MUNIS®

HOW TO USE VENDOR INQUIRY

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HOW TO USE VENDOR INQUIRY

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

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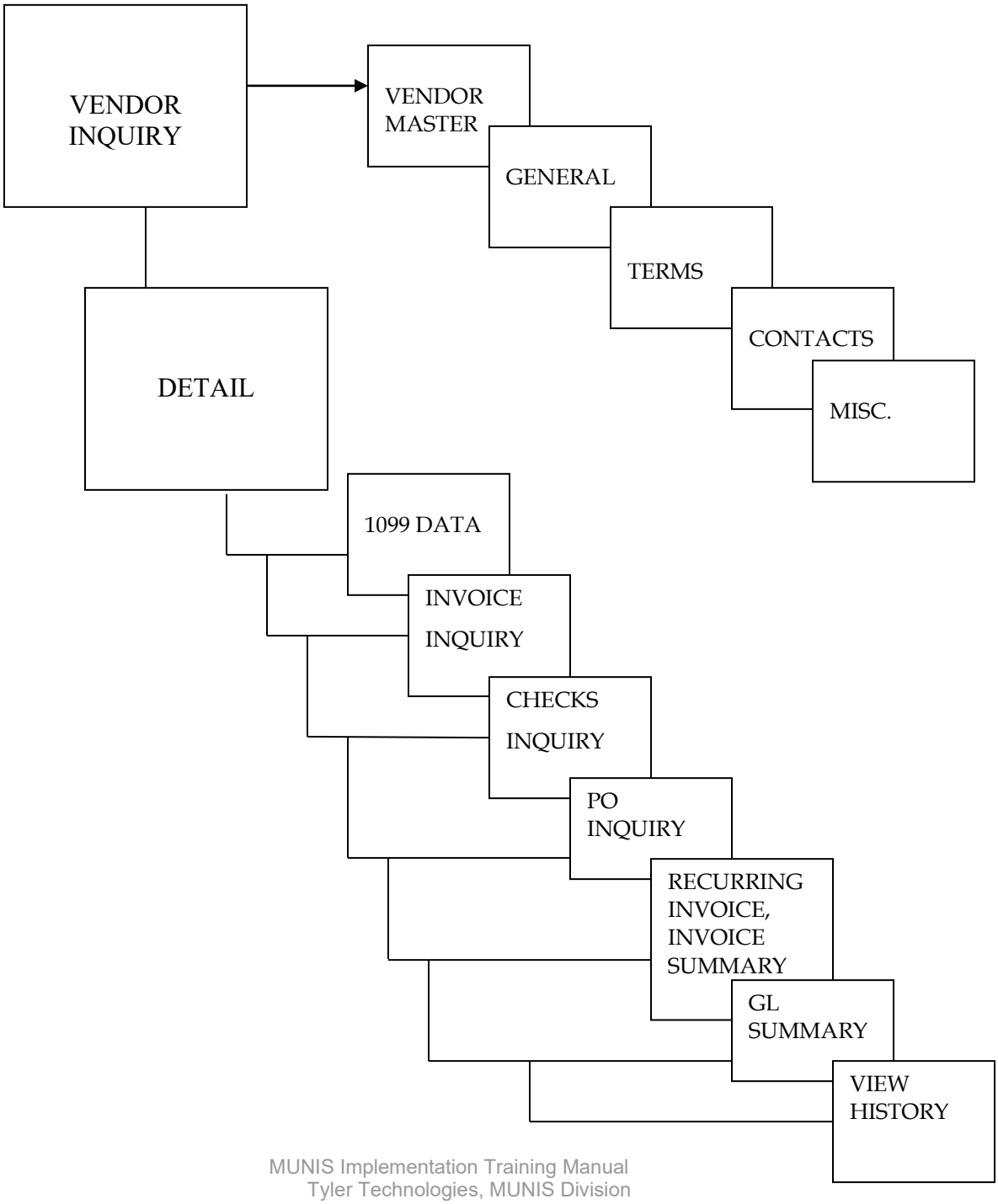
3.0 Vendor Inquiry - Data Flow

3.1 Overall



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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.

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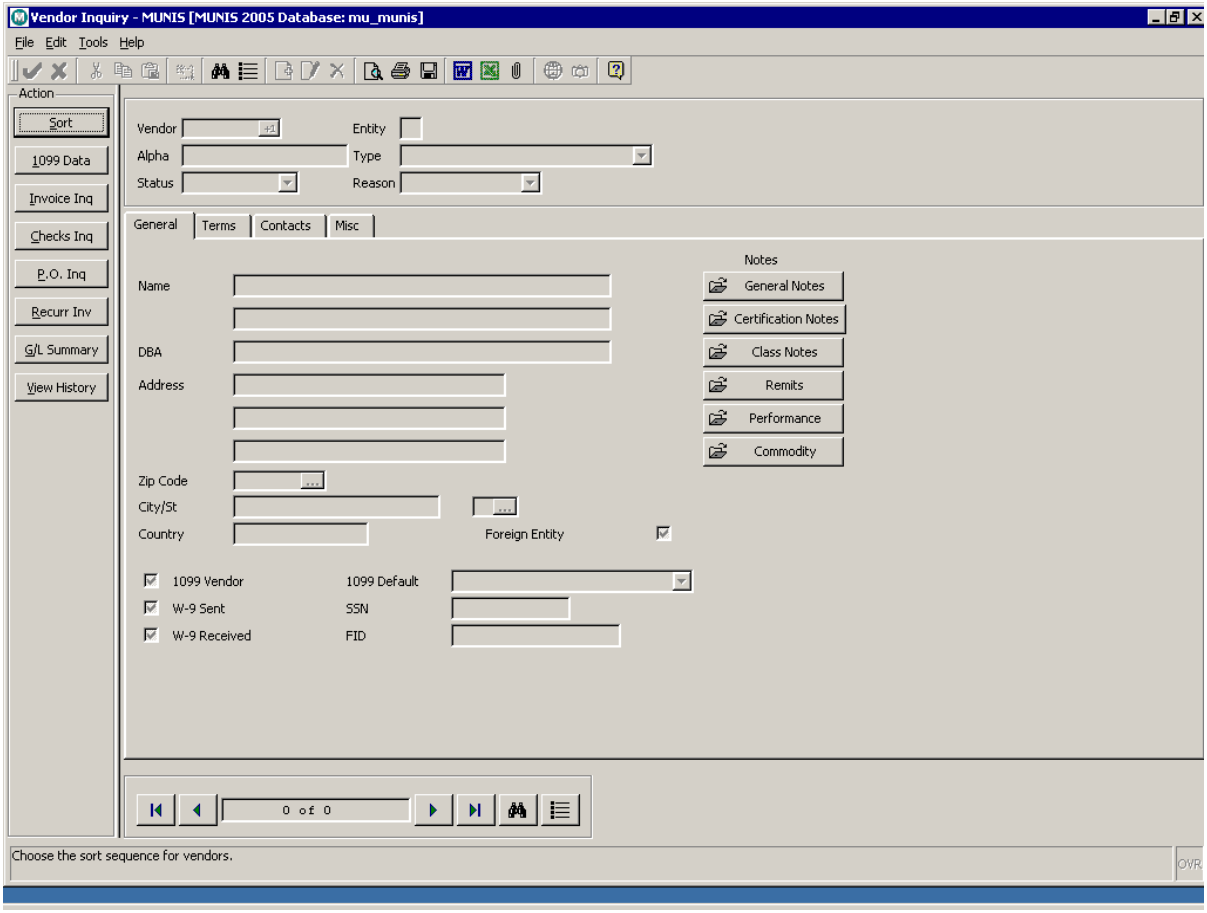

Vendor Inquiry Main Screen

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.

