Marlborough Public Schools

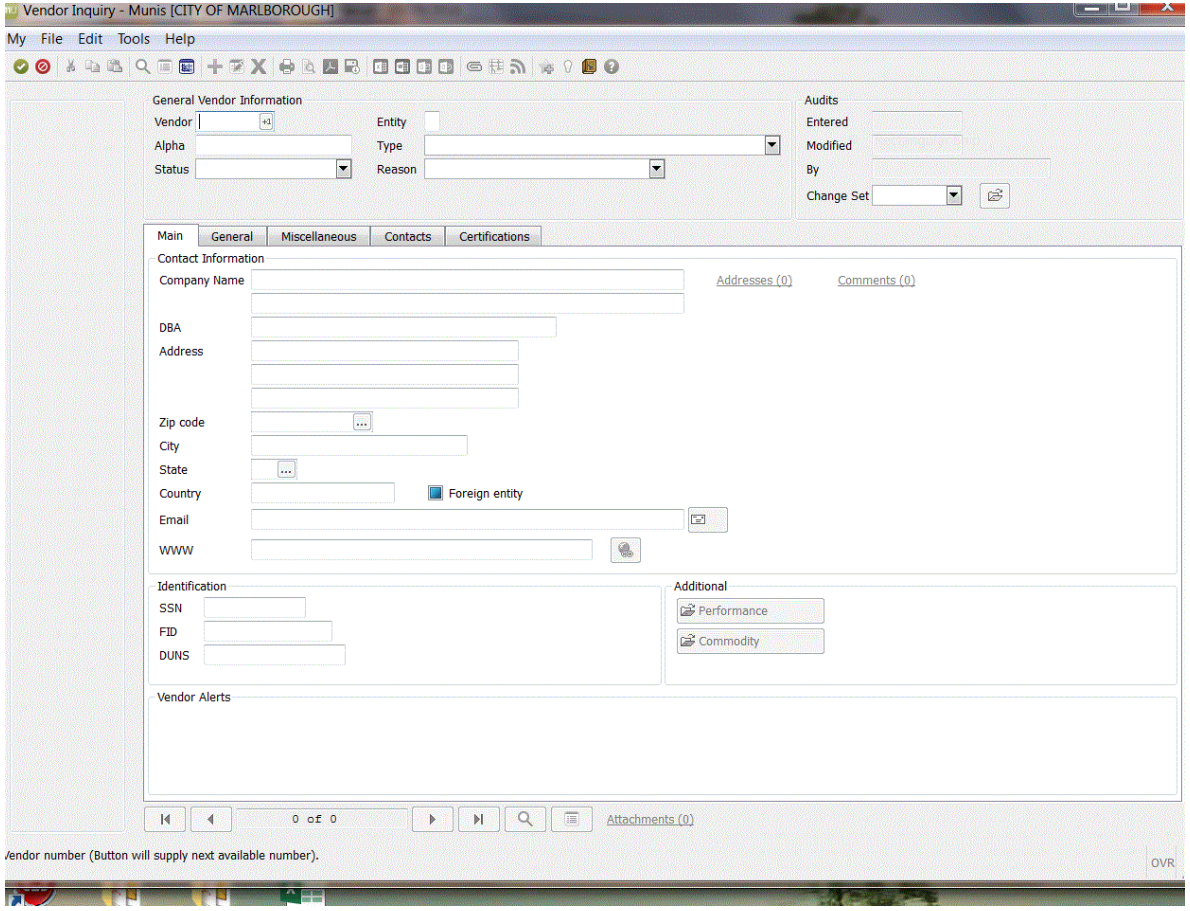
Munis User Notes

Vendor Lookup in Munis

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

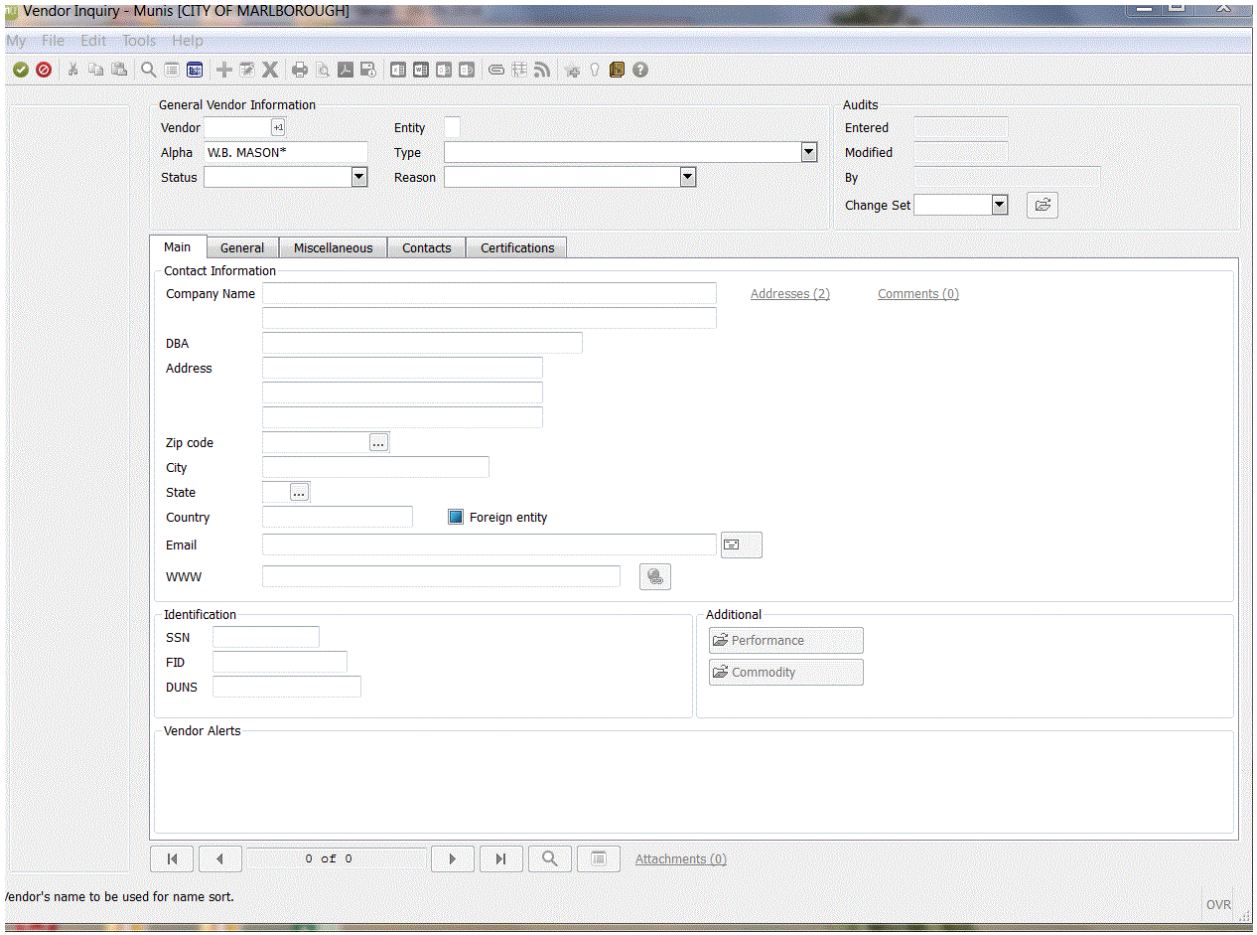
Step 1: Select Vendor Inquiry under Department Function

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.



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.

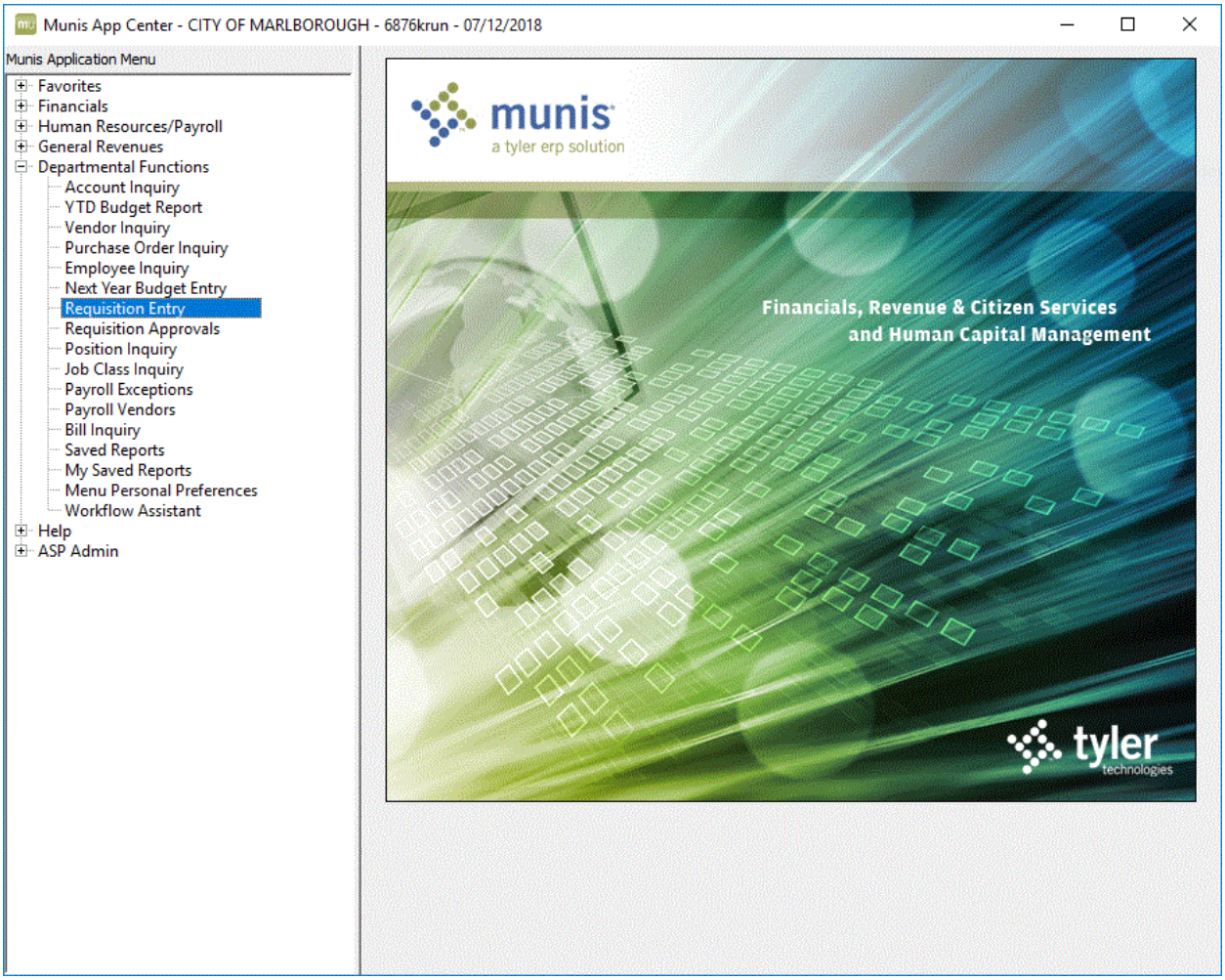
Note: many times your search will produce multiple vendor possibilities. Munis will show the number of vendors it has found meeting the criteria you entered on the bottom of the screen “1 of 5” for example. You can scroll through the vendor screen to find the one you are looking for.



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

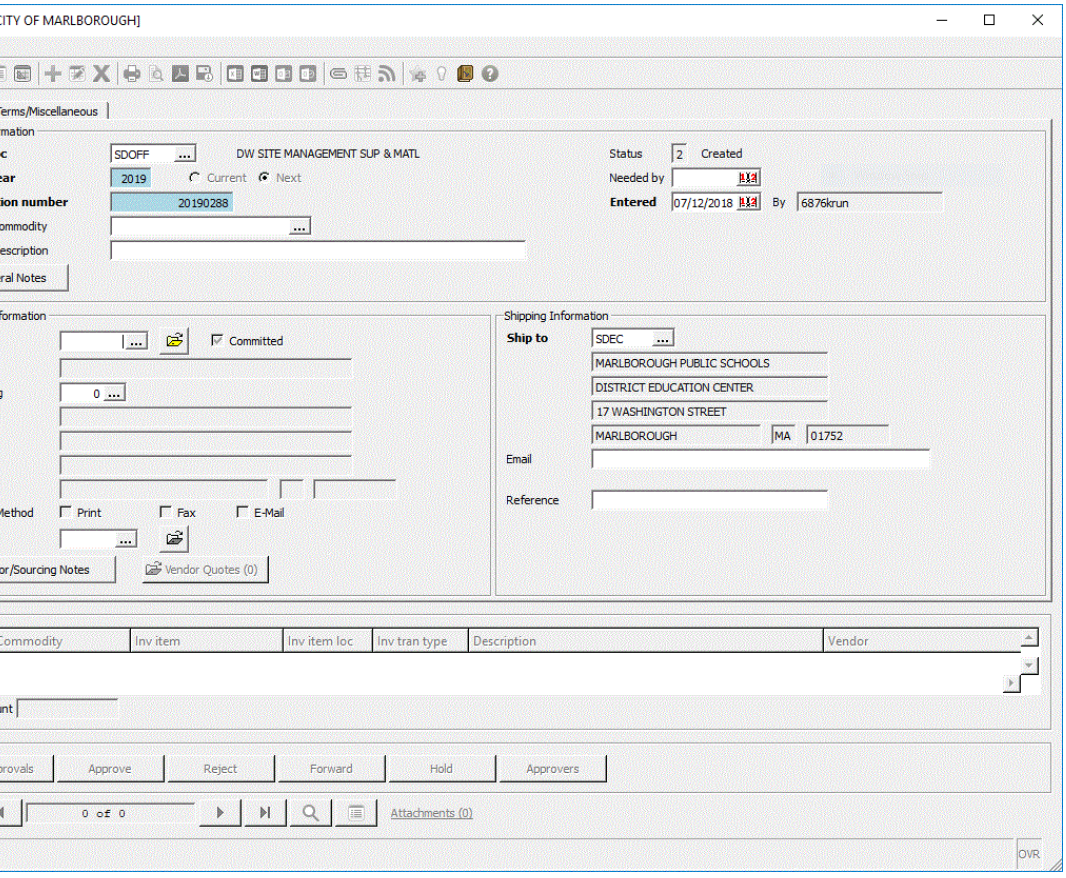
Step 1:



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.



Step 3: Entering Items for the requisition

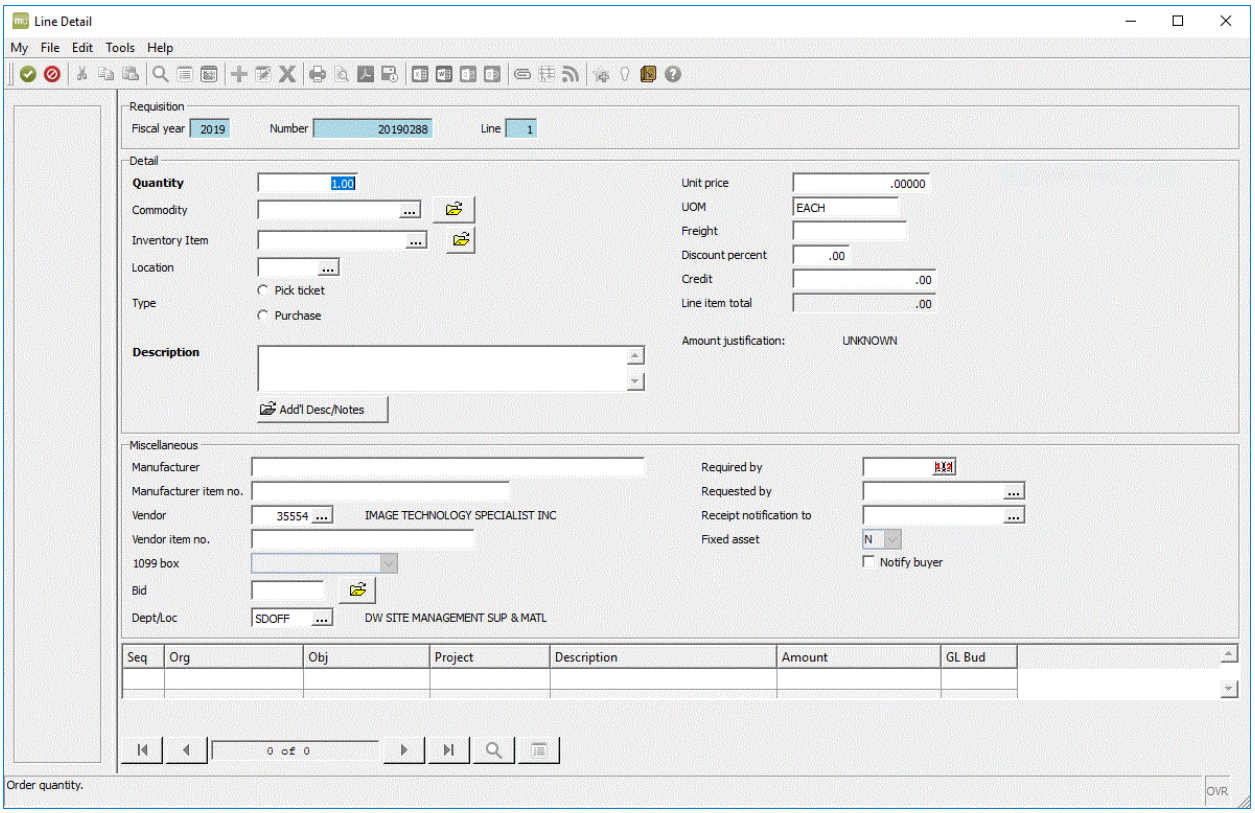
- Quantity (enter the number of an item that you are ordering)
- Tab down to description and enter a brief description of the item. It is always good to include an item number or part number if available. It makes it easier to match items when receiving materials.

