

Elementary Schools
Schoolbooks
Vendor Inquiry

Use this procedure to look up information related to a particular vendor, such as checks issued to that vendor, invoices paid, open (unpaid) invoices, etc. This is particularly useful if a vendor calls, inquiring as to whether it has been paid for something it shipped or delivered to the school.

1. Click the “Vendor Maintenance” button or make this selection from the “Maintenance” drop-down menu. The “Vendor Maintenance” window opens.
2. Click on the magnifying glass next to the “Vendor Number” field and locate the vendor. The lookup can be done using either the Vendor Number (abbreviation) or the Vendor Name – make that choice using the drop-down arrow to the right of the “Sort” field.
3. The “Vendor Maintenance” window will populate with the vendor’s information. Select the appropriate tab for the information you are seeking:
 1. Main – Address and other contact information
 2. Open Invoices – list of invoices entered in SchoolBooks, but which have not yet been paid.
 3. Checks – information on checks issued to this vendor, including check number, date issued, amount, and whether it has cleared the bank (through the last bank reconciliation date).
 4. PO’s – Purchase Orders issued to the vendor (not used by elementary schools)
 5. Paid Invoices – information on vendor invoices which have been paid, including invoice number, invoice date, check number, check status (P = Paid), and the date (month ended) that the check cleared the bank (through the last bank reconciliation date).
 6. Addresses – additional contact information for the vendor.

Because you are in the Vendor Maintenance screen DO NOT CHANGE ANY DATA.

4. To exit the vendor, click on “Accept” or “Cancel”. You will be returned to a blank “Vendor Maintenance” window.
5. To exit the “Vendor Maintenance” window, click on the “X” in the upper right hand corner of the “Vendor Maintenance” window.

PROCESS COMPLETE