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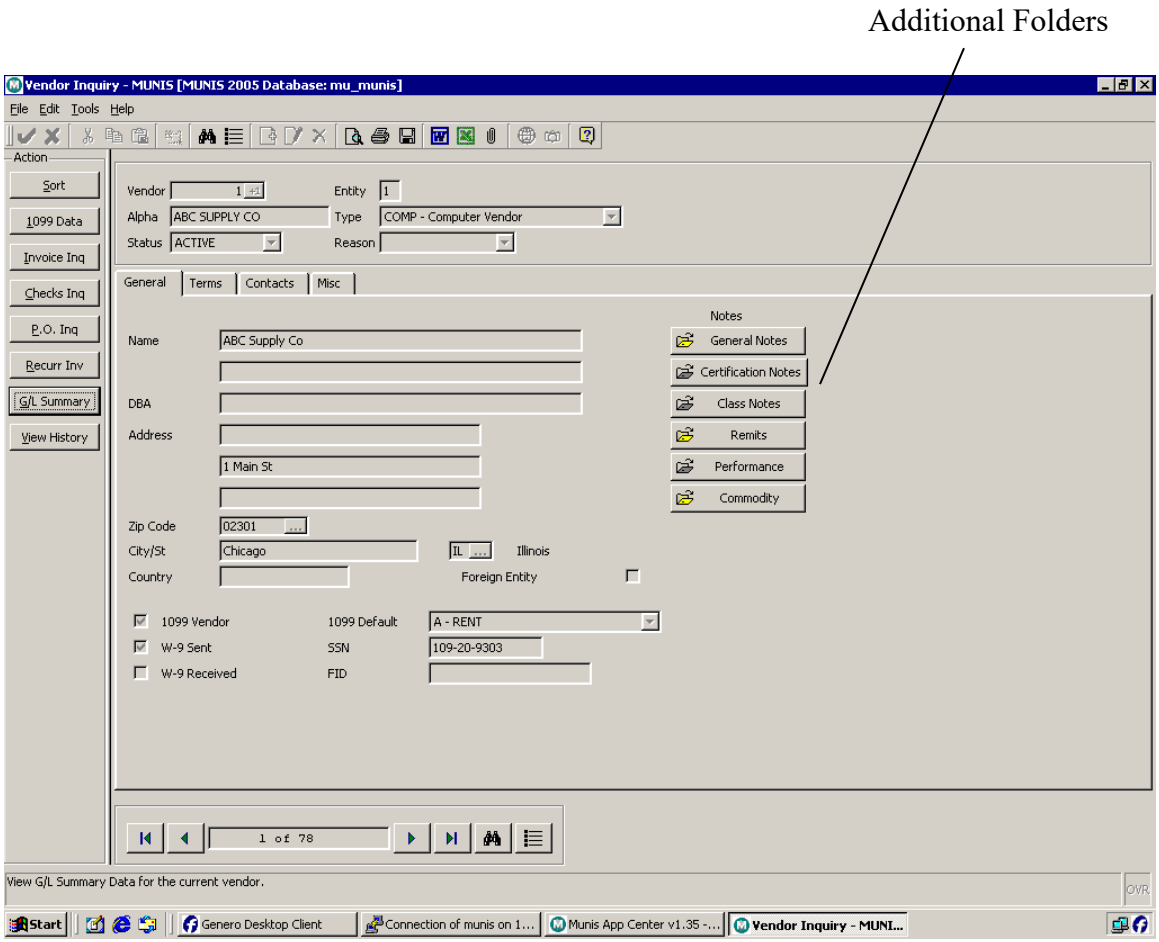

Performance folder holds information tied to the purchasing history and performance of the given vendor. Notes can be appended based on the information provided on the following screen:

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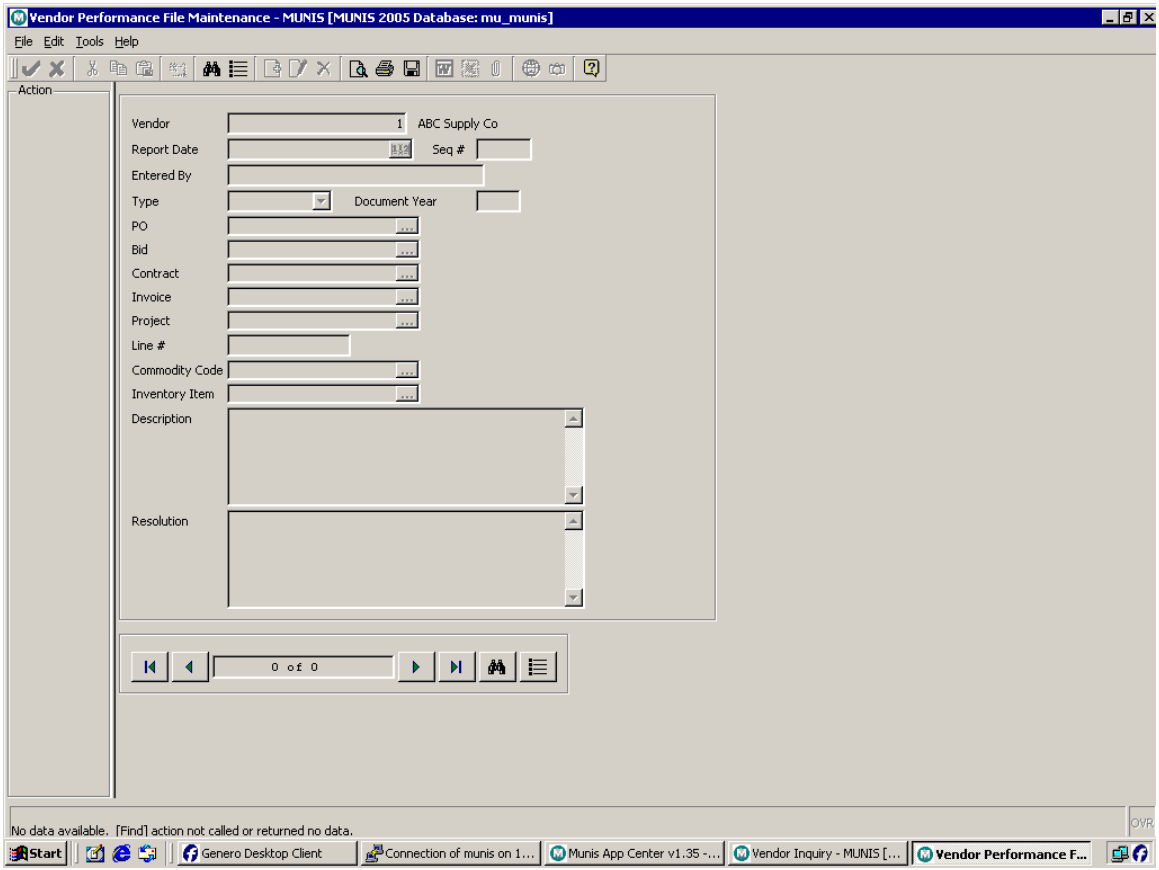

