

Vendor Inquiry

MISD Information Services for MACOMB ISD
Macomb Intermediate School District
budget/finance

Advances to Vendor/Check Search.

Vendor Inquiry

AP Selection **Vendor/Check Search**

Vendor #	Status	Name	Name 2	Sort
61030	Active	MICHIGAN REGIONAL PASS OFFICE		MICHIG
68015	Active	OFFICE DEPOT		OFFICE
1900	Employee	OFFICE MAX		DESMIT
1051	Active	OFFICE MAX #116		OFFICE
68023	Active	OFFICE MAX, INC.		OFFICE
27530	Active	OFFICE SUPPLY SUPERSTORE		OFFICE
2033	Inactive	OP OFFICE PLUS		OP OFF
2810	Active	PACIFIC & ATLANTIC OFFICE SUPPLY		PACIFI
681	Inactive	SACRAMENTO COUNTY OFFICE OF EDUCATN	COMPREHENSIVE READING LEADSP CENTER	SACRAM
85955	Active	STERLING OFFICE SYSTEMS, INC.		STERLI

Single click row to load current tab.

Vendor/Check Search Results

Use the Vendor/Check Search button to load this screen with vendor or check information.

Vendor # 27530 - OFFICE SUPPLY SUPERSTORE

Header Encumbrance Accounts Payable Comments

Vendor selection option tabs.

Allows Vendor # to be entered.

Advances to Vendor Lookup.

Loads the vendor # entered.

Header

Vendor	27530	Entered		Year to Date Purchases	4,881.80
Name	OFFICE SUPPLY SUPERSTORE	Terms		Quarter 1 Purchases	0.00
Name 2		Flag	Active	Quarter 2 Purchases	2,581.80
Name 2	OFFICE	1099 Flag	NON-EMPLOYEE (BOX 7)	Quarter 3 Purchases	2,300.00
Statement Account	<input type="checkbox"/>	W9 On File	<input checked="" type="checkbox"/>	Quarter 4 Purchases	0.00
SN/EIN Last 4	2228	SSN	<input type="checkbox"/>		

Type	Address 1	Address 2	City	State	Zip	Phone	PO Box
AP	3000 KING STREET	SUITE 200	SAGINAW	MI	48605-1838	(800) 555-1212	
PO	55214 MAIN STREET		CLINTON TWP.	MI	48038-8002		
PO	1204 EASTSIDE DRIVE		WARREN	MI	48526		

Vendor Inquiry – Encumbrance

MISD Information Services for MACOMB ISD DEMO - DEMOISD1

Macomb Intermediate School District
budget/finance

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Vendor # 27530 - OFFICE SUPPLY SUPERSTORE

Header **Encumbrance** Accounts Payable Comments

Status	PO #	PO Date	Location	Requested By
Open	70009	04/19/2007	Middle School	CHERYL
Open	32573	02/01/2007	Avery Elementary	JOHN SMITH
Closed	70004	09/27/2006	Test location	
Pending	70000	06/15/2006	Test location	
Closed	50007	04/15/2005	Avery Elementary	
Open	50004	10/26/2004	Avery Elementary	ENGLISH DEPARTMENT

Encumbrance

PO File or Authorization File toggle.

PO Status selection options.

Single click row for drill down; double click PO # after selecting row to advance to PO Inquiry.

↓ a/z Page Down Page Up Authorization File PO Status All Open Closed

PO # 70009 Date 04/19/2007 Status Open Location Middle School Original Order 2,532.55 AP Paid .00

Status	Description	ASN	Quantity	Unit \$	UM	Amount	Disc %	Net Amount	Item #	WH	WH Item#
Open	TYPE IN YOUR DESC (...)	1115110	12	3.95	BX	47.40	.00	47.40	123123123		
Open	PENCILS (...)	1115110	12	1.95		23.40	.00	23.40			N 0
Open	STICKY NOTES	1115110	24	1.95		46.80	.00	46.80			N 0
Open	NOTEPADS	1115110	5	2.99	EA	14.95	.00	14.95			N 0
Open	DESK	1115110	0	.00		1,500.00	.00	1,500.00			Y 0
Closed	CHAIR	1115110	0	.00		900.00	.00	900.00			N 0

