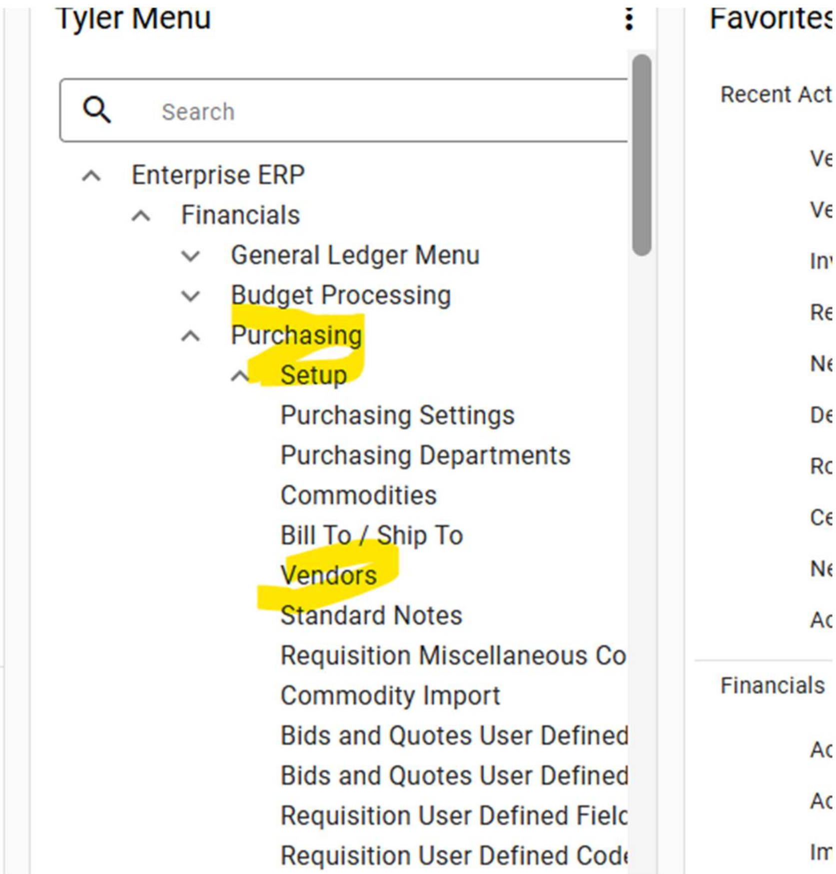
Vendor Inquiry and Invoice Data

Accessing Historical Data

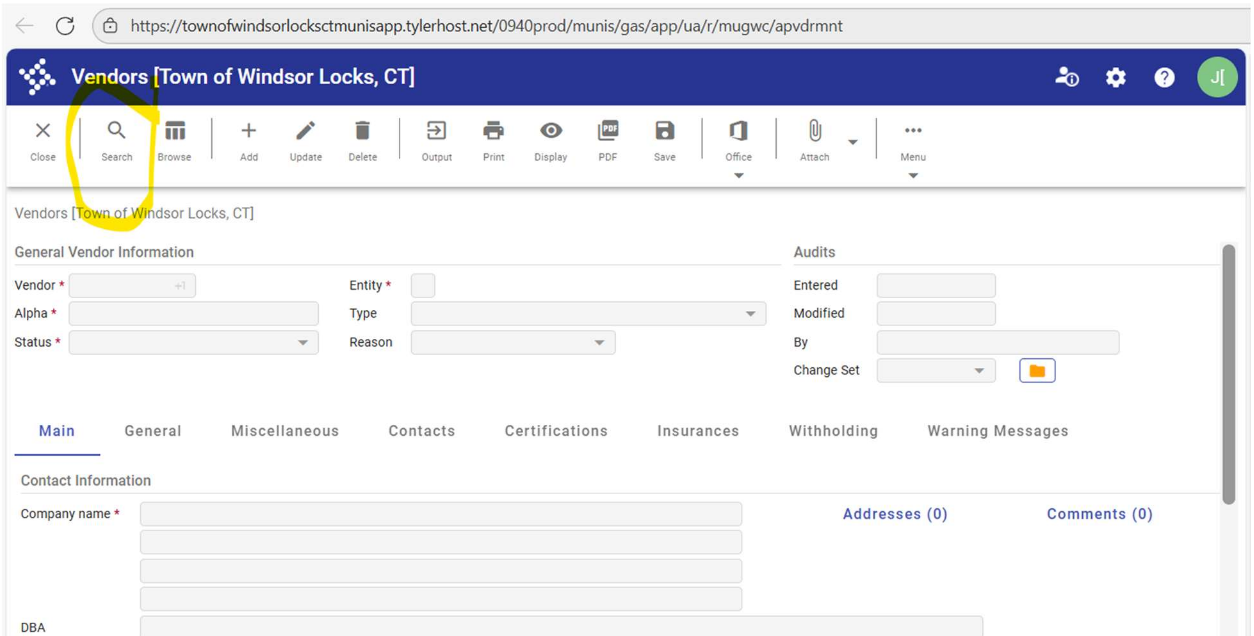
09/25/2025

Jason M. Lathrop