Commodity Code information can also be viewed if Commodity Codes are in use at your site, the following screen appears when the Commodity Folder is chosen:

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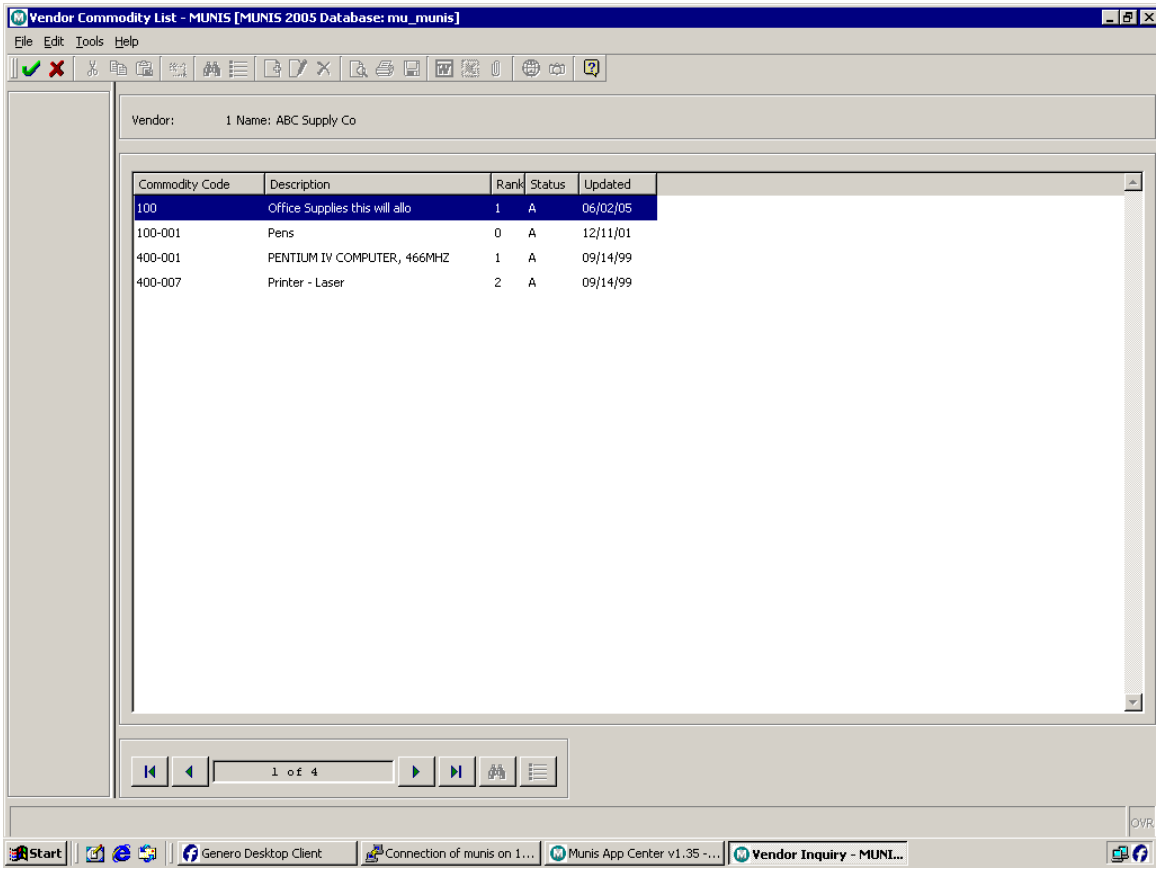

4.3 Vendor Inquiry Options

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.

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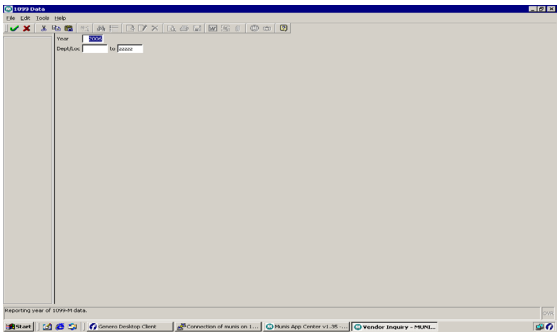
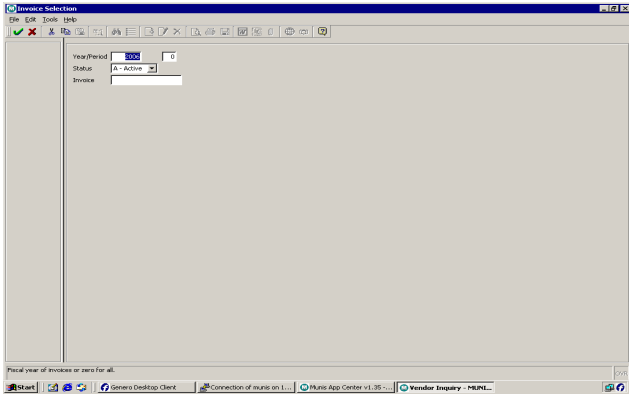


Invoice Inquiry

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.

