

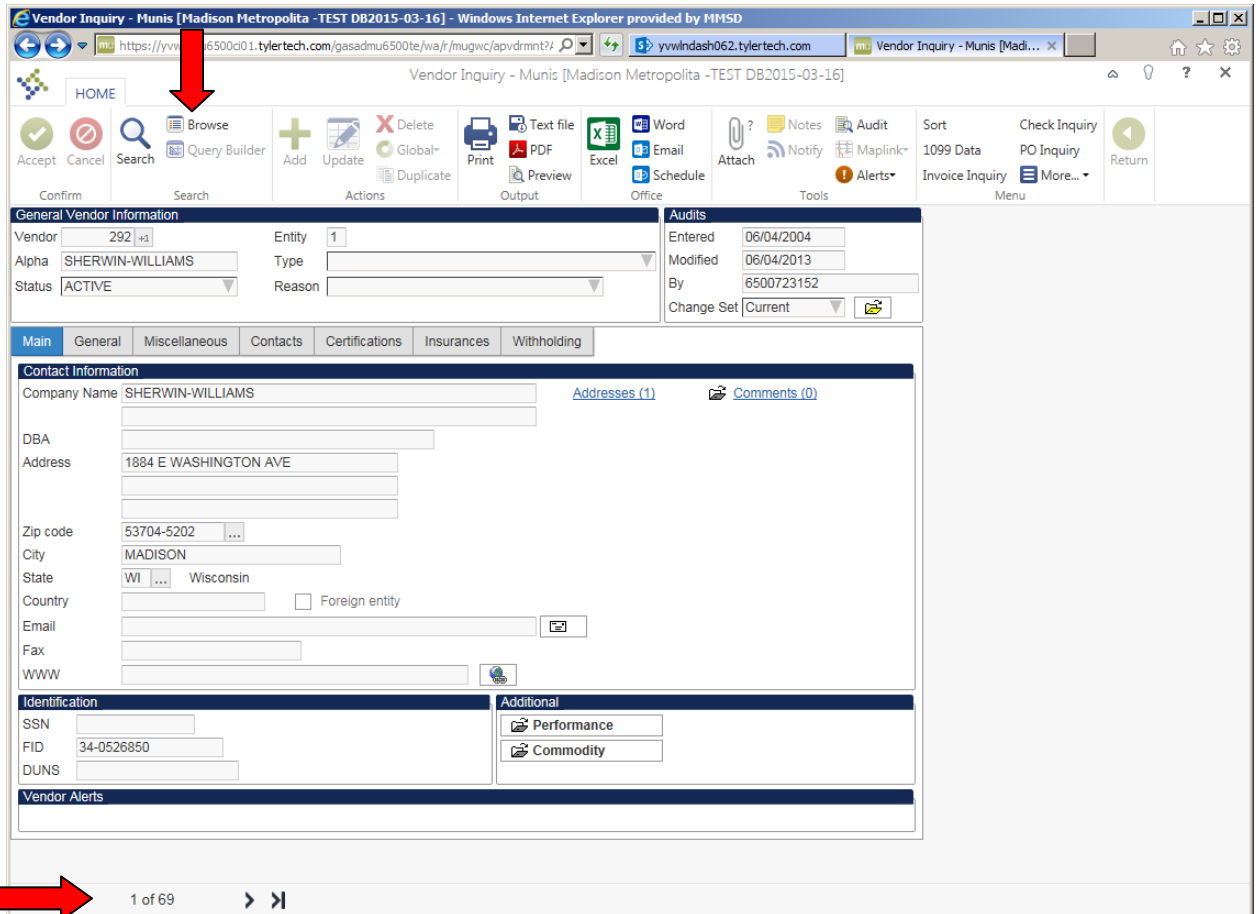


Vendor Inquiry

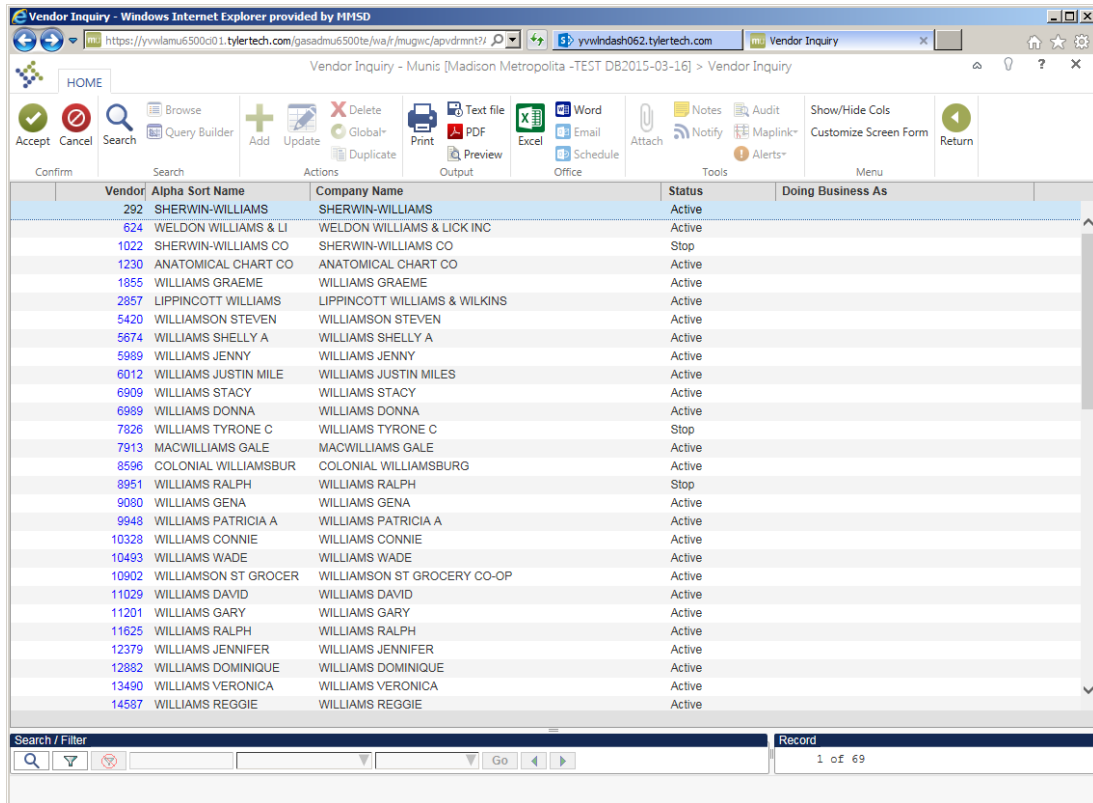
Includes Invoice, Check and PO Inquiry Directions

1. To access Vendor Inquiry click here: *Departmental Functions*>*Vendor Inquiry*
2. To start searching, click the **Magnifying Glass** (find) at the top
- 3.

Browse button to display all Williams vendors



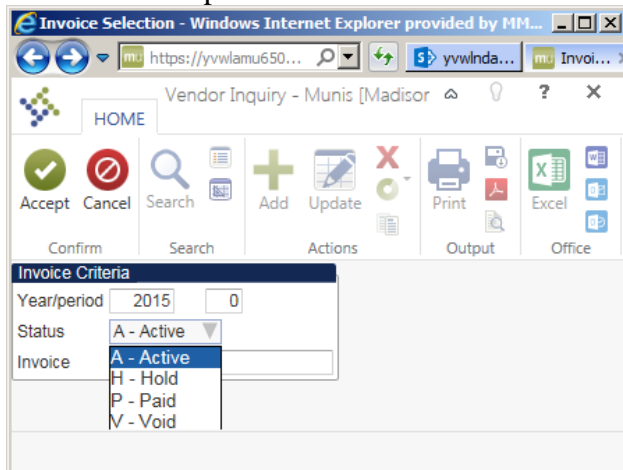
4. Now every field that is white is open as a search engine. Type in the vendor number or go to the **Name** field and do a wild card search. A wild card search is an * before and after one word in the vendor name. In this example, *Williams* is used.
5. Notice the bottom of the screen with the arrows and 1 of 69. This means there are 69 vendors with the word Williams. You can click the forward arrow to cycle through them or click the browse button.



