



Marlborough Public Schools

Munis User Notes



Vendor Lookup in Munis

Below you will find screen shots of the steps you will take to look up a vendor in Munis.

Step 1: Select Vendor Inquiry under Department Function



Step 2: Using the Search tool (magnifying glass) to find a set of records you can look up vendor information in two ways. If you have a vendor number you can enter it in the first box under General Vendor Information. Without having a vendor number use the Alpha box. Any information entered MUST be in CAPS. Enter at least part of the vendor name placing an * before and after the name. Then select the green arrow on the tool bar above.

Vendor Inquiry - Munis [CITY OF MARLBOROUGH]

My File Edit Tools Help

General Vendor Information

Vendor Entity

Alpha Type

Status Reason

Audits

Entered

Modified

By

Change Set

Main General Miscellaneous Contacts Certifications

Contact Information

Company Name [Addresses \(0\)](#) [Comments \(0\)](#)

DBA

Address

Zip code

City

State

Country ☒ Foreign entity

Email

WWW

Identification

SSN

FID

DUNS

Additional

Vendor Alerts

Vendor number (Button will supply next available number).

Attachments (0)

OVR

Step 3: Once you have entered an alpha value and used the green (enter) arrow you will see a screen much like the one below.

Note: many times your search will produce multiple vendor possibilities. Munis will show the number of vendors it has found meeting the criteria you entered on the bottom of the screen "1 of 5" for example. You can scroll through the vendor screen to find the one you are looking for.

Vendor Inquiry - Munis [CITY OF MARLBOROUGH]

My File Edit Tools Help

General Vendor Information

Vendor Entity
Alpha W.B. MASON* Type
Status Reason

Audits
Entered
Modified
By
Change Set

Main General Miscellaneous Contacts Certifications

Contact Information

Company Name [Addresses \(2\)](#) [Comments \(0\)](#)

DBA

Address

Zip code

City

State

Country ☒ Foreign entity

Email

WWW

Identification

SSN

FID

DUNS

Additional

Vendor Alerts

0 of 0

Attachments (0)

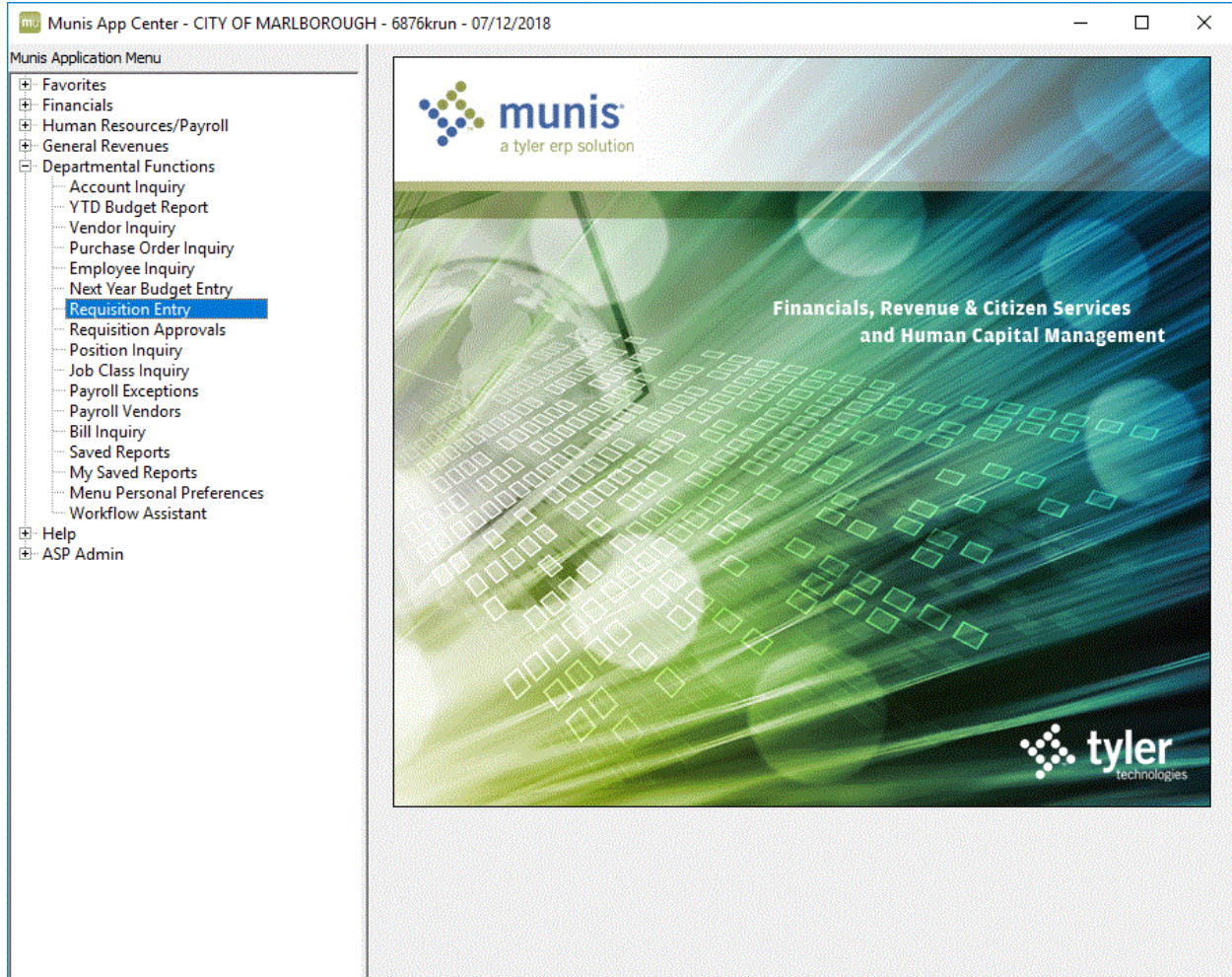
Vendor's name to be used for name sort.

OVR


Entering Requisitions In Munis

Below you will find the screen shots to show you how to enter multiple items on a single requisition in Munis

Step 1:



Step 2: Requisition Entry Main Page

- Click on the Green  on the tool bar
- Enter Dept/Loc (there is a pull-down menu available on the right) **Note: The department code is what determined who will approve the requisition ie. School Principal)**
- Tab through the Requisition Number field, Munis will populate a requisition number for you.
- You can use the General Description Field for any information you deem important such as Department for which items are being ordered, teacher name etc.

- Tab down to Vendor and enter the Vendor Number, Munis will populate the Vendor information.
- Tab over to Shipping Information and review it to be sure it is correct. If not change it here.
- Go to Reference. Please enter: Attn: (your name or the name of the person for whom you are ordering materials or services. The Finance Office will no longer be mailing out orders to vendors via the U.S. postal service. As you will be receiving the copy of the Purchase order in your email when it is complete please use this place your order online/email/mail etc.
- You can also attach documents that pertain to this requisition on the page at the bottom by clicking on attachments (See procedures for Attaching Documents to Requisitions in Munis) This is a good place to attach contracts, quotes, Sole Source Letters etc.
- When you are satisfied with the Main page and are ready to enter your items go to the tool bar and click on the green check mark.



Requisition Entry - Munis [CITY OF MARLBOROUGH]

My File Edit Tools Help

Main | Terms/Miscellaneous |

Main Information

Dept/Loc: SDOFF ... DW SITE MANAGEMENT SUP & MATL

Status: 2 Created

Fiscal year: 2019 Current Next

Needed by: 11/11

Requisition number: 20190288

Entered: 07/12/2018 11:14 By: 6876krun

General commodity: ...

General description: ...

General Notes

Vendor Information

Vendor: ... Committed

Name: ...

PO mailing: 0 ...

Delivery Method: ☐ Print ☐ Fax ☐ E-Mail

Remit: ...

Vendor/Sourcing Notes

Vendor Quotes (0)

Shipping Information

Ship to: SDEC ...

MARLBOROUGH PUBLIC SCHOOLS

DISTRICT EDUCATION CENTER

17 WASHINGTON STREET

MARLBOROUGH MA 01752

Email: ...

Reference: ...

Line Items

Line	Commodity	Inv item	Inv item loc	Inv tran type	Description	Vendor
Total Amount: ...						

Workflow

My Approvals Approve Reject Forward Hold Approvers

0 of 0 Attachments (0)

Enter a suggested vendor.

OK

Step 3: Entering Items for the requisition

- Quantity (enter the number of an item that you are ordering)
- Tab down to description and enter a brief description of the item. It is always good to include an item number or part number if available. It makes it easier to match items when receiving materials.

- Tab to unit price and enter the price of one of the items.
- Tab through and Munis will update the total to reflect the Quantity multiplied by Unit price in the Line Item Total line.
- Tab all the way down to the Org/Obj section and enter the Org/Obj number that you will be charging the item to. You may use more than one Org/Obj number here for each item. For instance, if you have an item that costs \$500 and you want to split it between two departments you can enter the first Org/Obj and tab to the amount and change it from \$500 to \$250, or whatever split you want. Munis will then prompt you to enter another Org/Obj to make up the difference. You can do this as many times as you like until the Org/Obj codes and their corresponding Amounts equal the total of the items listed above.
- When you are satisfied with this item go to the tool bar and click on the Green Check Mark.



- You are now ready to add your next line item. Click on the Green Cross on the tool bar.
- This will open a new page (notice it will say item 2) and you will repeat the process as outlined above.



Line Detail

My File Edit Tools Help

Requisition
Fiscal year: 2019 Number: 20190288 Line: 1

Detail

Quantity: 1.00
Commodity: ...
Inventory Item: ...
Location: ...
Type: ☐ Pick ticket ☐ Purchase
Description: ...
Add Desc/Notes

Unit price: .00000
UOM: EACH
Freight: ...
Discount percent: .00
Credit: .00
Line item total: .00
Amount justification: UNKNOWN

Miscellaneous

Manufacturer: ...
Manufacturer item no.: ...
Vendor: 35554 ... IMAGE TECHNOLOGY SPECIALIST INC
Vendor item no.: ...
1099 box: ...
Bid: ...
Dept/Loc: SDOFF ... DW SITE MANAGEMENT SUP & MATL

Required by: ...
Requested by: ...
Receipt notification to: ...
Fixed asset: N
☐ Notify buyer

Seq	Org	Obj	Project	Description	Amount	GL Bud

Order quantity. OVR

Step 4 Finishing the Requisition

- When you have entered all the items you wanted on the requisition and clicked on the Green Check in the tool Bar for the last item you can X out of this screen using the black X in the upper most right-hand corner of the screen.
- This will return you to the main page of the requisition. If you are satisfied with your work you should select Release on the right side of the main screen. This will send your requisition to be approved. Note: it is a good practice to check your requisition total on this page to see if it aligns with what you had prepared to enter. If there the total is not correct you can go back make any changes such as a missing item or price problem, then release it when you are satisfied.

