## HOW TO LOOK UP A CHECK IN MUNIS

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

## Double Click VENDORS System Eavorites Financials General Revenues Property Revenues Departmental Functions Help A. General Ledger Menu ۲ B. Budget Processing ٠ C. Purchasing ۲ D. Accounts Payable ۶ A. Setup H. Work Orders, Fleet and Facilities ٠ B. Invoice Processing I. Performance Based Budgeting ۶ C. Cash Disbursements J. Student Activity ۲ D. Vendor Processing ٠ A. Vendors

The Vendors screen appears; click the Magnifying Glass on the toolbar and type in your search criteria. NOTE: search "ACTIVE" status vendors when looking for payment of goods and/or services; search "TEMPORARY" status vendors if a refund or reimbursement was issued.

⊘ ⊘ ∦ Accept Cancel Cut	Copy Pas	e <b>Q</b> III Find Browse	Query	🕂 📝 Add Update D
Sort	General Vend Vendor	or Informa Find a se	et of data re Er	cords (Ctrl+F)
REQ Vendors	Alpha		Ту	/pe
1099 Data	Status			eason

Like other screens, the option to search multiple fields may be applied to improve the results. Hit enter on the keyboard or click the green check mark on the toolbar to reveal the outcome.

In the example below, the Active Database is being analyzed for a payment issued to US Bank:

General	Vendor Infor	mation		
Vendor		+1	Entity	
Alpha	*US BANK	*	Туре	
Status	ACTIVE	•	Reason	
Main	General	Miscellaneous	Contacts	Certifications
Contact	t Information	n		
Compa	any Name			

If more than one vendor matches your search criteria, scroll through the vendors using the tool circled at the bottom of the screen; make sure you select the correct vendor.



## Here, the Browse button was clicked, which returned the following results:

Vendor	Alpha Sort Name	Company Name	Status	Address Line 1	Default 1099	Address Line 2	City	State	Zip Code
147329	US BANK HOME MORTGAG	US BANK HOME MORTGAGE	Active			17500 ROCKSIDE RD	BEDFORD	OH	44146-2099
253325	US BANK HOME MORTGAG	US BANK HOME MORTGAGE	Active			PO BOX 790415	ST LOUIS	MO	63179-0415
155427	US BANK NA	US BANK NA	Active			PO BOX 20005	OWENSBORO	KY	42304-0005
150454	US BANK NATIONAL	US BANK NATIONAL ASSOCIATION	Active	AS ASSIGNEE FOR KONICA MINOLTA		PO BOX 790448	ST LOUIS	MO	63179-0448
154074	US BANK NATIONAL	US BANK NATIONAL ASSOCIATION	Active			CM-9690	ST PAUL	MN	55170-9690
204403	US BANK NATIONAL	US BANK NATIONAL ASSOCIATION	Active	ATTN TIM RIEDER		10 W BROAD ST FL 12	COLUMBUS	OH	43215-3418
216036	US BANK NATIONAL	US BANK NATIONAL ASSOCIATION	Active	CM 9581		PO BOX 70870	ST PAUL	MN	55170-9581
251533	US BANK NATIONAL	US BANK NATIONAL ASSOCIATION	Active	US BANK EQUIPMENT FINANCE		PO BOX 790448	ST LOUIS	MO	63179-0448
777777	US BANK NATIONAL	US BANK NATIONAL ASSOCIATION	Active	CORPORATE PAYMENT SYSTEMS		PO BOX 790428	ST LOUIS	MO	63179-0428
800012	US BANK NATIONAL	US BANK NATIONAL ASSOCIATION	Active	CORP TRUST SERV PRINCIPAL PYMT		155 E BROAD ST	COLUMBUS	OH	43215-3609
800013	US BANK NATIONAL	US BANK NATIONAL ASSOCIATION	Active	CORP TRUST SERV INTEREST PYMT		60 LIVINGSTON AVE	ST PAUL	MN	55107-2292

Upon determining the correct vendor, double click the record and the Vendors screen appears. Select CHECK INQUIRY from the sidebar on the left.

	General	Vendor Info	mation
Sort	Vendor	777777	+1
REQ Vendors	Alpha	US BANK N	IATIONAL
1099 Data	Status	ACTIVE	Ŧ
Invoice Inquiry			
Check Inquiry	Main Contact	General Information	Miscellaneous
PO Inquiry View	v checks f	for the curr	ent vendor. (C) AL
Recurring Invoices	004		

To search for checks within a specific date range, select the calendar next to each of the check date fields and choose the payment dates the vendor is inquiring about.

