Contents

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.

Vendors

Vendors allows you to quickly see all purchase orders, invoices, checks, contracts, history and commodities awarded with a given vendor.

To open the Vendors program for Inquiry go to:
Financials > Accounts Payable > Vendor Processing > Vendors
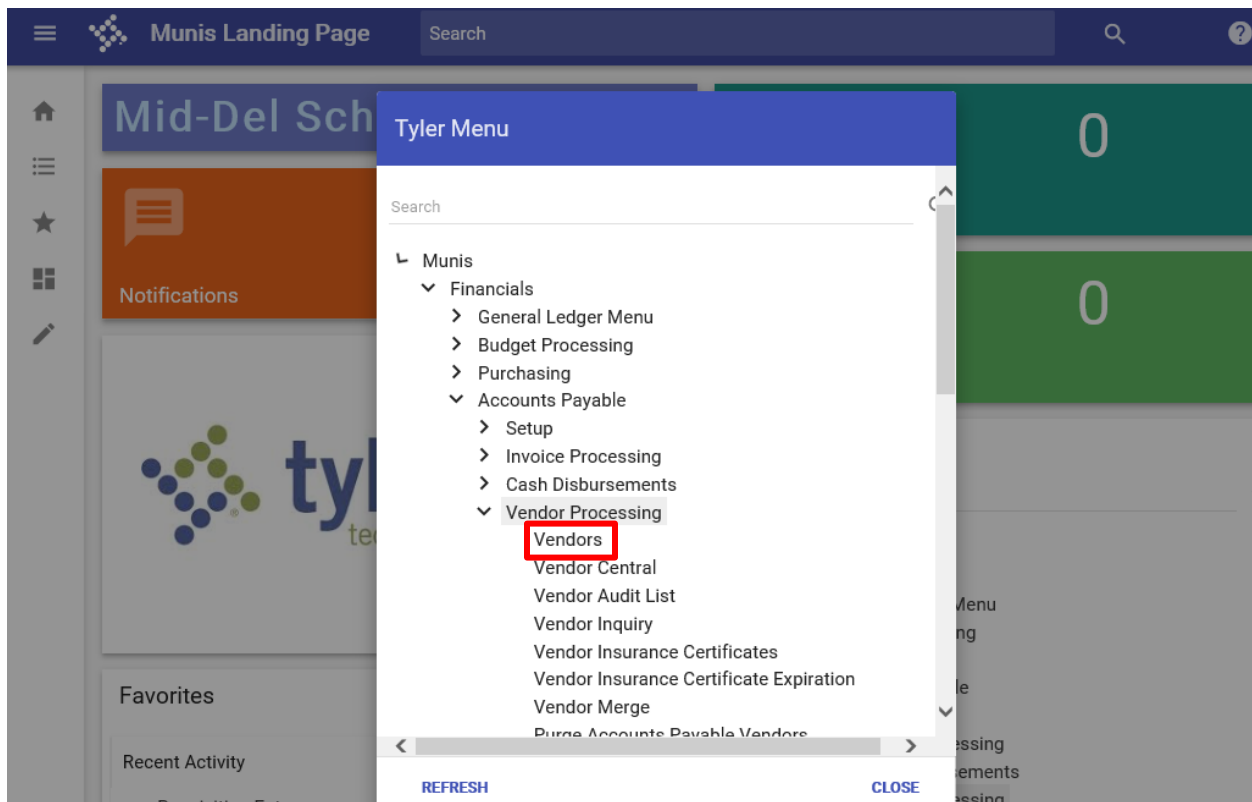
To see a list of all vendors:

- Select Search
- Select Accept
- Select Browse

The Browse window will appear.
Double click (or select and Accept) on the vendor record you wish to review.

Once the vendor record appears, you may review the following by selecting them in the menu ribbon (you may have to select ☰ More... ▾

- Purchase Orders [PO Inquiry]
- Invoices [Invoice Inquiry]
- Checks [Check Inquiry]
- History, Contracts and other information involving this vendor as shown on the sidebar buttons above.
- You are not able to make changes to Vendors. If you notice something wrong with this Vendor please notify Christel Collins at ext. 1248 as soon as possible.

Purchase Order Inquiry

Select PO Inquiry and the popup window above will appear.
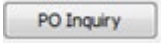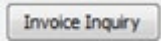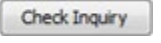
To see all purchase orders with the selected vendor, leave the year/period, status and PO number fields blank and press Accept.

