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Using Wildcard Characters in Data Searches

Ranges and/or logical search characters can be used when you are searching for records. The following is a list of wildcard characters and examples of their use. Not all these characters can be used in all fields. For example, you cannot use the wildcard character (*) in a date field. Note: Munis is case-sensitive, so a name entered as John Doe in Munis would not be found if you enter JOHN DOE in the name field when doing a search.

Symbol	Description	Example of Use
*	Wildcard. Use this with any combination of letters or numbers before or after the symbol.	Office* returns any names that begin with Office (Office Max, Office Depot). *Office* returns any names that contain the word Office (Staples Office Supply, ION Office Equipment, Office Max).
>	Greater Than	>1/16/07 returns all dates greater than the specified date.
>=	Greater Than or Equal To	>=1/16/07 returns the specified date and all dates greater than the date specified.
<	Less Than	<\$10,000.00 returns all amounts less than the amount specified.
<=	Less Than or Equal To	<=1/16/07 returns the specified date and all dates less than or equal to the date specified.
<> or !=	Not Equal To	<>135 or !=135 used in Dept/Loc returns all departments except 135.
: or ..	Range	500:599 returns all amounts including the beginning and ending amounts.
	Pipe symbol, used as "and". (Located above the backslash)	Finds the named data items, regardless of the range. For example 1/1/06 1/10/06 1/31/06 returns only the three dates.

Purchase Order Inquiry

To display purchase orders in inquiry-only mode:

1. Open the Purchase Order Inquiry program.
Financials > Purchasing > Purchase Order Processing > Purchase Order Inquiry and Reports > Purchase Order Inquiry
-OR-
Departmental Functions > Purchase Order Inquiry

Purchase Order Inquiry [TEST2 DATABASE Aug 21 2019]

MAIN **TERMS/MISCELLANEOUS**

Purchase Order Details

Dept/Loc
GL effective date
Fiscal year
PO number
General commodity
General description

Buyer

☐ Project accounts applied

Receive By
Approved

☐ Quantity ☐ Amount

☐ Approved

☐ Original
☐ Change Order

Entered
Needed By
Expire
Last Changed

☐ Notes ☐ Receiving ☐ Invoices

Vendor Details

Vendor
Name
PO mailing

☐ Committed

Shipping Details

Ship to

Email

Reference

Delivery method ☐ Print ☐ Fax ☐ E-Mail ☐ E-Procurement

Remit


Line	Ordered Amount	Liquidated	Balance	1st Project Account	1st GL Account	Totals

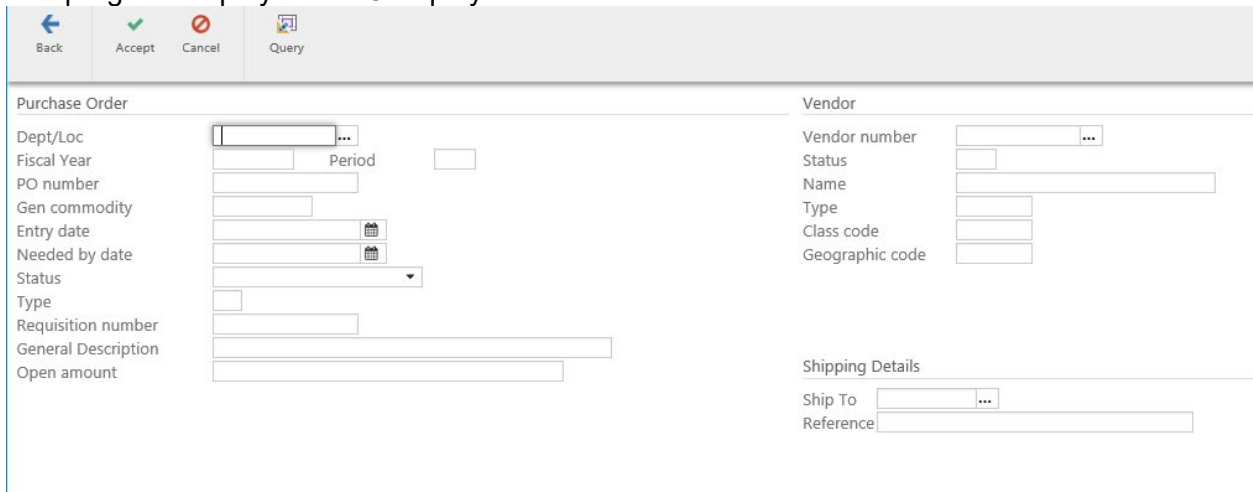
Ordered
Liquidated
Released

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- Click  Search.
The program displays the PO Inquiry Search screen.



- Complete the fields with the appropriate PO details. Refer to the following table for field descriptions.