- 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 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

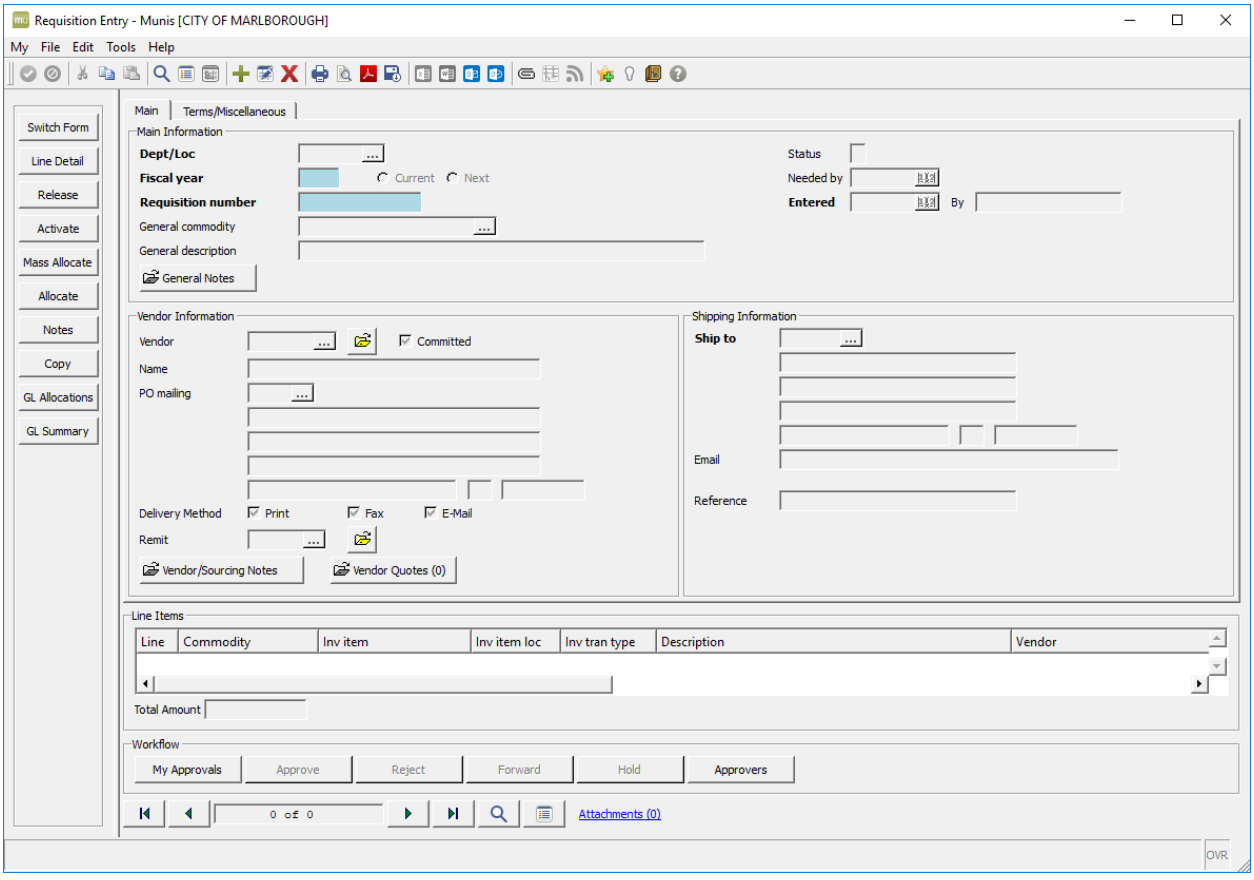
.

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



Step 4 Finishing the Requisition

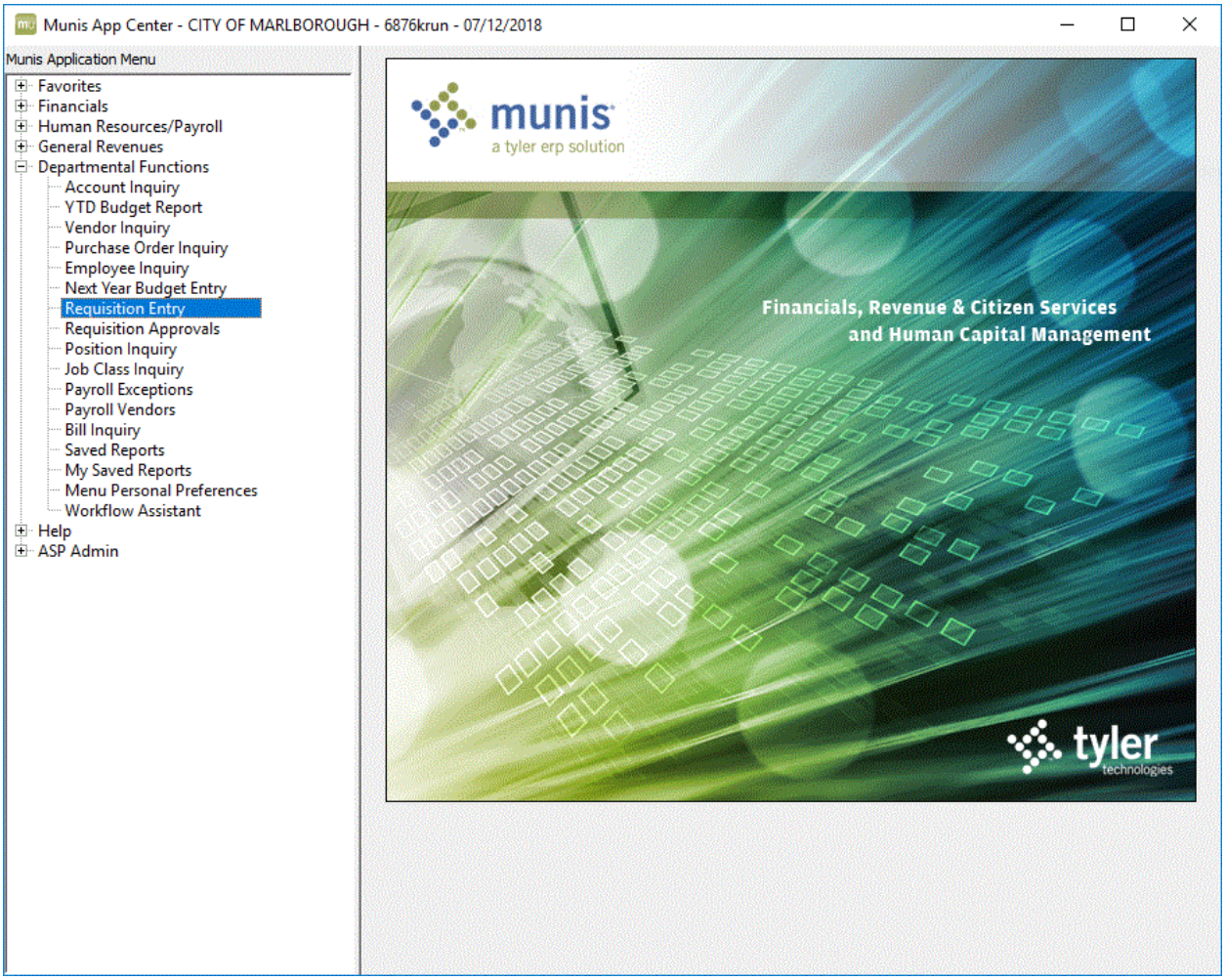
- When you have entered all the items you wanted on the requisition and clicked on the Green Check in the tool Bar for the last item you can X out of this screen using the black X in the upper most right-hand corner of the screen.
- This will return you to the main page of the requisition. If you are 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.



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

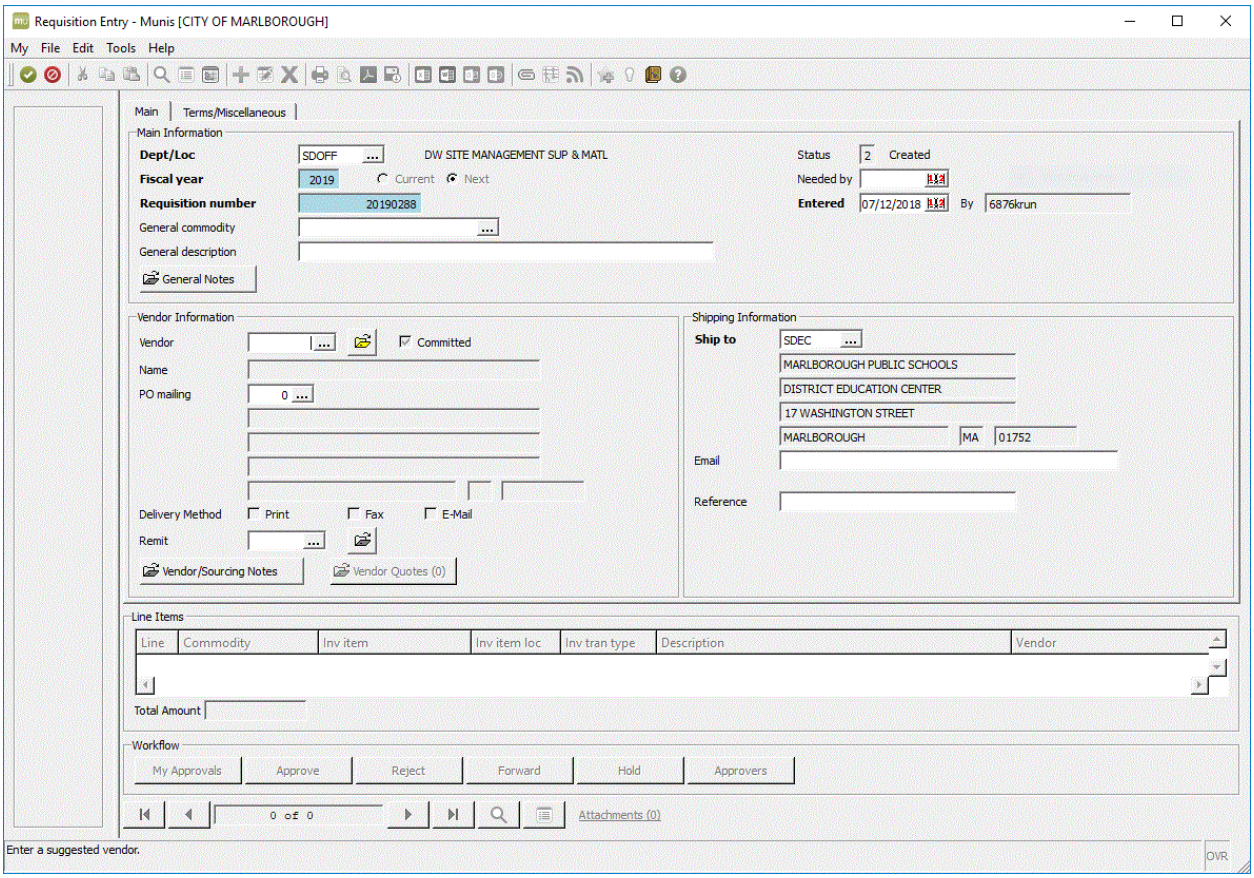
Step 1:



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.



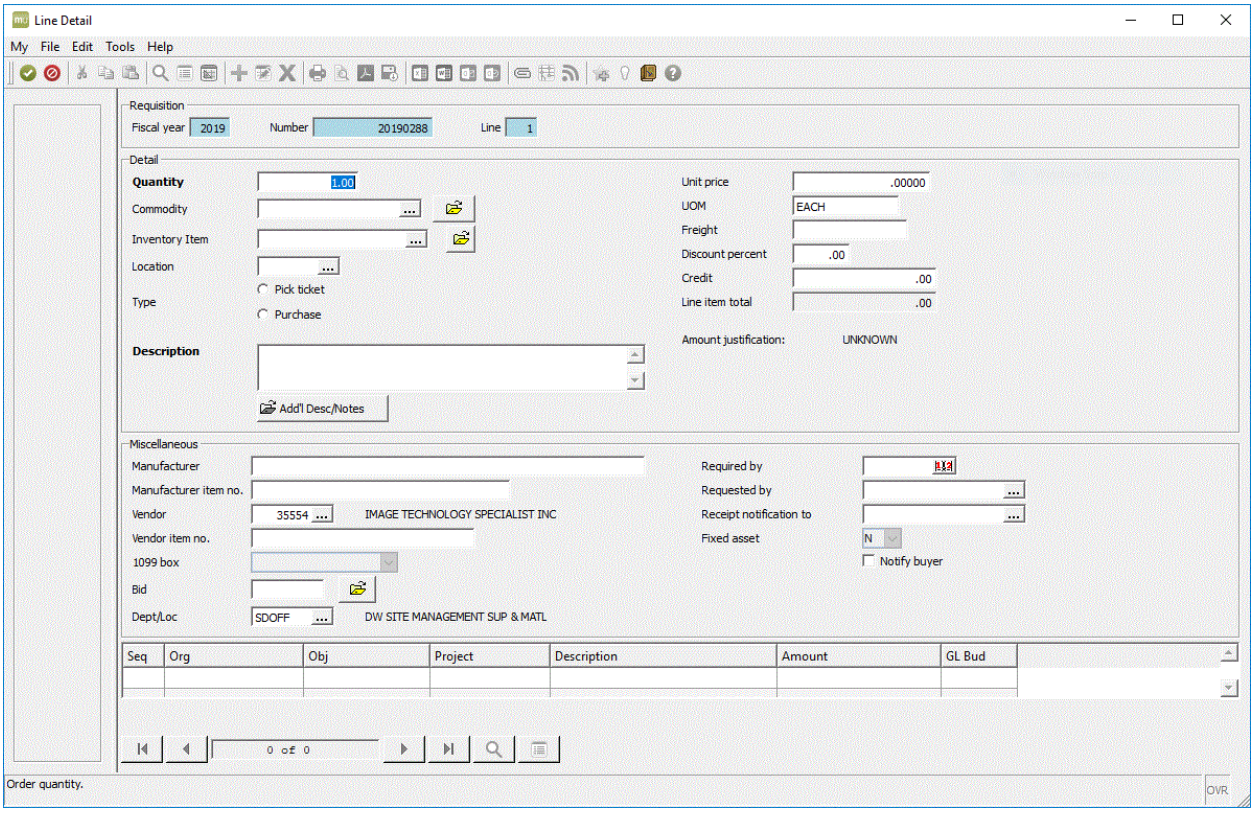
Step 3: Entering Items for the requisition

- 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.

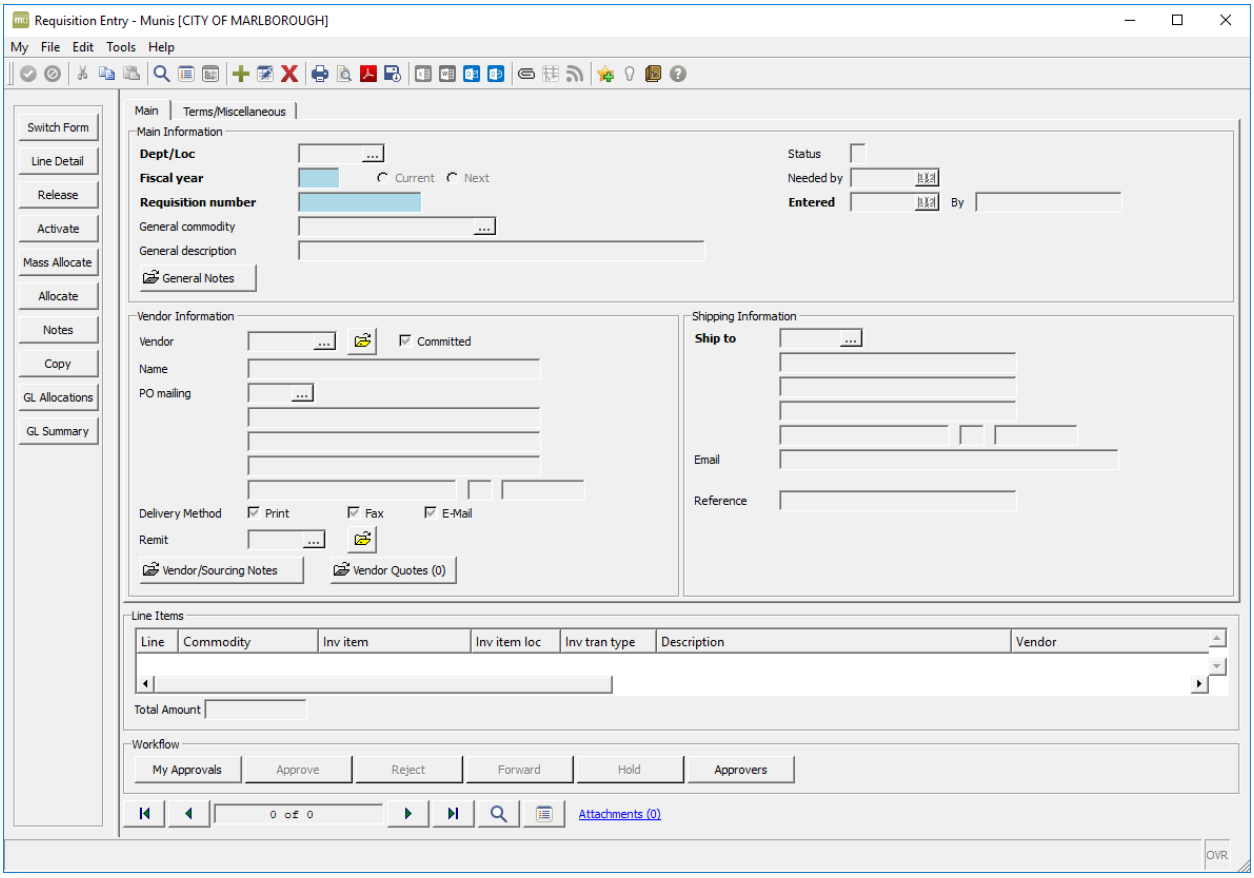
- When you are satisfied with this item go to the tool bar and click on the Green Check Mark.

- 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.



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.