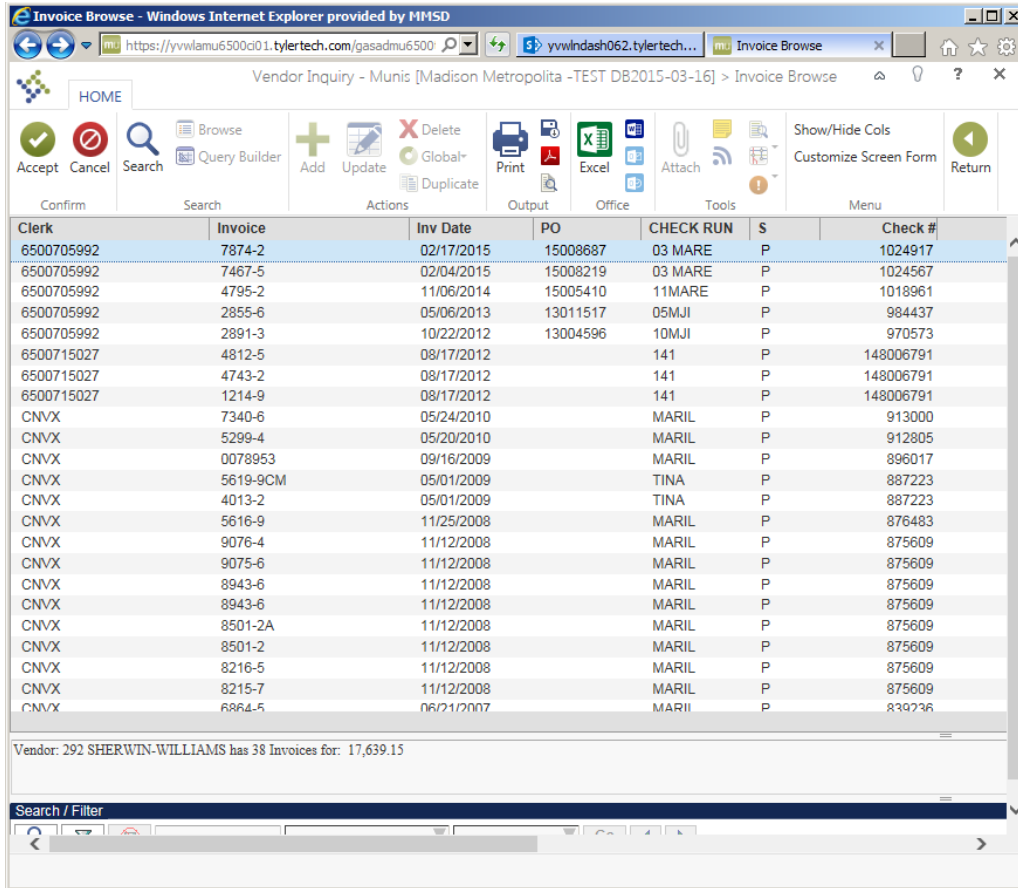
6. This is the result of the browse button. Searching can be done at the bottom of this screen. Select your vendor.
7. Once back in the main Vendor Inquiry screen, you can click the Remit folder to view remits or inquire on Invoice, Check or PO.