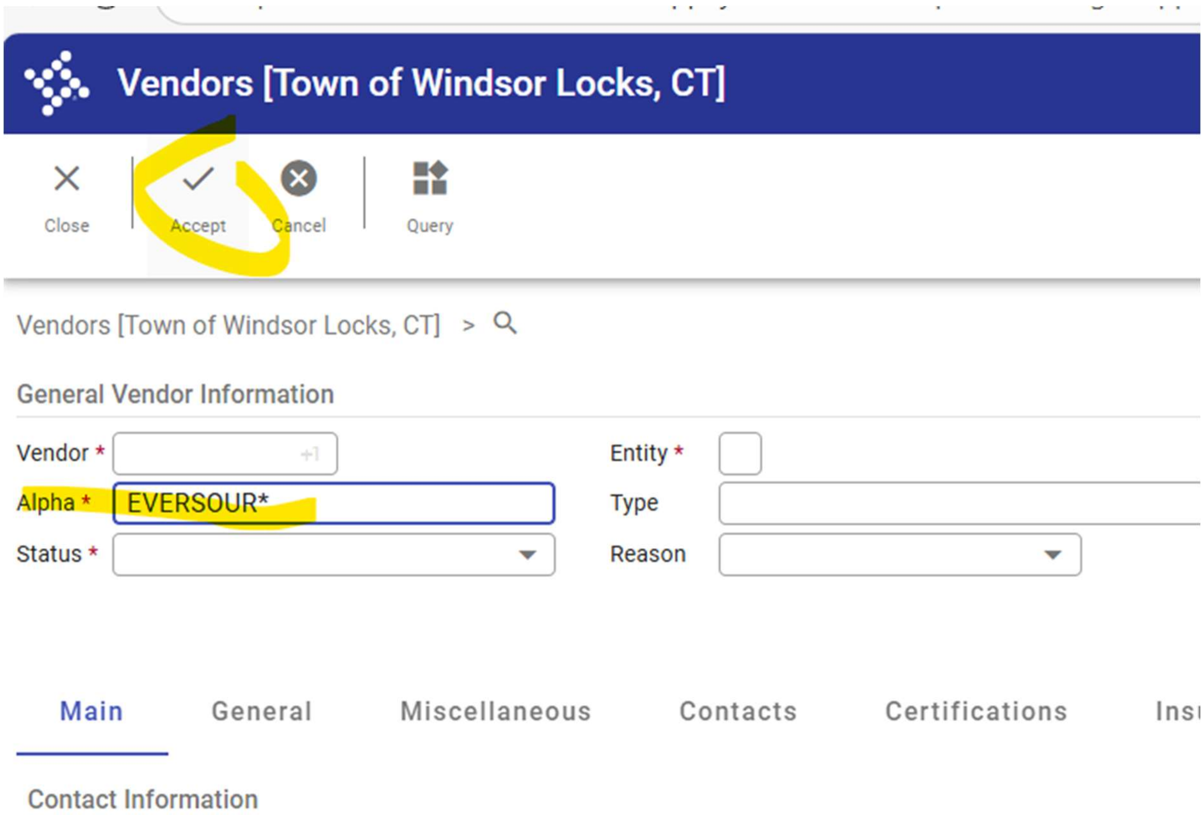
Select Vendors



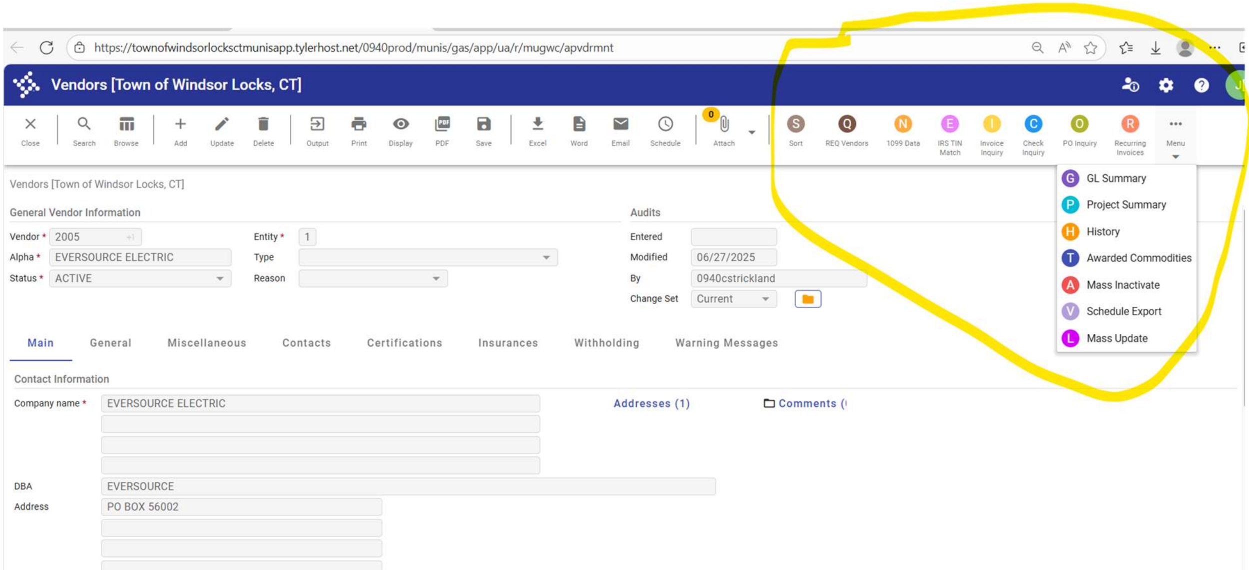
Then select your vendor by hitting the Search button.