**You are also able to limit your search by entering a Year and/or period

Buy Id	Year	Per	PO	PO Date	S	Dept.	Order Amount	Open Amount
kmross	2020	5	20004857	11/15/2019	8	715A	100.00	100.00
aclark	2020	5	20004765	11/13/2019	8	9007	100.00	100.00
cltaylor	2020	5	20004668	11/07/2019	8	170	350.00	350.00
kessary	2020	5	20004662	11/07/2019	8	705A	121.14	121.14
kessary	2020	5	20004636	11/07/2019	8	705A	143.45	143.45
dthompson	2020	5	20004620	11/06/2019	5	515	200.00	200.00
bmeadors	2020	5	20004591	11/06/2019	8	520	300.00	300.00
lrwilson	2020	5	20004581	11/05/2019	8	715	300.00	300.00
kwojcak	2020	5	20004533	11/05/2019	5	505	300.00	300.00
kwojcak	2020	5	20004451	11/01/2019	8	505	150.00	150.00

Browse

The Purchase Order Browse Window automatically comes up to displays all of the records in the active set in a list format.

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 a browse screen. You can manipulate the data within Excel as you would with any other spreadsheet.

From a Browse screen:

Click Excel on the menu ribbon 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.

Buy Id	Year	Per	PO	PO Date	S	Dept.	Order Amount	Open Amount
kmross	2020	5	20004857	11/15/2019	8	715A	100.00	100.00
aclark	2020	5	20004765	11/13/2019	8	9007	100.00	100.00
cltaylor	2020	5	20004668	11/07/2019	8	170	350.00	350.00
kessary	2020	5	20004662	11/07/2019	8	705A	121.14	121.14
kessary	2020	5	20004636	11/07/2019	8	705A	143.45	143.45
dthompson	2020	5	20004620	11/06/2019	5	515	200.00	200.00
bmeadors	2020	5	20004591	11/06/2019	8	520	300.00	300.00
lrwilson	2020	5	20004581	11/05/2019	8	715	300.00	300.00
kwojcak	2020	5	20004533	11/05/2019	5	505	300.00	300.00
kwojcak	2020	5	20004451	11/01/2019	8	505	150.00	150.00

Preview

1. Click [Display icon] **Display** to view a report of the records on the screen.

apvdrmnt0006 - Notepad

File   Edit   Format   View   Help

```
02/19/2020 14:42    |*NON-PRODUCTION* v2018.1 MID-DEL SCHOOLS
kduckworth          |PURCHASE ORDER BROWSE


Buy Id              Year          Per           PO        PO Date     S   D
------------------- ------------- ------------- --------  ----------- --- -
kmross              2020          5             20004857  11/15/2019  8   7
aclark              2020          5             20004765  11/13/2019  8   9
cltaylor            2020          5             20004668  11/07/2019  8   1
kessary             2020          5             20004662  11/07/2019  8   7
kessary             2020          5             20004636  11/07/2019  8   7
dthompson           2020          5             20004620  11/06/2019  5   5
bmeadors            2020          5             20004591  11/06/2019  8   5
lrwilson            2020          5             20004581  11/05/2019  8   7
kwojcak             2020          5             20004533  11/05/2019  5   5
kwojcak             2020          5             20004451  11/01/2019  8   5

   41 Office Depot has 10 PO(s) for:      2,064.59   2,064.59
```

Save

Click [Save] 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 My Saved Reports program, which you can access from the Departmental Functions menu or by clicking My Reports on the My menu in a program

Buy Id	Year	Per	PO	PO Date	S	Dept.	Order Amount	Open Amount
kmross	2020	5	20004857	11/15/2019	8	715A	100.00	100.00
aclark	2020	5	20004765	11/13/2019	8	9007	100.00	100.00
cltaylor	2020	5	20004668	11/07/2019	8	170	350.00	350.00
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lrwilson	2020	5	20004581	11/05/2019	8	715	300.00	300.00
kwojcak	2020	5	20004533	11/05/2019	5	505	300.00	300.00
kwojcak	2020	5	20004451	11/01/2019	8	505	150.00	150.00

Save Complete

The file 'apvdrmnt0006.txt' has been saved to the Munis spool directory -- 1 page(s).