Requisition Entry - Munis [CITY OF MARLBOROUGH]

My File Edit Tools Help

Switch Form
Line Detail
Release
Activate
Mass Allocate
Allocate
Notes
Copy
GL Allocations
GL Summary

Main | Terms/Miscellaneous |

Main Information

Dept/Loc: ...
Fiscal year: ...
Requisition number: ...
General commodity: ...
General description: ...
General Notes: ...

Status: ...
Needed by: ...
Entered: ... By: ...

Vendor Information

Vendor: ...
Name: ...
PO mailing: ...
Delivery Method: ☒ Print ☒ Fax ☒ E-Mail
Remit: ...
Vendor/Sourcing Notes: ...
Vendor Quotes (0): ...

Shipping Information

Ship to: ...
Email: ...
Reference: ...

Line Items

Line	Commodity	Inv item	Inv item loc	Inv tran type	Description	Vendor
Total Amount: ...						

Workflow

My Approvals Approve Reject Forward Hold Approvers

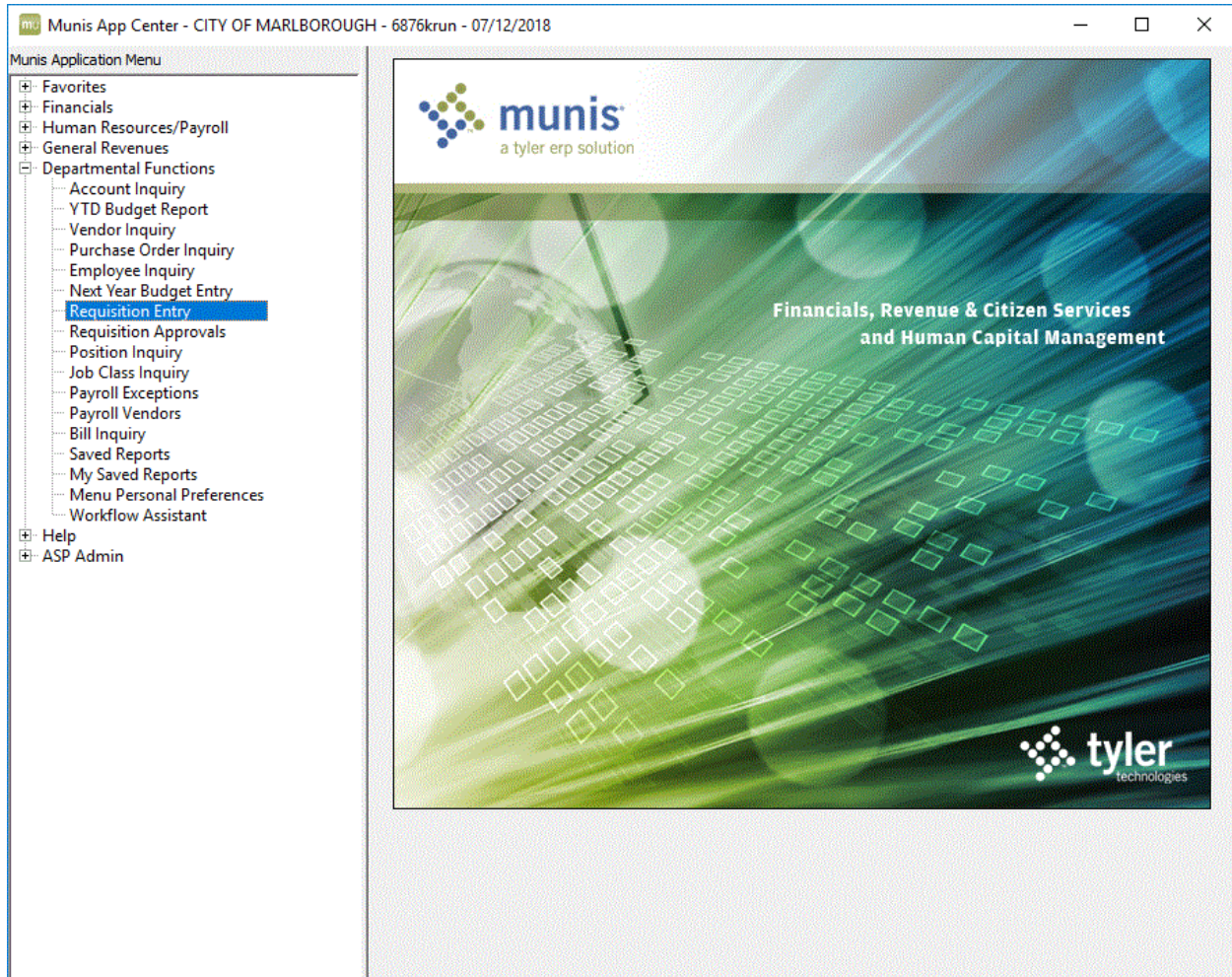
0 of 0 Attachments (0)

OV

Entering Multiple items on a single Requisition in Munis

Below you will find the screen shots to show you how to enter multiple items on a single requisition in Munis

Step 1:



Step 2: Requisition Entry Main Page

- Enter Dept/Loc (there is a pull-down menu available on the right)
- Tab through the Requisition Number field, Munis will populate a requisition number for you.
- You can use the General Description Field for any information you deem important such as Department for which items are being ordered, teacher name etc.
- Tab down to Vendor and enter the Vendor Number, Munis will populate the Vendor information.
- Tab over to Shipping Information and review it to be sure it is correct. If not change it here.
- Go to Reference. Please enter: Attn: (your name or the name of the person for whom you are ordering materials or services. The Finance Office will no longer be mailing out orders to vendors via the U.S. postal service. As you will be receiving the copy of the Purchase order in your email when it is complete please use this place your order online/email/mail etc.

- You can also attach documents that pertain to this requisition on the page at the bottom by clicking on attachments (See procedures for Attaching Documents to Requisitions in Munis) This is a good place to attach contracts, quotes, Sole Source Letters etc.
- When you are satisfied with the Main page and are ready to enter your items go to the tool bar and click on the green check mark.



Requisition Entry - Munis [CITY OF MARLBOROUGH]

My File Edit Tools Help

Main | Terms/Miscellaneous |

Main Information

Dept/Loc: SDOFF ... DW SITE MANAGEMENT SUP & MATL

Status: 2 Created

Fiscal year: 2019 Current Next

Needed by: 11/1

Requisition number: 20190288

Entered: 07/12/2018 11:11 By: 6876krn

General commodity: ...

General description: ...

General Notes

Vendor Information

Vendor: ... Committed

Name: ...

PO mailing: 0 ...

Delivery Method: ☐ Print ☐ Fax ☐ E-Mail

Remit: ...

Vendor/Sourcing Notes

Vendor Quotes (0)

Shipping Information

Ship to: SDEC ...

MARLBOROUGH PUBLIC SCHOOLS

DISTRICT EDUCATION CENTER

17 WASHINGTON STREET

MARLBOROUGH MA 01752

Email: ...

Reference: ...

Line Items

Line	Commodity	Inv item	Inv item loc	Inv tran type	Description	Vendor
1						

Total Amount: ...

Workflow

My Approvals Approve Reject Forward Hold Approvers

Enter a suggested vendor.

Attachments (0)

OV

Step 3: Entering Items for the requisition

- Quantity (enter the number of an item that you are ordering)
- Tab down to description and enter a brief description of the item. It is always good to include an item number or part number is available. It makes it easier to match items when receiving materials.
- Tab to unit price and enter the price of one of the items.
- Tab through and Munis will update the total to reflect the Quantity and Unit price to reflect a total for this item.
- Tab all the way down to the Org/Obj section and enter the Org/Obj number that you will be charging the item to. You may use more than one Orb/Obj number here for each

item. For instance, if you have an item that costs \$500 and you want to split it between two departments you can enter the first Org/Obj and tab to the amount and change it from \$500 to \$250, or whatever split you want. Munis will then prompt you to enter another Org/Obj to make up the difference. You can do this as many times as you like until the Org/Obj codes and their corresponding Amounts equal the total of the items listed above.

- When you are satisfied with this item go to the tool bar and click on the Green Check Mark.



- You are now ready to add your next line item. Click on the Green Cross on the tool bar



- This will open a new page (notice it will say item 2) and you will repeat the process as outlined above.

Line Detail

My File Edit Tools Help

Requisition
Fiscal year: 2019 Number: 20190288 Line: 1

Detail

Quantity: 1.00
Commodity: ...
Inventory Item: ...
Location: ...
Type: ☐ Pick ticket ☐ Purchase
Description: ...
Add'l Desc/Notes

Unit price: .00000
UOM: EACH
Freight: ...
Discount percent: .00
Credit: .00
Line item total: .00
Amount justification: UNKNOWN

Miscellaneous

Manufacturer: ...
Manufacturer item no.: ...
Vendor: 35554 ... IMAGE TECHNOLOGY SPECIALIST INC
Vendor item no.: ...
1099 box: ...
Bid: ...
Dept/Loc: SDOFF ... DW SITE MANAGEMENT SUP & MATL

Required by: ...
Requested by: ...
Receipt notification to: ...
Fixed asset: N ☐ Notify buyer

Seq	Org	Obj	Project	Description	Amount	GL Bud

Order quantity. 0 of 0

OVR

Step 4 Finishing the Requisition

- When you have entered all the items you wanted on the requisition and clicked on the Green Check in the tool Bar for the last item you can X out of this screen using the black X in the upper most right-hand corner of the screen.
- This will return you to the main page of the requisition. If you are satisfied with your work you should select Release on the right side of the main screen. This will send your requisition to be approved.

Requisition Entry - Munis [CITY OF MARLBOROUGH]

My File Edit Tools Help

Switch Form
Line Detail
Release
Activate
Mass Allocate
Allocate
Notes
Copy
GL Allocations
GL Summary

Main | Terms/Miscellaneous |

Main Information

Dept/Loc: Status:
 Fiscal year: Current: ☐ Next: ☐
 Requisition number:
 General commodity:
 General description:
 General Notes:

Vendor Information

Vendor: Committed: ☒
 Name:
 PO mailing:
 Delivery Method: ☒ Print ☒ Fax ☒ E-Mail
 Remit:
 Vendor/Sourcing Notes: Vendor Quotes (0):

Shipping Information

Ship to:
 Email:
 Reference:

Line Items

Line	Commodity	Inv item	Inv item loc	Inv tran type	Description	Vendor
<input type="text"/>						

Total Amount:

Workflow

My Approvals:

Attachments (0)

OVR

Attaching Documents Too Requisitions in Munis

Below you will find the screen shots to help you attach a document to a requisition in Munis

Step 1: Have the document you will be attaching to the requisition saved to your computer.

Step 2: Attaching a document occurs on the Main page in Requisition Entry.

- Go to the [Attachment\(s\)](#) at the bottom of the page and click on that.