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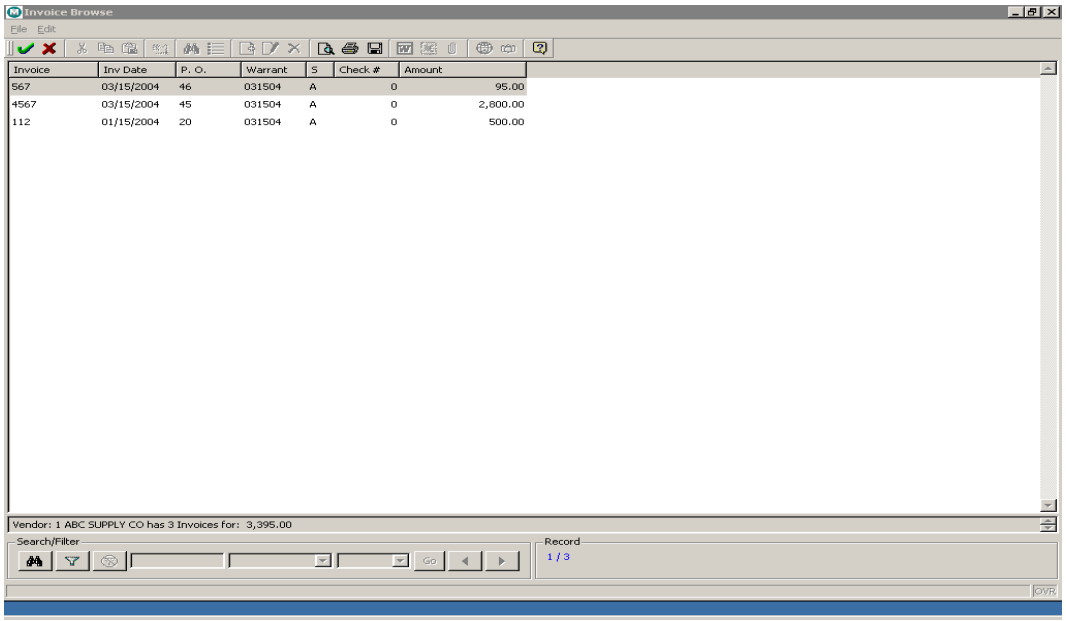
When complete, click the accept button to begin the search and the invoices found will display in a browse screen as shown below. This list may be printed from this screen by choosing the print icon.



The 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.

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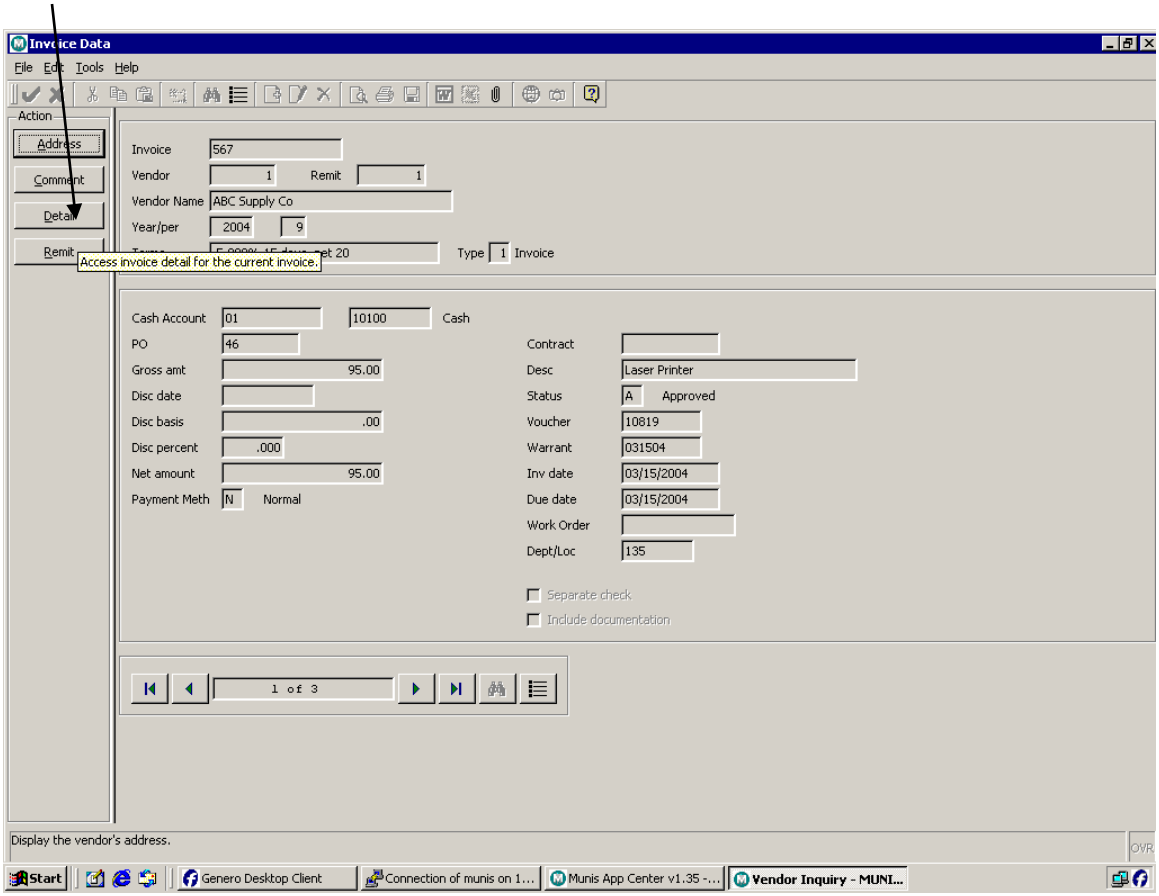
Detail Button