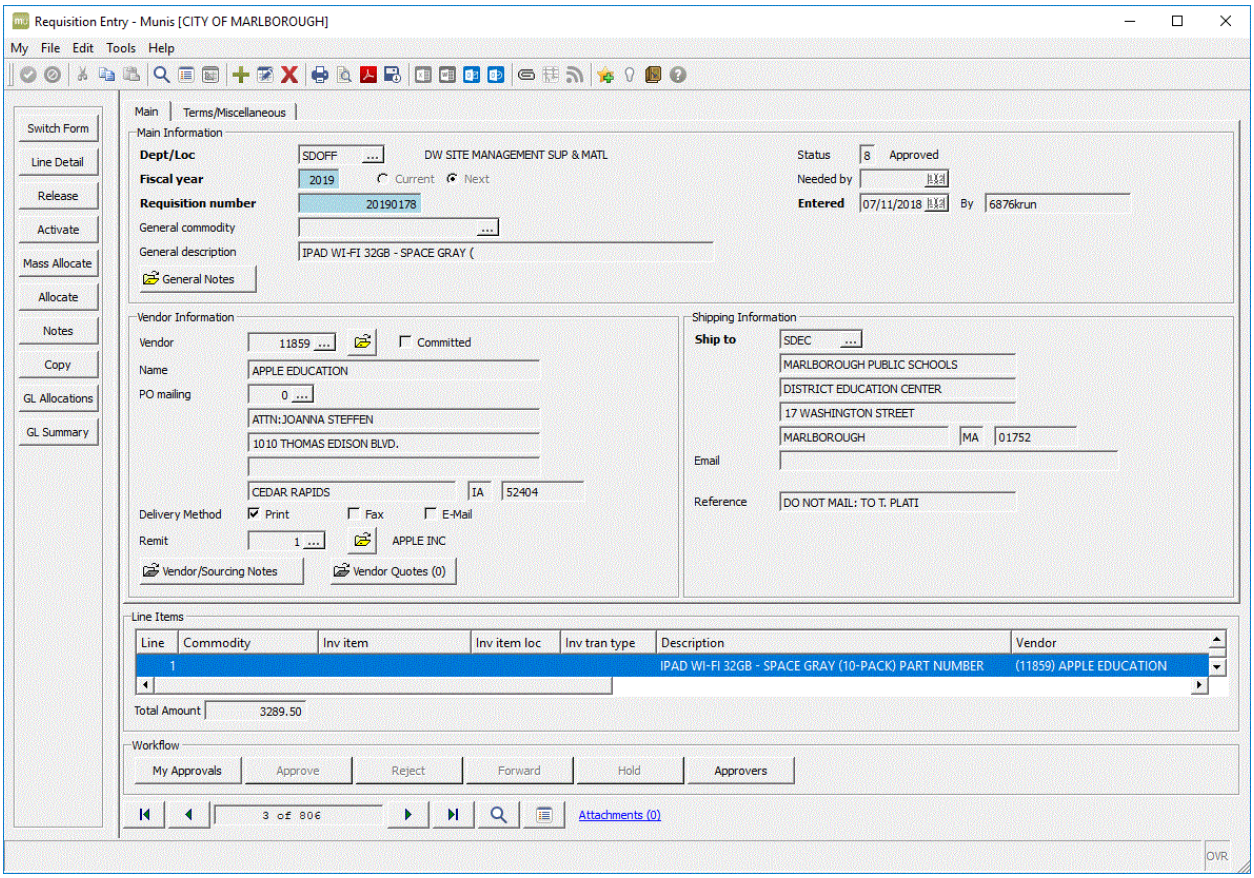
Attaching Documents Too Requisitions in Munis

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

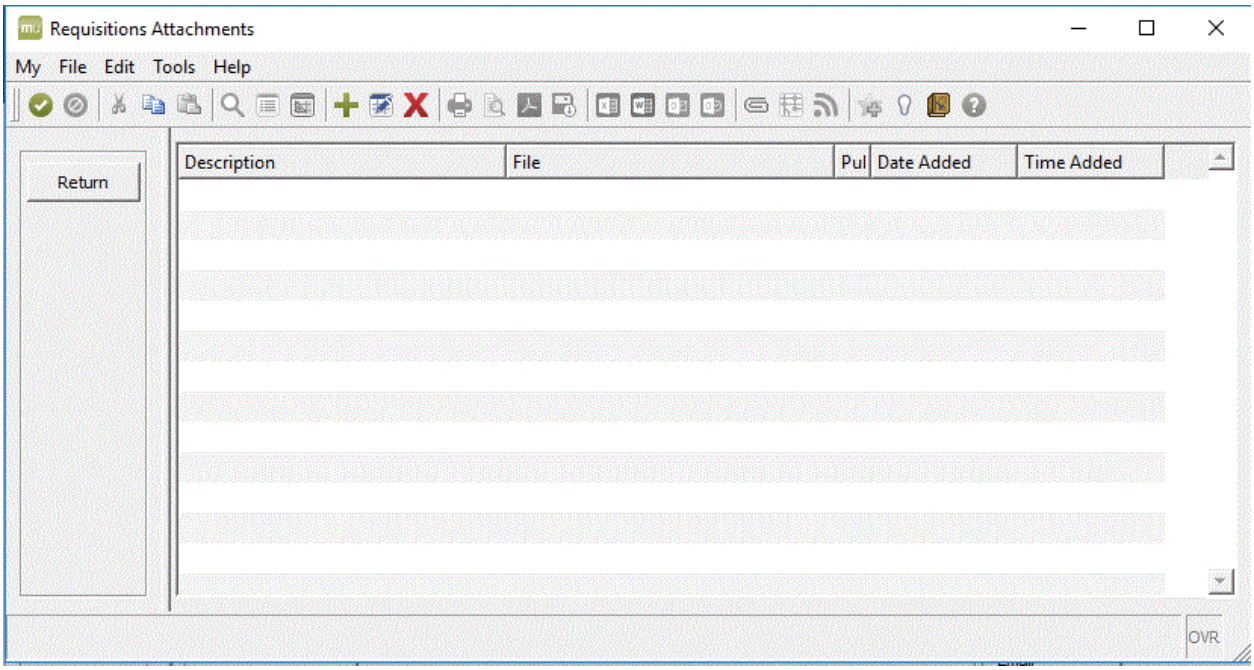
Step 1: Have the document you will be attaching to the requisition saved to your computer.

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.

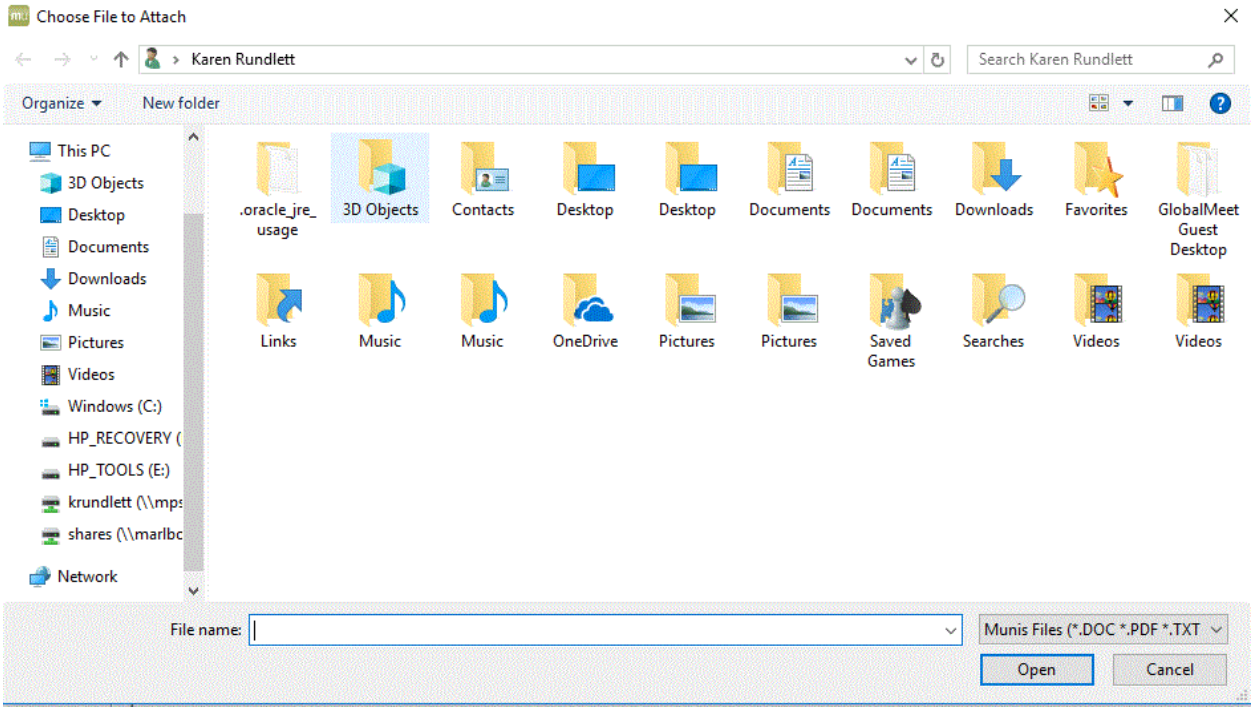


Step 3: Opening new Requisitions Attachments window



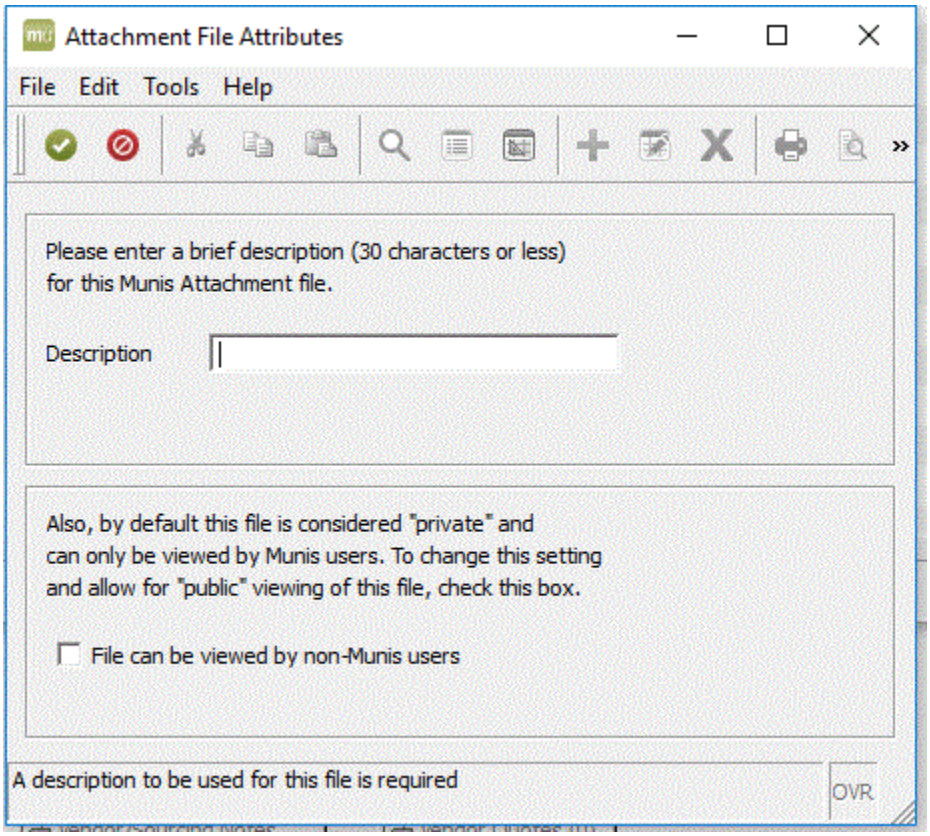
- Click on the Green Cross

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

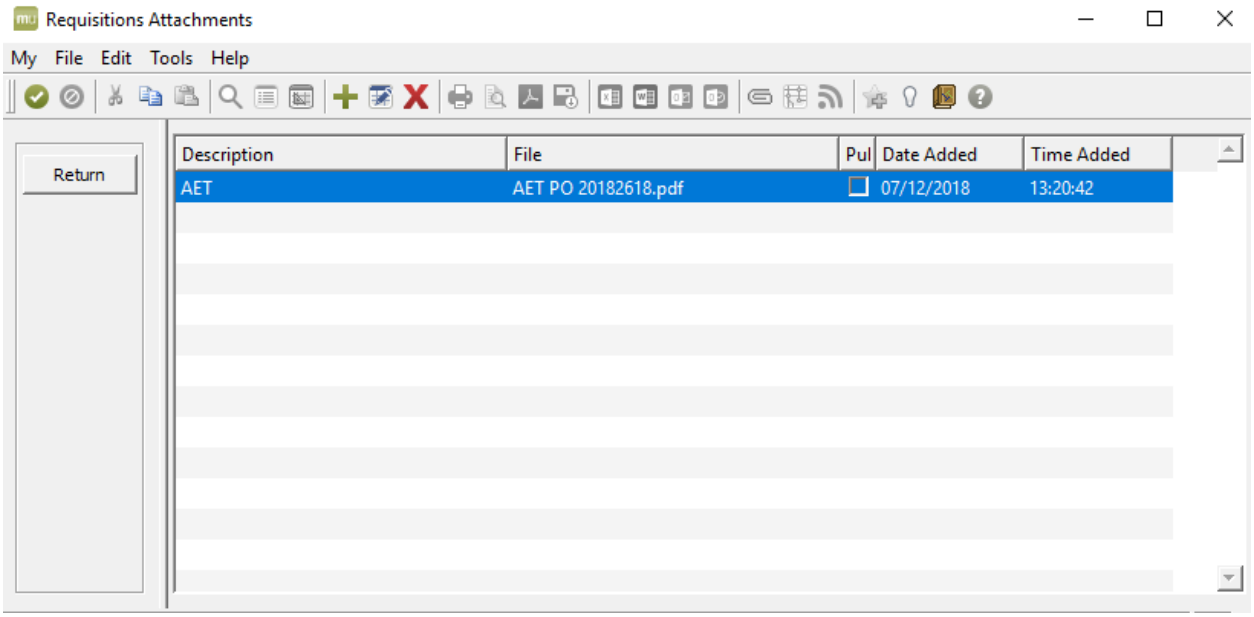


- Browse your computer for the file that you have saved and want to attach to the requisition.
- Select the file and click on open.

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:

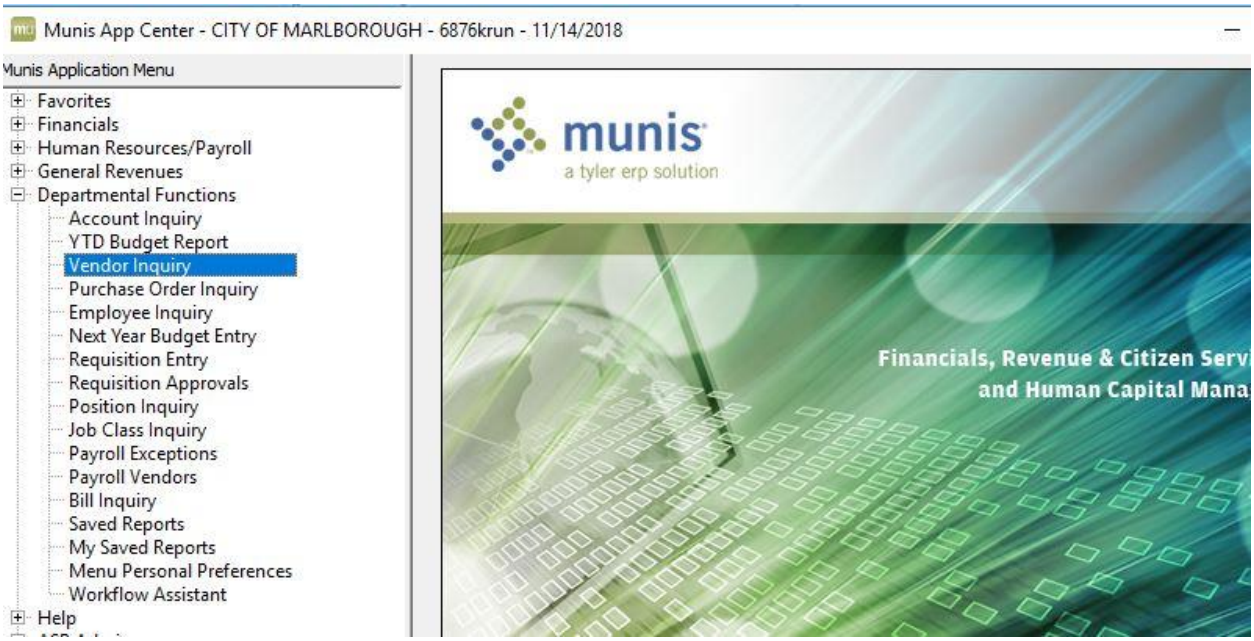


- At this point you can click on the Green Check Mark in the tool bar to complete attaching the document.