OK

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

Print

The Print option 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. Click [Print icon] Print on the menu ribbon.

   The program displays the Output dialog box.

2. 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 – Provides a nice PDF view of the output.
   - Display – Provides a display-only text view of the output using the Munis pager.

3. Update the report title, if necessary.

4. Select the number of copies to print. This option is not available for the Local Printer, Save, PDF, or Display options.

5. Click OK.

Purchase Order Detail

From the Purchase Order Browse Window you are able to double click on any PO and view more detailed information. Please see the Purchase Order Inquiry tab in your notebook for more navigation tips.

Invoice Inquiry

Select Invoice Inquiry the popup window above will appear.

To see <u>all</u> Invoices with the selected vendor, leave the year/period, status and Invoice fields

<u>blank</u> and press Accept.

**You are also able to limit your search by entering a Year and/or period as well as entering an Invoice number.
**If you search by Invoice number it would be best to search with astricks (*) before and after the invoice number that you have. For example if you have an invoice number 2828, in the Invoice field enter " *2828* ".

Clerk	Invoice	Inv Date	PO	Warrant	S	Check #	Amount	Use Tax
mabrown	399245412001	11/06/2019	20001708	200	P	200001550	236.70	0.00
aclark	397634397001	11/02/2019	20001536	701	P	642001325	31.37	0.00
aclark	397168290001	11/01/2019	20004434	701	P	642001325	174.99	0.00
kbourisaw	2354793506	10/31/2019	20000314	100	P	200001696	43.99	0.00
aclark	2354570516	10/30/2019	20001564	701	P	642001325	63.98	0.00
edjohnson	2354240707	10/29/2019	20000425	400	P	200001729	40.60	0.00
mabrown	2352983786	10/24/2019	20000499	200	P	200001550	117.05	0.00
sroy	2352383455	10/22/2019	20003600	802	P	642001254	138.67	0.00
sroy	2352383448	10/22/2019	20003845	802	P	642001294	38.55	0.00
aclark	2350822304	10/16/2019	20003836	703	P	652000123	20.62	0.00
edjohnson	2350822302	10/16/2019	20000424	400	P	200001729	377.85	0.00
edjohnson	2350822301	10/16/2019	20000425	400	P	200001729	1.86	0.00
sroy	2350516429	10/15/2019	20003785	805	P	642001174	39.01	0.00
mabrown	2349239932	10/10/2019	20003674	200	P	200001550	72.11	0.00
mabrown	2349239923	10/10/2019	20000483	200	P	200001400	29.73	0.00

Browse
The Invoice Browse Window automatically comes up to displays all of the records in the active set in a list format.

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

You are able to export the Invoice Browse information the same way you are able to export the Purchase Order Browse information as explained previously.

You are able to export via:
Excel
Preview
Print
Save

Invoice Data Detail

From the Invoice Browse Window you are able to double-click on any invoice to view more detail about that invoice and weather it is paid and with which check number and check date.

**You are able to use this Check number to research if the check has cleared in Check Inquiry, which is explained next! Remember to jot it down! ☺

Select Return to return to the Vendors screen.

Check Inquiry

Select Check Inquiry the pop up window above will appear.

**To see all Checks paid with the selected vendor, leave the Cash account and Check number

fields blank, Make sure that the Check date is within the correct Date Range and select ✔ Accept

**You are also able to limit your search by entering a Cash Account, Check number, and/or Check Date.

Browse

The Checks Browse Window automatically comes up to displays all of the records in the active set in a list format.

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

You are able to export the Checks Browse information the same way you are able to export the Purchase Order and Invoice Browse information as explained previously.

You are able to export via:
Excel
Preview
Print
Save

Check Data Detail

From the Checks Browse Window you are able to double-click on any check to view more detail about that check and weather it cleared the bank and when or if it has been voided.

Has this Check cleared the bank?

In the Checks Detail screen above, for example, you are able to tell that this check has cleared the bank on 11/07/19.

In this example above the check has been printed by has not cleared the bank *in the Munis system.*

**This doesn't necessarily mean that it hasn't cleared. In order to verify if this is correct please email Kellie Duckworth (kduckworth@mid-del.net) with the Vendor Number, Check Number, and Check Date and she will be able to look it up on the Banks Website. There are times that the Finance Department has to wait to clear checks in the Munis system.