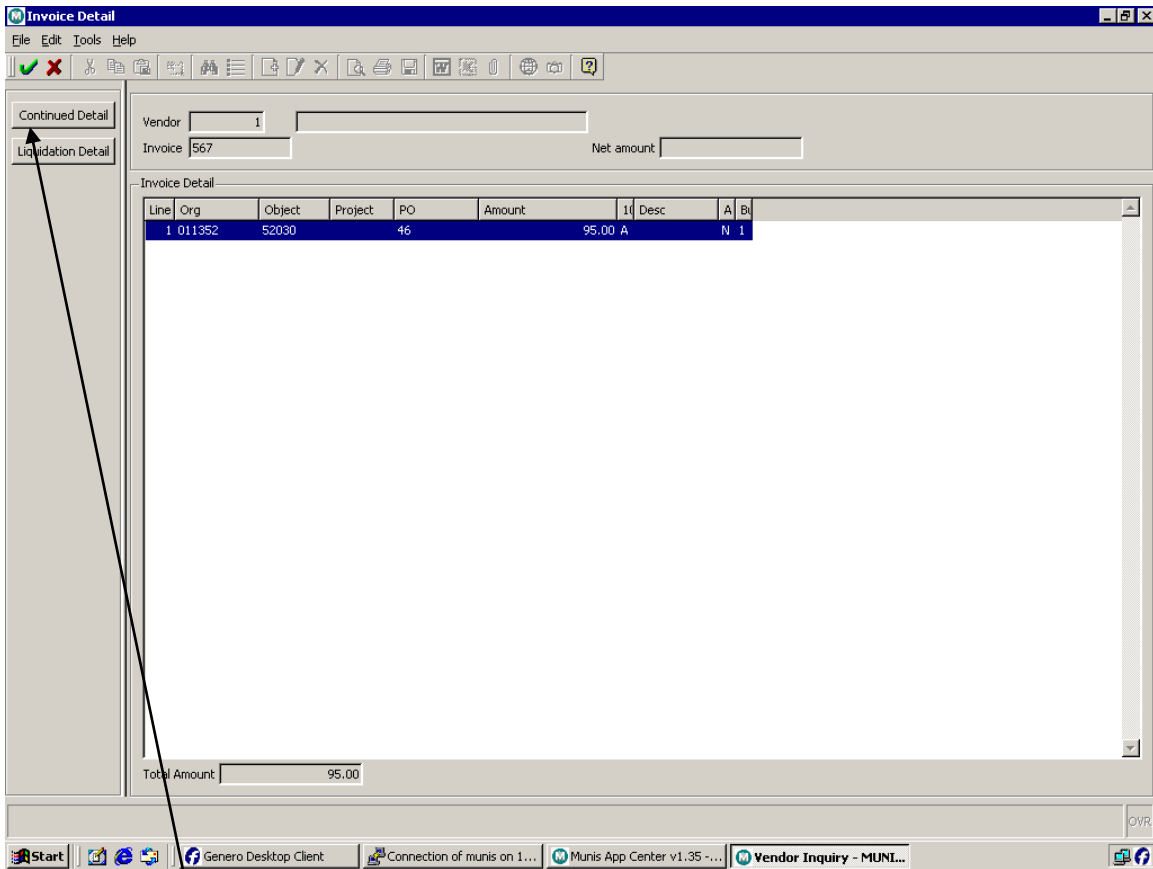
Include documentation

1 of 3

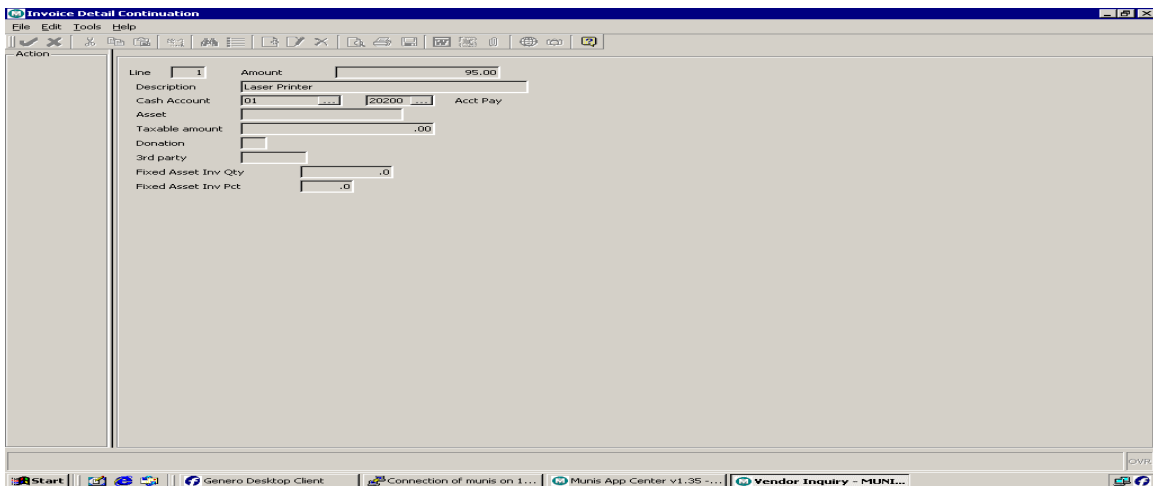
Display the vendor's address.

Start Genero Desktop Client Connection of munis on 1... Munis App Center v1.35 -... Vendor Inquiry - MUNI...