Field	Description	Mid Del Schools
Purchase Order		
Dept/Loc	This box contains the department/location code for the ordering department/location.	Enter the department for which the purchase order was entered or leave this field blank to include all departments in your search.
Fiscal Year	This box contains the four-digit fiscal year in which the purchase order was created.	Enter the fiscal year the purchase order was created or leave this field blank to include all fiscal years.
Period	This box contains the one- or two-digit fiscal period in which the purchase order was created.	Enter the period the purchase order was created or leave this field blank to include all periods.
PO Number	This box contains the purchase order number for which you are searching.	Enter the purchase order number for which you are searching.
Gen Commodity	This box contains the general commodity class code. This is the general commodity that houses detail commodities. An example of a general commodity would be 10100, which may represent office supplies, a class of detail commodities that consists of pens, pencils, paper, and so on. Commodity codes are assigned in the Commodity Codes program.	Enter the general commodity class code for which you would like to view purchase orders. **We do not currently use Commodity Codes

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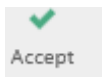
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Field	Description	Mid Del Schools
Entry Date	This box contains the date the purchase order was created. Enter the date in the MM/DD/YYYY format.	Enter the date the purchase order was created.
Needed by Date	This box contains the date by which the items are needed.	Enter the date the item was needed by.
Status	<p>This box contains the status of the purchase order.</p> <p>Status options are:</p> <ul style="list-style-type: none"> • 1 - Rejected • 2- Created without the general ledger data complete • 4 - Allocated (The expense accounts have been completely entered and the purchase order is ready for posting.) • 5 - Released but not output posted • 6 - Posted. <p>The following status codes do not appear in Purchase Order Entry but do appear in Purchase Order Inquiry and Purchase Order Change Orders.</p> <ul style="list-style-type: none"> • 0 - Closed • 8 - Printed • 9 - Carryforward purchase order 	Enter the status of the PO for a list of all POs with that status.
Type	<p>The type of purchase order:</p> <ul style="list-style-type: none"> • Normal (N) - Purchase order for specific goods or services • Blanket (B) (Authorized Fiscal Year POs) - A purchase order that is intended to be used over a long period of time. • Dept/Emergency (D) - Purchase order that must be rushed. • RFP/Bid (R) - A request for proposal or bid. • Exported (E) - An exported purchase order. 	Enter the type of the purchase order for a list of all purchase order of this type.
Requisition Number	This box contains the requisition number, if the purchase order was originally a requisition.	Enter the requisition number that the purchase order was created from.
General Description	This box contains the general description for the purchase order.	Type in the full description of the item on the purchase order or use a wildcard.

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Vendor		
Vendor Number	This box contains the vendor number for the purchase order.	Enter a vendor number for a list of all POs for that vendor.
Status	This is the vendor status: active or inactive. One-time pay vendors are not included in purchase order inquiry searches.	Enter a vendor status for a list of POs for vendors with that status.
Name	This box contains the vendor's alpha name. You must type the name exactly as it is entered Munis® Accounts Payable Vendors. You can use wildcards as search criteria in this box. (For example, you can type M* for all vendors names beginning with M.)	Enter a vendor's name for a list of POs for this vendor.
Type	This box contains a code identifying the service the vendor provides, such as office supplies, computer sales, or rentals. Type codes are established in Miscellaneous Codes in Munis® Accounts Payable.	Enter a vendor type for a list of POs for vendors of this type.
Class Code	This box contains a code identifying a particular business class with which the vendor is associated, such as minority, small business, or tax exempt. Class codes are established in Miscellaneous Codes in Munis® Accounts Payable.	Select a class code from the field help or leave this field blank to see all class codes.
Geographic Code	This box contains a code identifying in what region of the country the vendor resides or serves. Geographic codes are established in Miscellaneous Codes in Munis® Accounts Payable.	Mid Del Schools will not be using geographic codes. Leave this field blank.

4. Click  to display the search results.

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MAIN TERMS/MISCELLANEOUS

Purchase Order Details

Dept/Loc: 9102 Mid-Del Schools Maintenance
GL effective date: 07/01/2019
Fiscal year: 2020 Period: 01
PO number: 20000005
General commodity: Supplies/Materials FY20
Buyer: Lisa R. Wilson
Project accounts applied: ☐
Receive By: ☐ Quantity ☐ Amount
Approved: ☒ Approved
Entered:
Needed By:
Expire:
Last Changed:
☐ Original ☐ Change Order

Notes Receiving Invoices

Vendor Details

Vendor: 1330 ☐ Committed
Name: A & D Supply
PO mailing: 0
801 S Agnew Ave.
Oklahoma City OK 73108-2655
Delivery method: ☒ Print ☐ Fax ☐ E-Mail ☐ E-Procurement
Remit: 0

Shipping Details

Ship to: 910
Mid-Del Schools Maintenance
225 North King
Midwest City OK 73130
Email:
Reference: BLDG/Maint/Carpentry Dept