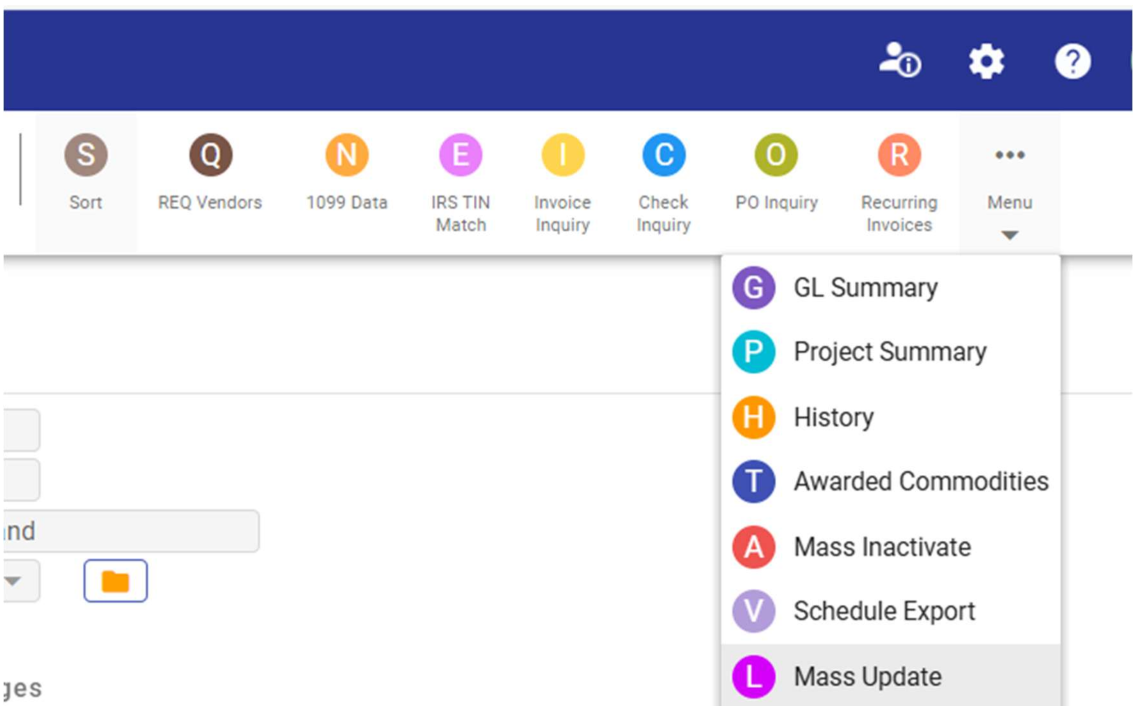


Then choose your vendor by name. Utilize a * for a wildcard search, then select the check mark.

