

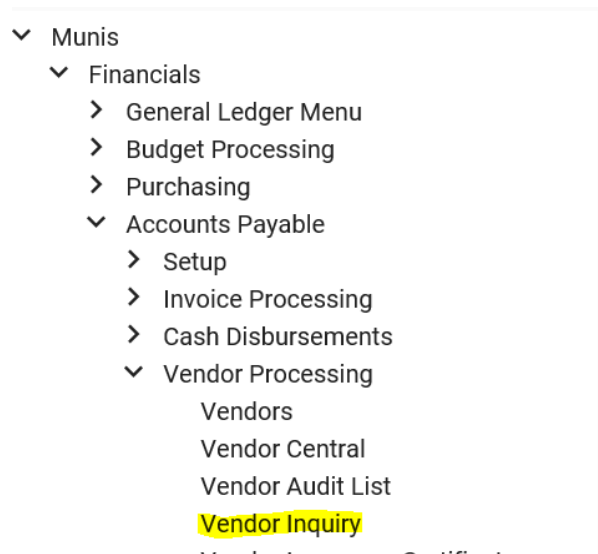
MUNIS Vendor Inquiry

Version 2019.1

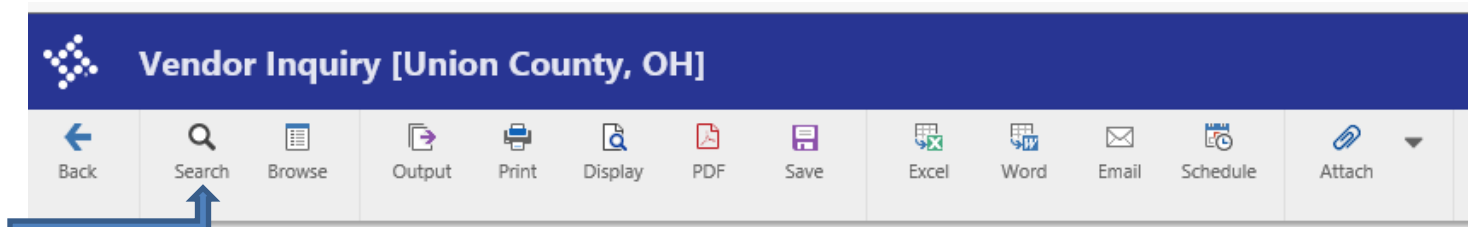
Vendor Inquiry will show information regarding a vendor and purchasing activities related to the vendor. This includes checks issued and invoices paid to the vendor

1. Open Vendor Inquiry

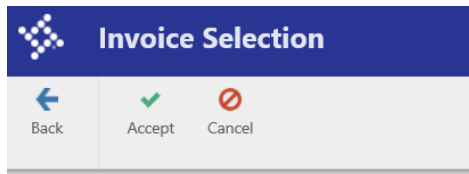
Financials > Accounts Payable > Vendor Processing-Vendor Inquiry



2. Select the Search icon in the dashboard



- If you know the vendor number, enter it in the Vendor field and hit return. If you do not know the vendor number, go to the ALPHA FIELD and enter the Vendor name or the first few characters of the Vendor name followed by * then hit accept. If the vendor cannot be found, you must request a vendor number from the Auditor's office. Please provide the IRS form W-9 from the vendor at the time of the request for a vendor number.
- To search for invoices that have been entered and have been paid or are pending payment, select the INVOICE ENTRY icon on the dashboard. The Invoice Criteria screen will appear



Invoice Criteria

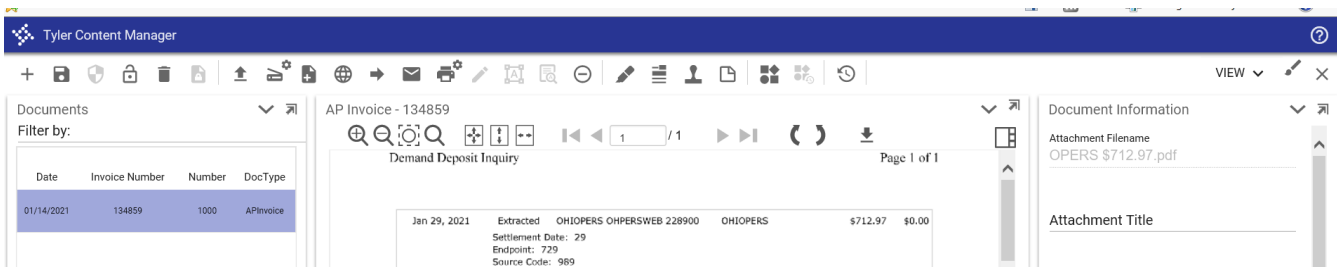
Year/period

Status

Document

Invoice

- c. Define the Year that you want to search. In the Status drop down box, select P-Paid and then click on Accept
- d. The invoices that have been paid or are pending payment will appear. If you hover and highlight a line and then click accept, the details of the Invoice entry will appear.
- e. To view a copy of the invoice and/or the image of the check, click on the Paperclip in the dashboard and then select AP Invoice and then the View Documents icon at the bottom left hand corner of the page



- f. The image of the invoice will appear
- g. To view the image of the check, highlight the AP Warrant Attach and then view documents.
- h. The images can be emailed directly from the viewed screen by selecting the EMAIL icon on the dashboard.