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

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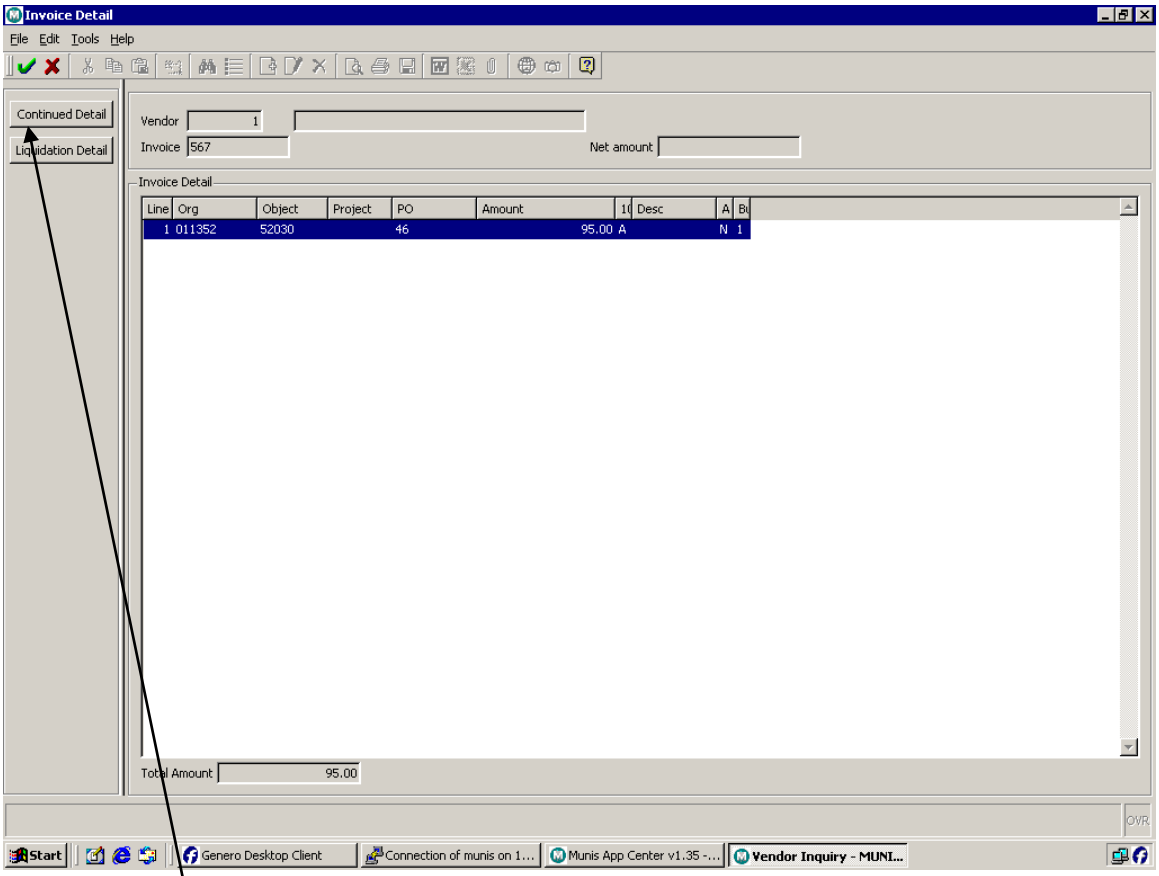
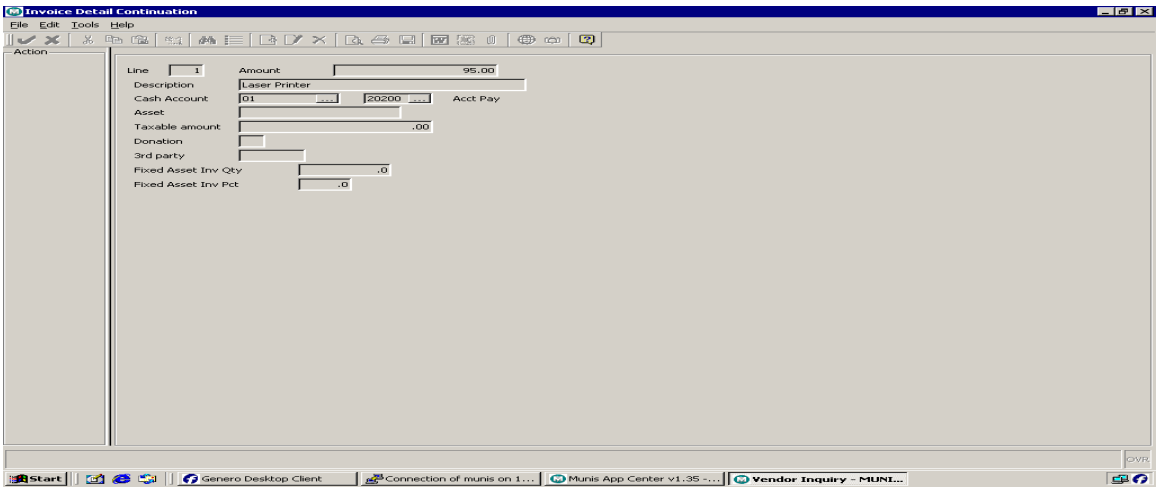


Choose the Continued Detail button to obtain more detail relating to invoice.



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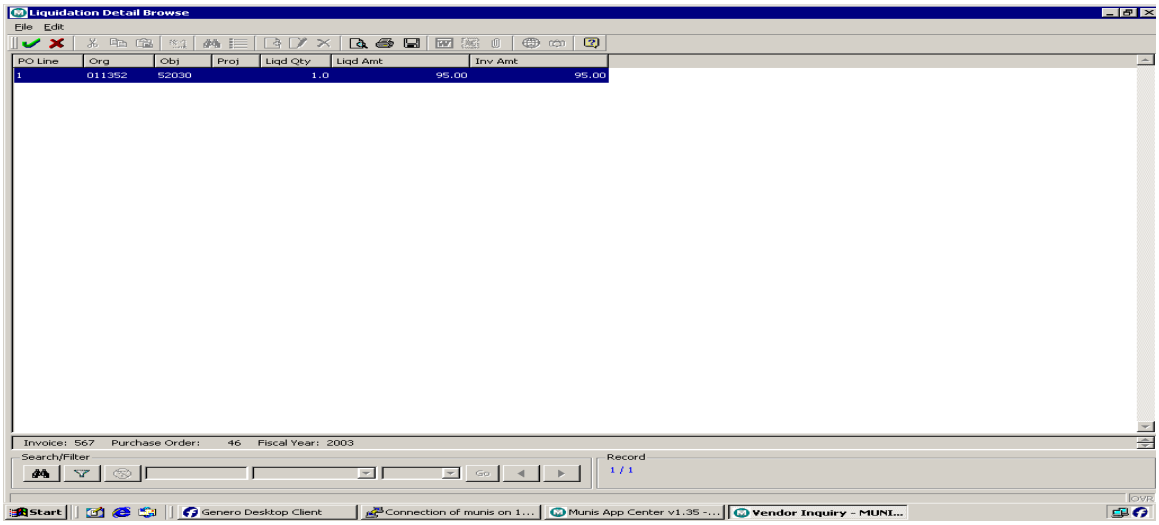
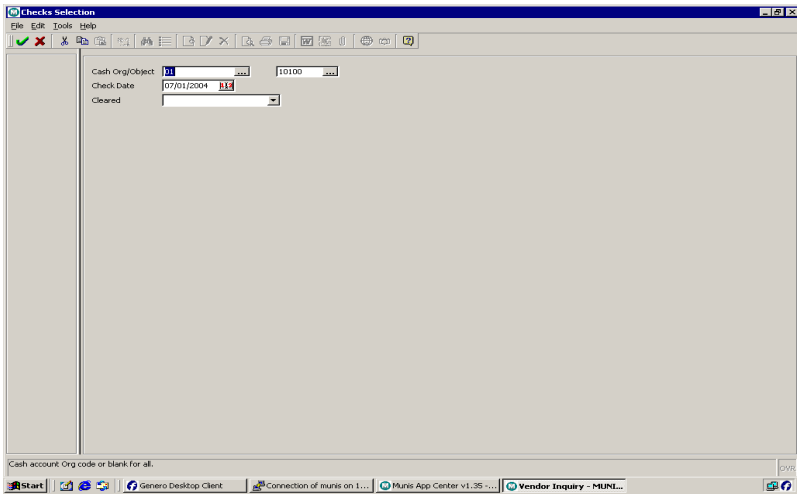
To see the PO Liquidation amounts click on the Liquidation Detail tool button and the following screen will appear indicating total amount liquidated on the invoice when the invoice was paid (helpful to determine if an invoice was closed –completely liquidated – when the invoice was paid).