Requisition Entry - Munis [CITY OF MARLBOROUGH]

My File Edit Tools Help

Main | Terms/Miscellaneous |

Main Information

Dept/Loc: SDOFF DW SITE MANAGEMENT SUP & MATL Status: 8 Approved

Fiscal year: 2019 Current Next Needed by: 11/11/18

Requisition number: 20190178 Entered: 07/11/2018 11:11 By: 6876krun

General commodity: General Notes

General description: IPAD WI-FI 32GB - SPACE GRAY (

Vendor Information

Vendor: 11859 Committed

Name: APPLE EDUCATION

PO mailing: 0

ATTN: JOANINA STEFFEN

1010 THOMAS EDISON BLVD.

Delivery Method: CEDAR RAPIDS IA 52404

Print Fax E-Mail

Remit: 1 APPLE INC

Vendor/Sourcing Notes Vendor Quotes (0)

Shipping Information

Ship to: SDEC

MARLBOROUGH PUBLIC SCHOOLS

DISTRICT EDUCATION CENTER

17 WASHINGTON STREET

MARLBOROUGH MA 01752

Email:

Reference: DO NOT MAIL: TO T. PLATTI

Line Items

Line	Commodity	Inv item	Inv item loc	Inv tran type	Description	Vendor
1					IPAD WI-FI 32GB - SPACE GRAY (10-PACK) PART NUMBER	(11859) APPLE EDUCATION

Total Amount: 3289.50

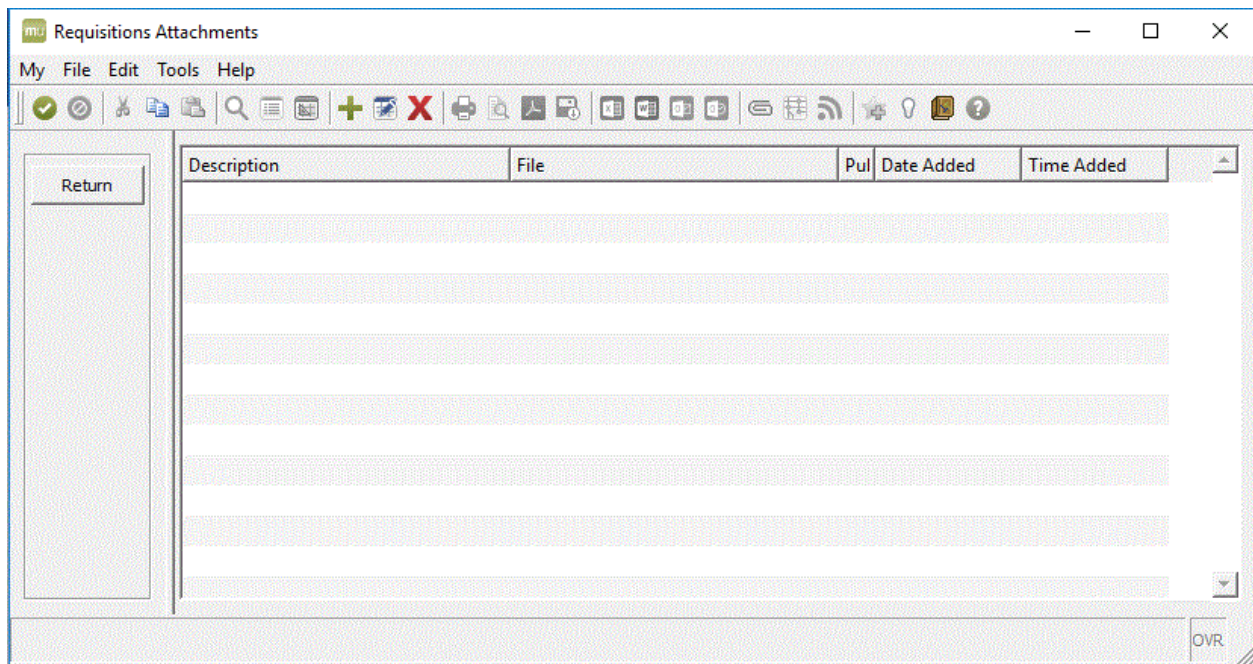
Workflow

My Approvals Approve Reject Forward Hold Approvers

3 of 806 Attachments (0)

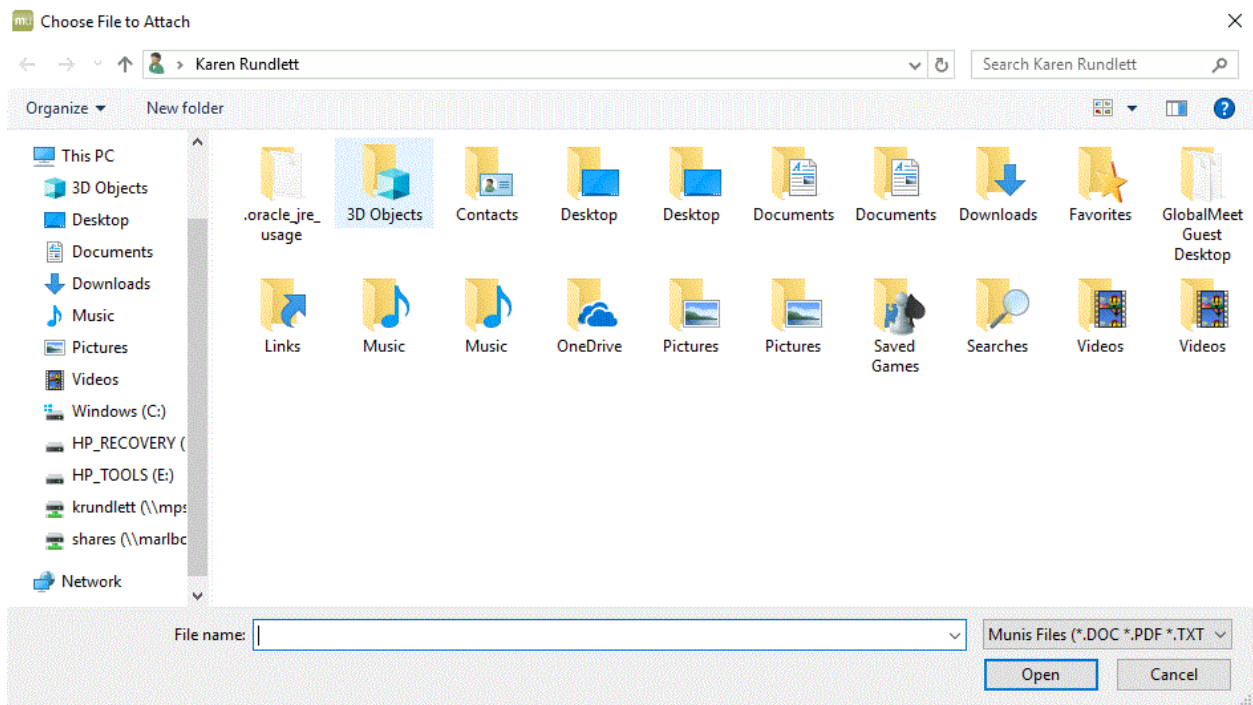
OV

Step 3: Opening new Requisitions Attachments window



- Click on the Green Cross 

Step 4: When you click on the Green Cross you will be redirected to your desktop which will look something like this

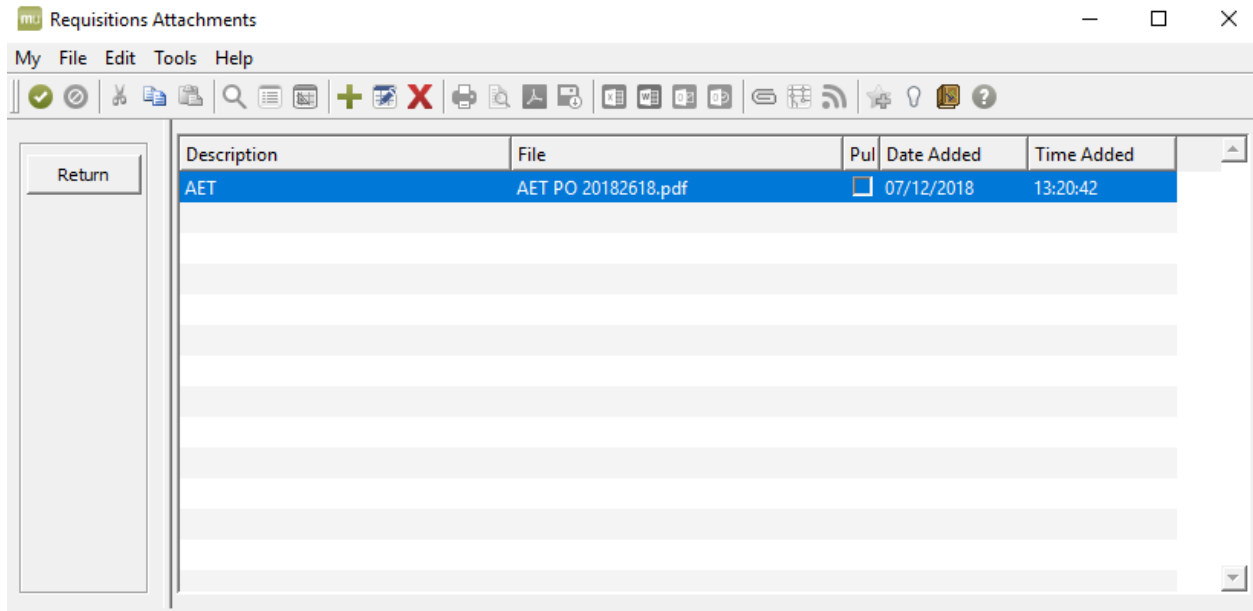



- Browse your computer for the file that you have saved and want to attach to the requisition.
- Select the file and click on open.