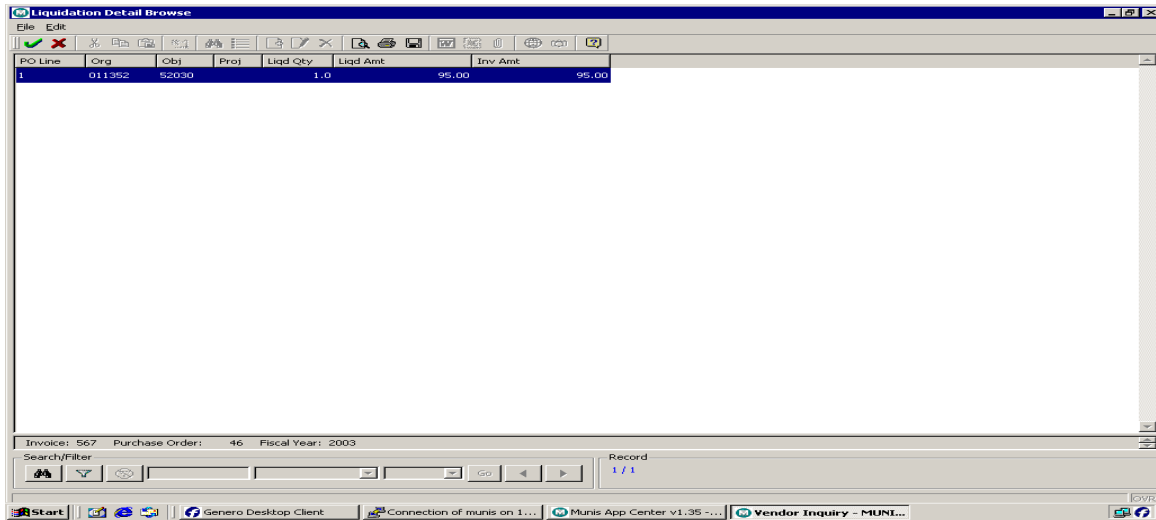
To see further detail click on the Detail tool button and the following detail screen will appear showing the GL Accounts expensed:



Choose the Continued Detail button to obtain more detail relating to invoice.