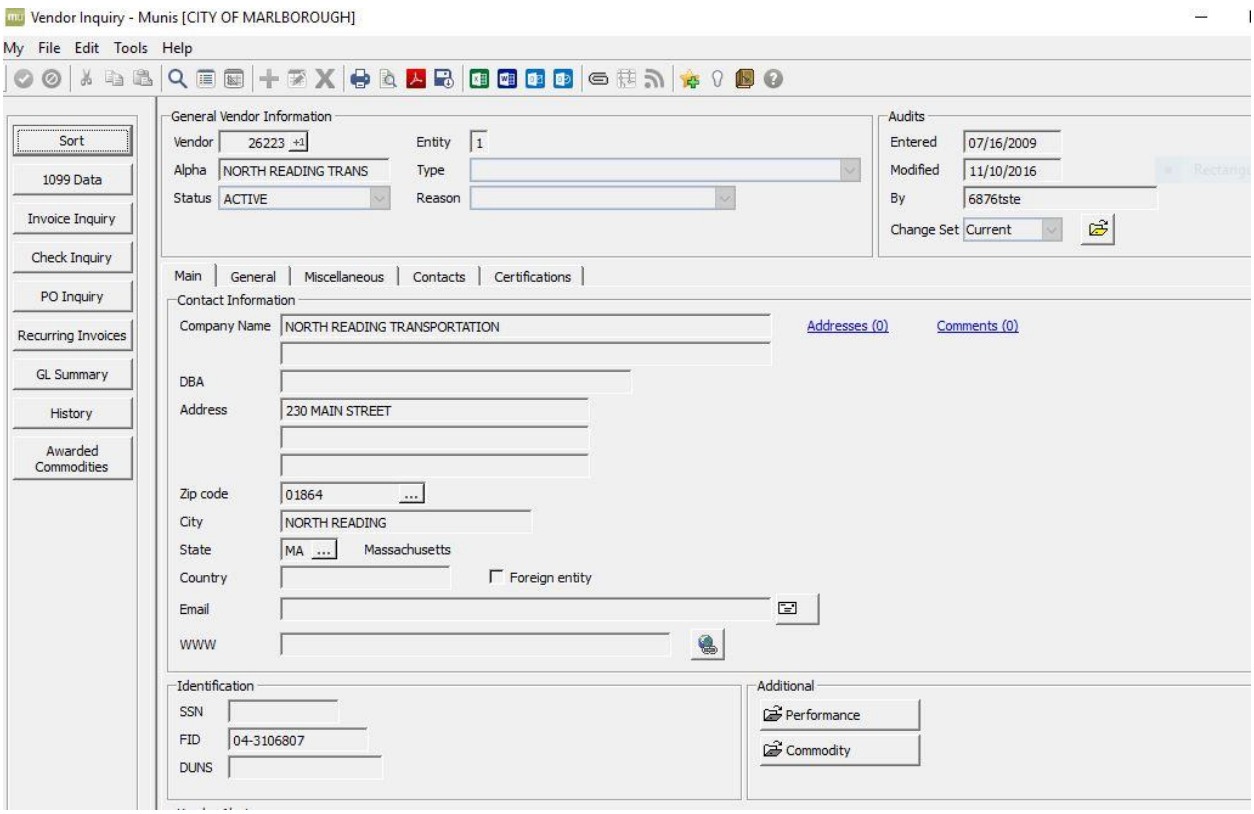
Look up a Purchase Order by Vendor

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

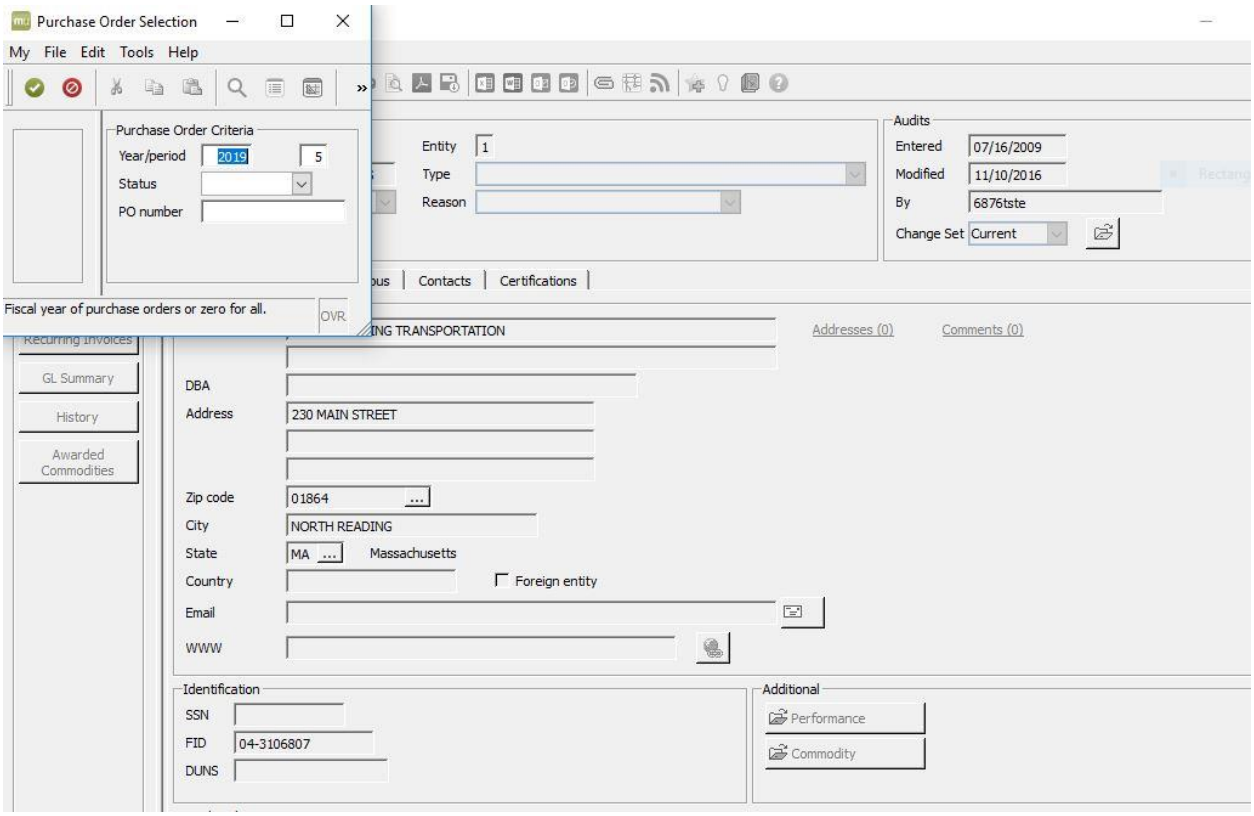


Step 2: Step 2: Enter a vendor number or Alpha data for the vendor (remember alpha must be all caps). Select the green check mark when done. (Below is an example of a Vendor Inquiry)

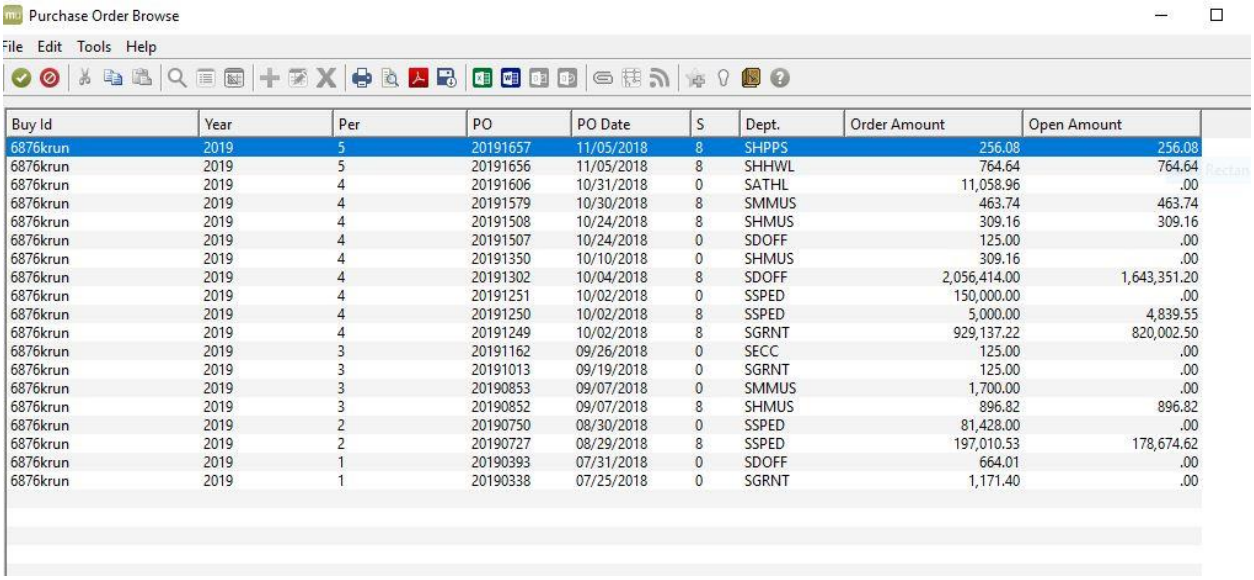


Step 3: To check to see if an invoice for a vendor has been paid select “Purchase Order Inquiry” from the boxes on the left side of the Vendor Inquiry you just requested. (The example here is for North Reading Transportation). When you select the “Purchase Order Inquiry box you will see the following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



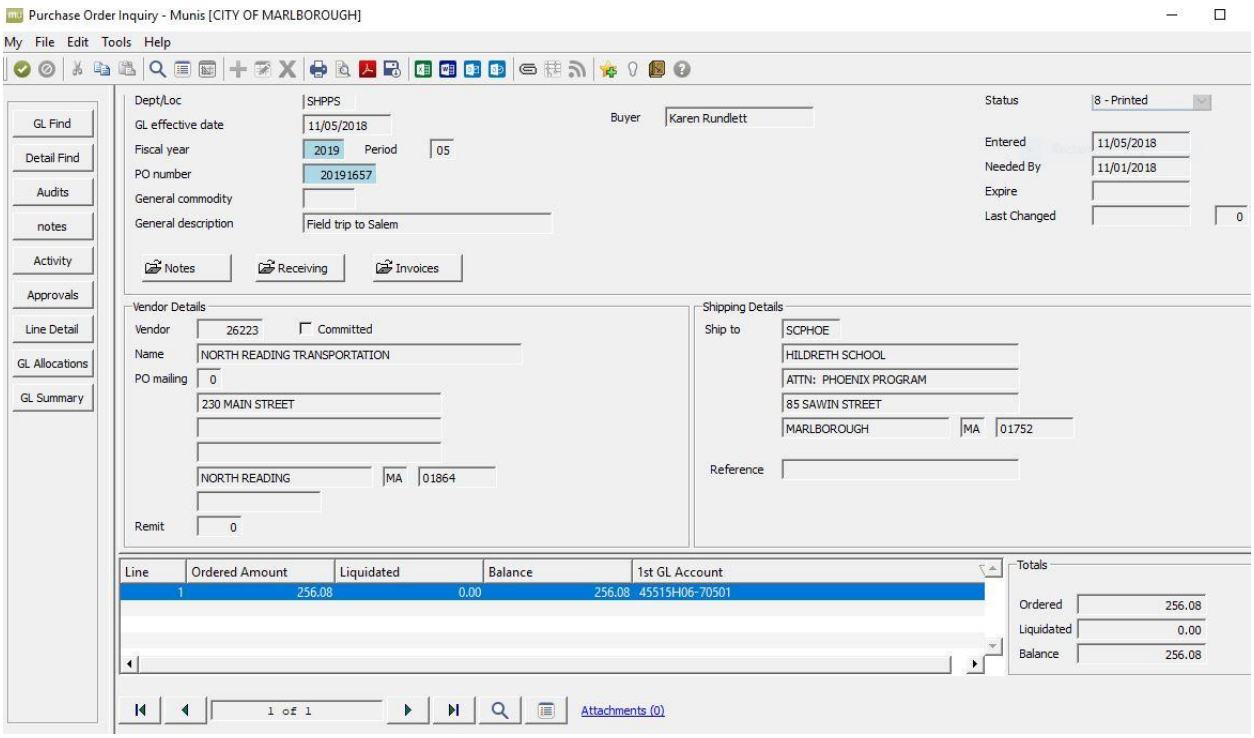
Step 4: Once you enter the Year/period and clear the field beside the year/period select the , You will be given a list of purchase orders that have been issued to this vendor. When you find the purchase order you are interested in select it and double click.



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:

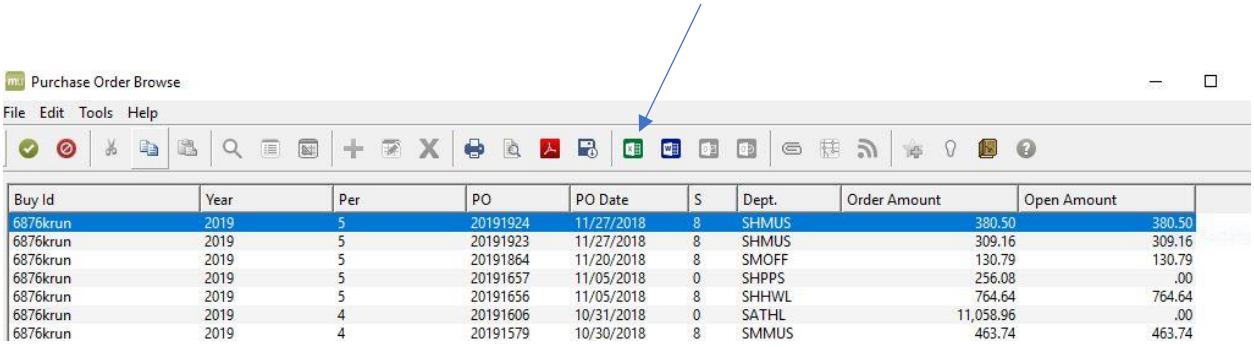
- The Purchase Order number used to order the goods or services.
- Vendor Address Information
- Our Ship to address information
- Order details such as items/services order, quantities, pricing and org./obj. used for billing purposes can be viewed by selecting the Line Detail box on the left of this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



Using EXCEL to help you search

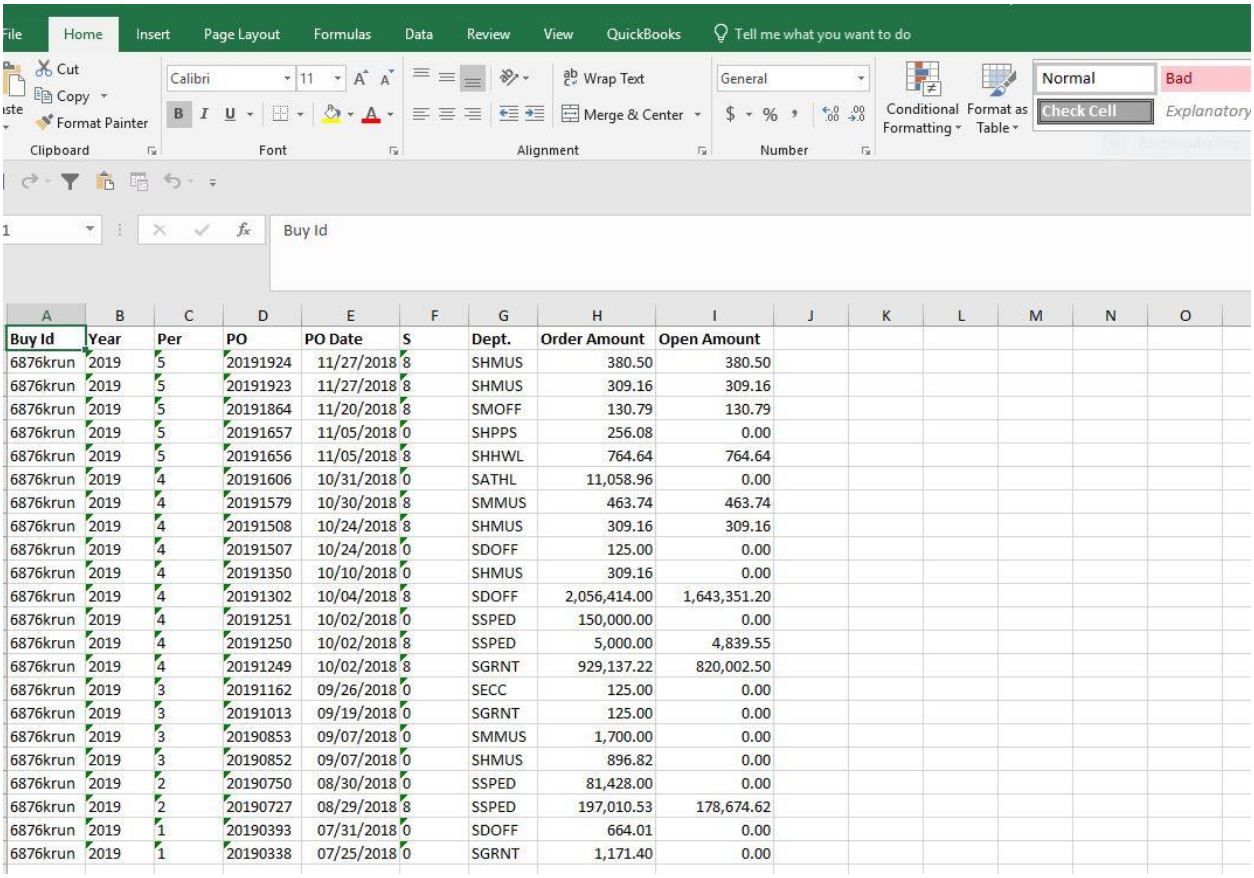
If you have done a Vendor Purchase Order Inquiry and the result has provided many entries then EXCEL can be helpful in making searching for items easier.

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.



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

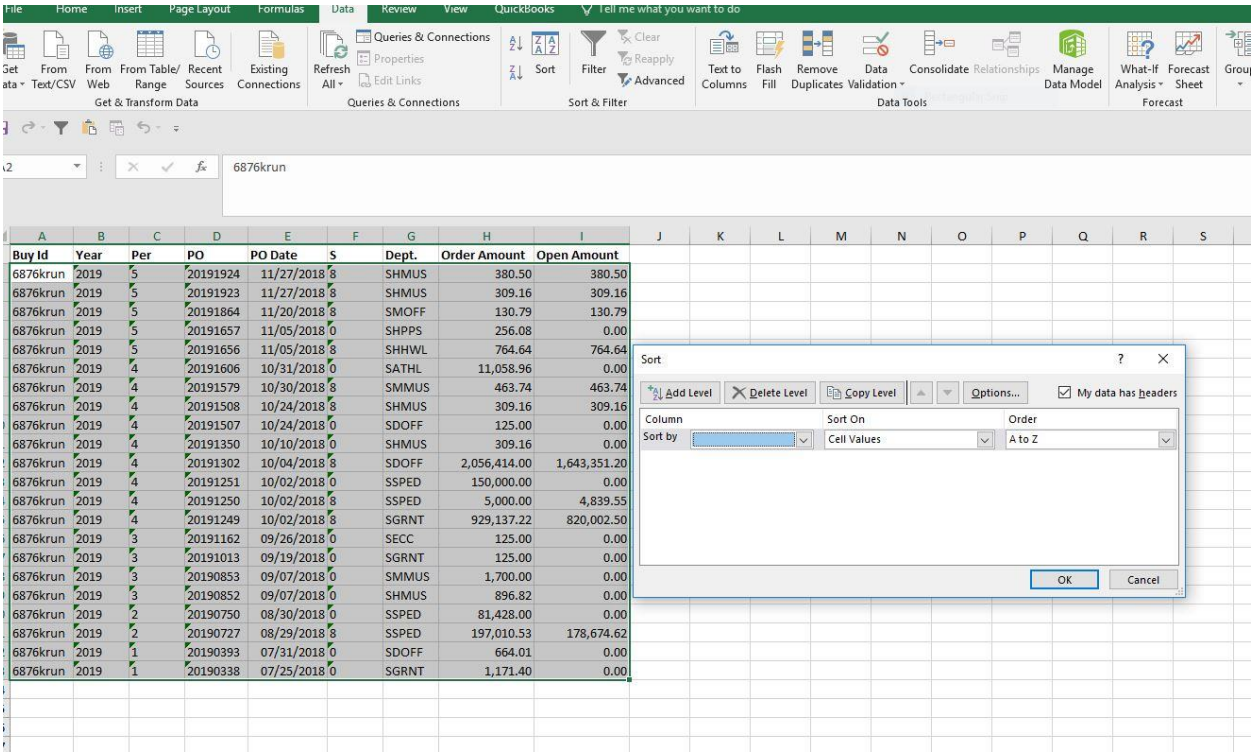
Step 2: Munis will extract the data from your inquiry into an EXCEL spreadsheet.



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

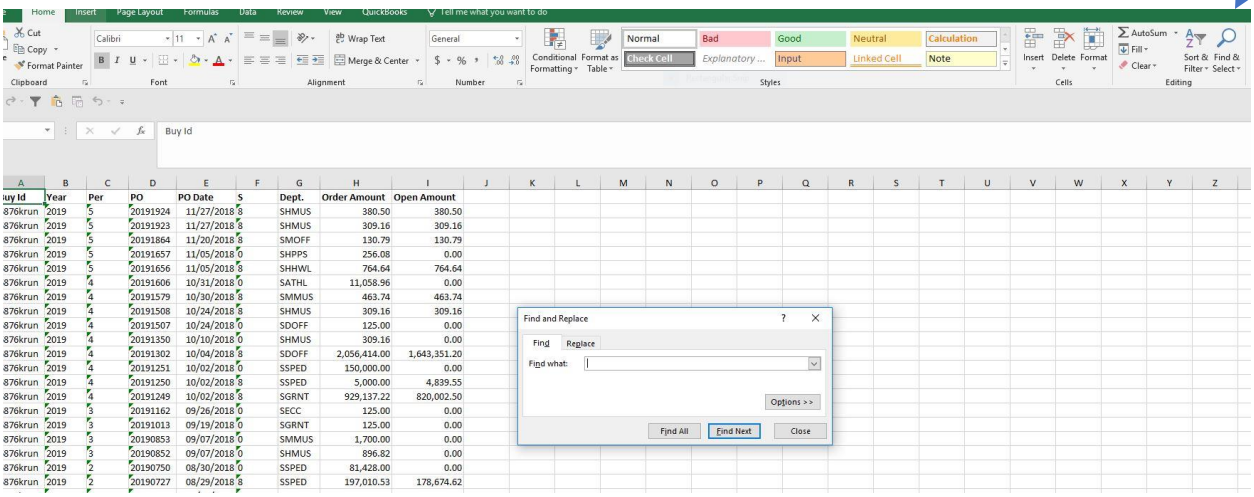
Step 3: From here you can use the Data/Sort option to sort the data or the Find option to find items that you are looking for. Start by selecting Data in the tool bar and the box below will present itself. Then you can sort by the columns as you wish.