Step 5: Once you do this the following screen will open

- Enter a brief description of the document you are attaching.
- When you have typed in the description select the Green Check Mark in the tool bar
- You will then see something like the following:



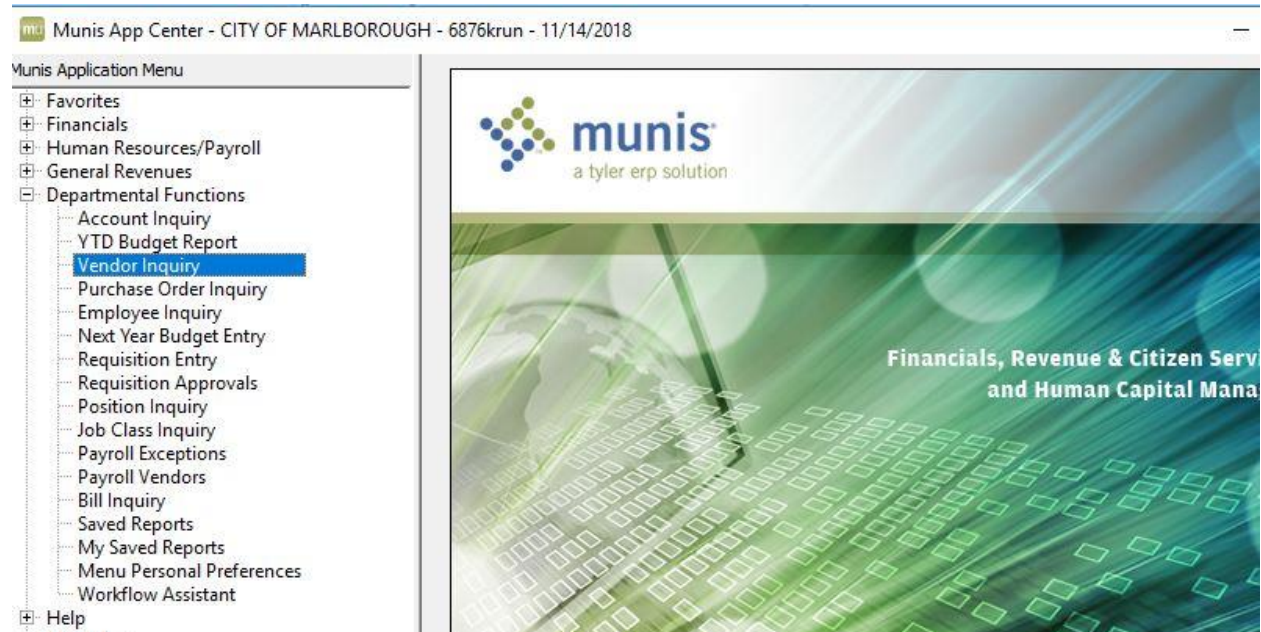



- At this point you can click on the Green Check Mark in the tool bar  to complete attaching the document.

Look up a Purchase Order by Vendor

Below you will find screen shots of the steps you will take to look purchase orders issued to Vendors using the Vendor Inquiry Function.

Step 1: Select Vendor Inquiry under Department Function



Step 2: Step 2: Enter a vendor number or Alpha data for the vendor (remember alpha must be all caps). Select the green check mark  when done. (Below is an example of a Vendor Inquiry)

The screenshot displays the 'Vendor Inquiry' form in the Munis system. The form is titled 'Vendor Inquiry - Munis [CITY OF MARLBOROUGH]'. It includes a toolbar with various icons and a sidebar with navigation options like 'Sort', '1099 Data', 'Invoice Inquiry', etc. The main form area is divided into sections: 'General Vendor Information', 'Audits', 'Contact Information', and 'Identification'. The 'General Vendor Information' section shows fields for Vendor (26223), Entity (1), Alpha (NORTH READING TRANS), Type, Status (ACTIVE), and Reason. The 'Audits' section shows 'Entered' (07/16/2009), 'Modified' (11/10/2016), and 'By' (68761ste). The 'Contact Information' section shows 'Company Name' (NORTH READING TRANSPORTATION), 'DBA', 'Address' (230 MAIN STREET), 'Zip code' (01864), 'City' (NORTH READING), 'State' (MA), and 'Country' (Massachusetts). The 'Identification' section shows 'SSN', 'FID' (04-3106807), and 'DUNS'. There are also links for 'Addresses (0)' and 'Comments (0)'.

Step 3: To check to see if an invoice for a vendor has been paid select “Purchase Order Inquiry” from the boxes on the left side of the Vendor Inquiry you just requested. (The example here is for North Reading Transportation). When you select the “Purchase Order Inquiry box you will see the following box) You will be given the following options:

- Year. You can look for current or previous year’s invoice by using this field. Clear the field next to the year so not to limit your search.
- Status. Options; Closed, Rejected, Creation, Allocated, Released, Posted, Printed, Carryforward. It is recommended that you leave this field blank so that you will see all purchase orders regardless of their current status.
- PO Number: You can enter a PO Number however it is not recommended.

Purchase Order Selection

My File Edit Tools Help

Purchase Order Criteria

Year/period 2019 5

Status

PO number

Entity 1

Type

Reason

Audits

Entered 07/16/2009

Modified 11/10/2016

By 6876tste

Change Set Current

Fiscal year of purchase orders or zero for all.

Recurring Invoices

GL Summary

History

Awarded Commodities

NORTH READING TRANSPORTATION

DBA

Address 230 MAIN STREET

Zip code 01864

City NORTH READING

State MA Massachusetts

Country

Foreign entity

Email

WWW

Identification

SSN


FID 04-3106807


DUNS

Additional

Performance

Commodity

Step 4: Once you enter the Year/period and clear the field beside the year/period select the  , You will be given a list of purchase orders that have been issued to this vendor. When you find the purchase order you are interested in select it and double click.


 Purchase Order Browse

File Edit Tools Help

Buy Id	Year	Per	PO	PO Date	S	Dept.	Order Amount	Open Amount
6876krun	2019	5	20191657	11/05/2018	8	SHPPS	256.08	256.08
6876krun	2019	5	20191656	11/05/2018	8	SHHWL	764.64	764.64
6876krun	2019	4	20191606	10/31/2018	0	SATHL	11,058.96	.00
6876krun	2019	4	20191579	10/30/2018	8	SMMUS	463.74	463.74
6876krun	2019	4	20191508	10/24/2018	8	SHMUS	309.16	309.16
6876krun	2019	4	20191507	10/24/2018	0	SDOFF	125.00	.00
6876krun	2019	4	20191350	10/10/2018	0	SHMUS	309.16	.00
6876krun	2019	4	20191302	10/04/2018	8	SDOFF	2,056,414.00	1,643,351.20
6876krun	2019	4	20191251	10/02/2018	0	SSPED	150,000.00	.00
6876krun	2019	4	20191250	10/02/2018	8	SSPED	5,000.00	4,839.55
6876krun	2019	4	20191249	10/02/2018	8	SGRNT	929,137.22	820,002.50
6876krun	2019	3	20191162	09/26/2018	0	SECC	125.00	.00
6876krun	2019	3	20191013	09/19/2018	0	SGRNT	125.00	.00
6876krun	2019	3	20190853	09/07/2018	0	SMMUS	1,700.00	.00
6876krun	2019	3	20190852	09/07/2018	8	SHMUS	896.82	896.82
6876krun	2019	2	20190750	08/30/2018	0	SSPED	81,428.00	.00
6876krun	2019	2	20190727	08/29/2018	8	SSPED	197,010.53	178,674.62
6876krun	2019	1	20190393	07/31/2018	0	SDOFF	664.01	.00
6876krun	2019	1	20190338	07/25/2018	0	SGRNT	1,171.40	.00

Step 5: Once the Purchase Order is selected you will be presented with a screen like the one below. This gives many important pieces of information such as:

- The Purchase Order number used to order the goods or services.
- Vendor Address Information
- Our Ship to address information
- Order details such as items/services order, quantities, pricing and org./obj. used for billing purposes can be viewed by selecting the Line Detail box on the left of this screen.

 Purchase Order Inquiry - Munis [CITY OF MARLBOROUGH]

My File Edit Tools Help

GL Find

Detail Find

Audits

notes

Activity

Approvals

Line Detail

GL Allocations

GL Summary

Dept/Loc SHPPS

GL effective date 11/05/2018

Fiscal year 2019 Period 05

PO number 20191657

General commodity

General description Field trip to Salem

Buyer Karen Rundlett

Status 8 - Printed

Entered 11/05/2018

Needed By 11/01/2018

Expire

Last Changed

Notes Receiving Invoices

Vendor Details

Vendor 26223 Committed

Name NORTH READING TRANSPORTATION

PO mailing 0

230 MAIN STREET

NORTH READING MA 01864

Remit 0

Shipping Details

Ship to SCPHOE

HILDRETH SCHOOL

ATTN: PHOENIX PROGRAM

85 SAWIN STREET

MARLBOROUGH MA 01752

Reference

Line	Ordered Amount	Liquidated	Balance	1st GL Account
1	256.08	0.00	256.08	45515H06-70501

Totals

Ordered 256.08

Liquidated 0.00

Balance 256.08

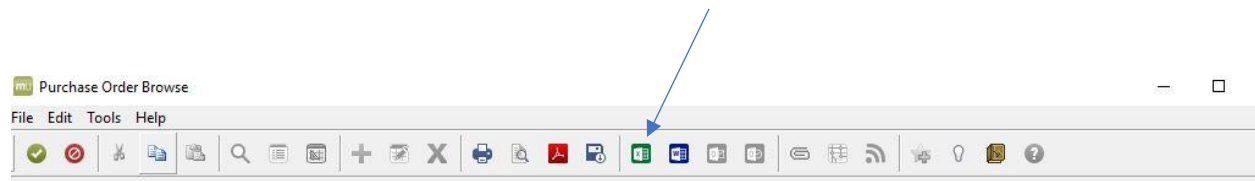
1 of 1

Attachments (0)

Using EXCEL to help you search

If you have done a Vendor Purchase Order Inquiry and the result has provided many entries then EXCEL can be helpful in making searching for items easier.

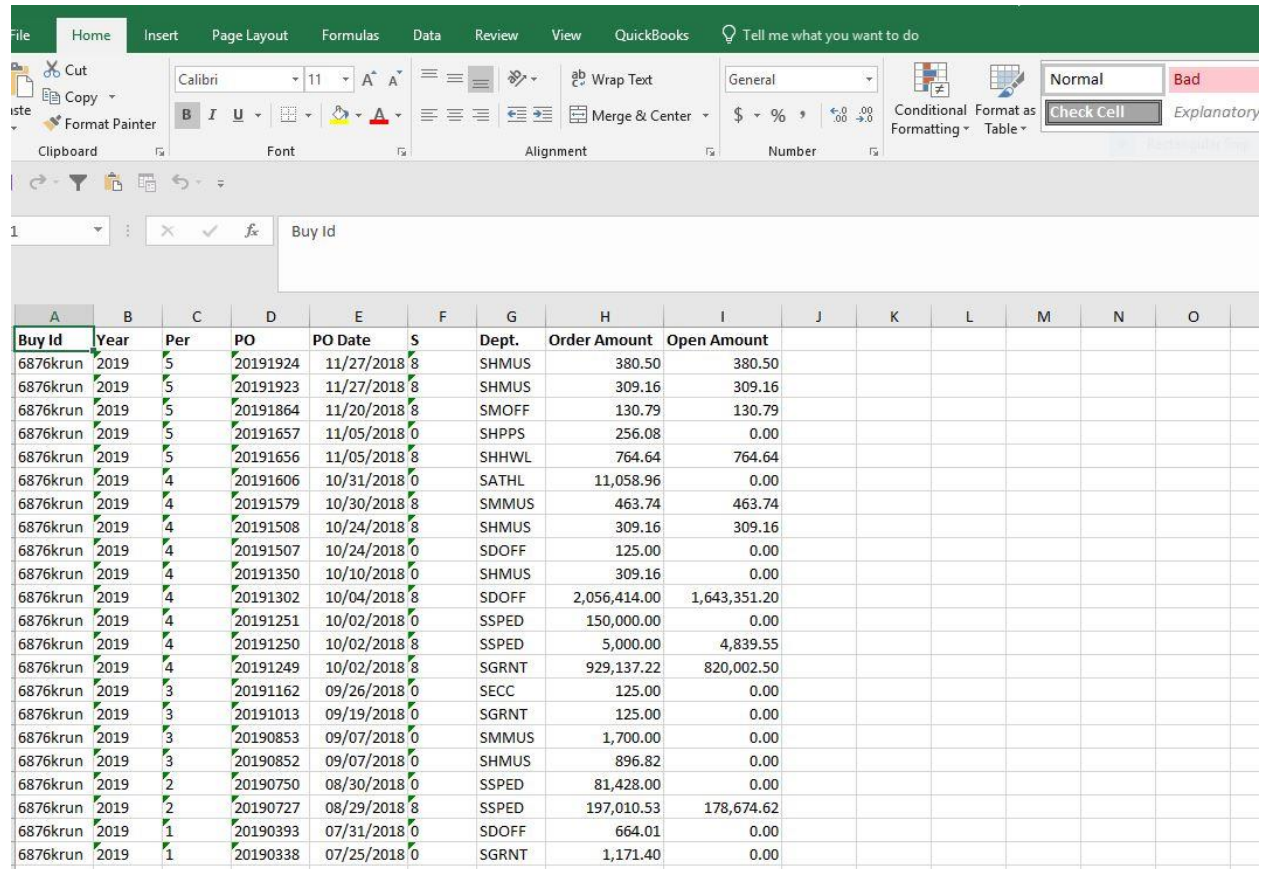
Step 1: From the screen that resulted from your Vendor "PO Inquiry" select the EXCEL icon in the tool bar at the top of the screen.