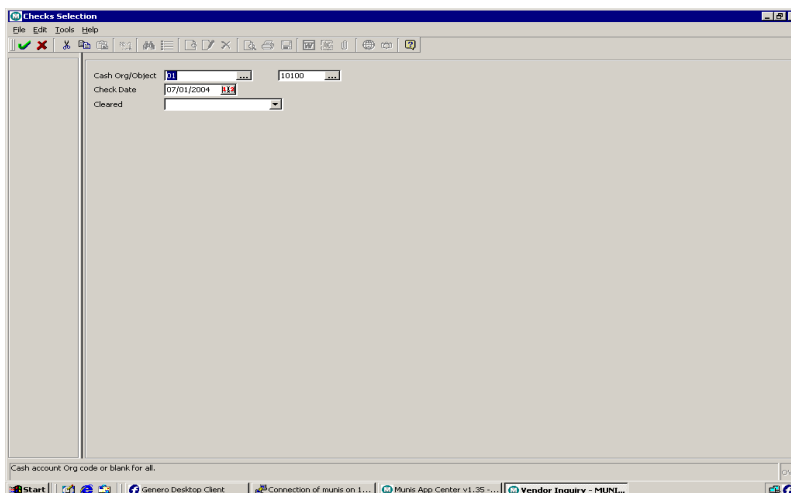


To see the PO Liquidation amounts click on the Liquidation Detail tool button and the following screen will appear indicating total amount liquidated on the invoice when the invoice was paid (helpful to determine if an invoice was closed –completely liquidated – when the invoice was paid).





### Checks Inquiry

This option will display checks cut to the Vendor selected. When this option is selected the following dialog box will appear:



Cash Org/Object	The Cash Org and Object code will always be the same, 9999 010900, no matter what fund the expense originated from.
Check Date	Enter the date of the check, or if inquiring on a broader range, enter a prior date to begin searching from.
Cleared	Answer Y to view checks which have cleared from the bank only, N to view only checks that have not cleared from the bank or blank to see both.

When complete, click the accept button  to begin the search and the checks found will display in a browse screen as shown below. This list may be printed from this screen by choosing the print  icon.

A listing of checks will appear on a browse screen as shown below:

The screenshot shows the 'Checks Browse' application window. The main area displays a table with the following columns: Cash Account, Check #, Check Date, Warrant, Clr, Cleared Date, and Amount. The table contains 15 rows of data. Below the table, a status bar indicates 'Vendor 1 ABC SUPPLY CO has 15 Checks for: 4,827.65'. At the bottom, there is a search and navigation area with a 'Search/Filter' label and a 'Record' indicator showing '1 / 15'.