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



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.



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.

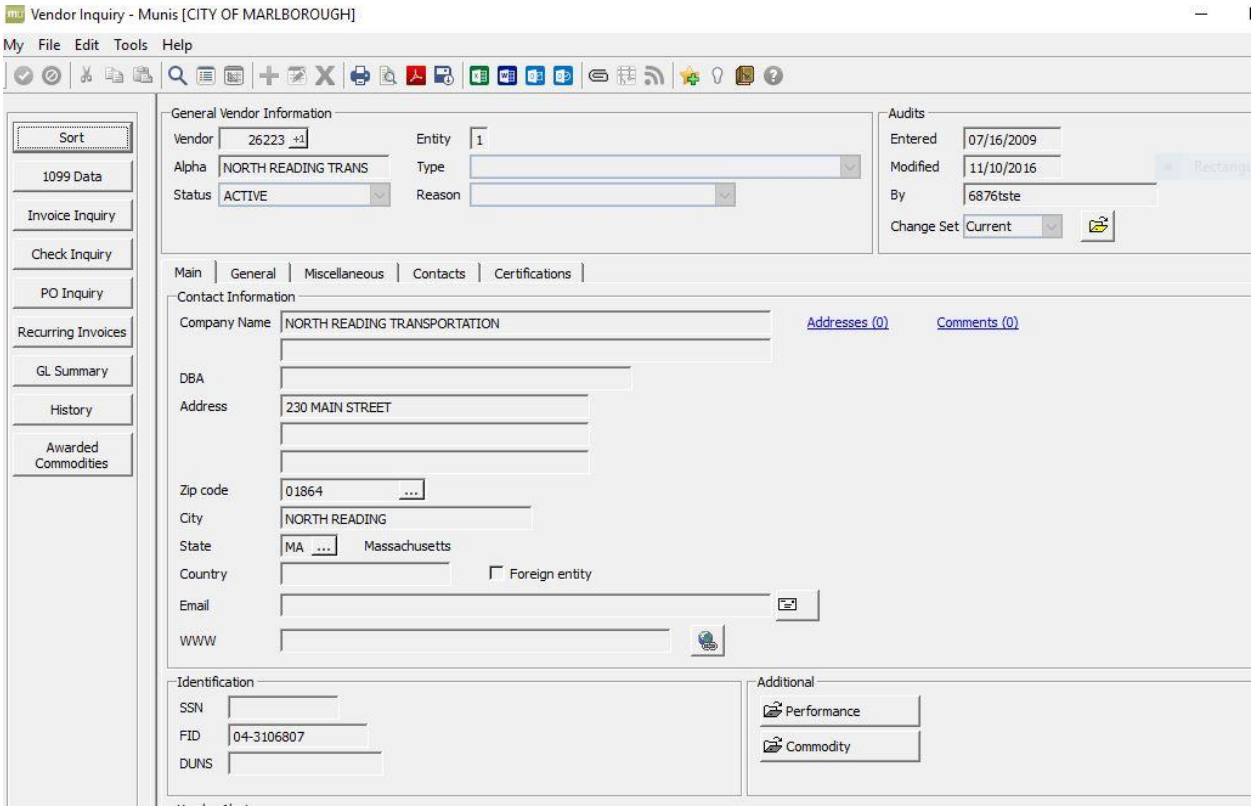
Step 4: EXCEL will move to this item.

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.

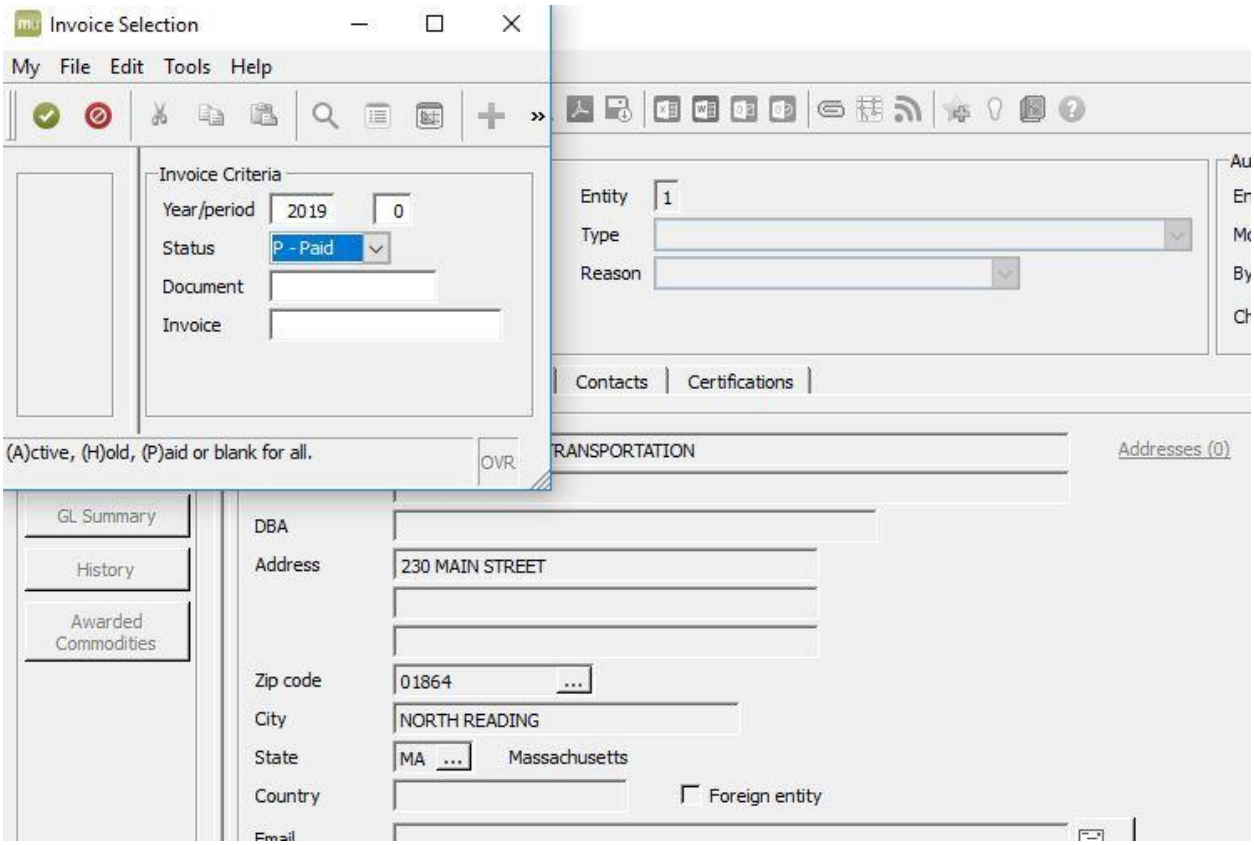
Step 1: Select Vendor Inquiry under Department Function

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)

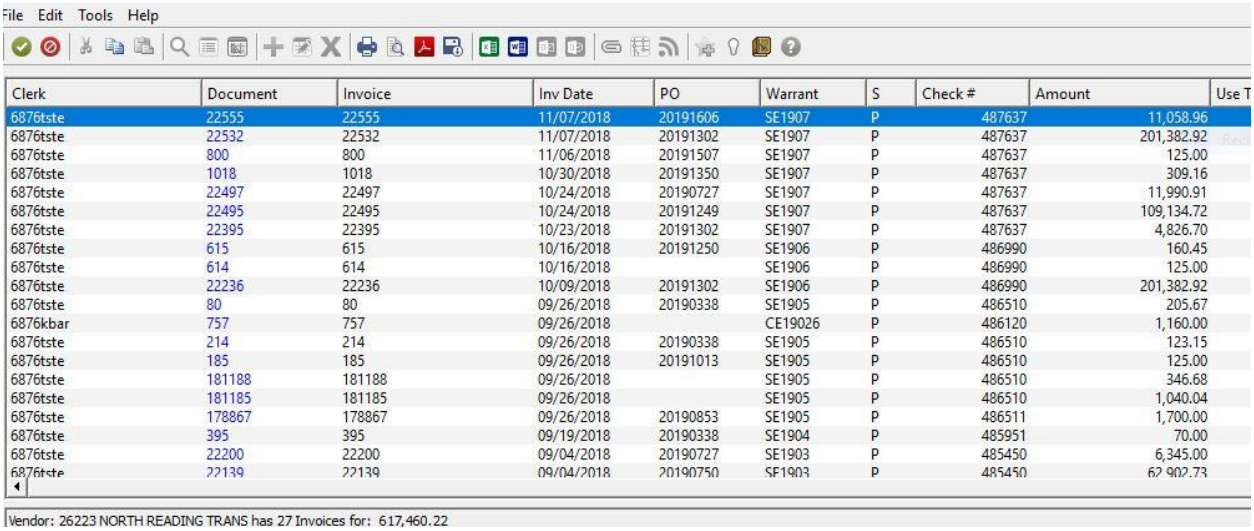


Step 3: To check to see if an invoice for a vendor has been paid select “Invoice Inquiry” from the boxes on the left side of the Vendor Inquiry you just requested. (The example here is for North Reading Transportation). When you select the “Invoice Inquiry box you will see the following box) You will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

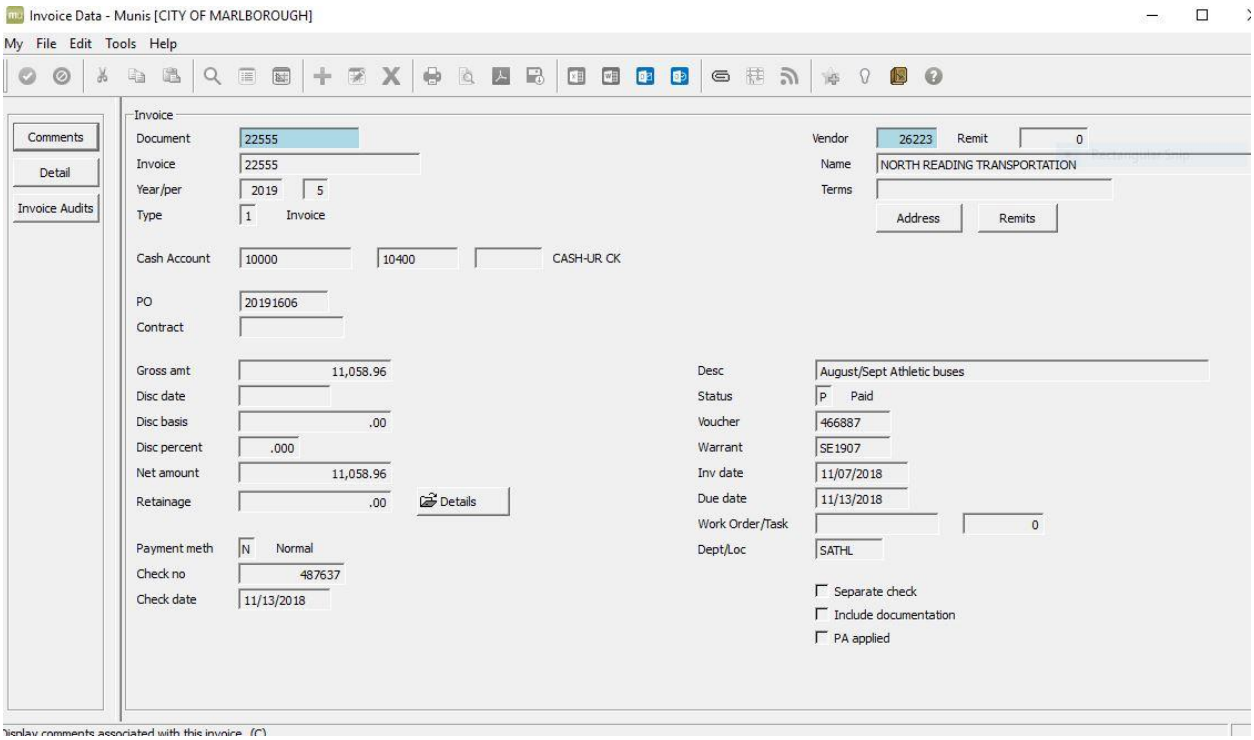


Step 4: Once you enter the Year/period and the Status “Paid” you will be given a list of invoices that have been paid for this vendor. When you find the invoice you are interested in select it and double click.



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

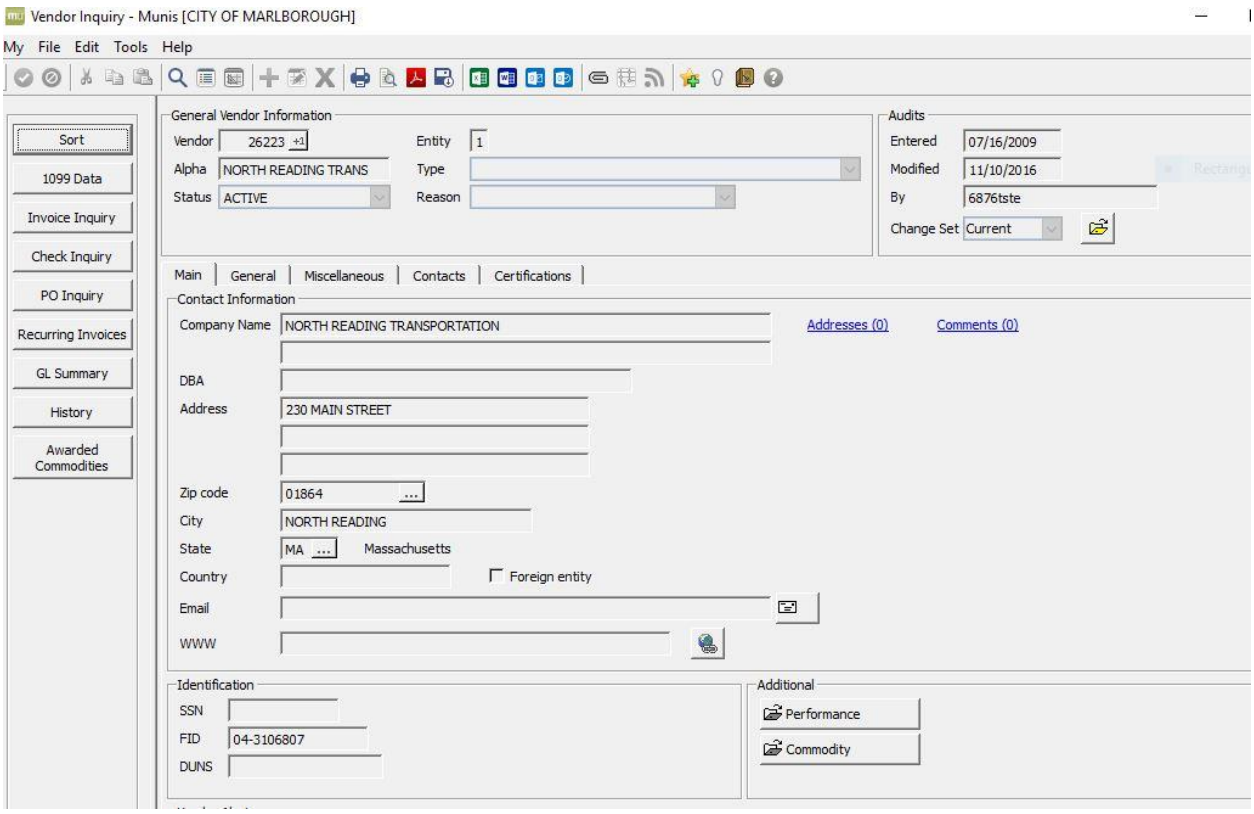


Look up a Purchase Order by Vendor

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

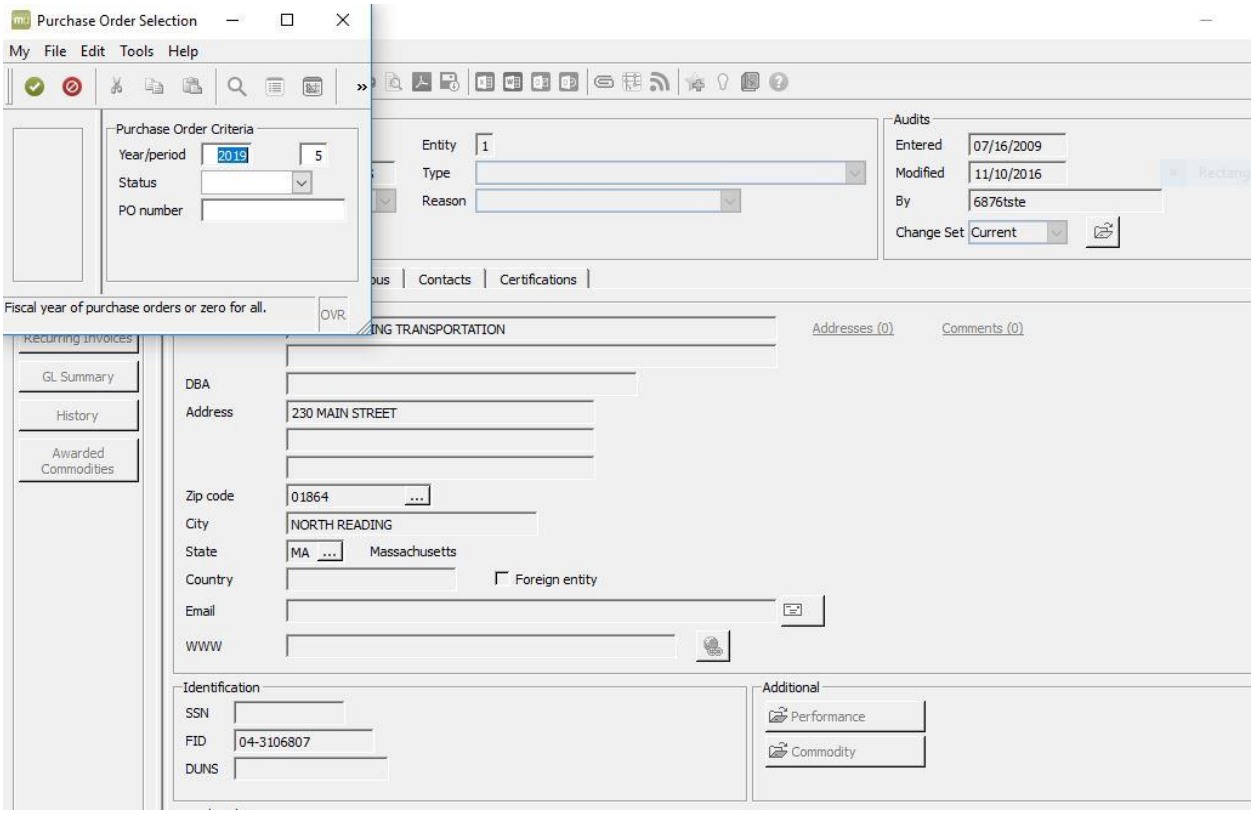
Step 1: Select Vendor Inquiry under Department Function