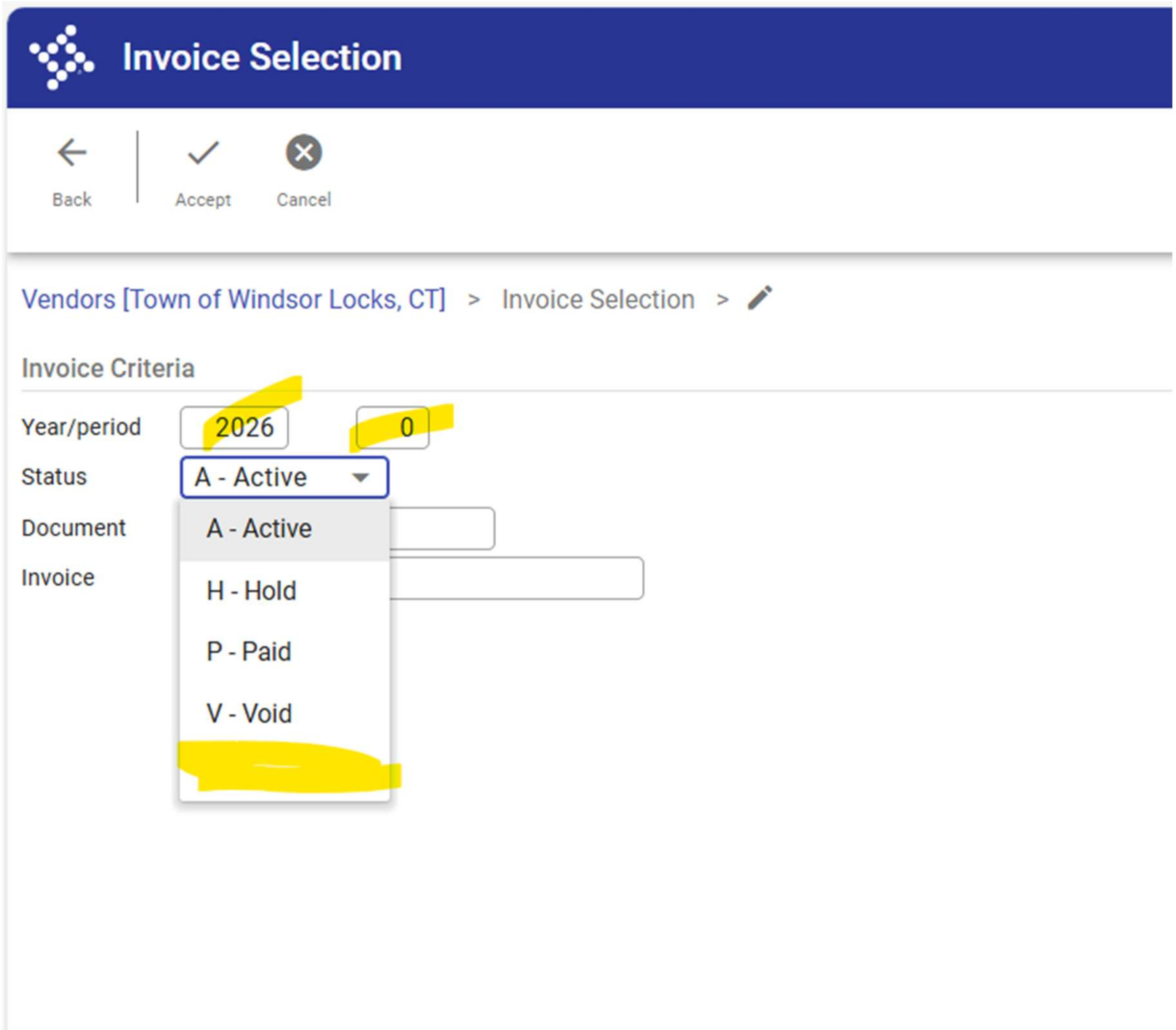


Then select the data chicklet you are looking for, invoices, check, po's, etcetera.

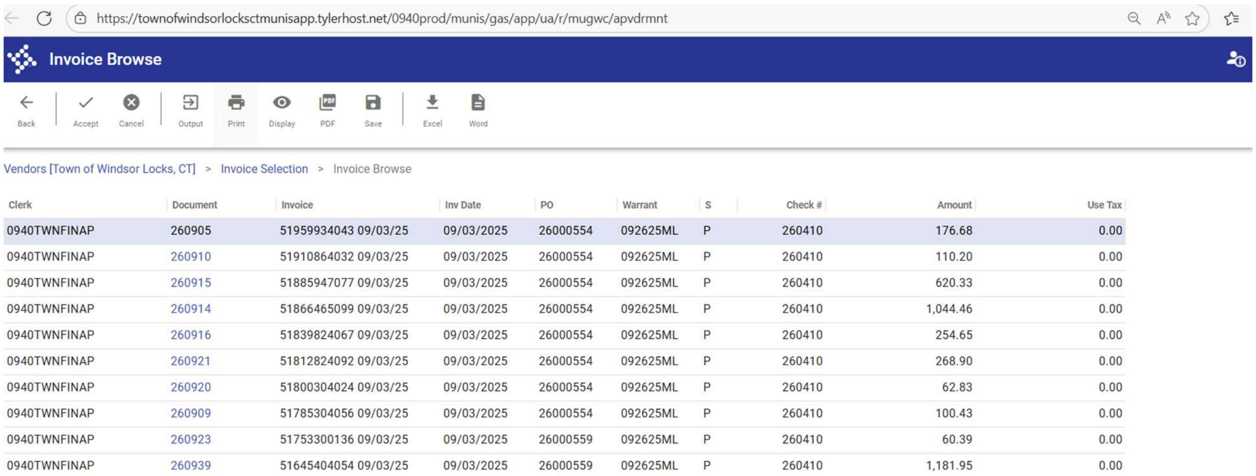




When selecting invoices, you can choose year and period (0 is for the entire year), status (usually choose the blank at the bottom which gives you all status).