Encumbrance Drill Down

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Vendor Inquiry – Accounts Payable

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Vendor # 27530 - OFFICE SUPPLY SUPERSTORE

Header	Encumbrance	Accounts Payable	Comments						
PO #	Amount	Check Date	Bank	Check #	Check Status	Invoice Date	Invoice #	Misc	Batch ID
70004	-1,300.00	04/30/2007	1	222088	Replaced # 222097	09/29/2006			MIKE
70004	-1,000.00	04/30/2007	1	222088	Replaced # 222097	09/29/2006	FKDJFAK		MIKE
32573	62.50	04/21/2007	1	222087	Void 06/30/2007	04/10/2007			CC041907
32573	25.36	04/21/2007	1	222087	Void 06/30/2007	04/10/2007	123		CC041907
32573	-62.50	04/21/2007	1	222087	Void 06/30/2007	04/10/2007			
32573	-25.36	04/21/2007	1	222087	Void 06/30/2007	04/10/2007	123		

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Page Down Page Up All Invoices Paid Items Open Items Invoice Batch

Single click row for drill down.

Accounts Payable

Invoice selection options.

Vendor 27530 OFFICE SUPPLY SUPERSTORE (3000 KING STREET, SUITE 200, SAGINAW, MI 48605-1838)

Bank 1 Check # 222087 Check Date 04/21/2007 Amount 87.86 Status Void 06/30/2007

PO #	Description	Amount	Invoice Date	Invoice #	ASN	Misc	Batch ID
32573	MISCELLANEOUS SUPPLIES	62.50	04/10/2007		1115110		CC041907
32573	PHOTO PAPER	25.36	04/10/2007	123	1115110		CC041907
32573	MISCELLANEOUS SUPPLIES	-62.50	04/10/2007		1115110		CC041907
32573	PHOTO PAPER	-25.36	04/10/2007	123	1115110		CC041907

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Accounts Payable Drill Down

Vendor Inquiry – Comments

MISD Information Services for MACOMB ISD DEMO - DEMOISD1
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Vendor # 27530 - OFFICE SUPPLY SUPERSTORE

Header Encumbrance Accounts Payable Comments

Date	Comment
01/20/2006	FPN
01/31/2006	FPR

Comments

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Vendor 27530 OFFICE SUPPLY SUPERSTORE (3000 KING STREET, SUITE 200, SAGINAW, MI 48605-1838)

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Vendor Inquiry – Vendor/Check Search

The screenshot shows a software dialog box titled "Vendor/Check Search". It is divided into two main sections: "Name/Address Search" and "Check/Invoice Search", separated by a dashed blue line and the word "OR".

Name/Address Search: This section includes a "Vendor Name" dropdown menu and a "Selection Value" text box containing the word "office". Below these are two radio buttons: "Begins With" (unselected) and "Contains" (selected). Callouts explain that the "Contains" option is used for searching by name and address, and that the "Begins With" or "Contains" options are used for wild card selections.

Check/Invoice Search: This section includes several input fields: "Vendor Number", "Invoice Number", "PO Number", "Bank" (a dropdown menu with "<Lookup Selection>" selected), and "Check Number". It also has "From Check Date" and "To Check Date" fields with calendar icons. Radio buttons for "Begins With" (selected) and "Match" are next to the "Invoice Number" field, and "Start List At" (selected) and "Match" are next to the "PO Number" field. Callouts explain that "Begins With" or "Match" are used for invoice numbers, and "Start List At" or "Match" are used for PO numbers. A note at the bottom states "All selections 'And', not 'Or'".

Buttons for "OK", "Reset", and "Cancel" are present at the bottom of each section.