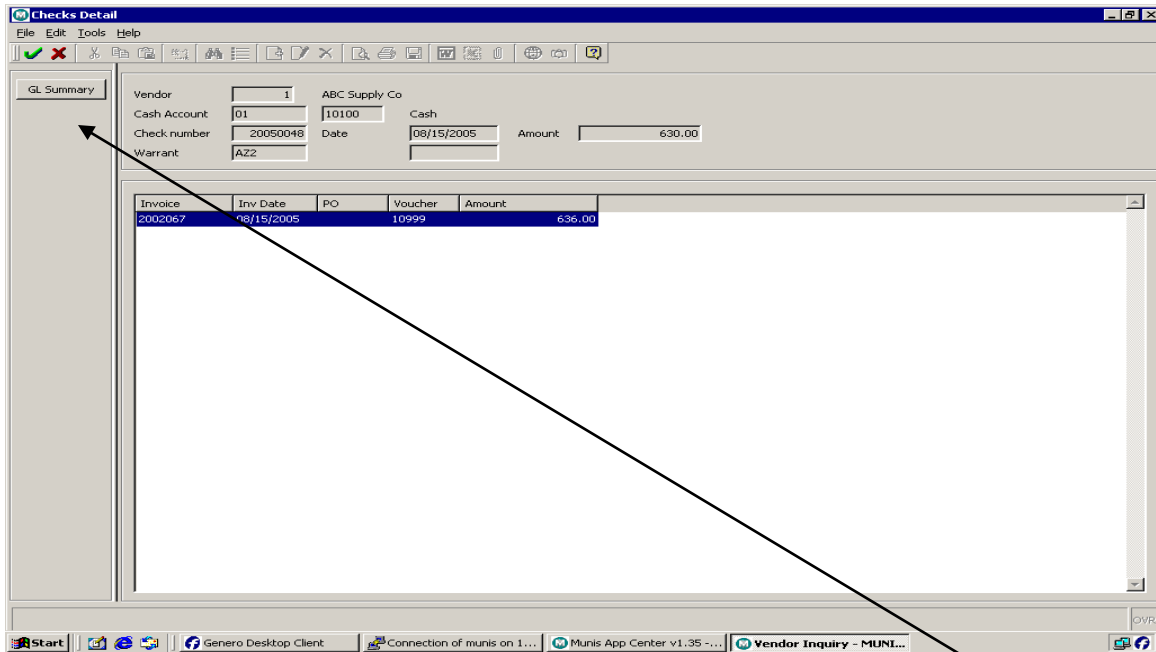
Cash Account	Check #	Check Date	Warrant	Clr	Cleared Date	Amount
01 10100	20050048	08/15/2005	AZ2			630.00
01 10100	20050047	08/15/2005	AZ2			498.75
01 10100	20050040	08/15/2005	test			95.00
01 10100	20050031	08/09/2005	tr			105.26
01 10100	20050009	06/08/2005	004			195.35
01 10100	20050007	06/07/2005	003			192.14
01 10100	20050005	06/07/2005	002			475.94
01 10100	20040099	04/06/2005	HH			1,000.00
01 10100	2005012	06/13/2005	007			205.00
01 10100	2005011	06/13/2005	006			475.00
01 10100	2005003	06/07/2005	001			505.00
01 10100	2005001	02/25/2005	022505			100.00
01 10100	1234567	06/14/2005	008			99.75
01 10100	808422	06/09/2005	006			193.37
01 10100	62404	06/01/2005	008			57.09

The screen is arranged into the following columns:

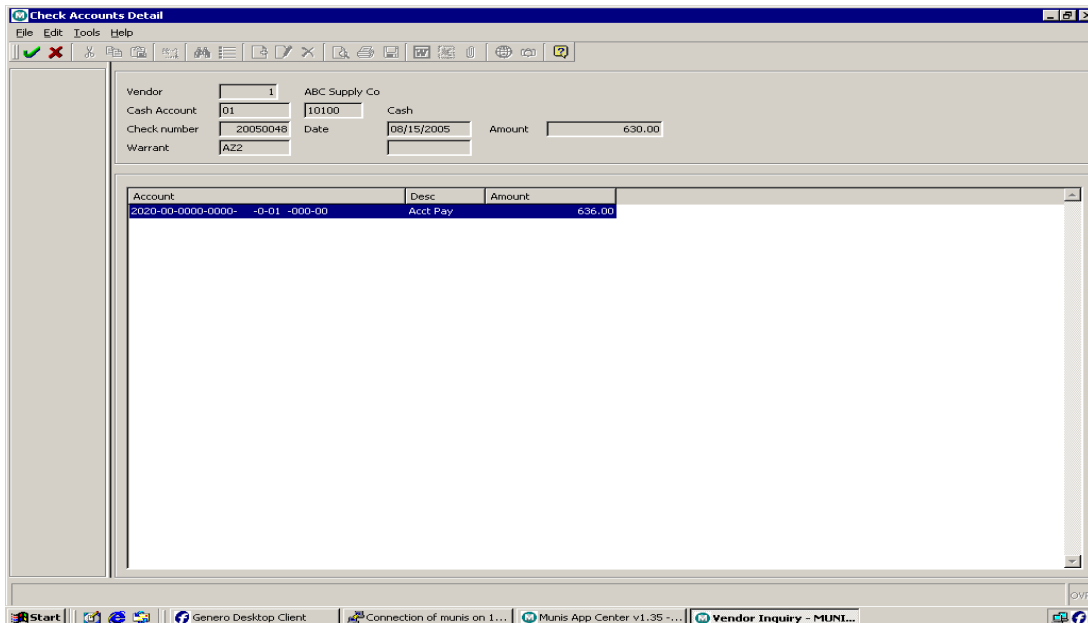
Cash Account, Check Number, Check Date, Warrant, Clr (this column will display Y for cleared Checks, blank for uncleared checks and V for voided checks), Cleared Date and Check amount.