The invoice data looks like this. Double click on one invoice to see the details.


https://townofwindsorlocksctmunisapp.tylerhost.net/0940prod/munis/gas/app/ua/r/mugwc/apvdrmnt

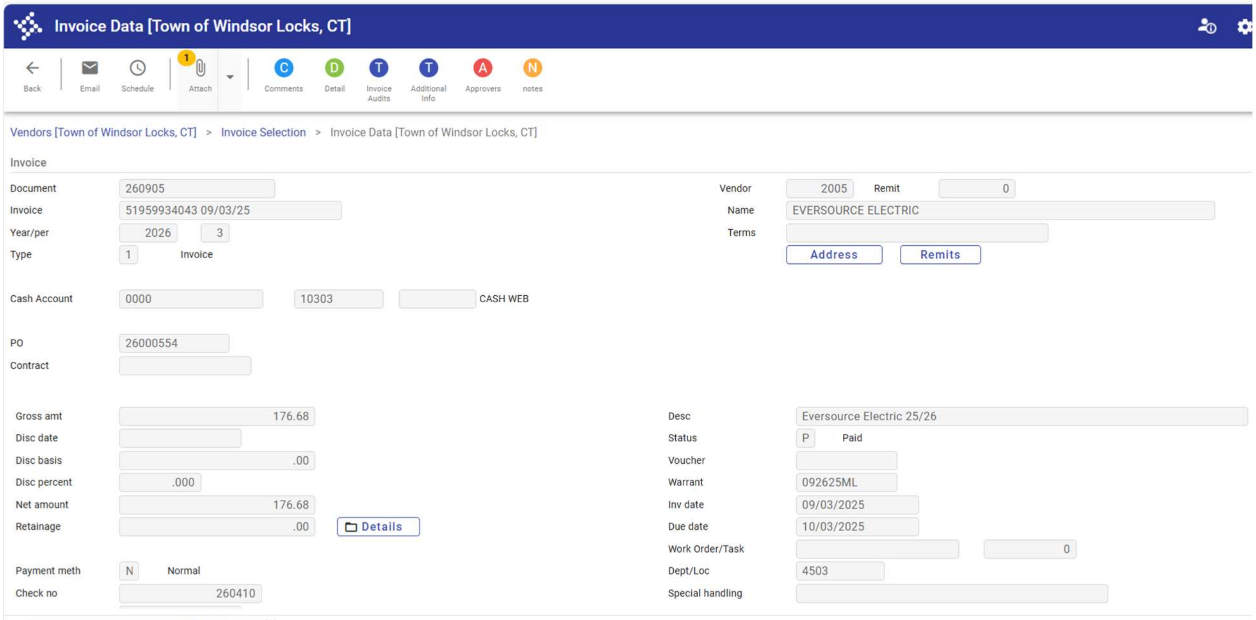
Invoice Browse

Back Accept Cancel Output Print Display PDF Save Excel Word

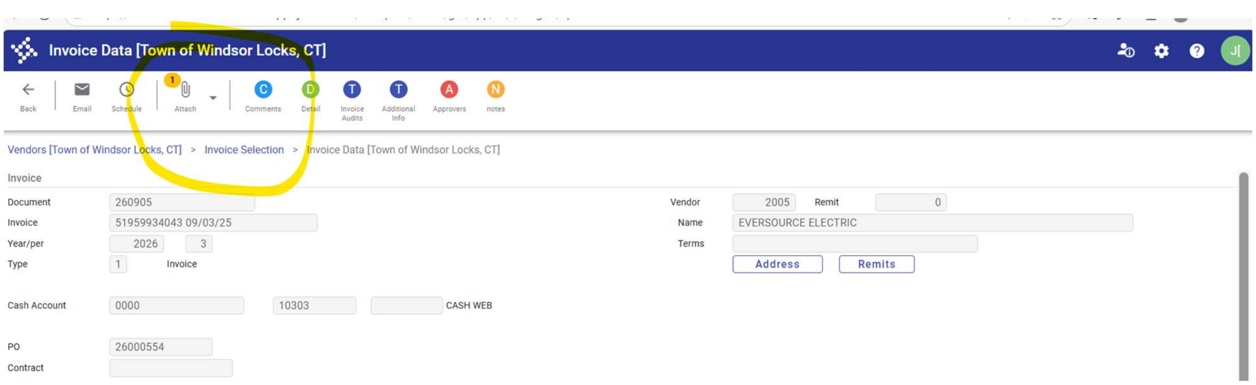
Vendors [Town of Windsor Locks, CT] > Invoice Selection > Invoice Browse