Invoice Inquiry

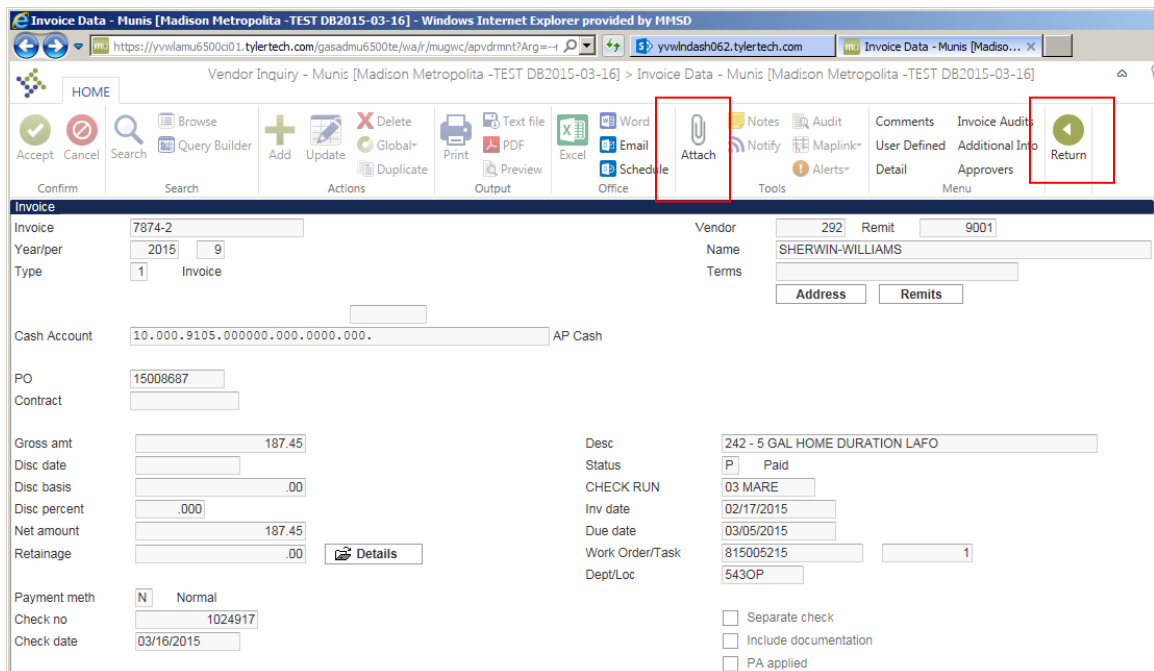
1. While in a vendor inquiry a vendor must be selected, then click on the **Invoice Inquiry** button on the top.



2. This search window will appear. For the most complete invoice search, remove the year, unless you know which fiscal year it was paid in, and then change the status to **blank**, at the bottom. This will give you absolutely everything paid to this vendor.
3. Again, there is a search option at the bottom of the results page.



- This also has some converted data from previous software systems. Double click the invoice you would like to see further information on and that invoice will open for you. While in the screen, there is a paperclip icon on the tool bar. This opens TCM, which is where the stored images of the invoice and check are.
- Click "Return" to go back to the list of invoices. Click "Return" again to get back to the vendor's main screen.



Check Inquiry

1. While in vendor inquiry, a vendor must be selected, then click on the **Check Inquiry** button on the top.

Checks Selection - Windows Internet Explorer provided by MMSD

Vendor Inquiry - Munis [Madison Metropolitana -TEST DB2015]

Check Criteria

Cash Account: 10.000.9105.000000.000.0000.000.

Check number:

Check date: 07/01/2014 to

Cleared:

2. This search window will appear. If you know the check number, enter it. Otherwise a date span would normally be entered here. If every check is needed, just click the green check without filling out any fields.
3. There is a search option at the bottom of the page to sort through all of the results.
4. Click “Accept” and a **Checks Detail** window will open. Click on the check you want to look at in greater depth and click “Accept”