Line	Ordered Amount	Liquidated	Balance	1st GL Account	Totals
1	500.00	0.00	500.00	21.052.52620.0618.0000.0000.915	Ordered Liquidated Balance

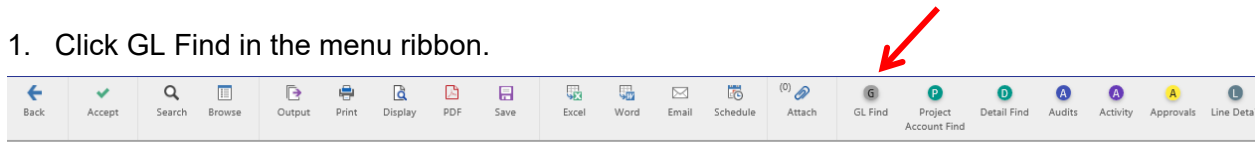
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Notice the number of Purchase Orders that the search pulled. This is called an active set of records.

GL Find

To find purchase orders by general ledger account details you must begin with an active set of records (like above):

1. Click GL Find in the menu ribbon.




The program displays the GL Segment Find screen.

A screenshot of the 'Find by Segments' screen. It features a toolbar with 'Back', 'Accept', 'Cancel', and 'Query' buttons. Below the toolbar, there is a section titled 'Find by Segments' with several input fields: Fund (11), Project (001), Function/Rev, Object, Program, Subject, Job, Site (105), and Character code. Each field has a dropdown arrow on the right. The 'Site' field is currently selected and shows a dropdown menu with '105' and a close button 'X'.

2. Complete one or more of the account-related fields.

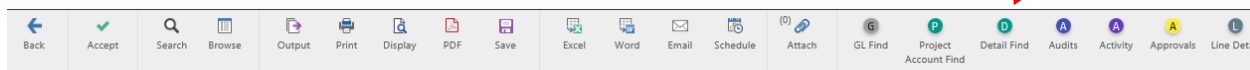


3. Click  to execute the search.

Detail Find

To find purchase order records by detail you must begin with an active set of records (like above):

1. Click Detail Find.



The program displays the PO Inquiry Detail Find screen.

A screenshot of the 'PO Detail' screen. At the top, there are three buttons: 'Back' (blue arrow), 'Accept' (green checkmark), and 'Cancel' (red circle with slash). Below these, the 'PO Detail' section contains several input fields with labels: 'Commodity', 'Inventory Item', 'Line Total Amount', 'Description', '1099 Box', 'Capital asset', 'Bid', 'Work Order', and 'Required by date' (which includes a calendar icon).

2. Complete the fields with the purchase order details. Refer to the following table for field descriptions.

Field	Description	Mid Del Schools
Commodity	This is the commodity associated with the purchase order. Commodities classify purchased items into categories or groups; they are defined in the Commodity Codes program. Type a commodity code that was entered at the purchase order detail level.	Enter the commodity code for a list of all POs with this commodity code. **We do not currently use Commodity Codes
Inventory Item	This is the associated inventory item, if applicable. Inventory items classify purchased items into groups; they are defined within the Inventory Items program in	Leave this field blank.

Field	Description	Mid Del Schools
	Munis Inventory. Type an inventory item number that was entered at the purchase order detail level	
Line Total Amount	This is the total amount of the purchased items per line.	Enter a line total amount for a list of POs with this amount.
Description	This is the detail description that was entered in Purchase Order Entry at the detail level (per line item).	Enter a description for a list of POs with this line item description.
1099 Box	This box indicates that the item requires a 1099 record. To find those purchase orders with line items that are identified as requiring a 1099 entry, enter Y in this box.	Check this box for a list of all POs with line items that are identified as requiring a 1099 entry.
Fixed Asset	This box indicates if the purchased item is a fixed asset. To find those purchase orders with line items that are identified as fixed assets, enter Y in this box.	Check this box for a list of POs for fixed assets.
Bid	This is the bid number associated with the purchase order line item, if applicable.	Enter a bid number associated with the PO, if applicable.
Work Order	This is the work order number, if applicable.	Mid Del Schools will not be using work orders. Leave this field blank.



- Click  on the toolbar to execute the search.

Purchase Order Inquiry


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Output

Once you have an active set of records, there are several output options within the Purchase Orders Inquiry program: Browse, Display, Print, Save, Export to Microsoft Word, Export to Microsoft Excel, and Send an Email.

Browse

Click  from the menu ribbon to displays all of the records in the active set in a list format.