Purchase Order Browse

Buy Id	Year	Per	PO	PO Date	S	Dept.	Order Amount	Open Amount
6876krun	2019	5	20191924	11/27/2018	8	SHMUS	380.50	380.50
6876krun	2019	5	20191923	11/27/2018	8	SHMUS	309.16	309.16
6876krun	2019	5	20191864	11/20/2018	8	SMOFF	130.79	130.79
6876krun	2019	5	20191657	11/05/2018	0	SHPPS	256.08	.00
6876krun	2019	5	20191656	11/05/2018	8	SHHWL	764.64	764.64
6876krun	2019	4	20191606	10/31/2018	0	SATHL	11,058.96	.00
6876krun	2019	4	20191579	10/30/2018	8	SMMUS	463.74	463.74

Step 2: Munis will extract the data from your inquiry into an EXCEL spreadsheet.



Buy Id	Year	Per	PO	PO Date	S	Dept.	Order Amount	Open Amount
6876krun	2019	5	20191924	11/27/2018	8	SHMUS	380.50	380.50
6876krun	2019	5	20191923	11/27/2018	8	SHMUS	309.16	309.16
6876krun	2019	5	20191864	11/20/2018	8	SMOFF	130.79	130.79
6876krun	2019	5	20191657	11/05/2018	0	SHPPS	256.08	0.00
6876krun	2019	5	20191656	11/05/2018	8	SHHWL	764.64	764.64
6876krun	2019	4	20191606	10/31/2018	0	SATHL	11,058.96	0.00
6876krun	2019	4	20191579	10/30/2018	8	SMMUS	463.74	463.74
6876krun	2019	4	20191508	10/24/2018	8	SHMUS	309.16	309.16
6876krun	2019	4	20191507	10/24/2018	0	SDOFF	125.00	0.00
6876krun	2019	4	20191350	10/10/2018	0	SHMUS	309.16	0.00
6876krun	2019	4	20191302	10/04/2018	8	SDOFF	2,056,414.00	1,643,351.20
6876krun	2019	4	20191251	10/02/2018	0	SSPED	150,000.00	0.00
6876krun	2019	4	20191250	10/02/2018	8	SSPED	5,000.00	4,839.55
6876krun	2019	4	20191249	10/02/2018	8	SGRNT	929,137.22	820,002.50
6876krun	2019	3	20191162	09/26/2018	0	SECC	125.00	0.00
6876krun	2019	3	20191013	09/19/2018	0	SGRNT	125.00	0.00
6876krun	2019	3	20190853	09/07/2018	0	SMMUS	1,700.00	0.00
6876krun	2019	3	20190852	09/07/2018	0	SHMUS	896.82	0.00
6876krun	2019	2	20190750	08/30/2018	0	SSPED	81,428.00	0.00
6876krun	2019	2	20190727	08/29/2018	8	SSPED	197,010.53	178,674.62
6876krun	2019	1	20190393	07/31/2018	0	SDOFF	664.01	0.00
6876krun	2019	1	20190338	07/25/2018	0	SGRNT	1,171.40	0.00

Step 3: From here you can use the Data/Sort option to sort the data or the Find option to find items that you are looking for. Start by selecting Data in the tool bar and the box below will present itself. Then you can sort by the columns as you wish.

Note: if you have never used EXCEL before this may not be something you find very helpful.

The screenshot shows an Excel spreadsheet with a table of purchase orders. The columns are: Buy Id, Year, Per, PO, PO Date, S, Dept., Order Amount, and Open Amount. A 'Sort' dialog box is open, indicating the data is sorted by the 'PO' column. The table contains 30 rows of data.

Buy Id	Year	Per	PO	PO Date	S	Dept.	Order Amount	Open Amount
6876krun	2019	5	20191924	11/27/2018	8	SHMUS	380.50	380.50
6876krun	2019	5	20191923	11/27/2018	8	SHMUS	309.16	309.16
6876krun	2019	5	20191864	11/20/2018	8	SMOFF	130.79	130.79
6876krun	2019	5	20191657	11/05/2018	0	SHPPS	256.08	0.00
6876krun	2019	5	20191656	11/05/2018	8	SHHWL	764.64	764.64
6876krun	2019	4	20191606	10/31/2018	0	SATHL	11,058.96	0.00
6876krun	2019	4	20191579	10/30/2018	8	SMMUS	463.74	463.74
6876krun	2019	4	20191508	10/24/2018	8	SHMUS	309.16	309.16
6876krun	2019	4	20191507	10/24/2018	0	SDOFF	125.00	0.00
6876krun	2019	4	20191350	10/10/2018	0	SHMUS	309.16	0.00
6876krun	2019	4	20191302	10/04/2018	8	SDOFF	2,056,414.00	1,643,351.20
6876krun	2019	4	20191251	10/02/2018	0	SSPED	150,000.00	0.00
6876krun	2019	4	20191250	10/02/2018	8	SSPED	5,000.00	4,839.55
6876krun	2019	4	20191249	10/02/2018	8	SGRNT	929,137.22	820,002.50
6876krun	2019	3	20191162	09/26/2018	0	SECC	125.00	0.00
6876krun	2019	3	20191013	09/19/2018	0	SGRNT	125.00	0.00
6876krun	2019	3	20190853	09/07/2018	0	SMMUS	1,700.00	0.00
6876krun	2019	3	20190852	09/07/2018	0	SHMUS	896.82	0.00
6876krun	2019	2	20190750	08/30/2018	0	SSPED	81,428.00	0.00
6876krun	2019	2	20190727	08/29/2018	8	SSPED	197,010.53	178,674.62
6876krun	2019	1	20190393	07/31/2018	0	SDOFF	664.01	0.00
6876krun	2019	1	20190338	07/25/2018	0	SGRNT	1,171.40	0.00

Step 4: Once sorted by for instance Purchase Order number it will be easier to find the one you are looking for.

You can also use the find feature in EXCEL to find and PO, Invoice, Amount etc.

The screenshot shows the same Excel spreadsheet with the 'Find and Replace' dialog box open. The 'Find' tab is selected, and the search criteria are set to 'Find what: 20191111'. The dialog box also shows 'Find All' and 'Find Next' buttons.

Step 1: Select the Find Option in the tool bar at the top of the EXCEL spreadsheet, far right and the box shown will appear.

Step 2: Select the column you will be searching in.

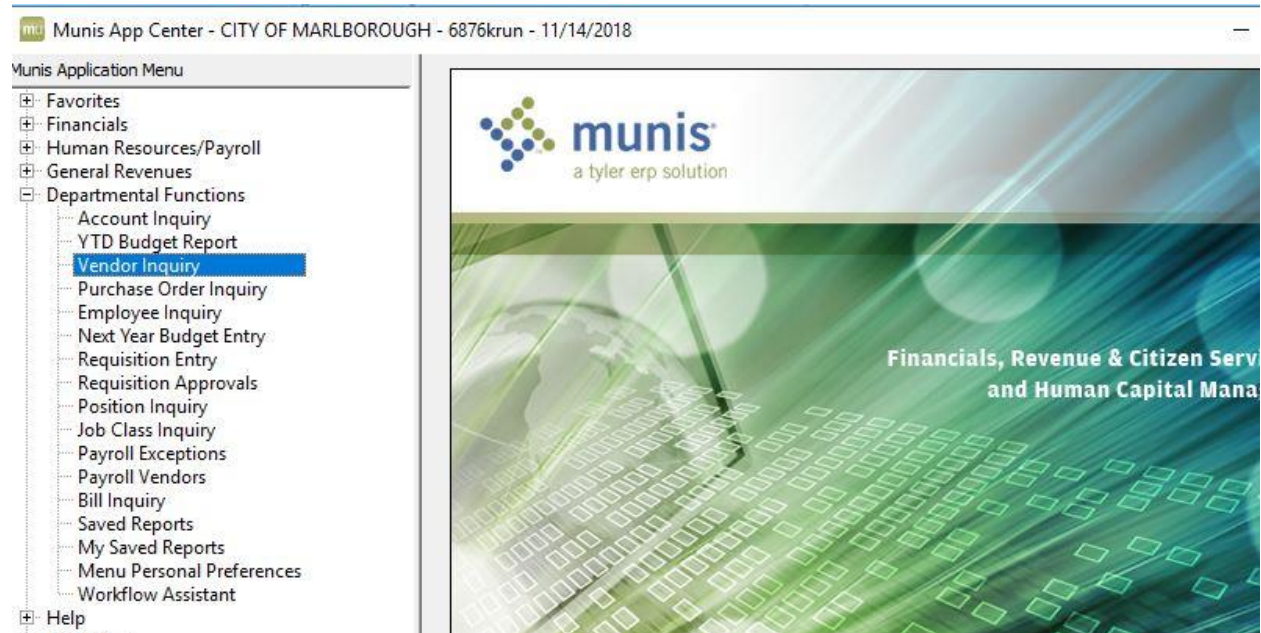
Step 3: type in the box the data that you are trying to find, example if you are looking for a purchase order such as 20191111 you would enter it here.


Step 4: EXCEL will move to this item.

