

## HOW TO LOOK UP A VENDOR

- From the New World home screen, click on *Financial Management* > *Inquiries* > *Vendors*

The screenshot shows the 'new world' interface for the City of Manteca. The navigation menu on the left includes 'mySearch', 'myReports (3283)', and 'mySettings'. The 'Inquiries' menu is expanded, and the 'Vendors' option is selected. The main content area displays a table of vendors with columns for 'Vendor Number', 'Description', and 'Attachments'. The table lists several vendors, including 'City Manager - City Manager' and 'CD - Community Development'. A calendar for August 2018 is visible in the top right corner.

- Type in the vendor name (less is better), or type in the vendor number
- Click GO
- Next to the vendor you are searching for, click on the folder to the left of their vendor number to view their information

The screenshot shows the 'Vendor Inquiry - 5946 - J&J Printing' page. The 'Vendors' menu is expanded, and the '5946 - J&J Printing' folder is selected. The vendor details are displayed, including 'Active', 'Vendor Number', 'Name', 'Address', and 'Phone Number'. The details are organized into sections: 'General', 'Miscellaneous', 'Contacts', 'Compliance Types', 'Commodities', 'Catalog', 'Purchasing Cards', 'Merchant Information', 'Vendor Merge History', and 'Vendor Form Letter History'. A red arrow points to the '5946 - J&J Printing' folder in the left-hand menu.

- From here, you can look up past invoices, checks that have been issued, and if checks have been reconciled
- Make sure the dates and fiscal year are in the time frame you are looking for
- To view invoices that have been paid, click on INVOICES
- Click on the Invoice Number to view the information

Vendor Inquiry - 5946 - J&J Printing

Last Name/Business: J&J  
Number:

Go Reset

Vendors

- 5946 - J&J Printing
- Documents
- User Defined
- Invoices**
- Receipt of Goods
- Checks
- 1099 History
- Purchase Orders
- Bids
- Contracts
- Wire Transfers

Charts Time Frame: Current Fiscal Year

Invoices Invoice From Date: 08/24/2017 To Date: 08/24/2018 Group By: <ALL>

Status	Invoice Number	Invoice Date	Due Date	G/L Date	Description	Amount	Attachments
Paid	93806	07/31/2018	08/30/2018	08/02/2018	Marsy's Card Brochures	\$113.66	
Paid	93807	07/31/2018	08/13/2018	08/13/2018	Enveloped - PD	\$248.98	
Paid	93760	07/26/2018	08/13/2018	08/13/2018	Utilities - forms	\$389.70	
Edit	93761	07/26/2018	08/26/2018	08/07/2018	Correction Notices	\$273.87	
Paid	93758	07/25/2018	08/24/2018	08/02/2018	Loud Party Notices	\$97.43	
Paid	93759	07/23/2018	07/24/2018	07/24/2018	Business Cards	\$86.60	
Paid	93748	07/17/2018	07/17/2018	07/17/2018	Printing- Transit Labels	\$893.07	
Paid	93751	07/17/2018	07/18/2018	07/18/2018	Life Jacket Banner	\$193.77	
Paid	93708	07/05/2018	08/04/2018	07/18/2018	Drinking water info flyer...	\$995.90	
Paid	93618	06/30/2018	06/23/2018	06/30/2018	Business card stock	\$798.89	
Paid	93672	06/28/2018	07/12/2018	07/12/2018	STICKERS FOR FREE ...	\$115.83	
Paid	173.20	06/26/2018	06/26/2018	06/26/2018	Business cards	\$173.20	
Paid	93613	06/26/2018	06/26/2018	06/26/2018	Business cards	\$173.20	
Paid	93641	06/21/2018	06/21/2018	06/21/2018	Transfer Tickets/ City M...	\$3,931.64	

Items: 1 - 50 of 80 Page 1 of 2 Next Page

- The next screen will provide all of the invoice information: Department, Invoice Number, Invoice Description, and other details you may be looking for. To see if a check has been reconciled (cash) yet, click on the PAYMENT NUMBER

new world ERP -- Webpage Dialog

Accounts Payable Invoice Inquiry

Invoice 93806

Invoice Batch

Batch Department	Police - Police
Batch Date	08/02/2018
Batch Number	2019-00000273
Batch Description	
Created by User	Deborah Davis

Payment Information

Bank Account	Wells Fargo General Checking
Payment Type	Check
Payment Number	371168
Payment Date	08/09/2018
Manual Check	
Check Sort Code	
Check Code	

Invoice Net Amount

Invoice Amount	\$113.66
Discount	
Freight	
State Tax	
County Tax	
City/Local Tax	
Retainage	
Invoice Net Amount	\$113.66

Remittance Information

Vendor	5946 - J&J Printing
Contact Name	J&J Printing
Description	368
Address	129 W Yosemite Ave MANTECA, CA 95336
Email Address	

Invoice

Status	Paid
Invoice Department	Police - Police
Invoice Number	93806
Invoice Description	Marsy's Card Brochures
Invoice Date	07/31/2018
Due Date	08/30/2018
G/L Date	08/02/2018
Received Date	
Terms	
Hold Payment Reason	

User-Defined Fields

Items

Transactions

Invoice History

Payment History


Approvals

OK

- If the CURRENT STATUS says Reconciled, that means the check has been deposited. If it says Open, then it has not cleared the bank yet
- This screen will also show if there were other invoices included on this particular check


new world ERP -- Webpage Dialog

### Payment Transaction Inquiry

**Payment Information**  Documents

Bank Description: **Wells Fargo Bank**  
 Bank Account Description: **Wells Fargo General Checking**  
 Source: **Accounts Payable**  
 Current Status: **Reconciled** ←  
 Check Number: **371160**  
 Amount: **\$1,104.16**  
 Payment Date: **08/09/2018**  
 Reconciled Date: **08/20/2018**  
 Reconciled Amount: **\$1,104.16**  
 Payee: **J&J Printing**  
 Remittance Address: **129 W Yosemite Ave  
 MANTECA, CA 95336**  
 Payment Message:

Paying Fund	Cash Account	Amount ↑
100 - General Fund	100-1010.001 - Equity Pooled Cash	\$211.09
190 - Federal Transit Management	190-1010.001 - Equity Pooled Cash	\$893.07

 Options 2 Rows

Vendor Name	Invoice Number	Invoice Date	Net Invoice Amount
J&J Printing	93748	07/17/2018	\$893.07
J&J Printing	93806	07/31/2018	\$113.66
J&J Printing	93758	07/25/2018	\$97.43