Vendor Inquiry

MISD Information Services for MACOMB ISD

Macomb Intermediate School District
budget/finance

Vendor Inquiry

Advances to Vendor/Check Search.

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.

Header

✖ Cancel

Field	Value		
Vendor	27530 🔍	🔁 Load	Entered
Name	OFFICE SUPPLY SUPERSTORE	Terms	
Name 2		Flag	Active
	OFFIC	1099 Flag	NON-EMPLOYEE (BOX 7)
	Statement Account ☐	W9 On File ☑	
	SSN/EIN Last 4	2228	SSN ☐

Year to Date Purchases **4,881.80**
Quarter 1 Purchases **0.00**
Quarter 2 Purchases **2,581.80**
Quarter 3 Purchases **2,300.00**
Quarter 4 Purchases **0.00**

Allows Vendor # to be entered.

Advances to Vendor Lookup.

Loads the vendor # entered.

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

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

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

🔍 ⬇ Page Down   ⬆ Page Up   **Authorization File**   PO Status ⦿ All ◯ Open ◯ Closed

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

> PO File or Authorization File toggle.

> PO Status selection options.

> Encumbrance

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

Vendor Inquiry – Accounts Payable

Single click row for drill down.

Accounts Payable

Invoice selection options.

Accounts Payable Drill Down

Vendor Inquiry – Comments

MISD Information Services for MACOMB ISD DEMO - DEMOISD1

Macomb Intermediate School District
budget/finance

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

↓a z

Vendor # 27530 - OFFICE SUPPLY SUPERSTORE

Header | Encumbrance | Accounts Payable | **Comments**

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

Comments

↓a z

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

↓a z

Vendor Inquiry – Vendor/Check Search

Vendor/Check Search

Name/Address Search

| Vendor Name ▼ | Selection Value | office |

○ Begins With ● Contains

[OK] [Reset] [Cancel]

-- OR --

Check/Invoice Search

Vendor Number [   ] 🔍

Invoice Number [   ]   ● Begins With ○ Match

PO Number [   ] ● Start List At ○ Match

Bank [<Lookup Selection> ▼]   Check Number [   ]

From Check Date [   ]   To Check Date [   ]

ⓘ All selections 'And', not 'Or'

[OK] [Reset] [Cancel]

Search for name and address information.

Lookup Selection "begins with" or "contains" (wild card) selection.

Invoice # "begins with" or "matches" selection.

Search for check and invoice information.

PO Number "start list at" or "matches" selection.