Double clicking on any of the checks shown will bring up another browse screen listing all invoices paid with that check, as shown below:



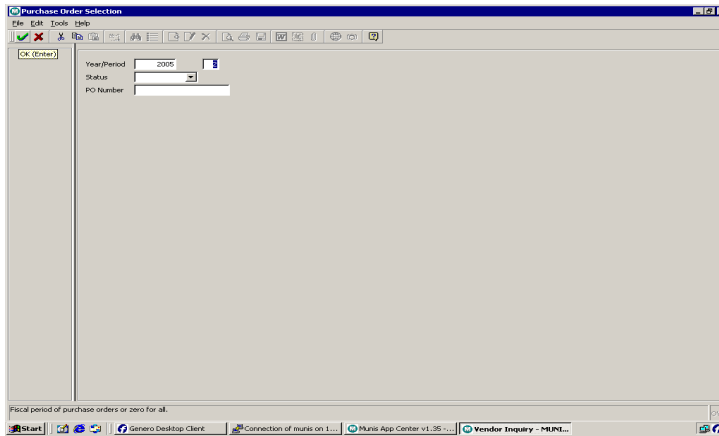


To view the General Ledger accounts associated with the invoice choose the GL Summary tool button and the accounts expended for the invoice highlighted will display as shown below.



### Purchase Order Inquiry

This option allows the viewing of all open Purchase Orders for the Vendor selected. When this option is chosen the following dialog box will appear:



Year/Period


Enter the Year and Period to begin searching or leave blank to find all.


Status

Choose the type of data to view. Options include; 0-Closed, 1-Rejected, 2-Creation, 4- Allocated, 5- Released, 6- Posted, or 8- Printed