Clerk	Document	Invoice	Inv Date	PO	Warrant	S	Check #	Amount	Use Tax
0940TWNFINAP	260905	51959934043 09/03/25	09/03/2025	26000554	092625ML	P	260410	176.68	0.00
0940TWNFINAP	260910	51910864032 09/03/25	09/03/2025	26000554	092625ML	P	260410	110.20	0.00
0940TWNFINAP	260915	51885947077 09/03/25	09/03/2025	26000554	092625ML	P	260410	620.33	0.00
0940TWNFINAP	260914	51866465099 09/03/25	09/03/2025	26000554	092625ML	P	260410	1,044.46	0.00
0940TWNFINAP	260916	51839824067 09/03/25	09/03/2025	26000554	092625ML	P	260410	254.65	0.00
0940TWNFINAP	260921	51812824092 09/03/25	09/03/2025	26000554	092625ML	P	260410	268.90	0.00
0940TWNFINAP	260920	51800304024 09/03/25	09/03/2025	26000554	092625ML	P	260410	62.83	0.00
0940TWNFINAP	260909	51785304056 09/03/25	09/03/2025	26000554	092625ML	P	260410	100.43	0.00
0940TWNFINAP	260923	51753300136 09/03/25	09/03/2025	26000559	092625ML	P	260410	60.39	0.00
0940TWNFINAP	260939	51645404054 09/03/25	09/03/2025	26000559	092625ML	P	260410	1,181.95	0.00

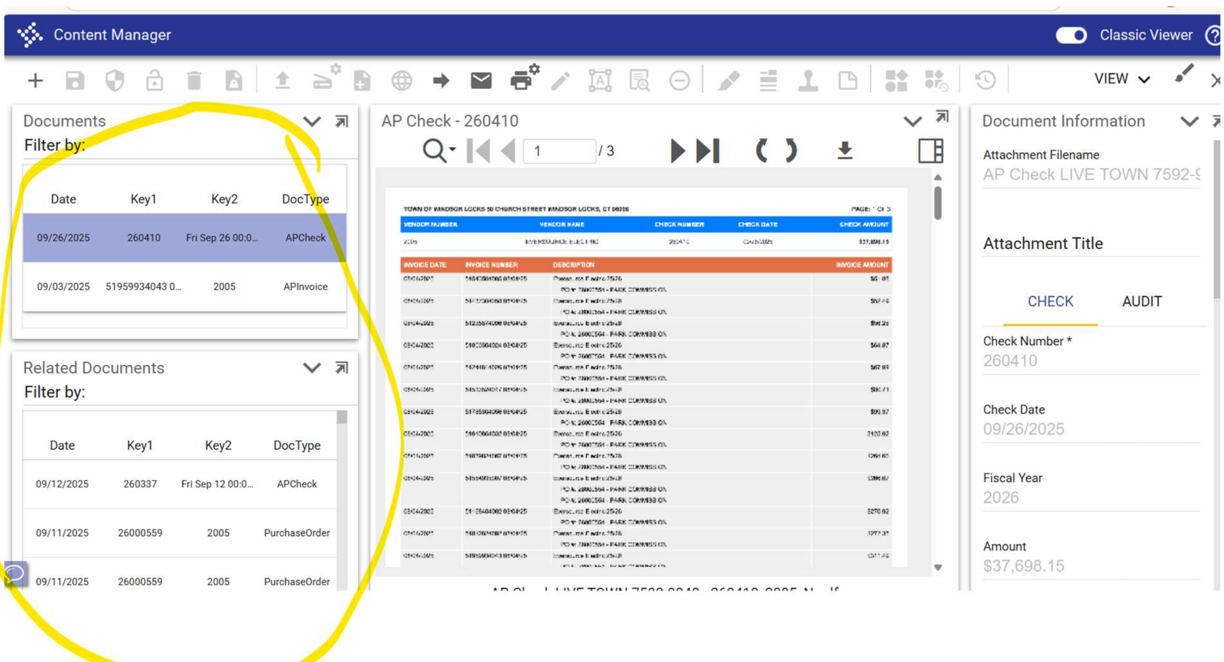
It looks like this.



