

Vendor Inquiry and Invoice Data

Accessing Historical Data

09/25/2025

Jason M. Lathrop

Select Vendors

Tyler Menu

Q

Search

^ Enterprise ERP

^ Financials

^ Purchasing

^ Setup

Purchasing Settings

Purchasing Departments

Commodities

Bill To / Ship To

Vendors

Standard Notes

Requisition Miscellaneous Co

Commodity Import

Bids and Quotes User Defined

Bids and Quotes User Defined

Requisition User Defined Fielc

Requisition User Defined Code

Favorites

Recent Act

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Financials

Ac


Ac


Im


Then select your vendor by hitting the Search button.


The screenshot shows a web application interface for managing vendors. The browser address bar displays the URL: <https://townofwindsorlocksctmunisapp.tylerhost.net/0940prod/munis/gas/app/ua/r/mugwc/apvdrmnt>. The application title is "Vendors [Town of Windsor Locks, CT]". The top toolbar contains various icons for actions: Close, Search (circled in yellow), Browse, Add, Update, Delete, Output, Print, Display, PDF, Save, Office, Attach, and Menu. The main content area is titled "Vendors [Town of Windsor Locks, CT]" and contains a "General Vendor Information" section with fields for Vendor *, Alpha *, Status *, Entity *, Type, Reason, Audits, Entered, Modified, By, and Change Set. Below this is a tabbed interface with tabs for Main, General, Miscellaneous, Contacts, Certifications, Insurances, Withholding, and Warning Messages. The "Main" tab is selected, showing "Contact Information" with fields for Company name *, DBA, and links for Addresses (0) and Comments (0).


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

 **Vendors [Town of Windsor Locks, CT]**

 Close

 Accept

 Cancel

 Query

Vendors [Town of Windsor Locks, CT] > 🔍

General Vendor Information

Vendor *

Entity * ☐

Alpha *

Type

Status *

Reason

Main

General

Miscellaneous

Contacts

Certifications

Inspection

Contact Information

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

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

Vendors [Town of Windsor Locks, CT]

Close Search Browse Add Update Delete Output Print Display PDF Save Excel Word Email Schedule Attach

Sort REQ Vendors 1099 Data IRS TIN Match Invoice Inquiry Check Inquiry PO Inquiry Recurring Invoices Menu

Vendors [Town of Windsor Locks, CT]

General Vendor Information

Vendor * 2005 Entity * 1

Alpha * EVERSOURCE ELECTRIC Type

Status * ACTIVE Reason

Audits

Entered

Modified 06/27/2025

By 0940cstrickland

Change Set Current

Main General Miscellaneous Contacts Certifications Insurances Withholding Warning Messages

Contact Information

Company name * EVERSOURCE ELECTRIC

Addresses (1)

Comments (0)

DBA

Address

EVERSOURCE

PO BOX 56002


Sort REQ Vendors 1099 Data IRS TIN Match Invoice Inquiry Check Inquiry PO Inquiry Recurring Invoices Menu




GL Summary Project Summary History Awarded Commodities Mass Inactivate Schedule Export Mass Update


Sort REQ Vendors 1099 Data IRS TIN Match Invoice Inquiry Check Inquiry PO Inquiry Recurring Invoices Menu

GL Summary Project Summary History Awarded Commodities Mass Inactivate Schedule Export Mass Update

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).

 **Invoice Selection**

 Back |  Accept |  Cancel

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

Invoice Criteria

Year/period

2026

0

Status

A - Active

Document

A - Active

Invoice

H - Hold

P - Paid

V - Void

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

BackAcceptCancelOutputPrintDisplayPDFSaveExcelWord

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.

Invoice Data [Town of Windsor Locks, CT]

Back

Email

Schedule

Attach

Comments

Detail

Invoice Audits

Additional Info

Approvers

Notes

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

Invoice

Document

260905

Invoice

51959934043 09/03/25

Year/per

2026

3

Type

1

Invoice

Cash Account

0000

10303

CASH WEB

PO

26000554

Contract

Gross amt

176.68

Disc date

Disc basis

.00

Disc percent

.000

Net amount

176.68

Retainage

.00

Payment meth

N

Normal

Check no

260410

Details

Vendor

2005

Remit

0

Name

EVERSOURCE ELECTRIC

Terms

Address

Remits

Desc

Eversource Electric 25/26

Status

P

Paid

Voucher

Warrant

092625ML

Inv date

09/03/2025

Due date

10/03/2025

Work Order/Task

0

Dept/Loc

4503

Special handling

Display comments associated with this invoice. (0)

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

Invoice Data [Town of Windsor Locks, CT]

Back

Email

Schedule

Attach

Comments

Detail

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Additional Info

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Notes

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

Invoice

Document

260905

Invoice

51959934043 09/03/25

Year/per

2026

3

Type

1

Invoice

Cash Account

0000

10303

CASH WEB

PO

26000554

Contract

Vendor

2005

Remit

0

Name

EVERSOURCE ELECTRIC

Terms


Address


Remits


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


[illegible]


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.


 **Checks Selection**

 Back

 Accept

 Cancel

 Query

Vendors [\[Town of Windsor Locks, CT\]](#) > Checks Selection > 

Check Criteria

Cash Org/Object/Project

0000

...

10303


...

...


Check number

Check date

07/01/2024



to



Cleared

Double click on one of the checks listed.

Checks Browse

←

Back

✓

Accept

✕

Cancel

↶

Output

🖨

Print

👁

Display

📄

PDF

💾

Save

⬇

Excel


📑

Word

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

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


←

✓

✕

🔍

1



G

S

Back

Accept

Cancel

Search

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