Payment Look up by Vendor

Below you will find screen shots of the steps you will take to look up payments to Vendors in the Vendor Inquiry Function.

Step 1: Select Vendor Inquiry under Department Function



Step 2: Enter a vendor number or Alpha data for the vendor (remember alpha must be all caps). Select the green check mark  when done. (Below is an example of a Vendor Inquiry)

The screenshot shows the 'Vendor Inquiry - Munis [CITY OF MARLBOROUGH]' form. The 'General Vendor Information' section includes fields for Vendor (26223), Entity (1), Alpha (NORTH READING TRANS), Type, Status (ACTIVE), and Reason. The 'Audits' section shows 'Entered' (07/16/2009), 'Modified' (11/10/2016), 'By' (6876tste), and 'Change Set' (Current). The 'Contact Information' section includes fields for Company Name (NORTH READING TRANSPORTATION), DBA, Address (230 MAIN STREET), Zip code (01864), City (NORTH READING), State (MA), Country, and Email. The 'Identification' section includes fields for SSN, FID (04-3106807), and DUNS. The 'Additional' section includes 'Performance' and 'Commodity' checkboxes.

Step 3: To check to see if an invoice for a vendor has been paid select “Invoice Inquiry” from the boxes on the left side of the Vendor Inquiry you just requested. (The example here is for North Reading Transportation). When you select the “Invoice Inquiry box you will see the following box) You will be given the following options:

- Year. You can look for current or previous year’s invoice by using this field.
- Status. Options are Active, Hold, Paid, Void. You will only be interested in the Paid option.
- Document is a field that we do not use
- Invoice: You can enter an invoice number however it is not recommended. You will not see invoices that are not an exact match using this method. It is recommended that you leave this blank and view any invoices that have been paid.

The screenshot shows a software window titled "Invoice Selection". It has a menu bar with "My", "File", "Edit", "Tools", and "Help". Below the menu is a toolbar with various icons. The main area is divided into several sections:

- Invoice Criteria:** A section on the left with fields for "Year/period" (set to 2019), "Status" (a dropdown menu currently showing "P - Paid"), "Document" (a text input field), and "Invoice" (a text input field).
- Entity Information:** A section on the right with fields for "Entity" (set to 1), "Type" (a dropdown menu), and "Reason" (a dropdown menu).
- Navigation:** Below the entity information are tabs for "Contacts" and "Certifications".
- Vendor Details:** At the bottom, there is a section for "TRANSPORTATION" with fields for "DBA", "Address" (230 MAIN STREET), "Zip code" (01864), "City" (NORTH READING), "State" (MA - Massachusetts), "Country", and "Email". There is also a checkbox for "Foreign entity".
- Left Sidebar:** On the far left, there are buttons for "GL Summary", "History", and "Awarded Commodities".

At the bottom left of the window, there is a legend: "(A)ctive, (H)old, (P)aid or blank for all." and a button labeled "OVR".

Step 4: Once you enter the Year/period and the Status “Paid” you will be given a list of invoices that have been paid for this vendor. When you find the invoice you are interested in select it and double click.

Clerk	Document	Invoice	Inv Date	PO	Warrant	S	Check #	Amount	Use T
6876tste	22555	22555	11/07/2018	20191606	SE1907	P	487637	11,058.96	
6876tste	22532	22532	11/07/2018	20191302	SE1907	P	487637	201,382.92	
6876tste	800	800	11/06/2018	20191507	SE1907	P	487637	125.00	
6876tste	1018	1018	10/30/2018	20191350	SE1907	P	487637	309.16	
6876tste	22497	22497	10/24/2018	20190727	SE1907	P	487637	11,990.91	
6876tste	22495	22495	10/24/2018	20191249	SE1907	P	487637	109,134.72	
6876tste	22395	22395	10/23/2018	20191302	SE1907	P	487637	4,826.70	
6876tste	615	615	10/16/2018	20191250	SE1906	P	486990	160.45	
6876tste	614	614	10/16/2018		SE1906	P	486990	125.00	
6876tste	22236	22236	10/09/2018	20191302	SE1906	P	486990	201,382.92	
6876tste	80	80	09/26/2018	20190338	SE1905	P	486510	205.67	
6876kbar	757	757	09/26/2018		CE19026	P	486120	1,160.00	
6876tste	214	214	09/26/2018	20190338	SE1905	P	486510	123.15	
6876tste	185	185	09/26/2018	20191013	SE1905	P	486510	125.00	
6876tste	181188	181188	09/26/2018		SE1905	P	486510	346.68	
6876tste	181185	181185	09/26/2018		SE1905	P	486510	1,040.04	
6876tste	178867	178867	09/26/2018	20190853	SE1905	P	486511	1,700.00	
6876tste	395	395	09/19/2018	20190338	SE1904	P	485951	70.00	
6876tste	22200	22200	09/04/2018	20190727	SE1903	P	485450	6,345.00	
6876tste	22139	22139	09/04/2018	20190750	SE1903	P	485450	62,902.73	

Vendor: 26223 NORTH READING TRANS has 27 Invoices for: 617,460.22

Step 5: Once the invoice is selected you will be presented with a screen like the one below. This gives many important pieces of information such as:

- The Purchase Order number used to order the goods or services.
- The amount paid on the invoice.
- The City of Marlborough Check Number of the check issued for this invoice.
- The Date the check was issued
- The Number of the warrant in which the check was cut and the date of the warrant

Invoice Data - Munis [CITY OF MARLBOROUGH]

My File Edit Tools Help

Invoice

Document: 22555

Invoice: 22555

Year/per: 2019 5

Type: 1 Invoice

Cash Account: 10000 10400 CASH-UR CK

PO: 20191606

Contract:

Gross amt: 11,058.96

Disc date:

Disc basis: .00

Disc percent: .000

Net amount: 11,058.96

Retainage: .00

Payment meth: N Normal

Check no: 487637

Check date: 11/13/2018

Vendor: 26223 Remit: 0

Name: NORTH READING TRANSPORTATION

Terms:

Address: Remits:

Desc: August/Sept Athletic buses

Status: P Paid

Voucher: 466887

Warrant: SE1907

Inv date: 11/07/2018

Due date: 11/13/2018

Work Order/Task: 0

Dept/Loc: SATHL

Separate check

Include documentation

PA applied

Details


Nonlaw comments associated with this invoice: (0)

Look up a Purchase Order by Vendor

Below you will find screen shots of the steps you will take to look purchase orders issued to Vendors using the Vendor Inquiry Function.

Step 1: Select Vendor Inquiry under Department Function



Step 2: Step 2: Enter a vendor number or Alpha data for the vendor (remember alpha must be all caps).
Select the green check mark  when done. (Below is an example of a Vendor Inquiry)

Vendor Inquiry - Munis [CITY OF MARLBOROUGH]

My File Edit Tools Help

Sort
1099 Data
Invoice Inquiry
Check Inquiry
PO Inquiry
Recurring Invoices
GL Summary
History
Awarded Commodities

General Vendor Information

Vendor 26223 Entity 1
Alpha NORTH READING TRANS Type
Status ACTIVE Reason

Audits
Entered 07/16/2009
Modified 11/10/2016
By 6876tste
Change Set Current

Main | General | Miscellaneous | Contacts | Certifications

Contact Information

Company Name NORTH READING TRANSPORTATION [Addresses \(0\)](#) [Comments \(0\)](#)
DBA
Address 230 MAIN STREET
Zip code 01864
City NORTH READING
State MA Massachusetts
Country ☐ Foreign entity
Email
WWW

Identification
SSN
FID 04-3106807
DUNS

Additional
Performance
Commodity

Step 3: To check to see if an invoice for a vendor has been paid select "Purchase Order Inquiry" from the boxes on the left side of the Vendor Inquiry you just requested. (The example here is for North Reading Transportation). When you select the "Purchase Order Inquiry box you will see the following box) You will be given the following options:

- Year. You can look for current or previous year's invoice by using this field. Clear the field next to the year so not to limit your search.
- Status. Options; Closed, Rejected, Creation, Allocated, Released, Posted, Printed, Carryforward. It is recommended that you leave this field blank so that you will see all purchase orders regardless of their current status.
- PO Number: You can enter a PO Number however it is not recommended.

Purchase Order Selection

My File Edit Tools Help

Purchase Order Criteria

Year/period: 2019 5

Status: [v]

PO number: []

Entity: 1

Type: [v]

Reason: [v]

Audits

Entered: 07/16/2009

Modified: 11/10/2016

By: 6876tste

Change Set: Current

Fiscal year of purchase orders or zero for all. []

Recurring Invoices

GL Summary

History

Awarded Commodities

DBA

Address

230 MAIN STREET

Zip code

01864

City

NORTH READING

State

MA Massachusetts

Country

☐ Foreign entity

Email

WWW

Identification

SSN


FID: 04-3106807

DUNS

Additional

Performance

Commodity

Step 2: Step 4: Once you enter the Year/period and clear the field beside the year/period select the  , You will be given a list of purchase orders that have been issued to this vendor. When you find the purchase order you are interested in select it and double click.

Purchase Order Browse

File Edit Tools Help

Buy Id	Year	Per	PO	PO Date	S	Dept.	Order Amount	Open Amount
6876krun	2019	5	20191657	11/05/2018	8	SHPPS	256.08	256.08
6876krun	2019	5	20191656	11/05/2018	8	SHHWL	764.64	764.64
6876krun	2019	4	20191606	10/31/2018	0	SATHL	11,058.96	.00
6876krun	2019	4	20191579	10/30/2018	8	SMMUS	463.74	463.74
6876krun	2019	4	20191508	10/24/2018	8	SHMUS	309.16	309.16
6876krun	2019	4	20191507	10/24/2018	0	SDOFF	125.00	.00
6876krun	2019	4	20191350	10/10/2018	0	SHMUS	309.16	.00
6876krun	2019	4	20191302	10/04/2018	8	SDOFF	2,056,414.00	1,643,351.20
6876krun	2019	4	20191251	10/02/2018	0	SSPED	150,000.00	.00
6876krun	2019	4	20191250	10/02/2018	8	SSPED	5,000.00	4,839.55
6876krun	2019	4	20191249	10/02/2018	8	SGRNT	929,137.22	820,002.50
6876krun	2019	3	20191162	09/26/2018	0	SECC	125.00	.00
6876krun	2019	3	20191013	09/19/2018	0	SGRNT	125.00	.00
6876krun	2019	3	20190853	09/07/2018	0	SMMUS	1,700.00	.00
6876krun	2019	3	20190852	09/07/2018	8	SHMUS	896.82	896.82
6876krun	2019	2	20190750	08/30/2018	0	SSPED	81,428.00	.00
6876krun	2019	2	20190727	08/29/2018	8	SSPED	197,010.53	178,674.62
6876krun	2019	1	20190393	07/31/2018	0	SDOFF	664.01	.00
6876krun	2019	1	20190338	07/25/2018	0	SGRNT	1,171.40	.00

Step 3: Step 5: Once the Purchase Order is selected you will be presented with a screen like the one below. This gives many important pieces of information such as:

- The Purchase Order number used to order the goods or services.
- Vendor Address Information
- Our Ship to address information
- Order details such as items/services order, quantities, pricing and org./obj. used for billing purposes can be viewed by selecting the Line Detail box on the left of this screen.