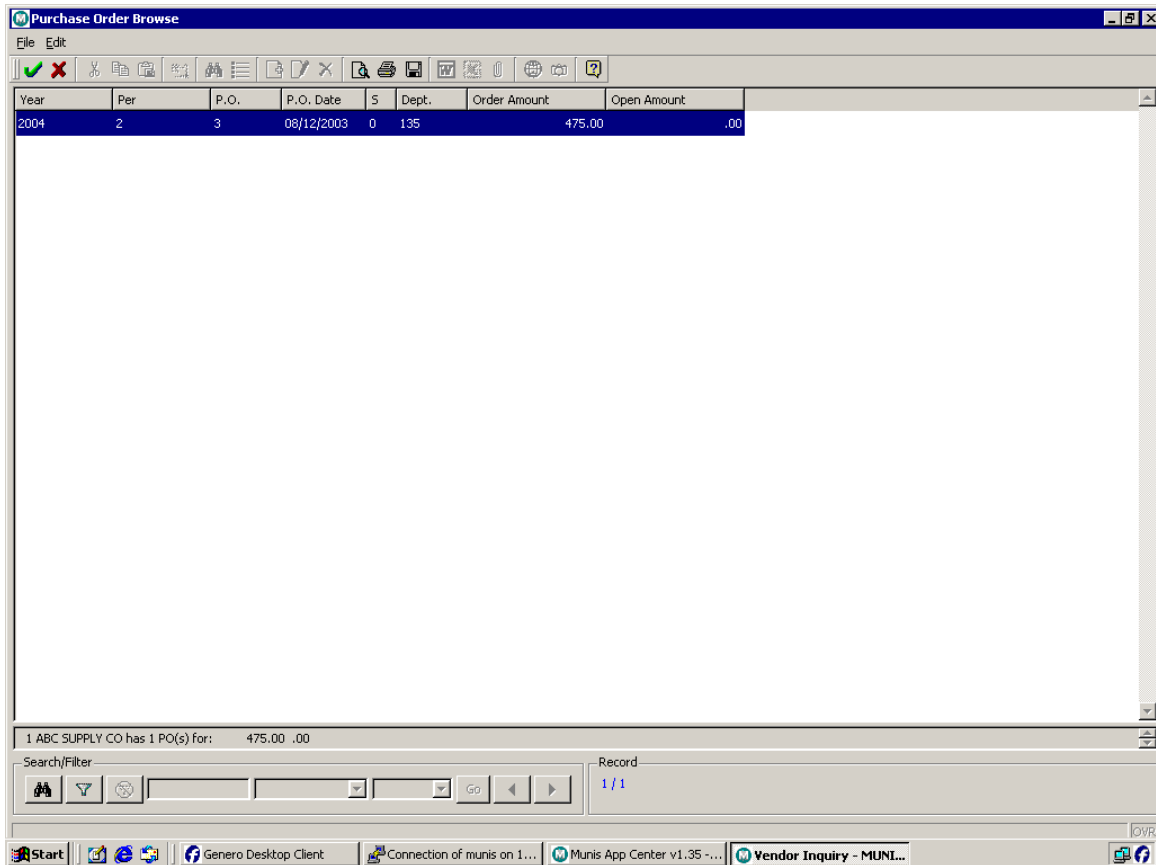
PO Number

Enter the Purchase Order Number or leave blank to find all Purchase Orders

When complete, click the accept button  to begin the search and the Purchase orders found will display in a browse screen as shown below.

This list may be printed from this screen by choosing the print  icon.

The following browse screen will appear listing all open Purchase Orders:



The browse screen will list all Purchase Order information in the following columns:

Fiscal Year, Period, PO Number, PO Date, Department Code, Ordered Amount, Open Amount. To see the Purchase Order double click on any of the Purchase Orders and the PO Inquiry screen will appear for the selected PO as shown below:

Purchase Order Inquiry - MUNIS [MUNIS 2005 Database: mu\_munis]

File Edit Tools Help

Accounts  
Invoices  
GL Find  
Detail Find  
Changes  
Activity  
Approvals

P/O Number: 3 2  
Fiscal Yr/Per: 2004 02  
Dept/Loc: 135  
Vendor Number: 1 ABC Supply Co  
Gen Commodity:  
Requisition:  
Contract:

Create Date: 08/12/2003  
Change Date: 09/10/2004  
Status: 0 Closed  
Type: N NORMAL  
Review code:  
Work Order: 0  
Activity:

Line	Ordered	Liquidated	Balance	GL Account (1st)
1	475.00	475.00	0.00	011352-54000
TOTAL	475.00	475.00	0.00	

Detail Receiving PO Notes

1 of 1

Summary of GL Accounts for the Purchase Order.

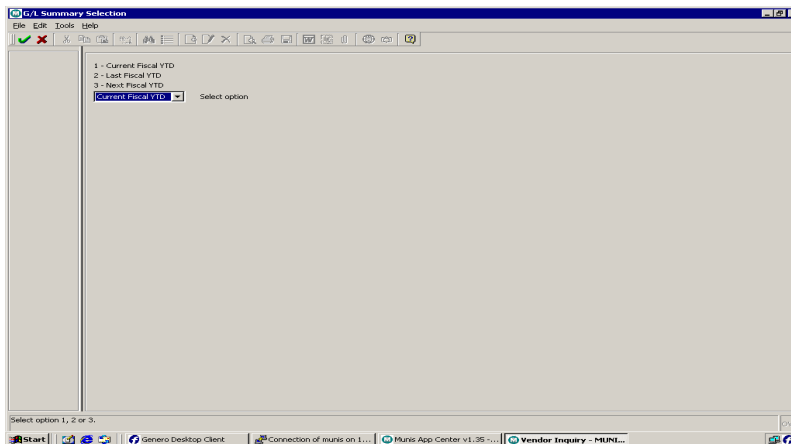
Start Genero Desktop Client Connection of munis on 1... Munis App Center v1.35 -... Vendor Inquiry - MUNIS [Purchase Order Inquir...

