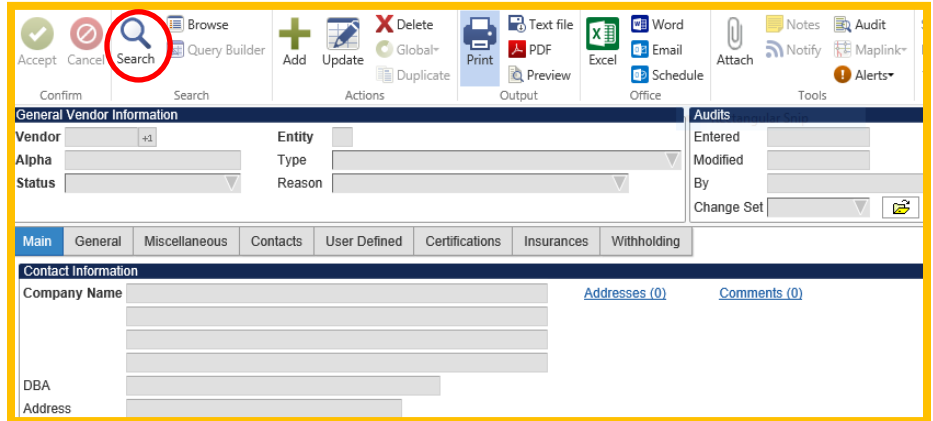


VENDOR INQUIRY

Here is a step by step process to look up a vendor in MUNIS:

Go to your Tyler Menu—Click on “Vendor Inquiry”

Then click on “Search” on your MUNIS toolbar. (pictured to the right)

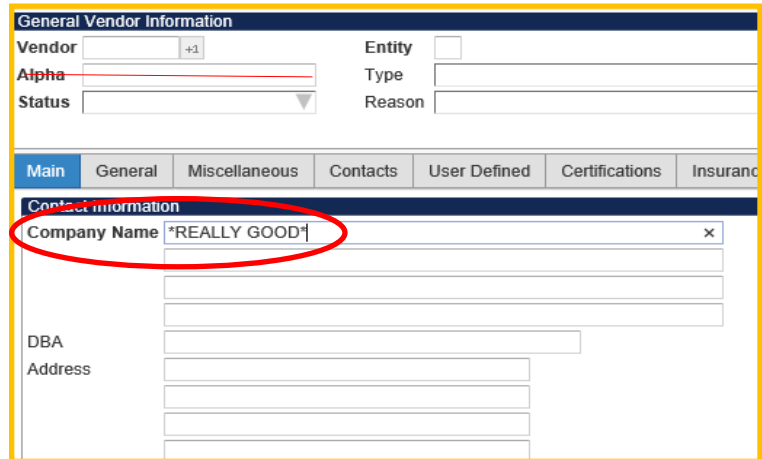


There are **THREE** different ways to look up a vendor.

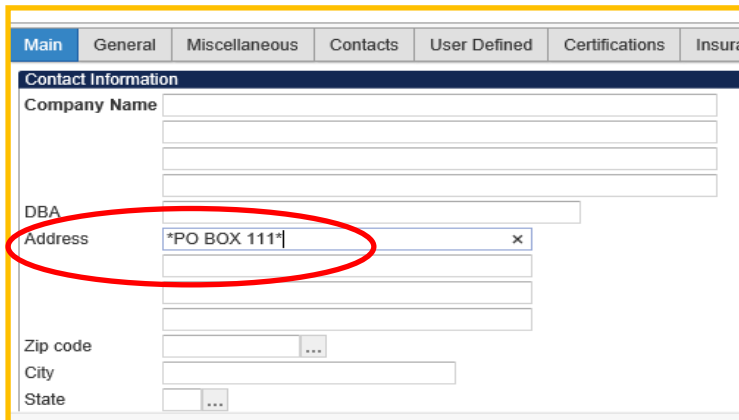
Let's use this company as an example: **REALLY GOOD STUFF PO Box 111 Shelton, CT 06484**

1. **Company Name:** Search using the name of the company under the Company Name field starting and ending with an * (Shift+8). Also, keep in mind—less words will give you more results! (pictured to the right)

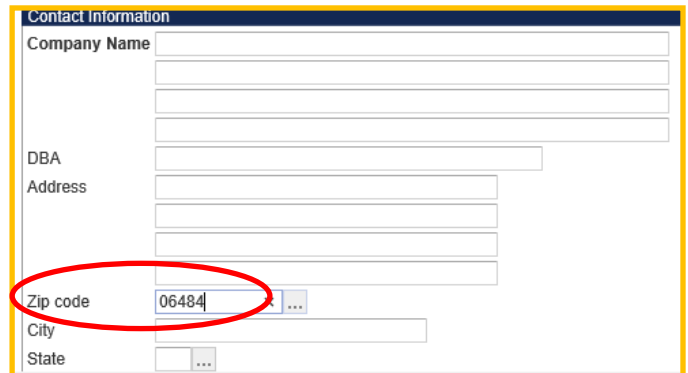
NOTE: Never use the “Alpha” field for searching



2. **Address:** Search the numerical address and first part of the street name in the Address field using your * before and after (example below)



3. **Zip Code:** Enter the zip code only—no asterisks (*) needed. Use this search method only if the vendor does not have a Louisville zip code (example below)



VENDOR INQUIRY

Once you have searched for a vendor using 1 of the 3 methods on page 1, you will see results in the bottom left hand corner of your screen (pictured to the right). Click **"Browse"** on your toolbar to view all results in a list (pictured below).

Confirm	Search	Actions	Output	Office	Tools
	Vendor	Alpha Sort Name	▲ Company Name		Status
	145402	HASLER INC	HASLER INC		Active
	61212	MAC WAREHOUSE	MAC WAREHOUSE		Active
	486	ORWAK U S A	ORWAK U S A		Stop
	133354	PITNEY BOWES CREDIT	PITNEY BOWES CREDIT CORP		Stop
	21630	PITNEY BOWES GLOBAL	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC		Active
	1881	PITNEY BOWES INC	PITNEY BOWES INC		Active
	143634	PITNEY BOWES INC SUP	PITNEY BOWES INC SUPPLIES OPERATION MSC		Stop
	4746	QUEUE INC	QUEUE INC		Active
	116640	REALLY GOOD STUFF IN	REALLY GOOD STUFF INC		Active
	37126	SHOWMARK MEDIA LLC	SHOWMARK MEDIA LLC		Active

Now that you have found the correct vendor, you must make sure that the status is showing **"Active"**. If the vendor status says **"Stop"** or **"Temporary"** call Accounts Payable first at extension 3377.

DID YOU KNOW.....

You can find out if the vendor is a 1099 vendor? From the Vendor Inquiry screen (pictured to the left), click on the **"General"** tab and if the 1099 vendor box is checked, they are a 1099 vendor!

You can look to see if payment has been sent via purchase order, vouchers, or travel reimbursements? Search the Vendor then select **"Invoice Inquiry"** (pictured to the right)

Then on the next screen (pictured to the left), choose the appropriate year and select **"Blank"** under the **"Status"** section. Click **"Accept"**. This will show previous payments and items to be paid this week.

MUNIS will show all payment activity for the searched vendor (see below).

Clerk	Document	Invoice	Inv Date	PO	Rec	Warrant	Tip	S	Check #	Amount
tstinne1	1766136	6770333	11/06/2018	1920974		111618		P	1063335	401.01
tstinne1	1760661	6762139	10/25/2018	1918815		110918		P	1062811	19.99
tstinne1	1760663	6761074	10/25/2018	1919025		110918		P	1062811	71.12