Back	Accept	Cancel	Search	Output	Print	Display	PDF	Save	Excel	Word
Record Number	Year	PO#	Vendor Name	PO Date	Order Amount	Balance	Status			
1	2020	20000005	A & D Supply	07/01/2019	500.00	500.00	8 - Printed			
2	2020	20000006	A Weldors Supply	07/01/2019	800.00	800.00	8 - Printed			
3	2020	20000007	ABC Supply Co., Inc.	07/01/2019	2,000.00	1,509.44	8 - Printed			
4	2020	20000009	Acme Fence of Oklahoma City Inc	07/01/2019	2,900.00	1,618.75	8 - Printed			
5	2020	20000010	Re-Man Shack Inc. IV	07/01/2019	1,000.00	1,000.00	8 - Printed			
6	2020	20000012	Re-Man Shack Inc. IV	07/01/2019	400.00	400.00	8 - Printed			
7	2020	20000013	All Sheet Metal	07/01/2019	1,000.00	775.00	8 - Printed			
8	2020	20000015	Anchor Paint Mfg. Co.	07/01/2019	1,000.00	1,000.00	8 - Printed			
9	2020	20000017	Bank of America, N.A.	07/01/2019	1,500.00	1,083.59	8 - Printed			
10	2020	20000018	Bank of America, N.A.	07/01/2019	1,500.00	1,500.00	8 - Printed			
11	2020	20000019	Bank of America, N.A.	07/01/2019	1,500.00	1,331.45	8 - Printed			
12	2020	20000021	HD Supply Facilities Maintenance LTD	07/01/2019	300.00	300.00	8 - Printed			
13	2020	20000023	Bradford Industrial Supply Corporation	07/01/2019	2,900.00	2,654.16	8 - Printed			
14	2020	20000024	Capitol Electric Motor Repair, Inc.	07/01/2019	2,900.00	2,900.00	8 - Printed			
15	2020	20000025	Archie I. Card Jr	07/01/2019	300.00	300.00	8 - Printed			
16	2020	20000027	Carrier Sales & Distribution	07/01/2019	2,000.00	2,000.00	8 - Printed			
17	2020	20000028	Central New Holland, Inc.	07/01/2019	300.00	300.00	8 - Printed			
18	2020	20000029	Cherokee Building Materials	07/01/2019	1,000.00	876.38	8 - Printed			
19	2020	20000031	Contractors Supply Co. & Builders Rental Co.	07/01/2019	1,000.00	978.88	8 - Printed			
20	2020	20000033	Contractors Supply Co. & Builders Rental Co.	07/01/2019	300.00	300.00	8 - Printed			
21	2020	20000034	Cope Plastics, Inc.	07/01/2019	1,000.00	1,000.00	8 - Printed			
22	2020	20000035	Crossland's A & A Rent-All & Sales Co.	07/01/2019	800.00	340.00	8 - Printed			
23	2020	20000036	Oklahoma Department Of Labor	07/01/2019	1,750.00	1,750.00	8 - Printed			
24	2020	20000037	Oklahoma Dept. Of Environmental Quality	07/01/2019	4,500.00	4,500.00	8 - Printed			
25	2020	20000039	DeepReach Oxidation LLC	07/01/2019	2,900.00	2,900.00	8 - Printed			
26	2020	20000041	Digi Security Systems LLC	07/01/2019	1,500.00	80.00	8 - Printed			
27	2020	20000043	Digi Security Systems LLC	07/01/2019	1,500.00	873.00	8 - Printed			
28	2020	20000044	Eckroat Seed Company	07/01/2019	1,800.00	1,800.00	8 - Printed			

Search / Filter Record 1 of 227


Sort any of the columns by clicking on the column heading; select a record by double-clicking the record line.

To add or remove columns from the display screen, right-click in any of the column headings. Select the columns you wish to view, or clear those you wish to hide by clicking on the column title. The display is reformatted according to your selections. When you create an output file or report from a browse screen, the output does not include columns that you have hidden on the screen display.