Accept	⊘  ▲ □   Cancel Cut Copy	Paste Q Find	Browse	Quer	y /	Add U	Jpdate	X Dele	te f	e Print	Display
	Check Criteria Cash Org/Object Check number	9999		]	101	.000	(	•••]			]
	Check date	08/01/2015	😫 to		08/31	/2015	<b>111</b>				
	Cleared			-	0	<b>`</b>	Aug	ust 2	2015		•
					Sun	Mon	Tue	Wed	Thu	Fri	Sat
					26	27	28	29	30	31	1
					2	3	4	5	6	7	8
					9	10	11	12	13	14	15
					16	17	18	19	20	21	22
					23	24	25	26	27	28	29
					30	31	1	2	3	4	5

After selecting the search parameters, hit enter or click the green check mark on the toolbar.

Accept	<b>o</b> Cancel	∦ Cut	Сору	Paste	Q Find	Brows	ie Q	国 uery	Add	Ipdate	X Delete	Print	Display
Check #		Chee	k Date		Warrant		Clr	Cle	eared D	)ate	Amount		
1125875	6	08/3	1/2015	(	08311501		Y	09/	11/201	15		3,46	4.76

Initial search results reveal the check number (warrant number on the actual instrument), payment issue date, payment redeemed date, and amount disbursed. The Warrant field is the naming convention used by the Auditor's Office to identify a group of invoice batches that were cash disbursed together. If the search reveals multiple outcomes, the view of the report may be manipulated to show the data in a preferred order by clicking the headers within the top row of the report. The Clr & Cleared Date fields are populated in MUNIS by the Treasurer's Office when the physical instrument is presented for payment. Individual payments can be double clicked to reveal more detailed information, including the Invoice Number(s), Invoice Date(s), Purchase Order Number(s), and Voucher Number(s).

	Check Header					
GL Summary	Vendor	777777	Remit	0 US I	BANK NATIONAL AS	SOCIATION
Check Audit	Cash Account	9999	101000		CASH	ł
	Check number	11258	756 Nor	mal		
	Check date	08/31/2015	Amount		3,464.76	
	Status: Cleared	09/11/2015				
	Warrant	08311501				
	Check Detail					
	Invoice	In	v Date	РО	Voucher	Amount
	GREER-NACo 80t	h 08	/11/2015	50100039	114742	492.52
	JANAS-NACo 80t	L 00				
		n 08	/11/2015	50100035	114751	962.54
	LUCKHAUPT-NA	n 08 Co80th 08	/11/2015 /11/2015	50100035 50100033	114751 114755	962.54 455.52
	LUCKHAUPT-NA OGRADY-NACo 8	n 08 Co 80th 08 80th-1 08	/11/2015 /11/2015 /11/2015	50100035 50100033 50100046	114751 114755 114758	962.54 455.52 225.00
	LUCKHAUPT-NA OGRADY-NACo 8 OGRADY-NACo 8	n 08 Co 80th 08 30th-1 08 30th 08	/11/2015 /11/2015 /11/2015 /11/2015	50100035 50100033 50100046 50100043	114751 114755 114758 114756	962.54 455.52 225.00 493.83
	LUCKHAUPT-NA OGRADY-NACo 8 OGRADY-NACo 8 RUMMEL-NACo 8	n 08 Co 80th 08 80th-1 08 80th 08 80th 08	/11/2015 /11/2015 /11/2015 /11/2015 /11/2015	50100035 50100033 50100046 50100043 50100044	114751 114755 114758 114756 114759	962.54 455.52 225.00 493.83 381.45
	LUCKHAUPT-NA OGRADY-NACo 8 OGRADY-NACo 8 RUMMEL-NACo RYZNAR-NACo 8	n 08 Co 80th 08 30th-1 08 30th 08 80th 08 0th 08	/11/2015 /11/2015 /11/2015 /11/2015 /11/2015 /11/2015	50100035 50100033 50100046 50100043 50100044 50100045	114751 114755 114758 114756 114759 114760	962.54 455.52 225.00 493.83 381.45 328.90
	LUCKHAUPT-NA OGRADY-NACo 8 OGRADY-NACo 8 RUMMEL-NACo 8 RYZNAR-NACo 8 WILSON - NACo	n 08 Co 80th 08 30th-1 08 30th 08 30th 08 0th 08 80th 08	/11/2015 /11/2015 /11/2015 /11/2015 /11/2015 /11/2015 /11/2015	50100035 50100033 50100046 50100043 50100044 50100045 50100032	114751 114755 114758 114756 114759 114760 115403	962.54 455.52 225.00 493.83 381.45 328.90 125.00

The actual Org, Object & Proj codes may be seen if GL Summary, found on the sidebar, is clicked.

Vendor	777777	Remit	0	US BANK NATIONA	AL ASSOCIATIO
Cash Account	9999	10100	0		CASH
Check number	11258	8756	lormal		
Check date	08/31/2015	Amoun	t	3,464.76	]
Status: Cleared	09/11/2015				
Warrant	08311501				
	ion				
Account Informat					
Account Informat	Object	Proj	Desc	Amount	

Return to the Vendors screen by clicking the red icon on the toolbar three times.