Checks Inquiry

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



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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:

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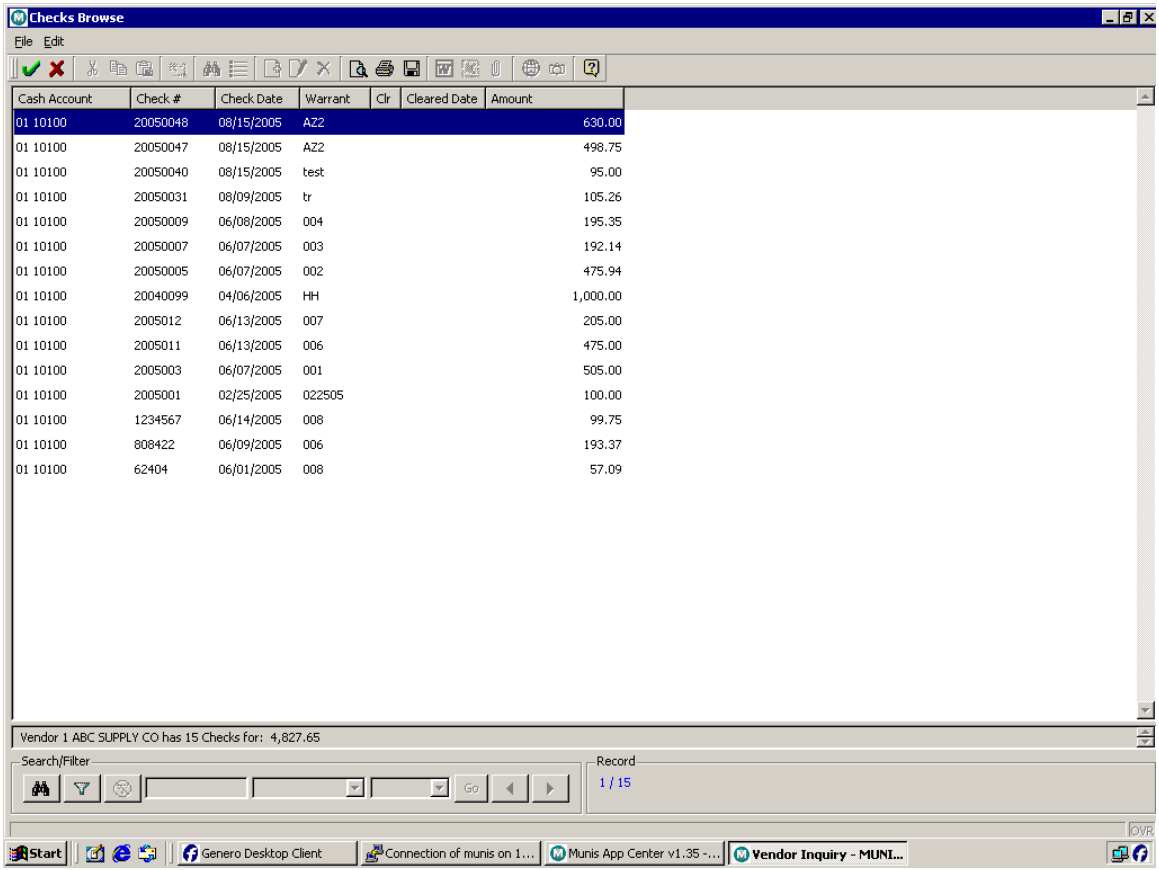

The screen is arranged into the following columns:

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:

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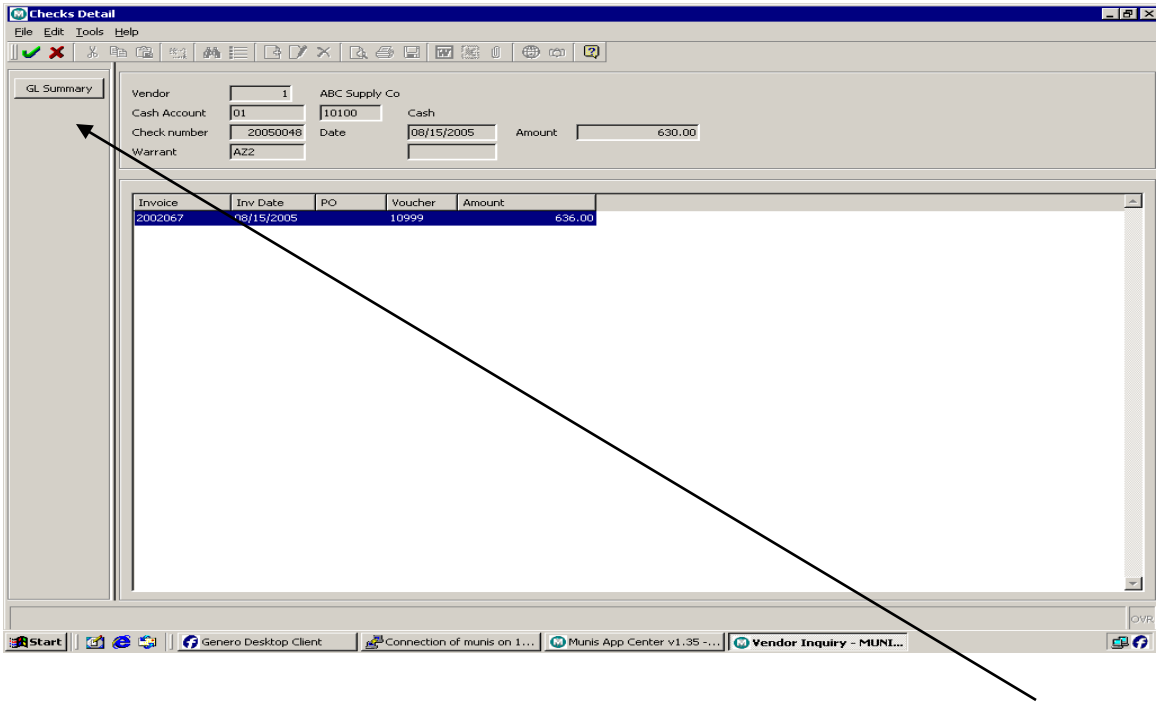
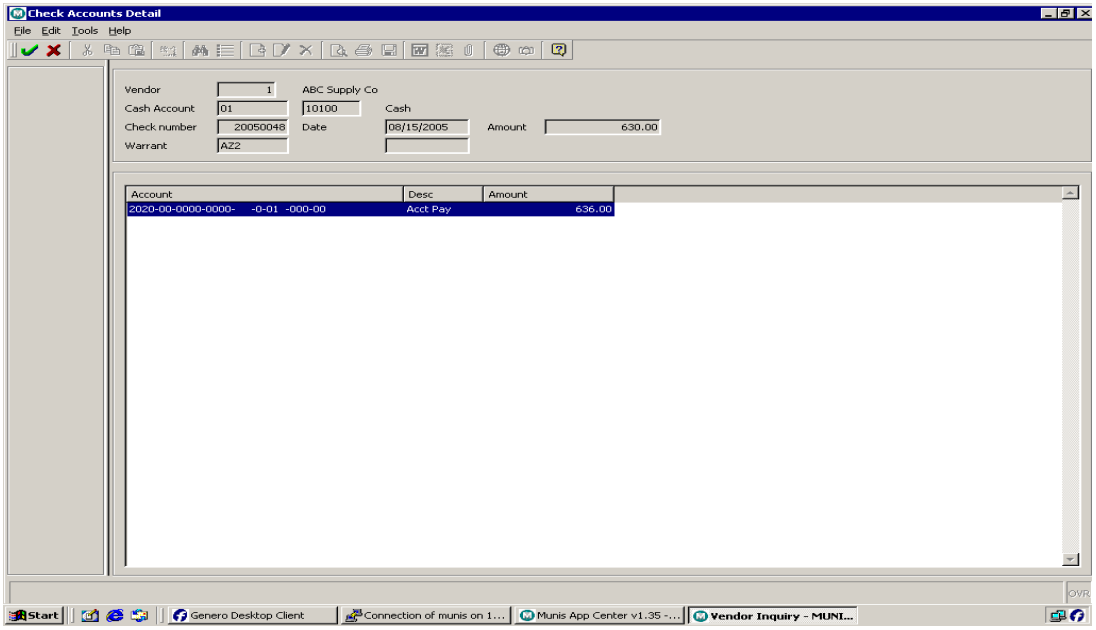