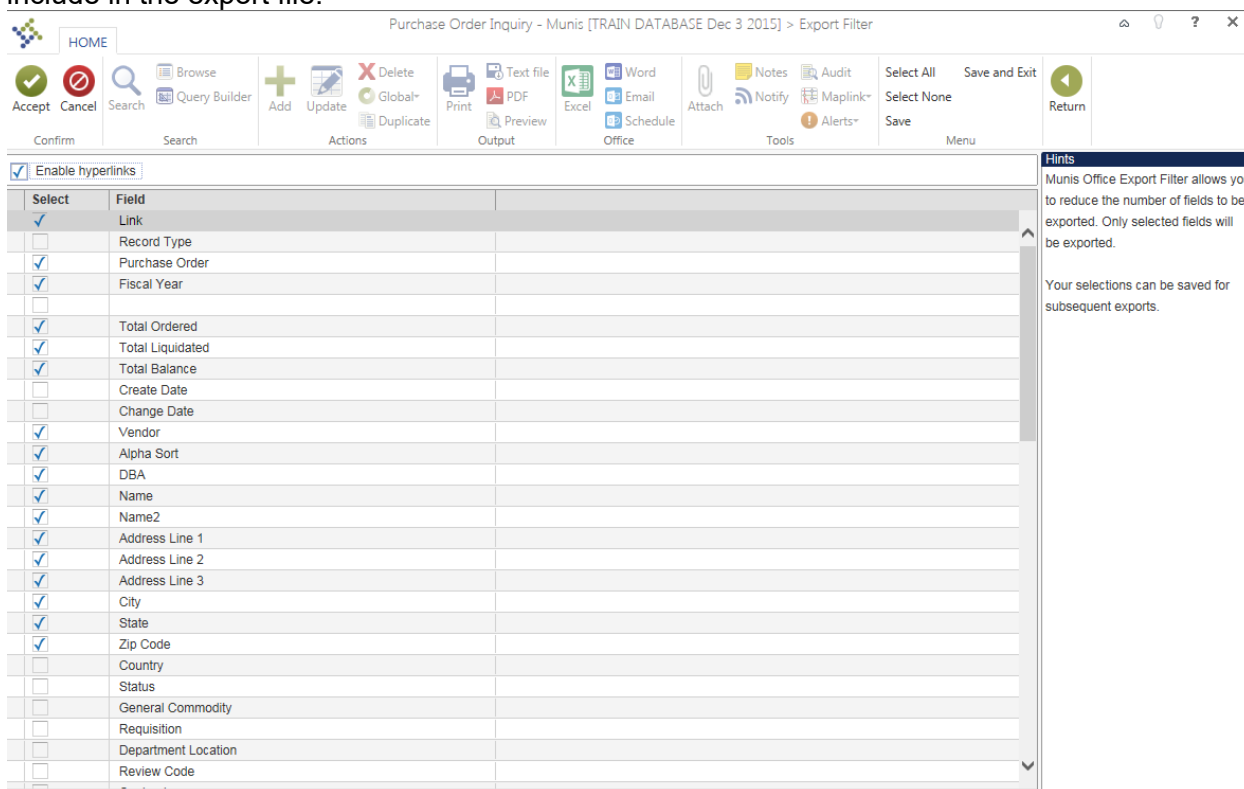
Export to Excel

The Export to Excel option is available from the main screen and from a browse screen. In each case, the program exports the data to a Microsoft Excel spreadsheet that includes hyperlinks that display the purchase order record in Munis. You can manipulate the data within Excel as you would with any other spreadsheet.

From the main screen:

1. Click  on the menu ribbon to create a Microsoft Excel spreadsheet of the active set of data.

The program displays the Export Filter screen from which you can select the details to include in the export file.



Select	Field
<input checked="" type="checkbox"/>	Link
<input type="checkbox"/>	Record Type
<input checked="" type="checkbox"/>	Purchase Order
<input checked="" type="checkbox"/>	Fiscal Year
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Total Ordered
<input checked="" type="checkbox"/>	Total Liquidated
<input checked="" type="checkbox"/>	Total Balance
<input type="checkbox"/>	Create Date
<input type="checkbox"/>	Change Date
<input checked="" type="checkbox"/>	Vendor
<input checked="" type="checkbox"/>	Alpha Sort
<input checked="" type="checkbox"/>	DBA
<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	Name2
<input checked="" type="checkbox"/>	Address Line 1
<input checked="" type="checkbox"/>	Address Line 2
<input checked="" type="checkbox"/>	Address Line 3
<input checked="" type="checkbox"/>	City
<input checked="" type="checkbox"/>	State
<input checked="" type="checkbox"/>	Zip Code
<input type="checkbox"/>	Country
<input type="checkbox"/>	Status
<input type="checkbox"/>	General Commodity
<input type="checkbox"/>	Requisition
<input type="checkbox"/>	Department Location
<input type="checkbox"/>	Review Code

Hints

Munis Office Export Filter allows you to reduce the number of fields to be exported. Only selected fields will be exported.

Your selections can be saved for subsequent exports.