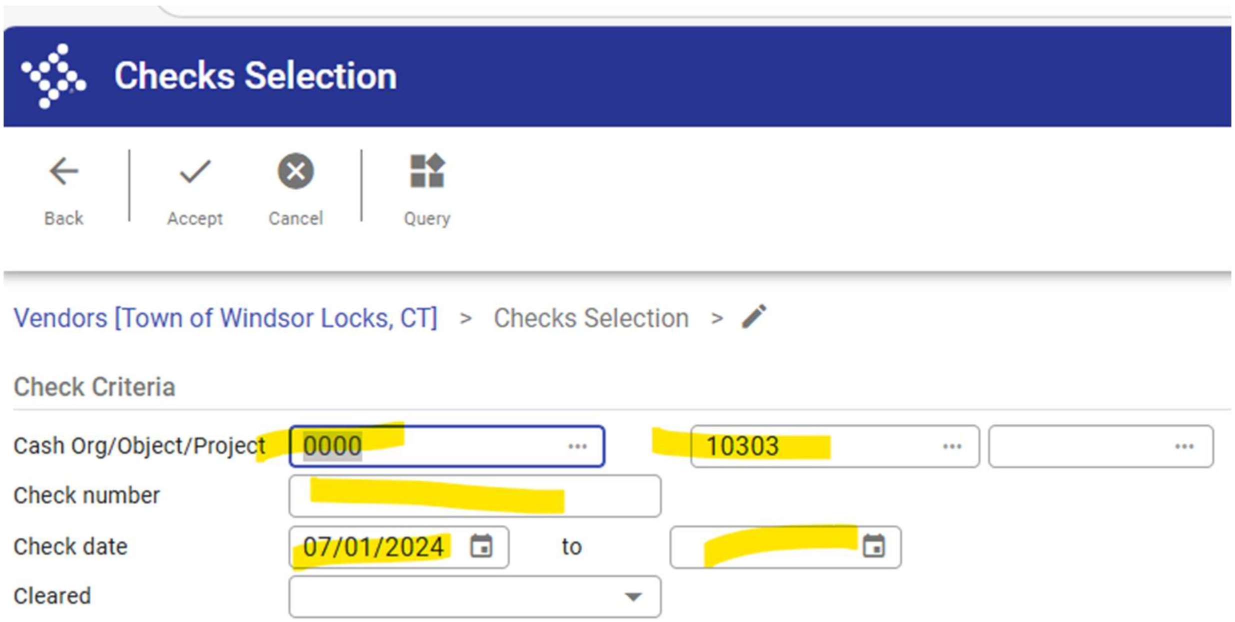
Select The paper clip to see the detail including PO, invoice, and check.



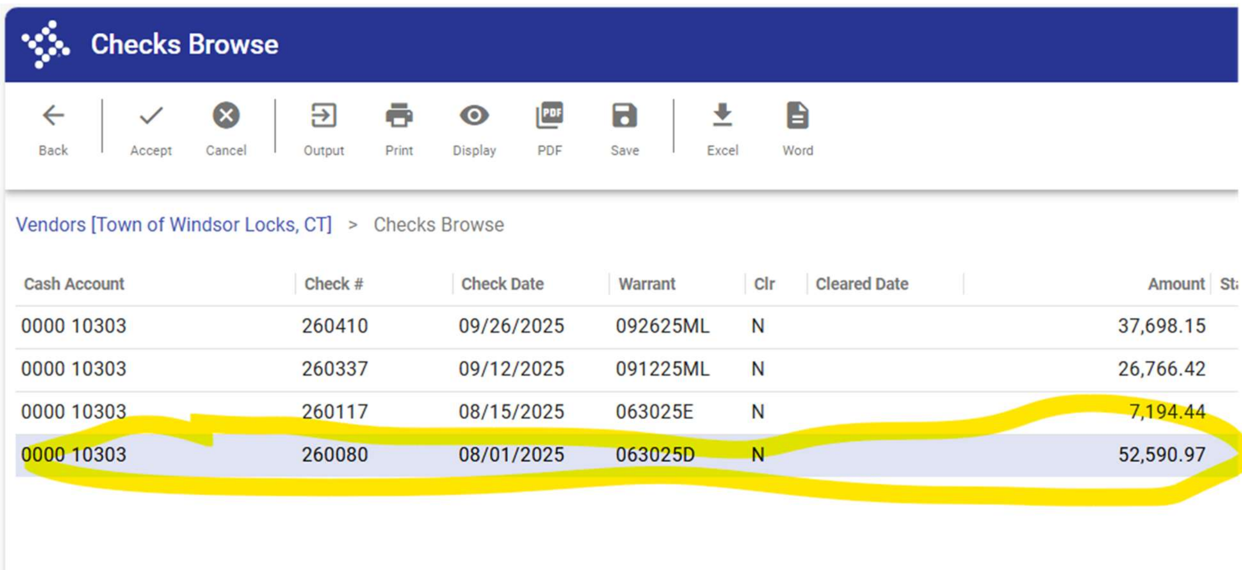
When you select the document you wish to view on the left-hand side, it will appear in the center window.



When selecting the checks chicklet, you need to select the proper account org and object. This would generally be prepopulated at 0000-10303. The limit your check selection by date or number.