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)

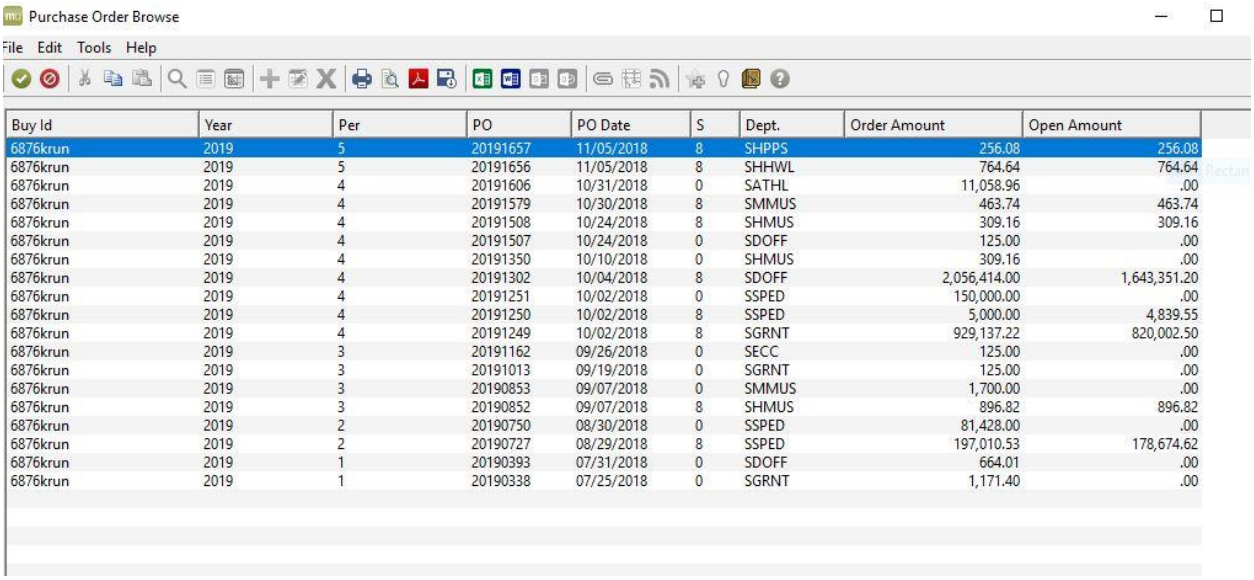


Step 3: To check to see if an invoice for a vendor has been paid select "Purchase Order Inquiry" from the boxes on the left side of the Vendor Inquiry you just requested. (The example here is for North Reading Transportation). When you select the "Purchase Order Inquiry box you will see the following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



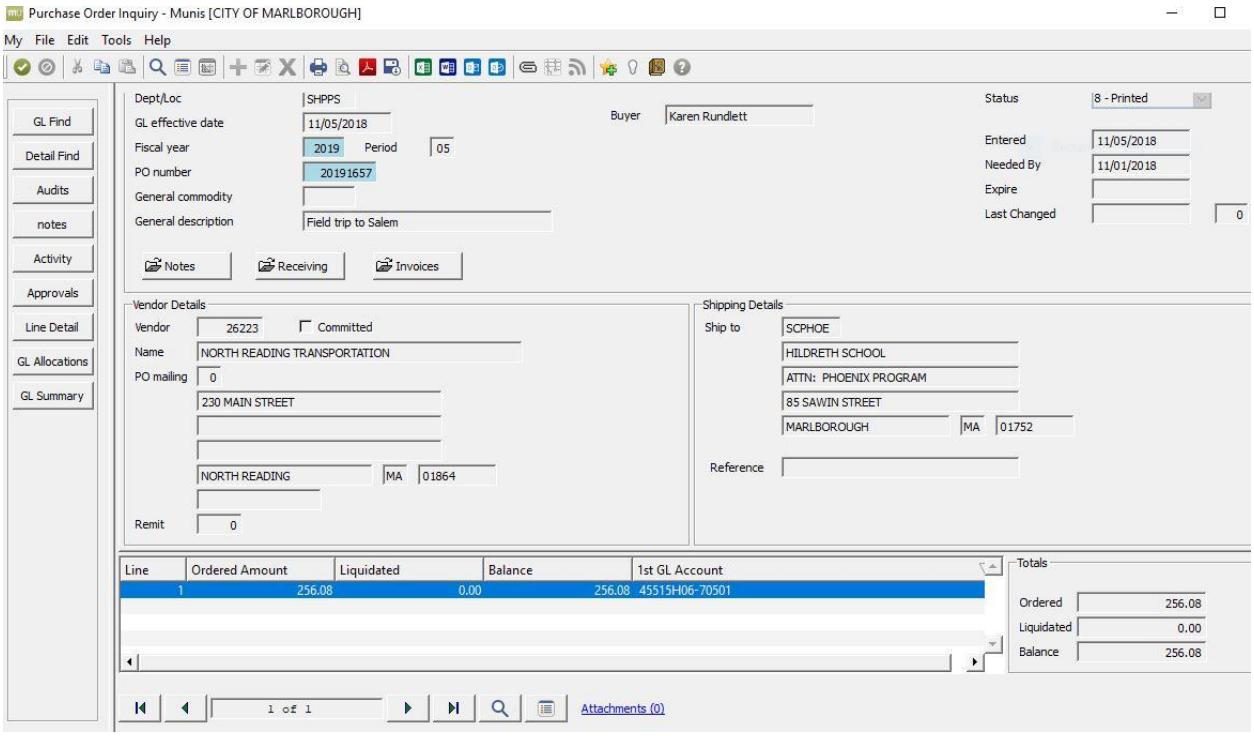
Step 2: Step 4: Once you enter the Year/period and clear the field beside the year/period select the , You will be given a list of purchase orders that have been issued to this vendor. When you find the purchase order you are interested in select it and double click.



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:

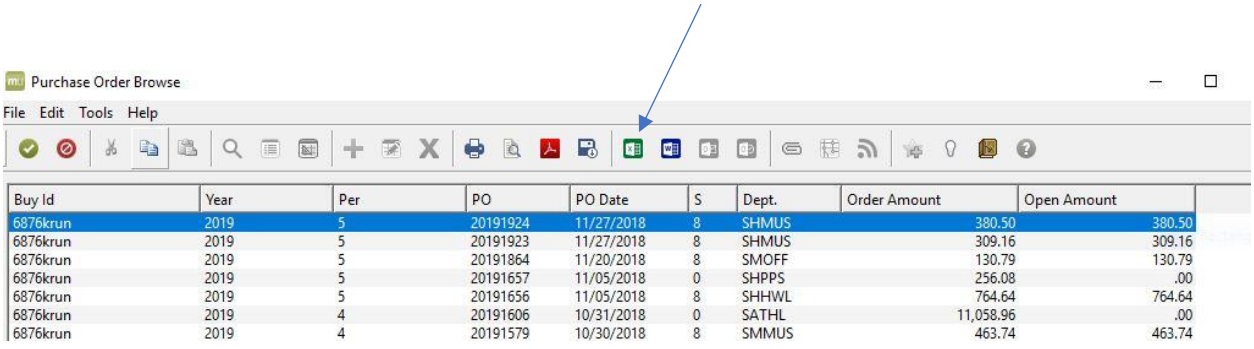
- The Purchase Order number used to order the goods or services.
- Vendor Address Information
- Our Ship to address information
- Order details such as items/services order, quantities, pricing and org./obj. used for billing purposes can be viewed by selecting the Line Detail box on the left of this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



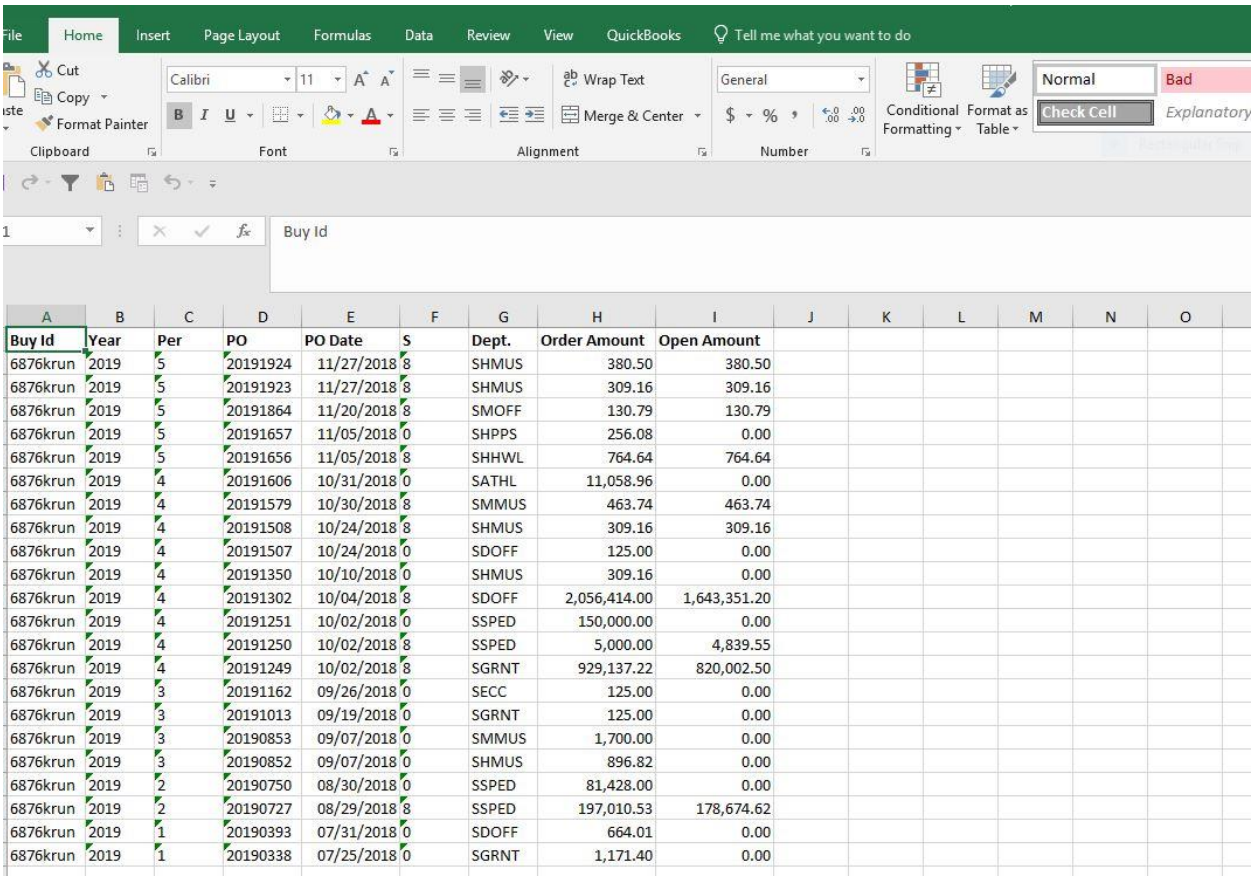
Using EXCEL to help you search

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.



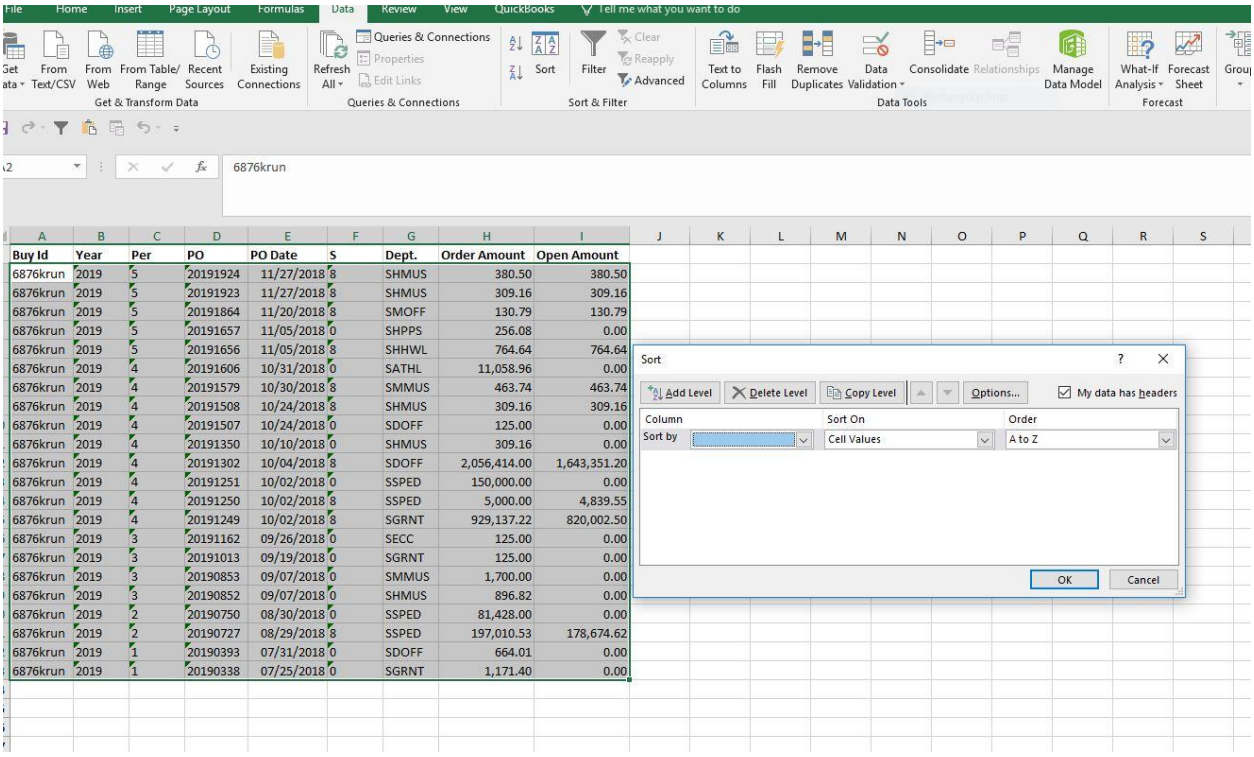
Step 2: Munis will extract the data from your inquiry into an EXCEL spreadsheet.



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

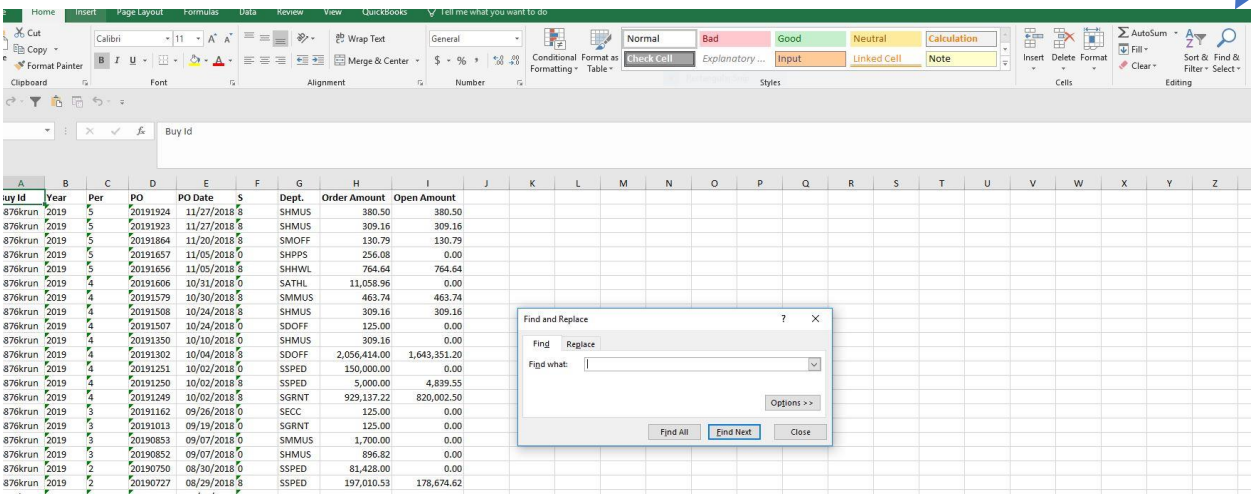
Step 3: From here you can use the Data/Sort option to sort the data or the Find option to find items that you are looking for. Start by selecting Data in the tool bar and the box below will present itself. Then you can sort by the columns as you wish.

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



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.