2. Select or clear the Select check boxes, as appropriate, to include fields.


3. Click  to create the file.

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Link	Purchase Order	Fiscal Year	Total Ordered	Total Liquidated	Total Balance	Vendor	Alpha Sort	DBA	Name
View	16000001	2016	32,580.00	10,860.00	21,720.00	1597 Kone, Inc.			Kone, Inc.
	16000001	2016							
	16000001	2016							
View	16000002	2016	15,000.00	15,000.00	0.00	6887 Firetrol Protection			Firetrol Protection Systems, Inc.
	16000002	2016							
	16000002	2016							
View	16000003	2016	4,210.00	3,960.00	250.00	6887 Firetrol Protection			Firetrol Protection Systems, Inc.
	16000003	2016							
	16000003	2016							
View	16000004	2016	10,000.00	9,696.35	303.65	7970 USA Fire Extinguisher			USA Fire Extinguisher Co.
	16000004	2016							
	16000004	2016							
View	16000005	2016	400.00	33.98	366.02	2117 Petra			Petra
	16000005	2016							
	16000005	2016							
View	16000006	2016	4,000.00	3,739.50	260.50	5565 Scovil & Sides			Scovil & Sides Hardware
	16000006	2016							
	16000006	2016							
View	16000007	2016	450.00	349.97	100.03	2 Evans Hardware			Evans Hardware
	16000007	2016							
	16000007	2016							
View	16000008	2016	250.00	0.00	250.00	5566 Albright Steel		Ray Albright Steel Products	Albright Steel Products
	16000008	2016							
	16000008	2016							
View	16000009	2016	120.00	0.00	120.00	5537 International Pipe			International Pipe & Supply, LLC
	16000009	2016							
	16000009	2016							
View	16000010	2016	750.00	0.00	750.00	5567 Irrigation Station,			Irrigation Station LLP
	16000010	2016							
	16000010	2016							
View	16000011	2016	1,000.00	0.00	1,000.00	478 Stuart C. Irby Compa			Stuart C. Irby Company
	16000011	2016							

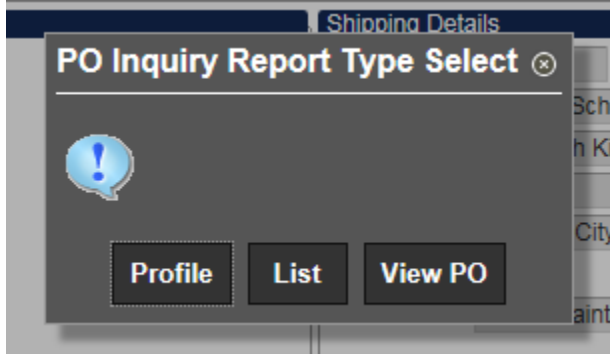
From a browse screen:

Click  on the toolbar to create a Microsoft Excel spreadsheet of the active set of data. The program creates a spreadsheet according to the field selected on the browse screen.

Record Number	Year	PO#	Vendor Name	PO Date	Order Amount	Balance	Status	Fiscal Period
1	2016	16000001	Kone, Inc.	07/01/2015	32,580.00	21,720.00	8 - Printed	1
2	2016	16000002	Firetrol Protec	07/01/2015	15,000.00	0.00	0 - Closed	1
3	2016	16000003	Firetrol Protec	07/01/2015	4,210.00	250.00	8 - Printed	1
4	2016	16000004	USA Fire Exting	07/01/2015	10,000.00	303.65	8 - Printed	1
5	2016	16000005	Petra	07/01/2015	400.00	366.02	8 - Printed	1
6	2016	16000006	Scovil & Sides	07/01/2015	4,000.00	260.50	8 - Printed	1
7	2016	16000007	Evans Hardware	07/01/2015	450.00	100.03	8 - Printed	1
8	2016	16000008	Albright Steel	07/01/2015	250.00	250.00	8 - Printed	1
9	2016	16000009	International P	07/01/2015	120.00	120.00	8 - Printed	1
10	2016	16000010	Irrigation Stat	07/01/2015	750.00	750.00	8 - Printed	1
11	2016	16000011	Stuart C. Irby	07/01/2015	1,000.00	1,000.00	8 - Printed	1
12	2016	16000012	Synergy Datacom	07/01/2015	1,000.00	222.27	8 - Printed	1
13	2016	16000013	H-I-S Paint Mfg	07/01/2015	1,000.00	405.50	8 - Printed	1
14	2016	16000014	Young Installat	07/01/2015	1,000.00	725.00	8 - Printed	1
15	2016	16000015	Ra-Lock Securit	07/01/2015	1,500.00	1,500.00	8 - Printed	1
16	2016	16000016	HD Supply Facil	07/01/2015	300.00	300.00	8 - Printed	1
17	2016	16000017	Cittibank N.A.	07/01/2015	1,000.00	476.57	8 - Printed	1
18	2016	16000018	Cittibank N.A.	07/01/2015	500.00	426.87	8 - Printed	1
19	2016	16000019	IDN Acme Inc	07/01/2015	500.00	0.00	0 - Closed	1
20	2016	16000020	Rex Playground	07/01/2015	500.00	0.00	0 - Closed	1
21	2016	16000021	Cittibank N.A.	07/01/2015	2,000.00	0.00	0 - Closed	1


Preview

1. Click  **Preview** to view a report of the records on the screen.
The program displays the Report Type Select message.