Purchase Order Inquiry - Munis [CITY OF MARLBOROUGH]

My File Edit Tools Help

Dept/Loc: SHPPS
 GL effective date: 11/05/2018
 Fiscal year: 2019 Period: 05
 PO number: 20191657
 General commodity:
 General description: Field trip to Salem

Buyer: Karen Rundlett
 Status: 8 - Printed
 Entered: 11/05/2018
 Needed By: 11/01/2018
 Expire:
 Last Changed: 0

Notes Receiving Invoices

Vendor Details
 Vendor: 26223 Committed
 Name: NORTH READING TRANSPORTATION
 PO mailing: 0
 230 MAIN STREET
 NORTH READING MA 01864
 Remit: 0

Shipping Details
 Ship to: SCPHOE
 HILDRETH SCHOOL
 ATTN: PHOENIX PROGRAM
 85 SAWIN STREET
 MARLBOROUGH MA 01752
 Reference:

Line	Ordered Amount	Liquidated	Balance	1st GL Account
1	256.08	0.00	256.08	45515H06-70501

Totals
 Ordered: 256.08
 Liquidated: 0.00
 Balance: 256.08

1 of 1 Attachments (0)

Using EXCEL to help you search

If you have done a Vendor Purchase Order Inquiry and the result has provided many entries then EXCEL can be helpful in making searching for items easier.

Step 1: From the screen that resulted from your Vendor Invoice Inquiry" select the EXCEL icon in the tool bar at the top of the screen.

Purchase Order Browse

File Edit Tools Help

Excel icon highlighted

Buy Id	Year	Per	PO	PO Date	S	Dept.	Order Amount	Open Amount
6876krun	2019	5	20191924	11/27/2018	8	SHMUS	380.50	380.50
6876krun	2019	5	20191923	11/27/2018	8	SHMUS	309.16	309.16
6876krun	2019	5	20191864	11/20/2018	8	SMOFF	130.79	130.79
6876krun	2019	5	20191657	11/05/2018	0	SHPPS	256.08	.00
6876krun	2019	5	20191656	11/05/2018	8	SHHWL	764.64	764.64
6876krun	2019	4	20191606	10/31/2018	0	SATHL	11,058.96	.00
6876krun	2019	4	20191579	10/30/2018	8	SMMUS	463.74	463.74

Step 2: Munis will extract the data from your inquiry into an EXCEL spreadsheet.

File

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Format as Table

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fx

Buy Id

Buy Id	Year	Per	PO	PO Date	S	Dept.	Order Amount	Open Amount		J	K	L	M	N	O
6876krun	2019	5	20191924	11/27/2018	8	SHMUS	380.50	380.50							
6876krun	2019	5	20191923	11/27/2018	8	SHMUS	309.16	309.16							
6876krun	2019	5	20191864	11/20/2018	8	SMOFF	130.79	130.79							
6876krun	2019	5	20191657	11/05/2018	0	SHPPS	256.08	0.00							
6876krun	2019	5	20191656	11/05/2018	8	SHHWL	764.64	764.64							
6876krun	2019	4	20191606	10/31/2018	0	SATHL	11,058.96	0.00							
6876krun	2019	4	20191579	10/30/2018	8	SMMUS	463.74	463.74							
6876krun	2019	4	20191508	10/24/2018	8	SHMUS	309.16	309.16							
6876krun	2019	4	20191507	10/24/2018	0	SDOFF	125.00	0.00							
6876krun	2019	4	20191350	10/10/2018	0	SHMUS	309.16	0.00							
6876krun	2019	4	20191302	10/04/2018	8	SDOFF	2,056,414.00	1,643,351.20							
6876krun	2019	4	20191251	10/02/2018	0	SSPED	150,000.00	0.00							
6876krun	2019	4	20191250	10/02/2018	8	SSPED	5,000.00	4,839.55							
6876krun	2019	4	20191249	10/02/2018	8	SGRNT	929,137.22	820,002.50							
6876krun	2019	3	20191162	09/26/2018	0	SECC	125.00	0.00							
6876krun	2019	3	20191013	09/19/2018	0	SGRNT	125.00	0.00							
6876krun	2019	3	20190853	09/07/2018	0	SMMUS	1,700.00	0.00							
6876krun	2019	3	20190852	09/07/2018	0	SHMUS	896.82	0.00							
6876krun	2019	2	20190750	08/30/2018	0	SSPED	81,428.00	0.00							
6876krun	2019	2	20190727	08/29/2018	8	SSPED	197,010.53	178,674.62							
6876krun	2019	1	20190393	07/31/2018	0	SDOFF	664.01	0.00							
6876krun	2019	1	20190338	07/25/2018	0	SGRNT	1,171.40	0.00							

Step 3: From here you can use the Data/Sort option to sort the data or the Find option to find items that you are looking for. Start by selecting Data in the tool bar and the box below will present itself. Then you can sort by the columns as you wish.

Note: if you have never used EXCEL before this may not be something you find very helpful.

The screenshot shows an Excel spreadsheet with a list of purchase orders. The columns are: Buy Id, Year, Per, PO, PO Date, S, Dept., Order Amount, and Open Amount. A 'Sort' dialog box is open, showing the 'Sort by' dropdown set to 'Column' and the 'Sort On' dropdown set to 'Cell Values'. The 'Order' dropdown is set to 'A to Z'. The 'My data has headers' checkbox is checked.

Buy Id	Year	Per	PO	PO Date	S	Dept.	Order Amount	Open Amount
6876krun	2019	5	20191924	11/27/2018	8	SHMUS	380.50	380.50
6876krun	2019	5	20191923	11/27/2018	8	SHMUS	309.16	309.16
6876krun	2019	5	20191864	11/20/2018	8	SMOFF	130.79	130.79
6876krun	2019	5	20191657	11/05/2018	8	SHPPS	256.08	0.00
6876krun	2019	5	20191656	11/05/2018	8	SHHWL	764.64	764.64
6876krun	2019	4	20191606	10/31/2018	0	SATHL	11,058.96	0.00
6876krun	2019	4	20191579	10/30/2018	8	SMMUS	463.74	463.74
6876krun	2019	4	20191508	10/24/2018	8	SHMUS	309.16	309.16
6876krun	2019	4	20191507	10/24/2018	0	SDOFF	125.00	0.00
6876krun	2019	4	20191350	10/10/2018	0	SHMUS	309.16	0.00
6876krun	2019	4	20191302	10/04/2018	8	SDOFF	2,056,414.00	1,643,351.20
6876krun	2019	4	20191251	10/02/2018	0	SSPED	150,000.00	0.00
6876krun	2019	4	20191250	10/02/2018	8	SSPED	5,000.00	4,839.55
6876krun	2019	4	20191249	10/02/2018	8	SGRNT	929,137.22	820,002.50
6876krun	2019	3	20191162	09/26/2018	0	SECC	125.00	0.00
6876krun	2019	3	20191013	09/19/2018	0	SGRNT	125.00	0.00
6876krun	2019	3	20190853	09/07/2018	0	SMMUS	1,700.00	0.00
6876krun	2019	3	20190852	09/07/2018	0	SHMUS	896.82	0.00
6876krun	2019	2	20190750	08/30/2018	0	SSPED	81,428.00	0.00
6876krun	2019	2	20190727	08/29/2018	8	SSPED	197,010.53	178,674.62
6876krun	2019	1	20190393	07/31/2018	0	SDOFF	664.01	0.00
6876krun	2019	1	20190338	07/25/2018	0	SGRNT	1,171.40	0.00

Step 4: Once sorted by for instance Purchase Order number it will be easier to find the one you are looking for.

You can also use the find feature in EXCEL to find and PO, Invoice, Amount etc.

The screenshot shows the same Excel spreadsheet as before. A 'Find and Replace' dialog box is open, with the 'Find' tab selected. The 'Find what:' field is empty. The 'Find All' and 'Find Next' buttons are visible. A blue arrow points to the 'Find' button in the dialog box.

Step 1: Select the Find Option in the tool bar at the top of the EXCEL spreadsheet, far right and the box shown will appear.

Step 2: Select the column you will be searching in.

Step 3: type in the box the data that you are trying to find, example if you are looking for an invoice such as INV 12345 you would enter it here.

Step 4: EXCEL will move to this item.

Account Inquiry - Munis

Below you will find screen shots from Munis to help you to use Account Inquiry.

What kind of information can you obtain using Account Inquiry?

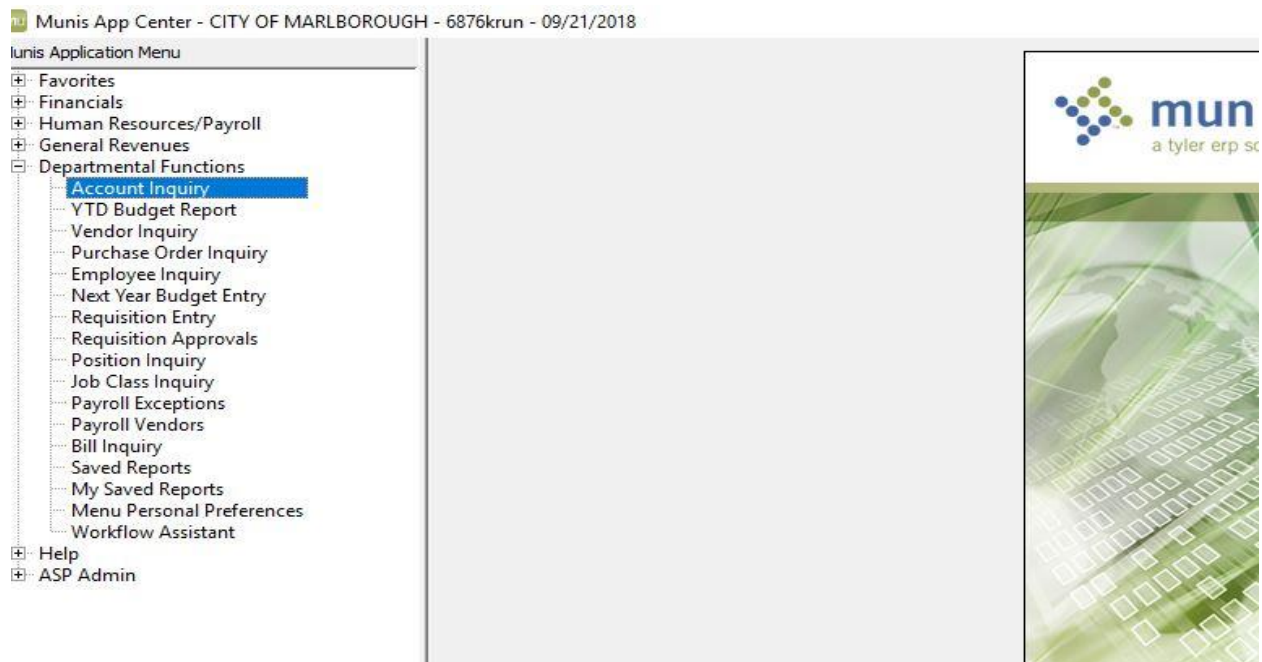
- “Original Budget” Amounts
- “Transfers” in and out of an account (not including payments for invoices or payroll)
- “Adjusted Budget” Amounts
- “Actual Monies expended by org./obj at that time.
- “Encumbrances” against this org/obj. An encumbrance is: “a planned or obligated expenditure”
- “Requisitions”. These are monies that have been set aside however not cleared the approvals process so are not as secure as encumbrances. Notice that they are still deducted from available funds.
- “Available Funds” shows the amount of funds available in this account at the time of the inquiry. Available funds consider the following: Budget – Actual – Encumbrances – Requisitions = Available.

