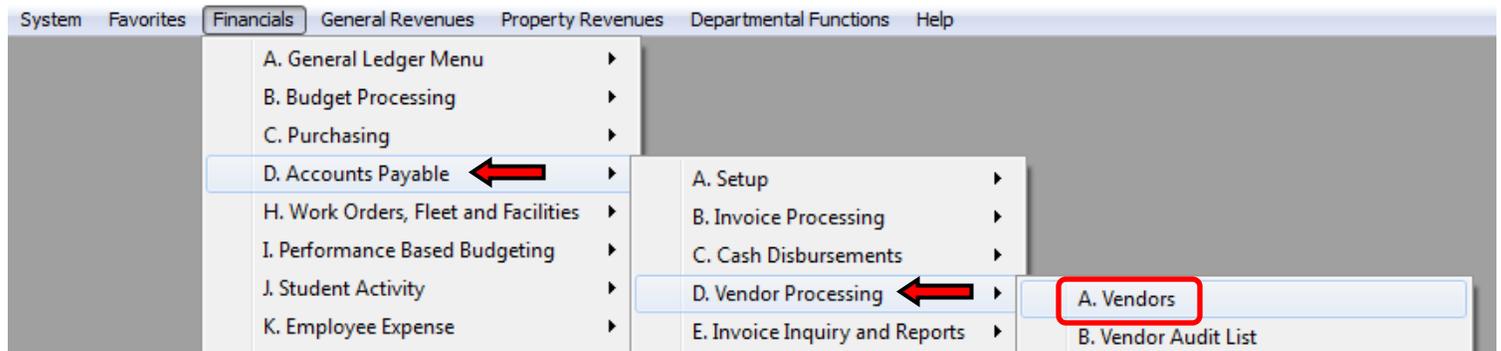


HOW TO FIND A VENDOR IN MUNIS

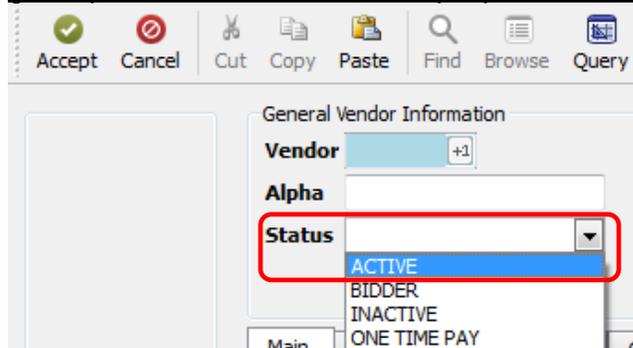
Click FINANCIALS on the tool bar, Scroll to ACCOUNTS PAYABLE, Scroll to VENDOR PROCESSING
Double Click VENDORS



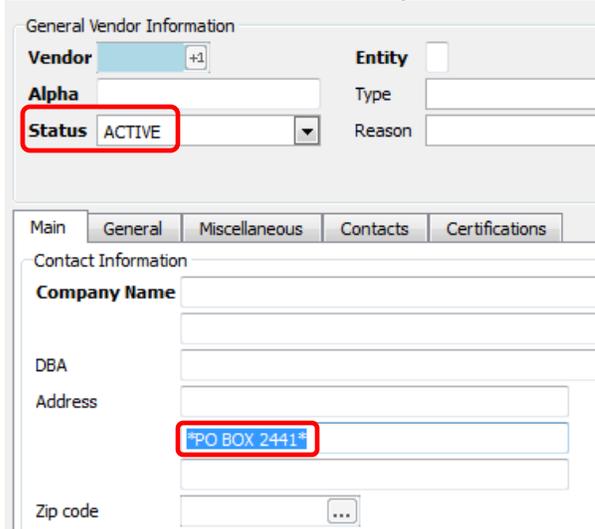
The Vendors screen appears; click the Magnifying Glass on the toolbar and type in your search criteria.



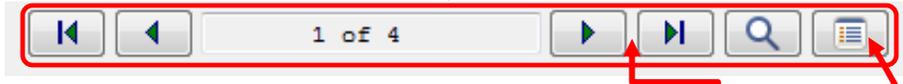
Before launching a search, adjust the Status field to ACTIVE; this will reduce the volume of applicable payees. *Please refrain from selecting Temporary Vendors for expenditures because that income may not get reported to the IRS for tax purposes and could result in monetary penalties for your agency.*



Because our vendors are modeled after the IRS database, the payee on an invoice may or may not match what has been established in Munis. Using *asterisks* within a field tells Munis to search for that data anywhere within the specific field. In addition, it may be advantageous to search for vendors by their Remit Address to find a vendor instead of searching by their name. In the example below, the Active Vendor database is searched with a partial address:



This search returned 4 matches, as reflected at the bottom of the screen.



The series of vendors may be reviewed by clicking the browse button on the toolbar or you can scroll through the vendors individually by clicking the arrows.

In this example, the browse button was clicked, which returned these results:

Vendor	Alpha Sort Name	Company Name	Status	Address Line 1	Default 1099	Address Line 2
101819	COLUMBUS SOUTHERN	COLUMBUS SOUTHERN POWER COMPANY	Active	AMERICAN ELECTRIC POWER	I	PO BOX 24418
196559	COLUMBUS SOUTHERN	COLUMBUS SOUTHERN POWER COMPANY	Active	AMERICAN ELECTRIC POWER	I	PO BOX 24417
241264	KENTUCKY POWER CO	KENTUCKY POWER COMPANY	Active		I	PO BOX 24410
266007	APPALACHIAN POWER CO	APPALACHIAN POWER COMPANY	Active	AMERICAN ELECTRIC POWER	I	PO BOX 24416

Upon identifying your vendor, highlight the record and hit enter on the keyboard or click the green check mark on the toolbar to view it.

Please Note:

If a vendor decides to move to electronic payment, they will be issued a vendor number in the 800000 range and their present number will be merged into the new record. All associated purchase orders will also be updated to reflect the new ACH vendor number.

If you have written down or memorized a vendor's number and it no longer exists in the system, it may have been consolidated with a duplicate vendor; use these instructions to uncover the alternate number.

If you are searching for a Vendor that has previously done business with your agency and have not been paid in the previous five (5) years and/or are not detectable in MUNIS, they may have been purged from the system due to inactivity. Please contact the vendor and request a new W-9 to submit over the portal.