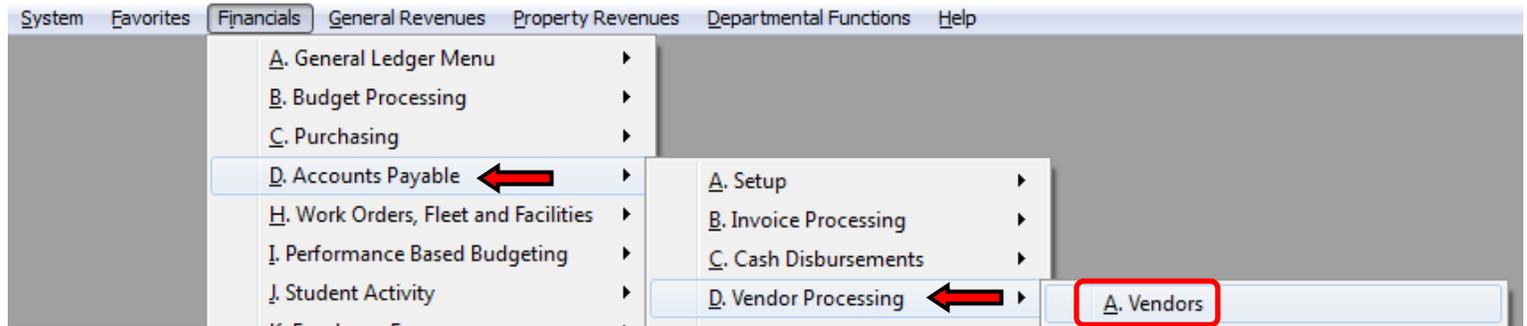
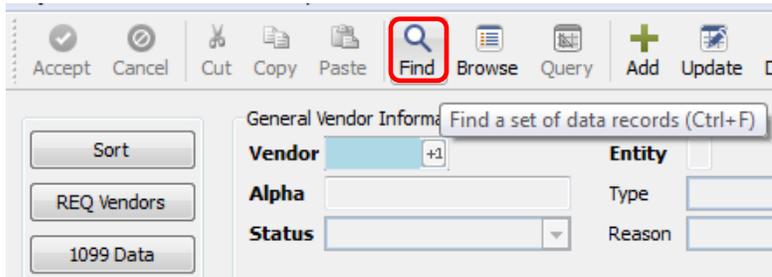


HOW TO LOOK UP A CHECK IN MUNIS

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

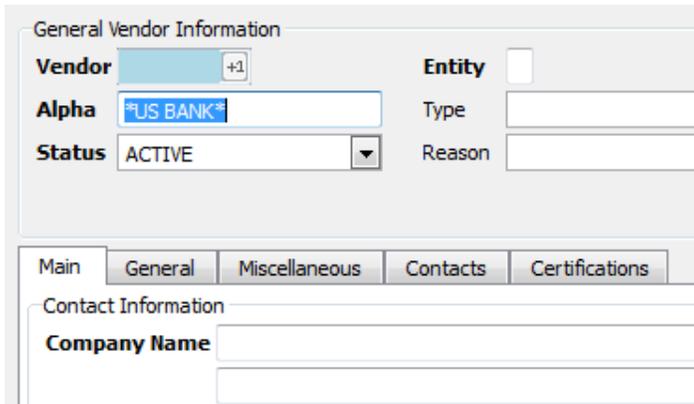


The Vendors screen appears; click the Magnifying Glass on the toolbar and type in your search criteria.
NOTE: search "ACTIVE" status vendors when looking for payment of goods and/or services; search "TEMPORARY" status vendors if a refund or reimbursement was issued.



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:



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 Information

Vendor 777777 +1

Alpha US BANK NATIONAL

Status ACTIVE

Main General Miscellaneous

Contact Information

View checks for the current vendor. (C) AL

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.

Check Criteria

Cash Org/Object 9999 101000

Check number

Check date 08/01/2015 to 08/31/2015

Cleared

August 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 Cancel Cut Copy Paste Find Browse Query Add Update Delete Print Display

Check #	Check Date	Warrant	Clr	Cleared Date	Amount
11258756	08/31/2015	08311501	Y	09/11/2015	3,464.76

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
 Vendor: 777777 Remit: 0 US BANK NATIONAL ASSOCIATION
 Cash Account: 9999 101000 CASH
 Check number: 11258756 Normal
 Check date: 08/31/2015 Amount: 3,464.76
 Status: Cleared 09/11/2015
 Warrant: 08311501

Check Detail

Invoice	Inv Date	PO	Voucher	Amount
GREER-NACo 80th	08/11/2015	50100039	114742	492.52
JANAS-NACo 80th	08/11/2015	50100035	114751	962.54
LUCKHAUPT-NACo 80th	08/11/2015	50100033	114755	455.52
OGRADY-NACo 80th-1	08/11/2015	50100046	114758	225.00
OGRADY-NACo 80th	08/11/2015	50100043	114756	493.83
RUMMEL-NACo 80th	08/11/2015	50100044	114759	381.45
RYZNAR-NACo 80th	08/11/2015	50100045	114760	328.90
WILSON - NACo 80th	08/11/2015	50100032	115403	125.00

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

Check Header
 Vendor: 777777 Remit: 0 US BANK NATIONAL ASSOCIATION
 Cash Account: 9999 101000 CASH
 Check number: 11258756 Normal
 Check date: 08/31/2015 Amount: 3,464.76
 Status: Cleared 09/11/2015
 Warrant: 08311501

Account Information

Org	Object	Proj	Desc	Amount
10010100	520402		OVER NHT	3,464.76

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

File Edit Tools Help