### Recurring Invoices


Recurring Invoice button will call up any recurring invoices that have been associated with this vendor in the Accounts Payable Program. If none exist the system will indicate that no records could be found for your request.


### General Ledger Summary

This option will list all the General Ledger accounts expended for the Vendor selected for the Current Fiscal YTD, Last Fiscal YTD or Next Fiscal TBD. When this option is selected the following dialog box will display:



Choose Current Fiscal Year to see accounts expended this Fiscal Year, Last Fiscal Year to see accounts expended for Last Fiscal Year or Next Fiscal Year to see accounts expended for Next Fiscal Year.

When complete, click the accept button  to begin the search and the information will display in a browse screen as shown below. This list may

be printed from this screen by choosing the print  icon.

The accounts will then be displayed on the following browse screen:

The screenshot shows a window titled "G/L Summary Browse" with a menu bar (File, Edit) and a toolbar. Below the toolbar is a table with the following columns: Org, Org Desc, Account, Account Desc, Req Amount, PO Amount, Open Inv Amount, and Paid Inv Amount. The table contains 13 rows of data. At the bottom of the window, there is a summary bar with the following text: Total Reqs: 1,902.50, Total POs: 47.50, Total Open Invoices: .00, Total Paid Invoices: 2,670.11. Below the summary bar is a search/filter section with a search box, filter icons, and a record count of 1 / 12. The taskbar at the bottom shows the Start button, several application icons, and the text "Genero Desktop Client", "Connection of munis on 1...", "Munis App Center v1.35 -...", and "Vendor Inquiry - MUNI...".

Org	Org Desc	Account	Account Desc	Req Amount	PO Amount	Open Inv Amount	Paid Inv Amount
0001	GEN FUND	2020-00-000 -0000- -0-0001-000-00	Acct Pay	.00	.00	.00	99.59
0001	GEN FUND	3150-00-000 -0000- -0-0001-000-00	Approp	.00	.00	.00	52.77
0026	ACCT EXP	5200-51-0026-0000- -1-0001-013-35	SERVICES	.00	.00	.00	50.00
0026	ACCT EXP	5800-51-0026-0000- -1-0001-013-35	CAPITAL	.00	.00	.00	50.00
0027	POLICE SAL	5100-02-0027-0000- -2-0001-021-10	SALARIES	.00	.00	.00	52.49
0029	DPW SALARI	5100-04-0029-0000- -4-001 -040-00	SALARIES	.00	.00	.00	192.14
0070	WATER FUND	2020-00-000 -0000- -0-0070-000-00	Acct Pay	.00	.00	.00	304.75
01	GEN FUND	1042-00-0000-0000- -0-001 -000-00	Chks Pay	.00	.00	.00	668.37
011352	ACT EXP	5200- 0-0000-0202- -1-001 -135-00	UTILITIES	.00	47.50	.00	.00
011352	ACT EXP	5203- 0-0000-0202- -1-001 -135-00	EQUIPMENT	1,900.00	.00	.00	200.00
011352	ACT EXP	5400- 0-0000-0202- -1-001 -135-00	OFF SUPPLY	2.50	.00	.00	.00
4810	TRANSIT AD	20 -00-0000-0000- -8-18 -481-00	OFFICE SPL	.00	.00	.00	1,000.00

The browse screen will display the account information in the following columns:

Org Code, Org Description, Account (long account with all 8 segments plus the object code), Account Description, Requisition Amount (any requisitions currently entered for the vendor), PO Amount (all open Pos for the Vendor), Open Invoice Amount (All invoices which have been entered but not approved yet by Auditing), and all Paid Invoices (Invoices where checks have been cut).

### View History

View History provides and audit trail of all changes made to this vendor's record in the Vendor Maintenance program.

## 5.0 Vendor Inquiry - Self-Study Exercises

1. Find a Vendor by name, number, address and contact
2. View Invoices
3. View Checks
4. View Purchase Orders