To view the General Ledger accounts associated with the invoice choose the GL Summary tool button and the accounts expensed for the invoice highlighted will display as shown below.



Purchase Order Inquiry

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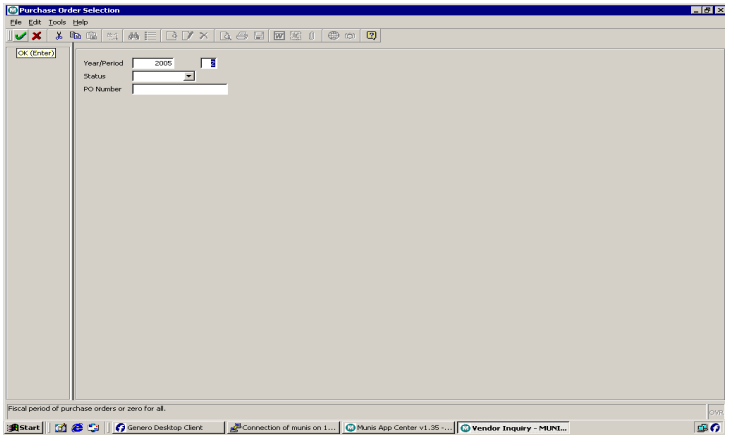
This option allows the viewing of all open Purchase Orders for the Vendor selected. When this option is chosen the following dialog box will appear:



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:

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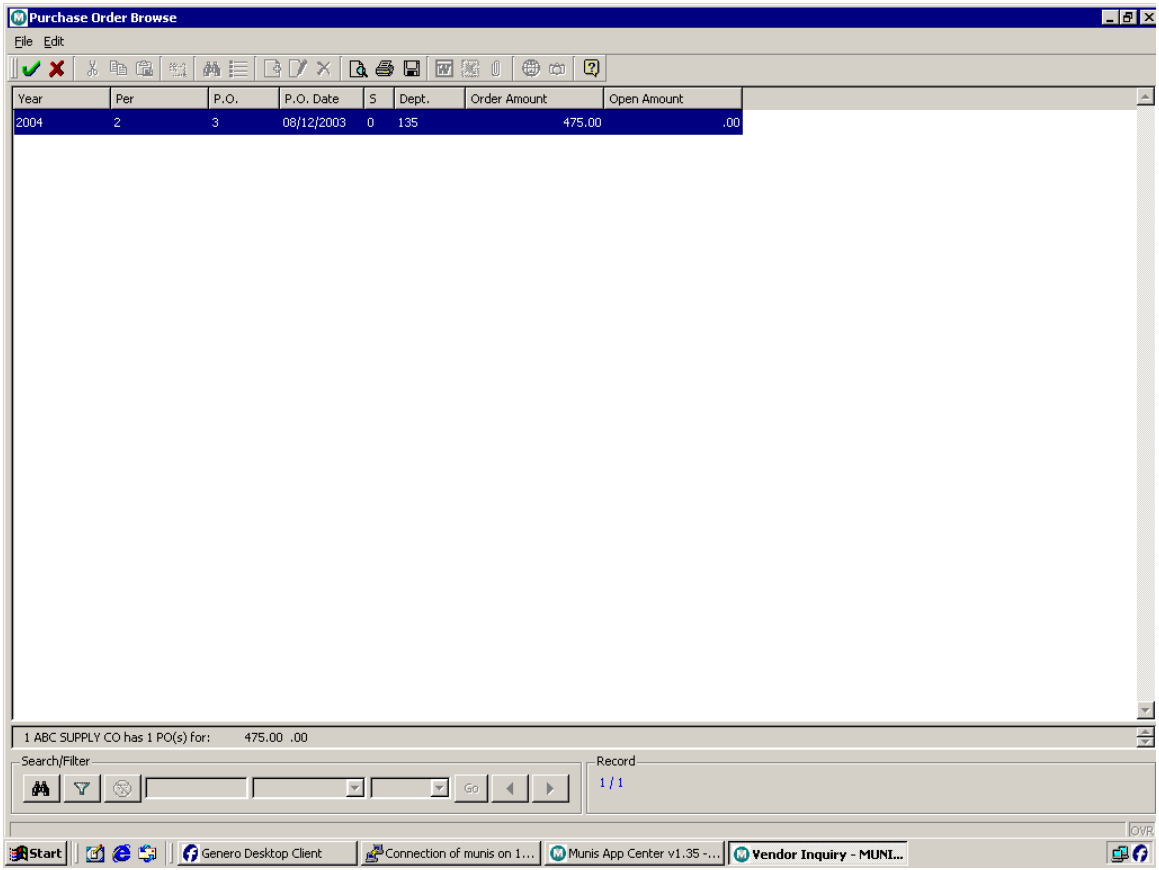

The browse screen will list all Purchase Order information in the following columns:

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:

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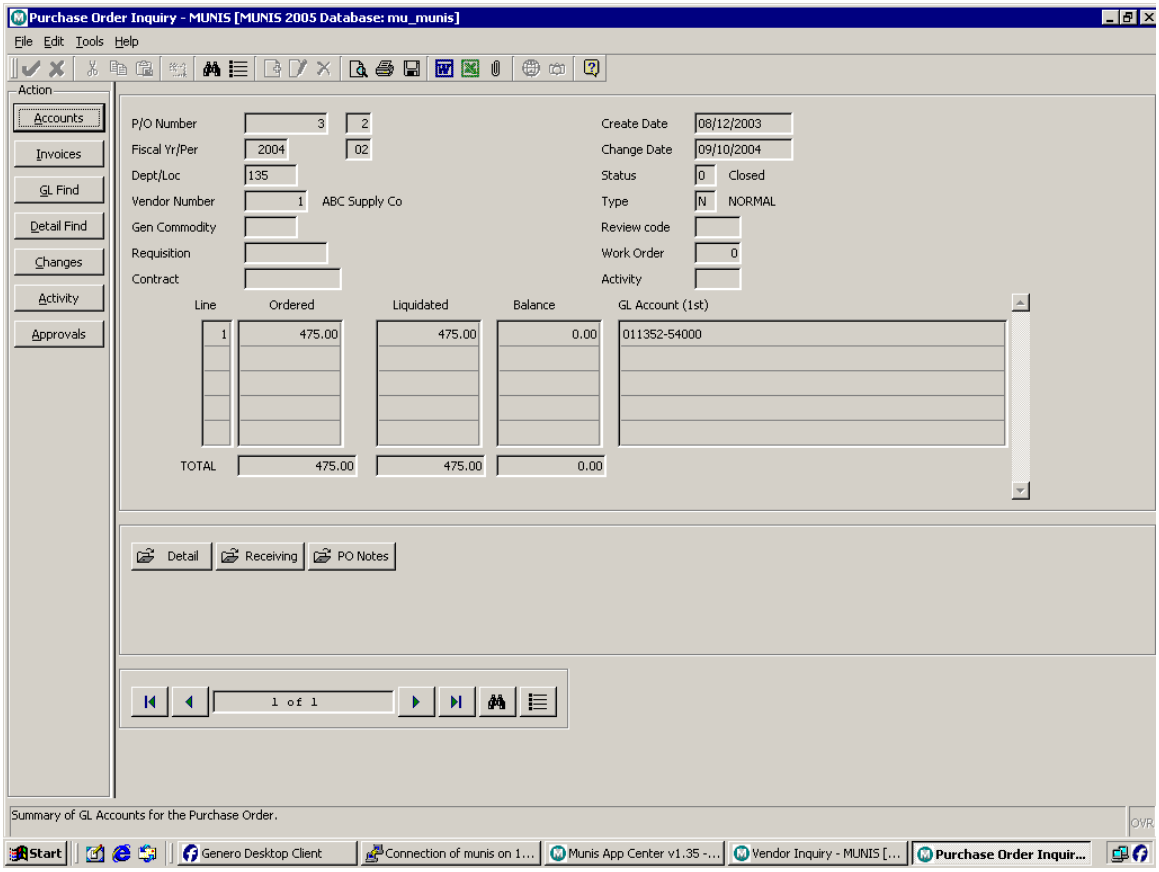

Recurring Invoices

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:

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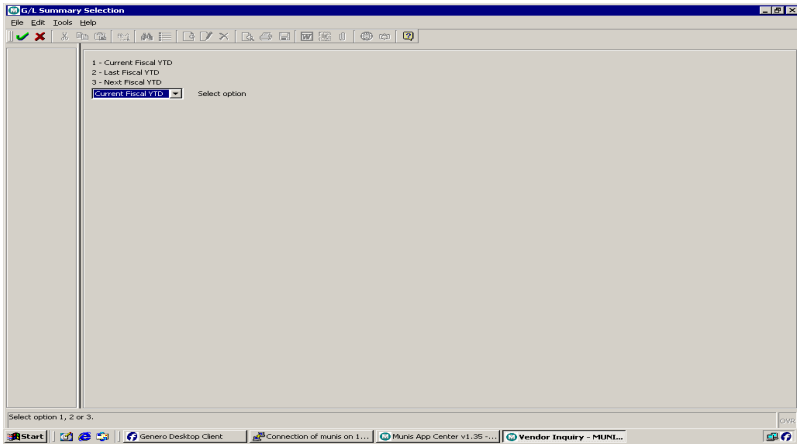

Choose Current Fiscal Year to see accounts expended this Fiscal Year, Last Fiscal Year to see accounts expended for Last Fiscal Year or Next Fiscal Year to see accounts expended for Next Fiscal Year.

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.

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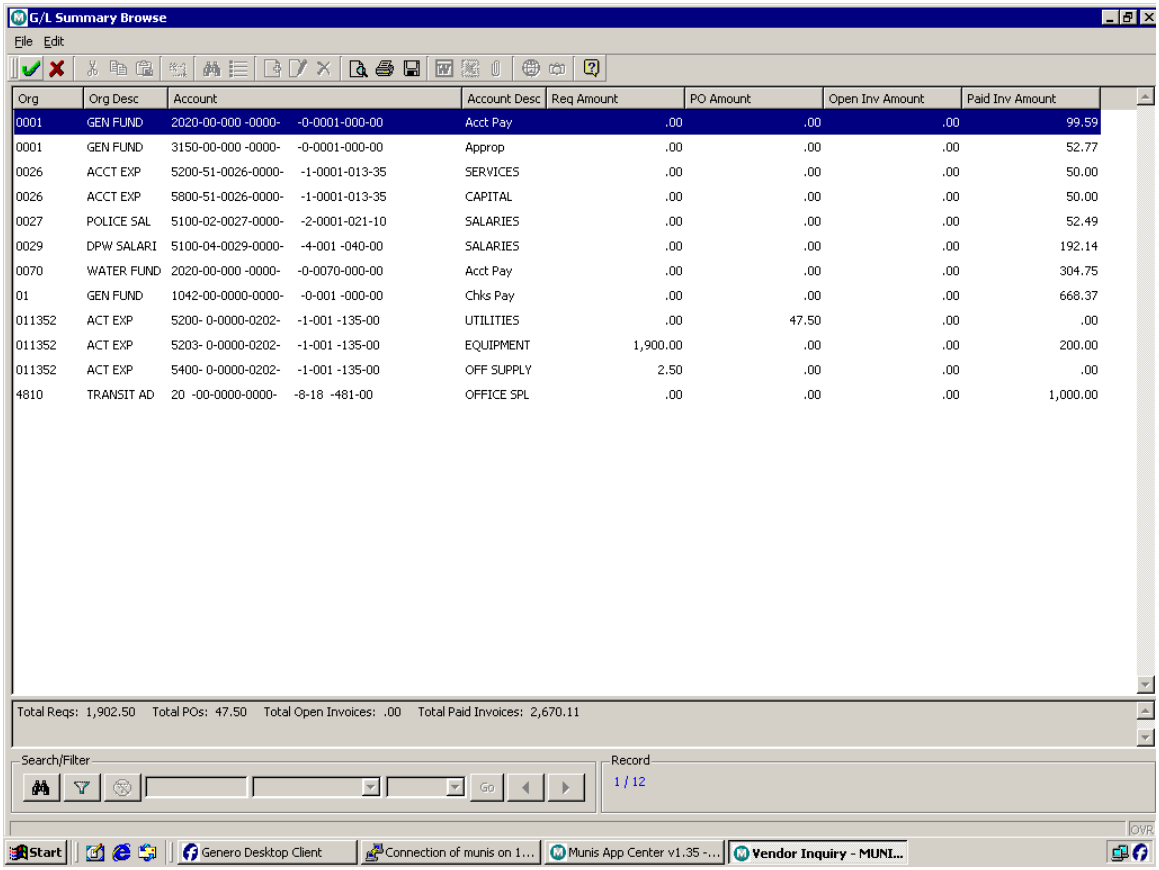
The accounts will then be displayed on the following browse screen:



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.

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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

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