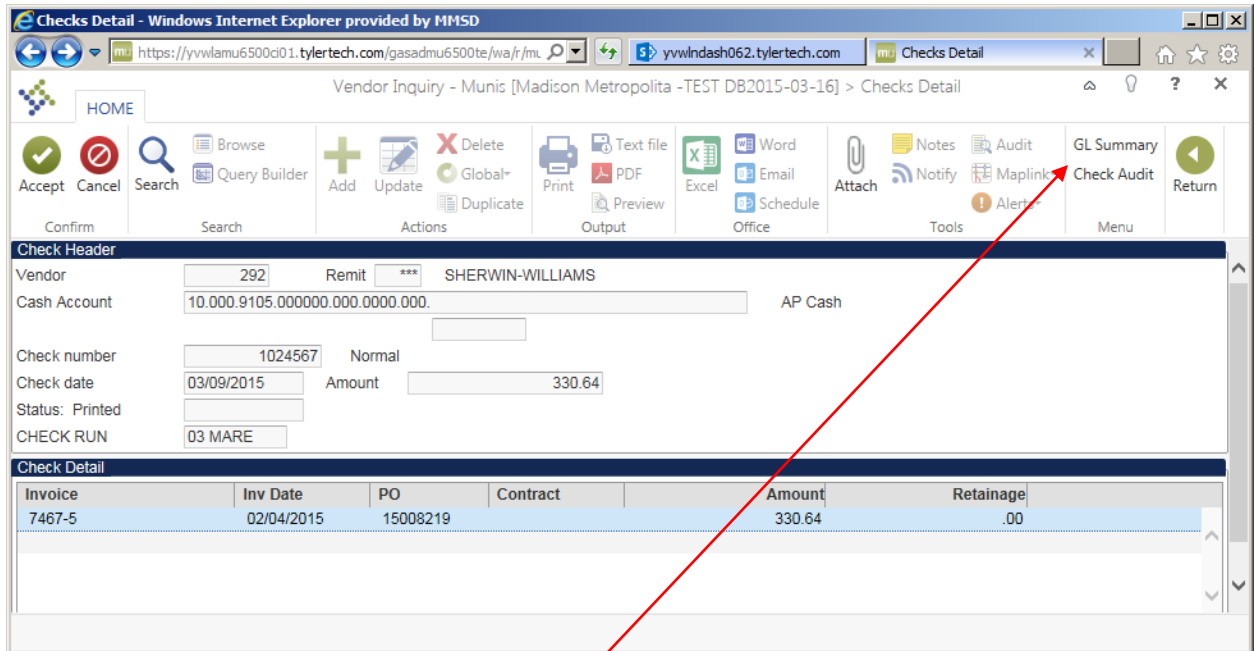
Checks Browse - Windows Internet Explorer provided by MMSD

Vendor Inquiry - Munis [Madison Metropolitana -TEST DB2015-03-16] > Checks Brows

Cash Account	Check #	Check Date	CHECK RUN	Clr	Cleared
10.000.9105.000000.000.0000.000.	1024567	03/09/2015	03 MARE	N	
10.000.9105.000000.000.0000.000.	1018961	12/01/2014	11MARE	Y	12/04/

Vendor 292 SHERWIN-WILLIAMS has 2 Checks for: 537.29

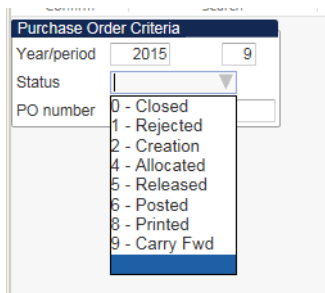
Search / Filter



5. **Cash Account** is not the account number that was charged for this expense. To find that, click the **GL Summary** button on the top.
6. To view a copy of the check, click the paperclip icon on the tool bar at the top of the screen.
7. Click “Return” to go back to the list of checks. Click “Return” again to get back to the vendor’s main screen.

PO Inquiry

1. While in a vendor inquiry a vendor must be selected, then click on the **PO Inquiry** button on the top.



2. This search window will appear. For the most complete po search, remove the year, unless you know which fiscal year it was created in, and then change the status to **blank**, at the bottom. This will give you absolutely everything issued to this vendor.

Buy Id	Year	Per	PO	PO Date	S	Dept.	Order Amount	Open Amou
6500710319	2015	9	15009446	03/05/2015	6	544MT	39.00	39.00
6500710319	2015	8	15008687	02/12/2015	0	543OP	206.65	0.00
6500710319	2015	7	15008219	01/30/2015	0	544MT	331.00	0.00
6500710319	2015	4	15005410	10/29/2014	0	543OP	206.65	0.00
6500727901	2013	10	13011517	04/30/2013	0	543OP	1,586.92	0.00
6500727901	2013	4	13004596	10/17/2012	0	543OP	229.89	0.00

292 SHERWIN-WILLIAMS has 6 PO(s) for: 2,600.11 39.00

Search / Filter: [Search Box] [Filter Icon] [Go] [Record: 1 of 6]

3. There is a search option at the bottom of the page to sort through all of the results.
4. Double click on the check selection and a **Purchase Order Inquiry** window will open. Everything possible is located on this screen.
5. There is a paperclip icon on the tool bar, click this to view the PO.