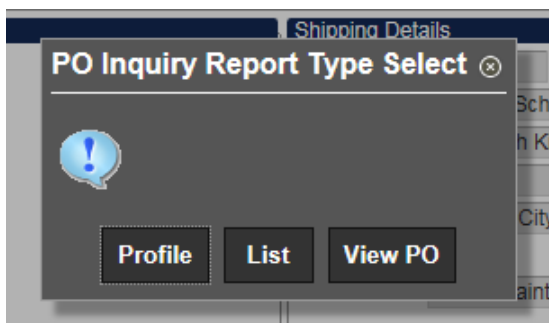


2. Select Profile, List or View PO:
 - Profile – Displays a profile report for the current record in Purchase Order Inquiry on a Munis display page. You can also display this report in PDF format.
 - List – Displays the PO List Report for all records in the active set on the Munis display page. You can also display this report in PDF format.
 - View PO – Displays the purchase order for the current record in Purchase Order Inquiry on a Munis display page. You can also display this report in PDF format.

Print

Click Print  for the File Output option. It provides you with several options to output a report. These are the same options as provided by using the output toolbar buttons, but the File Output option allows you to select a printer, print to a local printer, print more than one copy, or to rename your saved reports.

1. Select Print from the menu ribbon.
The program displays the Report Type Select message.



2. Select Profile, List, or View PO:
Profile – Prints a profile report for the current record that is displayed in Purchase Order Inquiry.
 - List – Prints the PO List Report for all records in the active set.
 - View PO – Prints the purchase order for the current record that is displayed within Purchase Order Inquiry.
3. You will then be prompted to select and Output type.

Output type

☒ Munis printer Printer name: LOCAL ... Properties
☐ Save Status: Available
☐ PDF ID: lo
☐ Display Type: Command/script

Comment: Outputs to a printer available to the Munis server. You may accept the default or select a different printer from the list.

Report title

PURCHASE ORDER INQUIRY PROFILE REPORT


Output style **Output options**

☐ Presentation ☐ Enable hyperlinks if present Copies: 1 ▲ ▼
☒ Standard

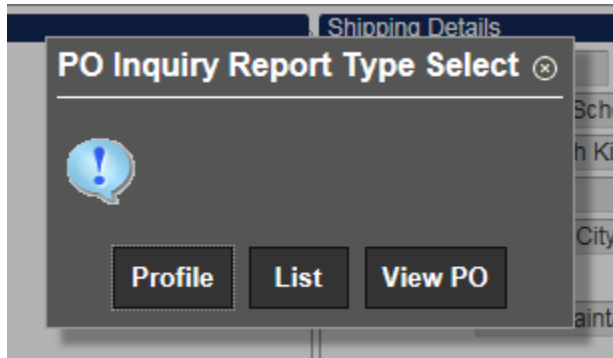
OK Cancel

4. Select the appropriate output type:
 - Munis Printer – Allows you to select any networked printer in Munis by completing the Printer Name box. You can also select the number of copies to print.
 - Local Printer – Opens the print dialog box for your PC, which allows you to choose a printer available, as well as the number of copies printed.
 - Save – Creates a Munis electronic file. This file can be viewed, printed or deleted at any time through the Saved Reports program. The filename will automatically default but it can be changed.
 - PDF – Creates a PDF view of the output.
 - Display – Provides a display-only text view of the output using the Munis pager.
5. Update the report title, if necessary.
6. Select the number of copies to print. This option is not available for the Local Printer, Save, PDF, or Display options.
7. Click OK.

Save

Click Save  Text file to save a report to the Munis Spool directory. These files can be viewed, printed, or deleted at any time and are accessible through the Saved Reports program, which you can access from the Departmental Functions menu or by clicking Reports on the My menu in a program

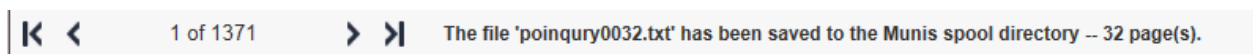
When you click Save, the program displays the Report Type Select message.




Select Profile, List, or View PO:

- Profile – Save a profile report for the current record that is displayed in Purchase Order Inquiry.
- List – Saves the PO List Report for all records in the active set.
- View PO – Saves the purchase order for the current record that is displayed within Purchase Order Inquiry.