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 hot 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…

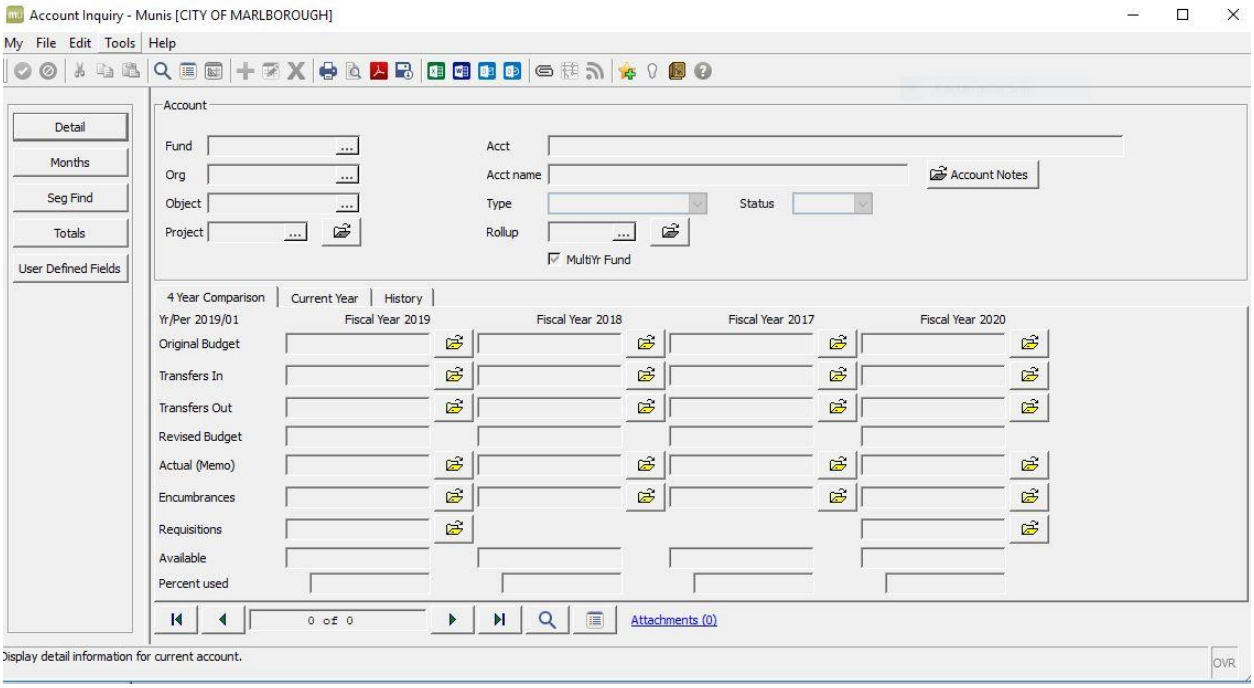
- You can look at a department's budget using Account Inquiry if you know the department number and site (i.e. school location). This will be explained in detail later in this document
- You can find org and obj. numbers using bits and pieces of information that you know such as the site (school), department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

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

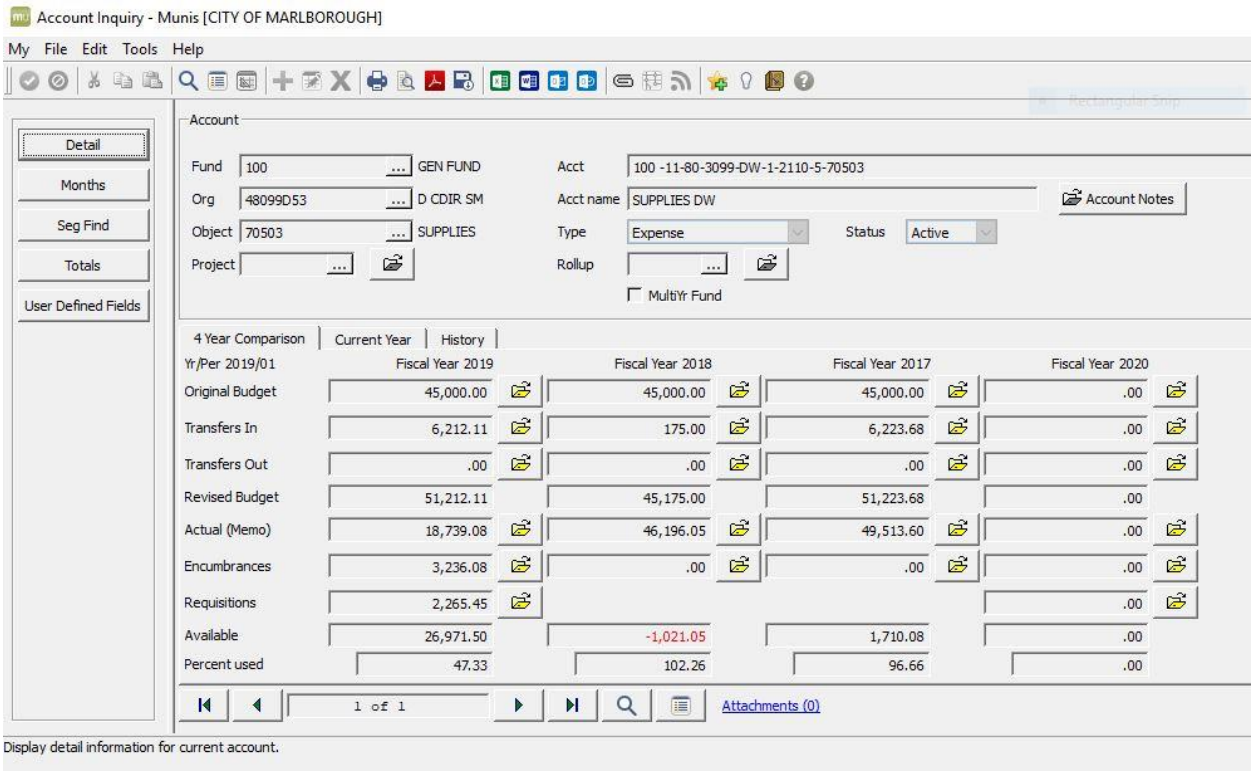
Step 1: Select Account Inquiry from the Departmental Functions Column

Account Inquiry - Munis

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



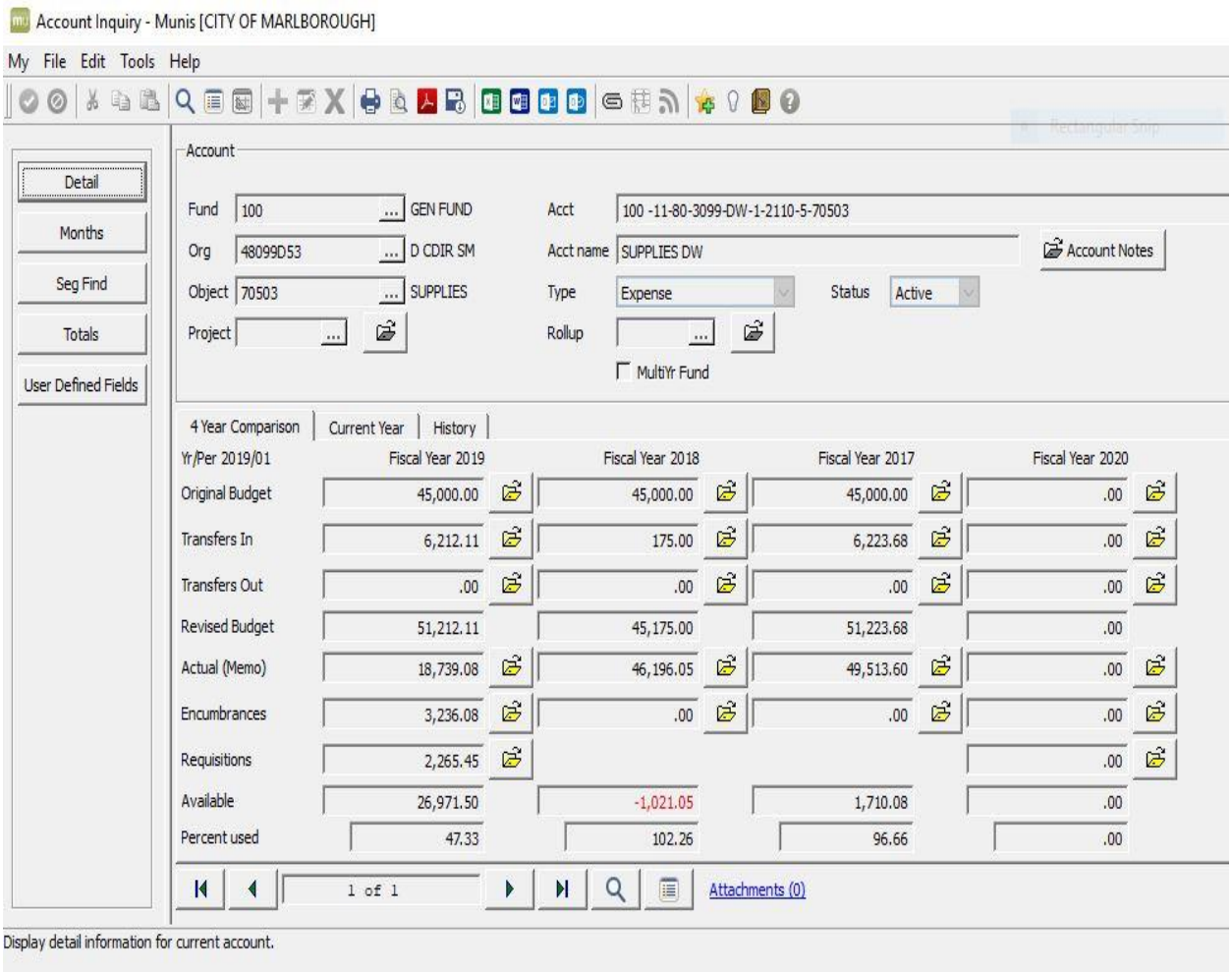
Step 3: If you know the Org. and Obj. that you are looking up enter here as shown. You will first have to select the search icon to open the fields for inquiry.



Account Inquiry - Munis

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

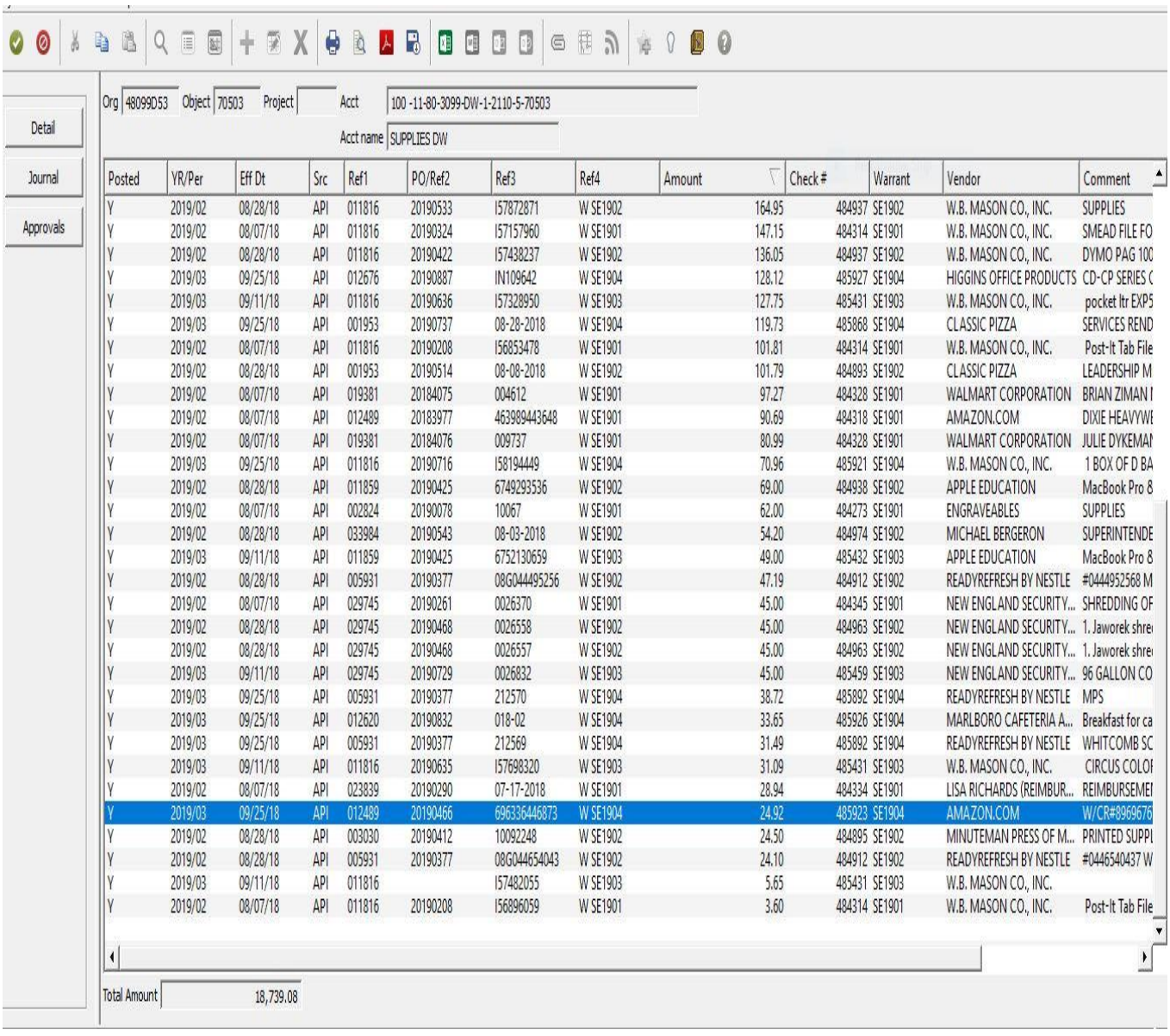
- 4 Year Comparison (the most recent fiscal years), budget information, Actual Spending, Encumbrances, Requisitions, Available funds balance and the percentage of the total budget used.
- Specific spending information is available in the yellow folder icon to open the next screen yellow folder icon (Actual).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



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.



Org 48099D53 Object 70503 Project Acct 100 -11-80-3099-DW-1-2110-5-70503

Acct name SUPPLIES DW

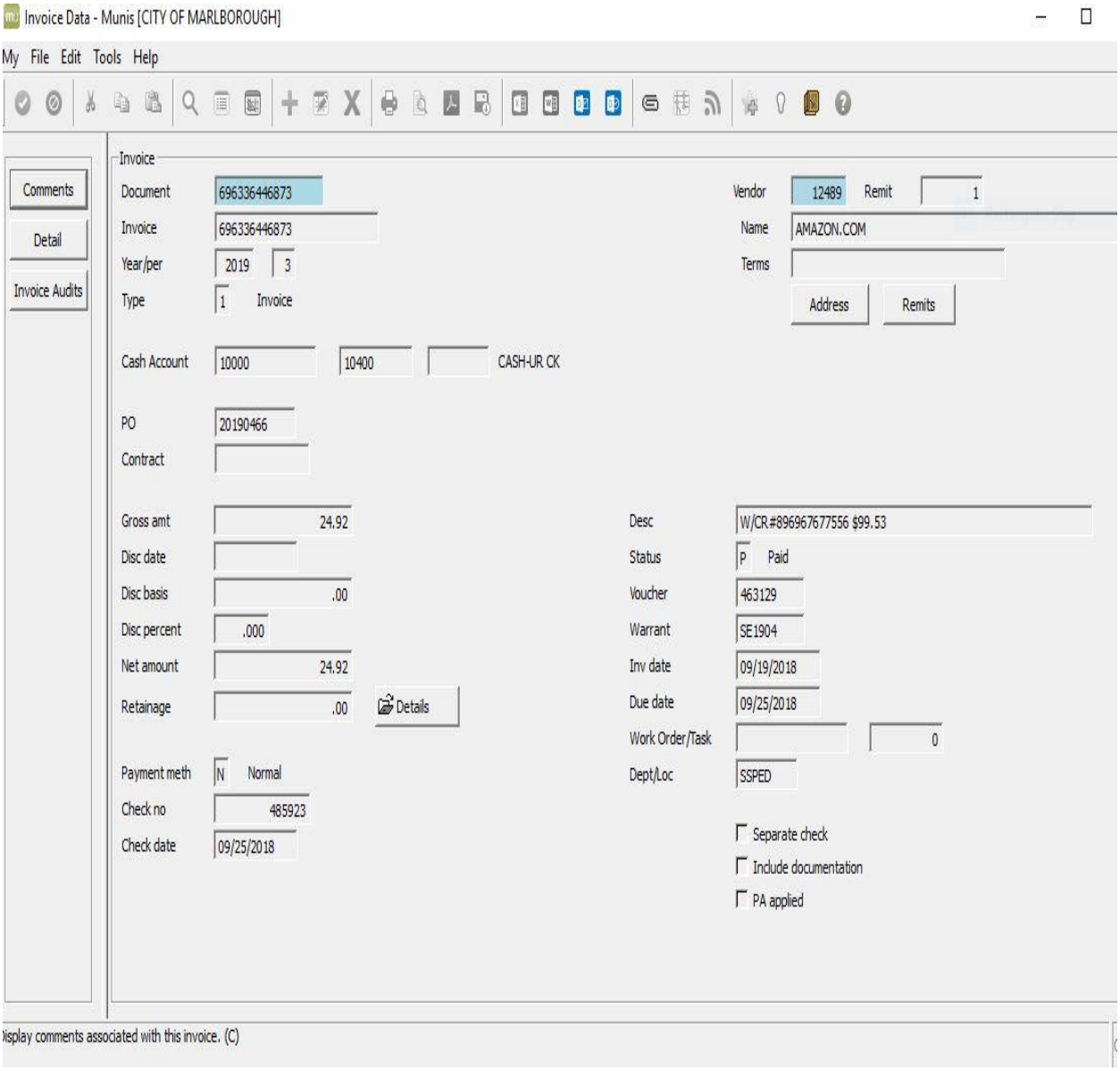
Detail | Journal | Approvals

Posted	YR/Per	Eff Dt	Src	Ref1	PO/Ref2	Ref3	Ref4	Amount	Check #	Warrant	Vendor	Comment
Y	2019/02	08/28/18	API	011816	20190533	I57872871	W SE1902	164.95	484937	SE1902	W.B. MASON CO., INC.	SUPPLIES
Y	2019/02	08/07/18	API	011816	20190324	I57157960	W SE1901	147.15	484314	SE1901	W.B. MASON CO., INC.	SMEAD FILE FO
Y	2019/02	08/28/18	API	011816	20190422	I57438237	W SE1902	136.05	484937	SE1902	W.B. MASON CO., INC.	DYMO PAG 100
Y	2019/03	09/25/18	API	012676	20190887	IN109642	W SE1904	128.12	485927	SE1904	HIGGINS OFFICE PRODUCTS	CD-CP SERIES (
Y	2019/03	09/11/18	API	011816	20190636	I57328950	W SE1903	127.75	485431	SE1903	W.B. MASON CO., INC.	pocket ltr EXP5
Y	2019/03	09/25/18	API	001953	20190737	08-28-2018	W SE1904	119.73	485868	SE1904	CLASSIC PIZZA	SERVICES REND
Y	2019/02	08/07/18	API	011816	20190208	I56853478	W SE1901	101.81	484314	SE1901	W.B. MASON CO., INC.	Post-It Tab File
Y	2019/02	08/28/18	API	001953	20190514	08-08-2018	W SE1902	101.79	484893	SE1902	CLASSIC PIZZA	LEADERSHIP M
Y	2019/02	08/07/18	API	019381	20184075	004612	W SE1901	97.27	484328	SE1901	WALMART CORPORATION	BRIAN ZIMAN I
Y	2019/02	08/07/18	API	012489	20183977	463989443648	W SE1901	90.69	484318	SE1901	AMAZON.COM	DIXIE HEAVYWE
Y	2019/02	08/07/18	API	019381	20184076	009737	W SE1901	80.99	484328	SE1901	WALMART CORPORATION	JULIE DYKEMAI
Y	2019/03	09/25/18	API	011816	20190716	I58194449	W SE1904	70.96	485921	SE1904	W.B. MASON CO., INC.	1 BOX OF D BA
Y	2019/02	08/28/18	API	011859	20190425	6749293536	W SE1902	69.00	484938	SE1902	APPLE EDUCATION	MacBook Pro 8
Y	2019/02	08/07/18	API	002824	20190078	10067	W SE1901	62.00	484273	SE1901	ENGRAVEABLES	SUPPLIES
Y	2019/02	08/28/18	API	033984	20190543	08-03-2018	W SE1902	54.20	484974	SE1902	MICHAEL BERGERON	SUPERINTENDE
Y	2019/03	09/11/18	API	011859	20190425	6752130659	W SE1903	49.00	485432	SE1903	APPLE EDUCATION	MacBook Pro 8
Y	2019/02	08/28/18	API	005931	20190377	08G044495256	W SE1902	47.19	484912	SE1902	READYREFRESH BY NESTLE	#0444952568 M
Y	2019/02	08/07/18	API	029745	20190261	0026370	W SE1901	45.00	484345	SE1901	NEW ENGLAND SECURITY...	SHREDDING OF
Y	2019/02	08/28/18	API	029745	20190468	0026558	W SE1902	45.00	484963	SE1902	NEW ENGLAND SECURITY...	1. Jaworek shre
Y	2019/02	08/28/18	API	029745	20190468	0026557	W SE1902	45.00	484963	SE1902	NEW ENGLAND SECURITY...	1. Jaworek shre
Y	2019/03	09/11/18	API	029745	20190729	0026832	W SE1903	45.00	485459	SE1903	NEW ENGLAND SECURITY...	96 GALLON CO
Y	2019/03	09/25/18	API	005931	20190377	212570	W SE1904	38.72	485892	SE1904	READYREFRESH BY NESTLE	MPS
Y	2019/03	09/25/18	API	012620	20190832	018-02	W SE1904	33.65	485926	SE1904	MARLBORO CAFETERIA A...	Breakfast for ca
Y	2019/03	09/25/18	API	005931	20190377	212569	W SE1904	31.49	485892	SE1904	READYREFRESH BY NESTLE	WHITCOMB SC
Y	2019/03	09/11/18	API	011816	20190635	I57698320	W SE1903	31.09	485431	SE1903	W.B. MASON CO., INC.	CIRCUS COLOI
Y	2019/02	08/07/18	API	023839	20190290	07-17-2018	W SE1901	28.94	484334	SE1901	LISA RICHARDS (REIMBUR...	REIMBURSEMEI
Y	2019/03	09/25/18	API	012489	20190466	696336446873	W SE1904	24.92	485923	SE1904	AMAZON.COM	W/CR#8969676
Y	2019/02	08/28/18	API	003030	20190412	10092248	W SE1902	24.50	484895	SE1902	MINUTEMAN PRESS OF M...	PRINTED SUPPI
Y	2019/02	08/28/18	API	005931	20190377	08G044654043	W SE1902	24.10	484912	SE1902	READYREFRESH BY NESTLE	#0446540437 W
Y	2019/03	09/11/18	API	011816		I57482055	W SE1903	5.65	485431	SE1903	W.B. MASON CO., INC.	
Y	2019/02	08/07/18	API	011816	20190208	I56896059	W SE1901	3.60	484314	SE1901	W.B. MASON CO., INC.	Post-It Tab File