Also, important...

- You can look at a department’s budget using Account Inquiry if you know the department number and site (i.e. school location). This will be explained in detail later in this document
- You can find org and obj. numbers using bits and pieces of information that you know such as the site (school), department (Math, Science, World Language etc.) to narrow down your search.

INQUIRY TYPE I: YOU KNOW THAT ORG./ OBJ. NUMBER

Step 1: Select Account Inquiry from the Departmental Functions Column



Account Inquiry - Munis

Step 2: The Account Inquiry screen shown below will appear on your screen

Account Inquiry - Munis [CITY OF MARLBOROUGH]

My File Edit Tools Help

Account

Fund Acct

Org Acct name Account Notes

Object Type Status


Project Rollup

☒ MultiYr Fund

4 Year Comparison | Current Year | History |

Yr/Per 2019/01	Fiscal Year 2019	Fiscal Year 2018	Fiscal Year 2017	Fiscal Year 2020
Original Budget	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Transfers In	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Transfers Out	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Revised Budget	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Actual (Memo)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Encumbrances	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Requisitions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Available	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Percent used	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Display detail information for current account. OVR

Step 3: If you know the Org. and Obj. that you are looking up enter here as shown. You will first have to select the  search icon to open the fields for inquiry.

Account Inquiry - Munis [CITY OF MARLBOROUGH]

My File Edit Tools Help

Account

Fund GEN FUND Acct 100 -11-80-3099-DW-1-2110-5-70503

Org 48099D53 D CDIR SM Acct name SUPPLIES DW Account Notes

Object 70503 SUPPLIES Type Expense Status Active

Project Rollup

☐ MultiYr Fund


4 Year Comparison | Current Year | History |

Yr/Per 2019/01	Fiscal Year 2019	Fiscal Year 2018	Fiscal Year 2017	Fiscal Year 2020
Original Budget	45,000.00	45,000.00	45,000.00	.00
Transfers In	6,212.11	175.00	6,223.68	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	51,212.11	45,175.00	51,223.68	.00
Actual (Memo)	18,739.08	46,196.05	49,513.60	.00
Encumbrances	3,236.08	.00	.00	.00
Requisitions	2,265.45			.00
Available	26,971.50	-1,021.05	1,710.08	.00
Percent used	47.33	102.26	96.66	.00

Display detail information for current account.

Account Inquiry - Munis

Step 4: When you enter the Org./Obj. the Account Inquiry screen will return information that looks like the following.

- 4 Year Comparison (the most recent fiscal years), budget information, Actual Spending, Encumbrances, Requisitions, Available funds balance and the percentage of the total budget used.
- Specific spending information is available in the  yellow folder icon (Actual). Click on the yellow folder icon to open the next screen shown below in step 5.

Account Inquiry - Munis [CITY OF MARLBOROUGH]

My File Edit Tools Help

Account

Fund 100 GEN FUND Acct 100 -11-80-3099-DW-1-2110-5-70503

Org 48099D53 D CDIR SM Acct name SUPPLIES DW Account Notes

Object 70503 SUPPLIES Type Expense Status Active

Project Rollup MultiYr Fund

4 Year Comparison Current Year History

Yr/Per 2019/01	Fiscal Year 2019	Fiscal Year 2018	Fiscal Year 2017	Fiscal Year 2020
Original Budget	45,000.00	45,000.00	45,000.00	.00
Transfers In	6,212.11	175.00	6,223.68	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	51,212.11	45,175.00	51,223.68	.00
Actual (Memo)	18,739.08	46,196.05	49,513.60	.00
Encumbrances	3,236.08	.00	.00	.00
Requisitions	2,265.45			.00
Available	26,971.50	-1,021.05	1,710.08	.00
Percent used	47.33	102.26	96.66	.00

1 of 1

Attachments (0)

Display detail information for current account.

Account Inquiry - Munis

Step 5. When you click on the yellow folder next to the Actual (Memo) folder a screen like the following will appear (assuming any spending has occurred). Actuals represent actual invoices paid toward purchase orders referencing this particular org./obj.

To get more detailed information regarding a paid invoice select that invoice from this screen and double click on it. You will then be directed to a screen like the one in Step 6 below.

Account Inquiry - Munis

Step 6: This is the information screen that will be provided for a particular invoice. The important information that you can obtain here are the Check Number, Date of Payment, Amount of Payment and the Warrant number that it was paid from. All of this information is helpful if a Vendor is calling to inquire about payment.

Invoice Data - Munis [CITY OF MARLBOROUGH]

My File Edit Tools Help

Invoice

Document 696336446873

Invoice 696336446873

Year/per 2019 3

Type 1 Invoice

Cash Account 10000 10400 CASH-UR CK

PO 20190466

Contract

Gross amt 24.92

Disc date

Disc basis .00

Disc percent .000

Net amount 24.92

Retainage .00

Payment meth N Normal

Check no 485923

Check date 09/25/2018

Vendor 12489 Remit 1

Name AMAZON.COM

Terms

Address Remits

Desc W/CR.#896967677556 \$99.53

Status P Paid

Voucher 463129

Warrant SE1904

Inv date 09/19/2018

Due date 09/25/2018

Work Order/Task 0

Dept/Loc SSPED

☐ Separate check

☐ Include documentation

☐ PA applied

Display comments associated with this invoice. (C)

Account Inquiry - Munis

INQUIRY TYPE II: YOU DO NOT THE ORG./ OBJ. NUMBER- (but have some information

Step 1: Select Account Inquiry from the Departmental Functions Column



Step 2: The Account Inquiry screen shown below will appear on your screen

The screenshot shows the 'Account Inquiry - Munis [CITY OF MARLBOROUGH]' window. The top menu bar includes 'My', 'File', 'Edit', 'Tools', and 'Help'. Below the menu is a toolbar with various icons. The main area is divided into two sections. The top section, titled 'Account', contains fields for 'Fund', 'Org', 'Object', 'Project', 'Acct', 'Acct name', 'Type', 'Status', 'Rollup', and a 'MultiYr Fund' checkbox. There is also an 'Account Notes' button. The bottom section, titled '4 Year Comparison', displays a table with columns for 'Current Year', 'History', 'Fiscal Year 2019', 'Fiscal Year 2018', 'Fiscal Year 2017', and 'Fiscal Year 2020'. The rows include 'Original Budget', 'Transfers In', 'Transfers Out', 'Revised Budget', 'Actual (Memo)', 'Encumbrances', 'Requisitions', 'Available', and 'Percent used'. Each cell in the table contains a text input field and a small icon. At the bottom of the window, there is a status bar with the text 'Display detail information for current account.' and an 'OVR' button.

	Current Year	History	Fiscal Year 2019	Fiscal Year 2018	Fiscal Year 2017	Fiscal Year 2020
Original Budget						
Transfers In						
Transfers Out						
Revised Budget						
Actual (Memo)						
Encumbrances						
Requisitions						
Available						
Percent used						

Account Inquiry - Munis

Step 3: Instead of using the search icon, select the Seg Find tab on the left side of the screen and the screen shown below will open.

- At this point you can enter any information you have to narrow down your search. Information that might be helpful described in Step 4.

Find by Segment

My File Edit Tools Help

Sort By Segment

Fund ...

Budget ...

Site ...

Dept/Prog ...

Grade ...

State Prog ...

Div/Funct ...

Category ...

Object ...

Character code ...

Account type v

Account status v

Rollup Code ...

Percent Used

Fiscal year 2018

Fiscal year 2019

Fiscal year 2020

Enter first account segment code OVR

Available

Percent used

0 of 0

Find records using the seg-account method.

Account Inquiry - Munis

Step 4: At this point you can enter any information you have to narrow down your search. Information that might be helpful such as Fund - for all General Expenses would be 100, grants, and other specialty funds have different fund codes that are not frequently used. Site – is very useful as it narrows down by school. Dept/Prog – is also very helpful as it will narrow down your search by department such as Science, Math etc.

Step 5: This screen shows an example of an attempt to narrow down a search for an account number. The information entered is as follows...

- Fund – 100 (General Expense)
- Dept/Prog – 3037 (Special Education)
- Object – 7* (School Expenses Only) all School Department Object codes begin with 7
- Account Type – Expense – Only interested in expenditure accounts.

Find by Segment

My File Edit Tools Help

Sort By Segment

Fund 100

Budget

Site

Dept/Prog 3037

Grade

State Prog

Div/Funct

Category

Object 7*

Character code

Account type Expense

Account status

Rollup Code

Percent Used

Fiscal year 2018

Fiscal year 2019

Fiscal year 2020

Enter Account type - (R)evenue or (E)xpense

OVR

Account Inquiry - Munis

Step:6 The search done above yielded the following results. Notice that 96 accounts were found. The arrows at the bottom of the screen can be used to view each of the accounts that were found. It is not typical to find this many accounts for per search.

Account Inquiry - Munis [CITY OF MARLBOROUGH]

My File Edit Tools Help

Account

Fund 100 GEN FUND Acct 100-50-04-3037-HS-2-2315-1-70132

Org 40437H01 HILDRTH,PS Acct name TEAM CHAIR Account Notes

Object 70132 TEAM CHAIR Type Expense Status Active

Project Rollup MultiYr Fund

4 Year Comparison Current Year History

Yr/Per 2019/01	Fiscal Year 2019	Fiscal Year 2018	Fiscal Year 2017	Fiscal Year 2020
Original Budget	.00	.00	.00	.00
Transfers In	.00	.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	.00	.00	.00	.00
Actual (Memo)	.00	.00	.00	.00
Encumbrances	.00	.00	.00	.00
Requisitions	.00			.00
Available	.00	.00	.00	.00
Percent used	.00	.00	.00	.00

1 of 96 Attachments (0)

Display detail information for current account.

OVR