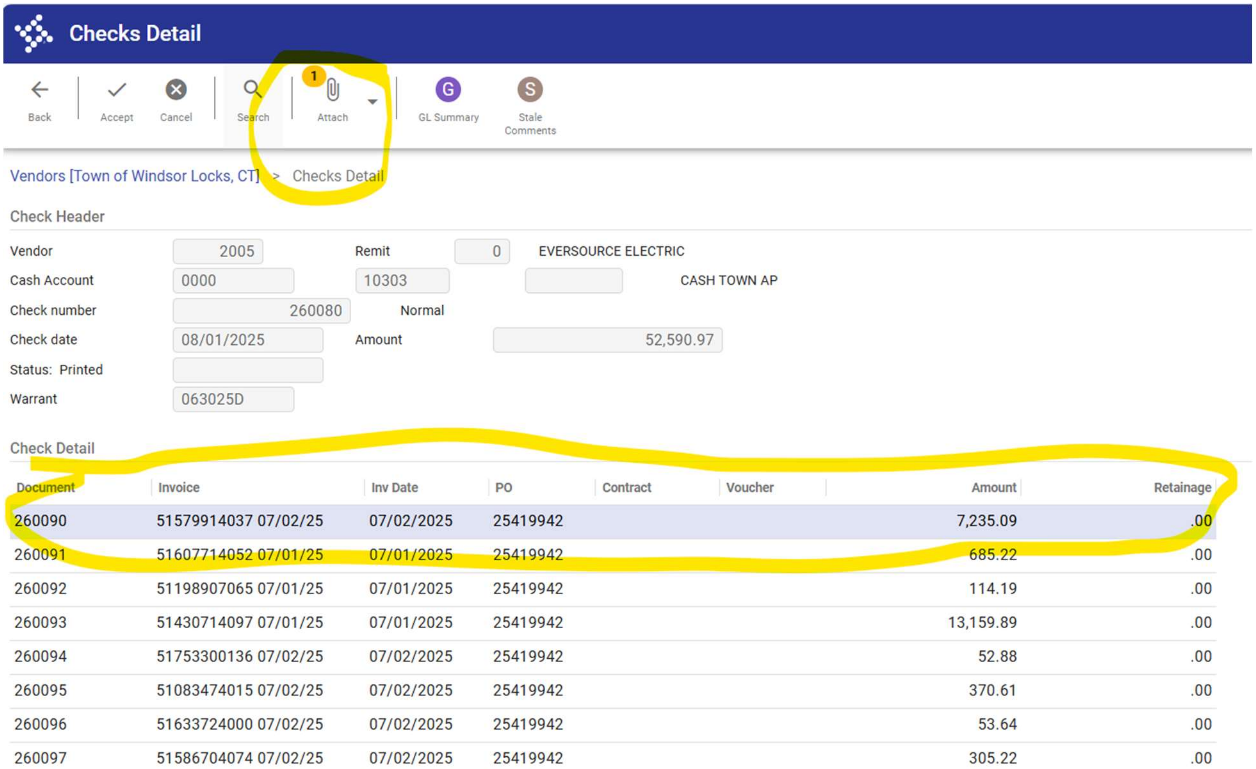


Double click on one of the checks listed.



Cash Account	Check #	Check Date	Warrant	Clr	Cleared Date	Amount	St
0000 10303	260410	09/26/2025	092625ML	N		37,698.15	
0000 10303	260337	09/12/2025	091225ML	N		26,766.42	
0000 10303	260117	08/15/2025	063025E	N		7,194.44	
0000 10303	260080	08/01/2025	063025D	N		52,590.97	

It gives you a list of invoices it paid. If you select the invoice, you can click on the attachment and see the actual document.


Checks Detail

Back | Accept | Cancel | Search | 1 Attach | GL Summary | Stale Comments

Vendors [Town of Windsor Locks, CT] > Checks Detail

Check Header

Vendor	2005	Remit	0	EVERSOURCE ELECTRIC	
Cash Account	0000	10303			CASH TOWN AP
Check number	260080	Normal			
Check date	08/01/2025	Amount	52,590.97		
Status: Printed					
Warrant	063025D				

Check Detail

Document	Invoice	Inv Date	PO	Contract	Voucher	Amount	Retainage
260090	51579914037 07/02/25	07/02/2025	25419942			7,235.09	.00
260091	51607714052 07/01/25	07/01/2025	25419942			685.22	.00
260092	51198907065 07/01/25	07/01/2025	25419942			114.19	.00
260093	51430714097 07/01/25	07/01/2025	25419942			13,159.89	.00
260094	51753300136 07/02/25	07/02/2025	25419942			52.88	.00
260095	51083474015 07/02/25	07/02/2025	25419942			370.61	.00
260096	51633724000 07/02/25	07/02/2025	25419942			53.64	.00
260097	51586704074 07/02/25	07/02/2025	25419942			305.22	.00