Total Amount 18,739.08

Account Inquiry - Munis

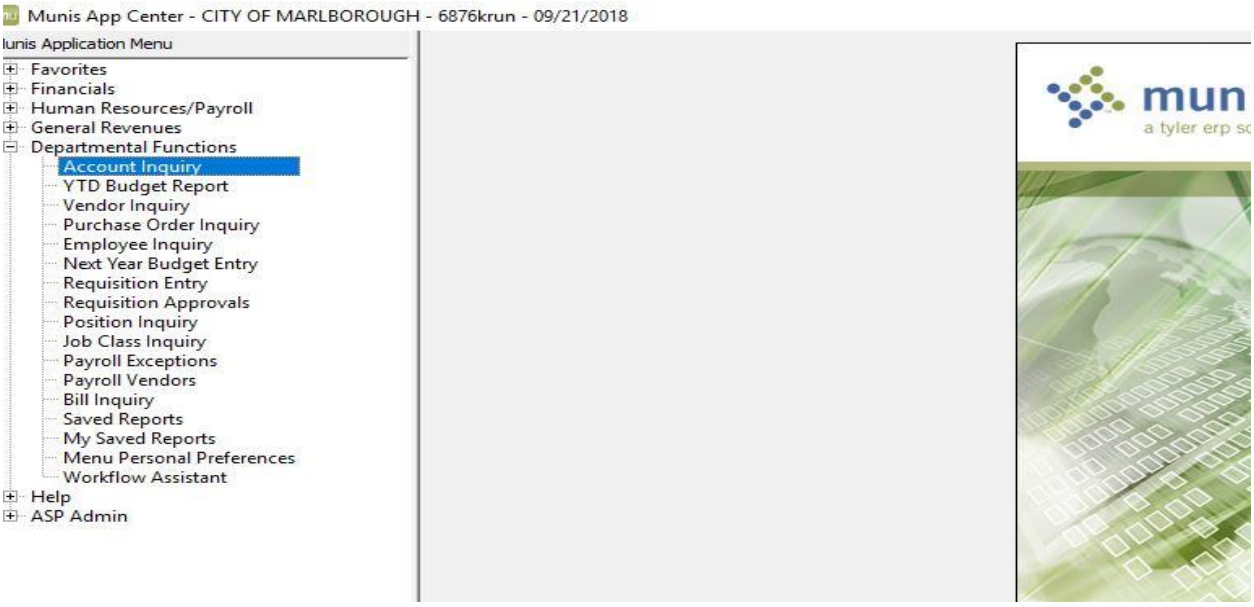
Step 6: This is the information screen that will be provided for a particular invoice. The important information that you can obtain here are the Check Number, Date of Payment, Amount of Payment and the Warrant number that it was paid from. All of this information is helpful if a Vendor is calling to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



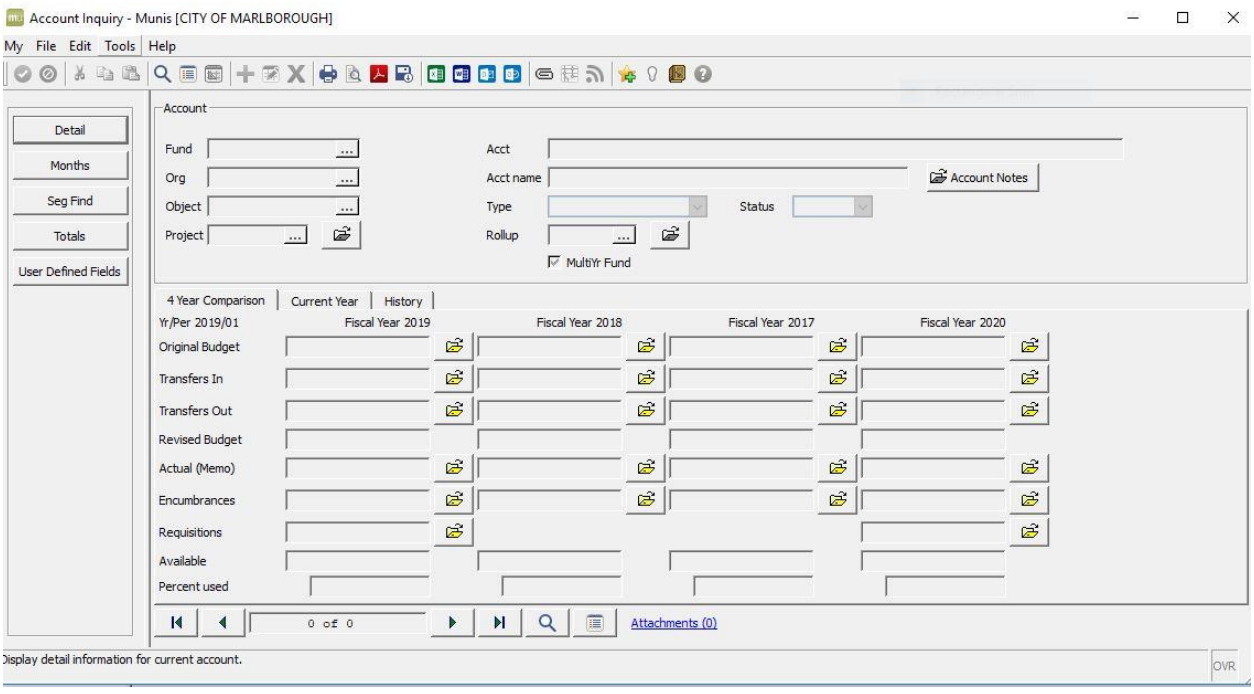
Account Inquiry - Munis

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

Step 1: Select Account Inquiry from the Departmental Functions Column



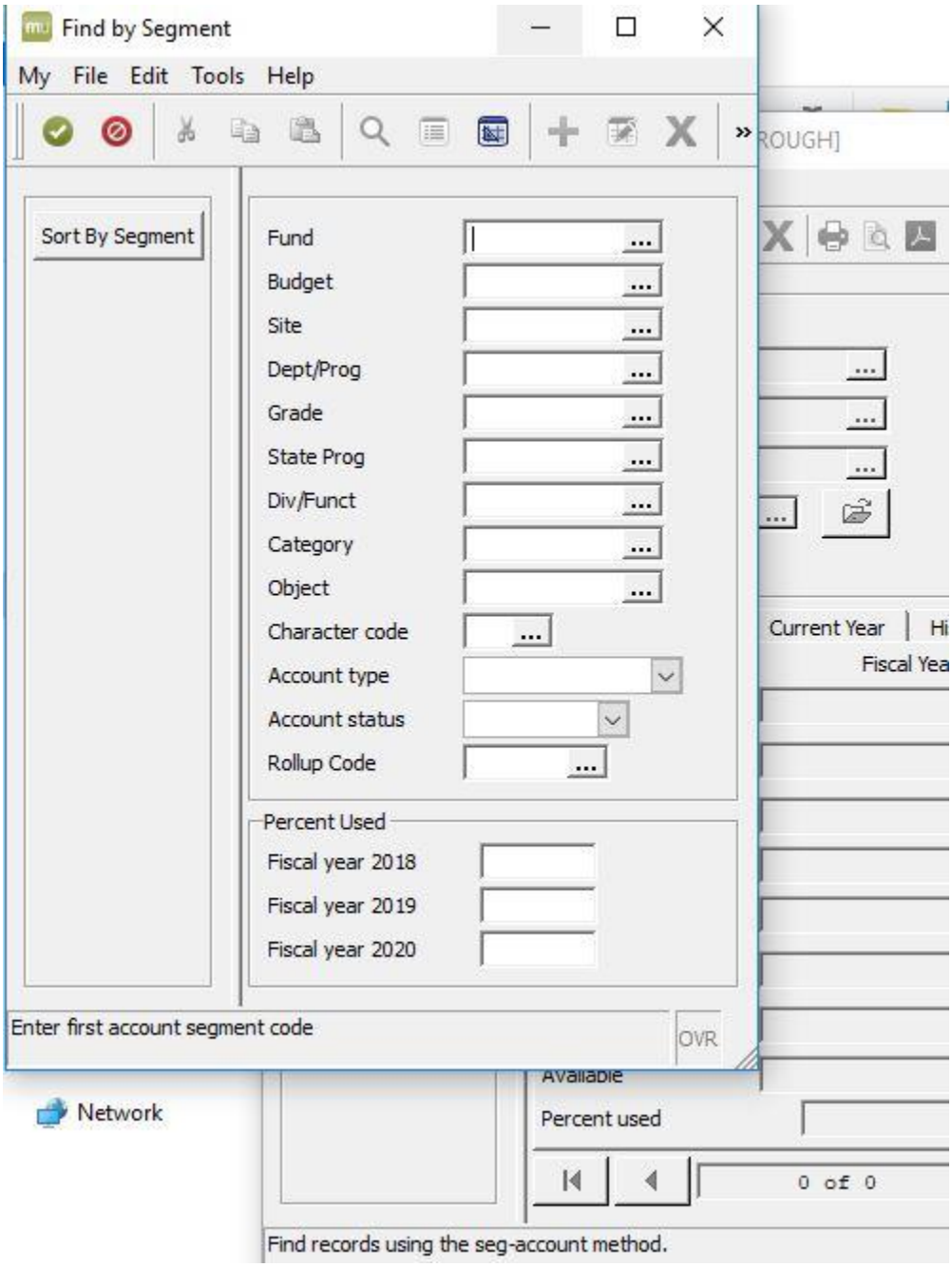
Step 2: The Account Inquiry screen shown below will appear on your screen



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.

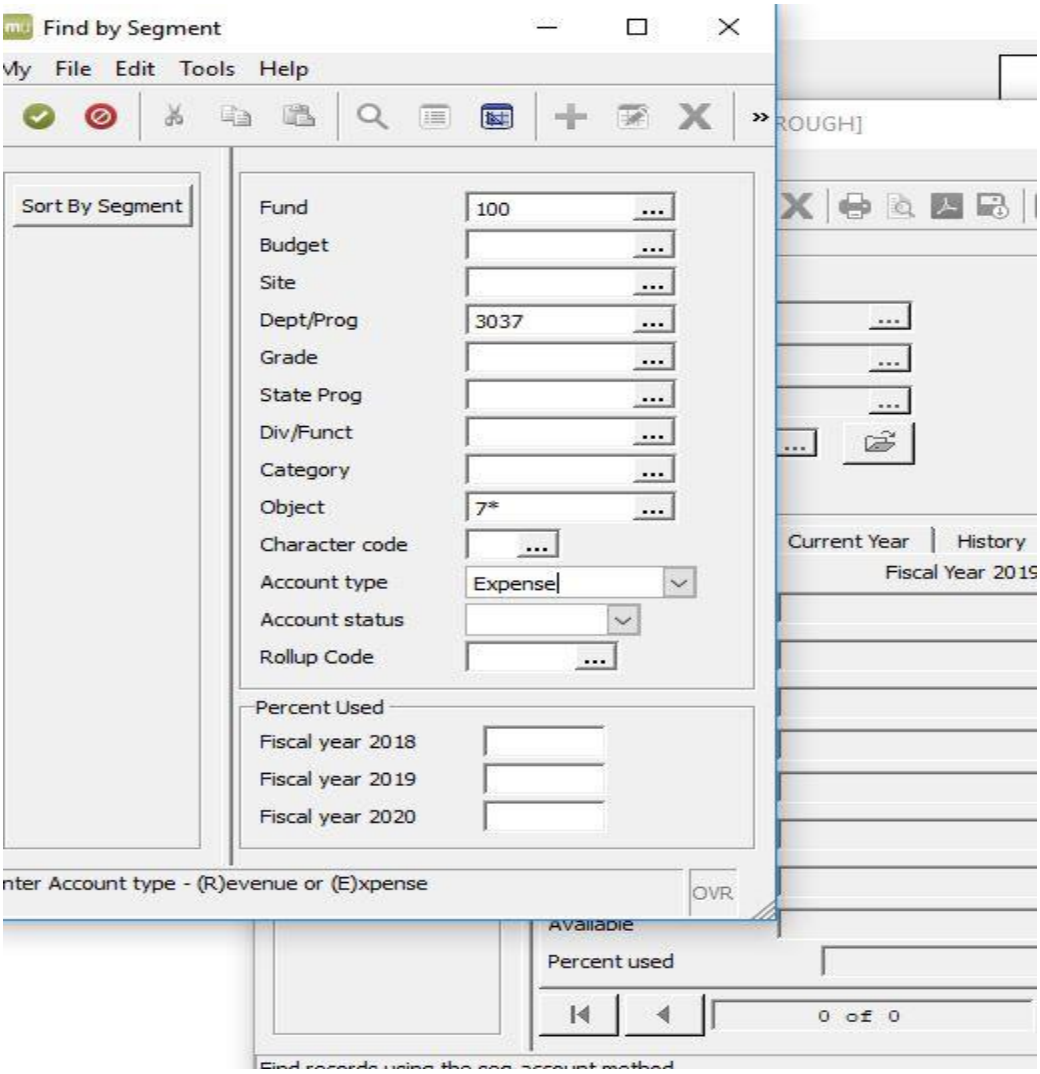


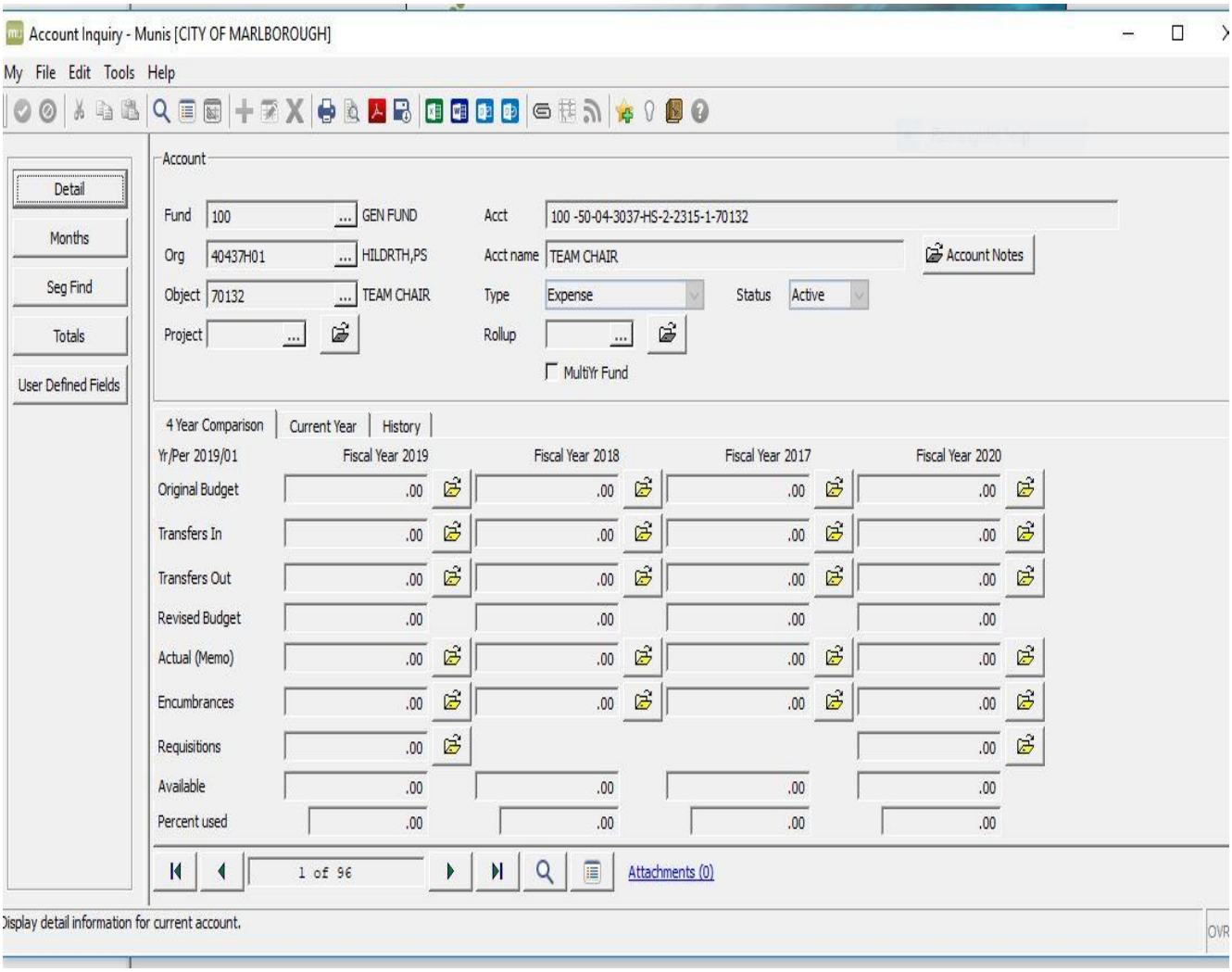
Account Inquiry - Munis

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.



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.