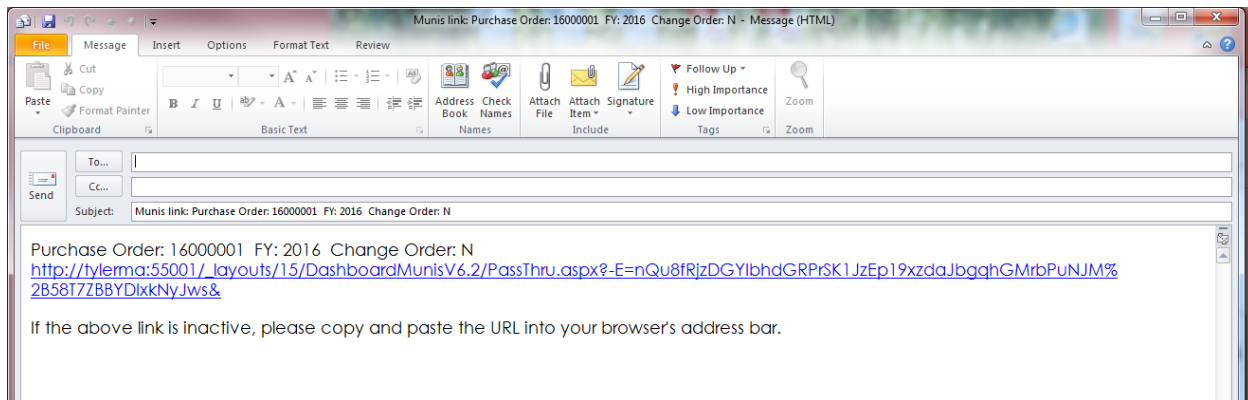
Your report is saved as an electronic file; the program displays the report name in the program status bar.



Send an Email

Click  **Email** to send an email with a direct link to the record you are viewing.

When you click Send, the program creates an e-mail within your default e-mail program. Complete the To box with recipients' names, add any additional comments, and click Send.



Viewing Attachments to the Purchase Order Record

An image of the purchase order is available for viewing, printing or e-mailing in Tyler Content



Manager (TCM) by clicking the **Attach** button in the menu ribbon in the Purchase Order Inquiry program.

Purchase Order Inquiry - Munis [TRAIN DATABASE Dec 3 2015] > Document Mappings

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global* Duplicate Print PDF Excel Word Email Attach Notes Audit Maplink* Alerts* Return

Confirm Search Actions Output Preview Office Tools

Main Terms/Conditions Document Mappings

Attachment Type	Document Type	Read Only	Count	Required
Generic Attachment	Attachment (no searchable metadata)		0	

< >

Document Title	TCM Document Type	Read Only	Count
PO Attachment	PO Attachment		1
PO Attachment (R)	PO Attachment	✓	1
PO Receivable	PO Receivable	✓	0
Purchase Order	Purchase Order	✓	0
Requisition (R)	Requisition Attachment	✓	0
Requisition Attachment	Requisition Attachment	✓	0
Student Activity Purchase Order	Student Activity Purchase Order	✓	0

Vendor Details

Vendor Name Office PO mailing 7071 Midw

Remit

Line 1

100.00 0.00 100.00

View Documents Show Counts Maintain

Select View Documents

Purchase Order Inquiry Training Documentation Munis 2018.1

March
2020

Documents

New Save Delete Import Scan Capture Text Export Email Print Print Multiple Audit Workflow Help Close Viewer

Document Capture Export History TCM

Documents

Type	PO Number	Num
Purchase Order	16005940	75

Find

You are viewing this document in PDF/A mode.

Purchase Order

PURCHASE ORDER
Midwest City-Dei City I.S.D. No. 52
P.O. BOX 10630
MIDWEST CITY, OKLAHOMA 73140
405-737-4461

Fiscal Year 2016 Page 1 of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase Order # 16005940-00

NO. OKLAHOMA SALES TAX
SHOULD BE BILLED THE
DISTRICT TAX NUMBER

Delivery must be made within doors of specified destination.

Board of Education
Administration Bldg
7217 SE 15th St.
Midwest City OK 73110

Fuzzell's Business Equipment
5959 NW 37th Street
Oklahoma City OK 73122

Board of Education
Administration Bldg
7217 SE 15th St.
Midwest City OK 73110

Vendor Affidavit:

Vendor Phone Number	Vendor Fax Number	Requisition Number	Delivery Reference
405-721-2222	405-789-9453	60002560	Fiscal Serv/Medcaif

Date Ordered	Vendor Number	Date Required	Customer Account Number	Department/Location
01/13/2016	75			Board of Education

Item#	Description/Part No.	Qty	UOM	Unit Price	Extended Price
1	Black Toner Cartridge	1.0	EACH	\$150.000	\$150.00
2	toner	1.0	EACH	\$150.000	\$150.00
Return Vendor Copy L Wilson ***** GL SUMMARY *****					
11,000.52311.0611.000.0000.000.900		300.00			

Related Documents

Type	Requisition
Requisition Attachment	60002560

Purchase Order Audit

PO Number

Description

Fiscal Year

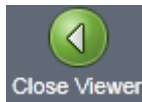
Amount

Department

Date Ordered

Date Required

From here you are able to Print, Save, or Email the file. You are also able to select related documents, such as Requisition attachments.



Once you are finished, you may click on **Close Viewer** to return to the PO inquiry screen.