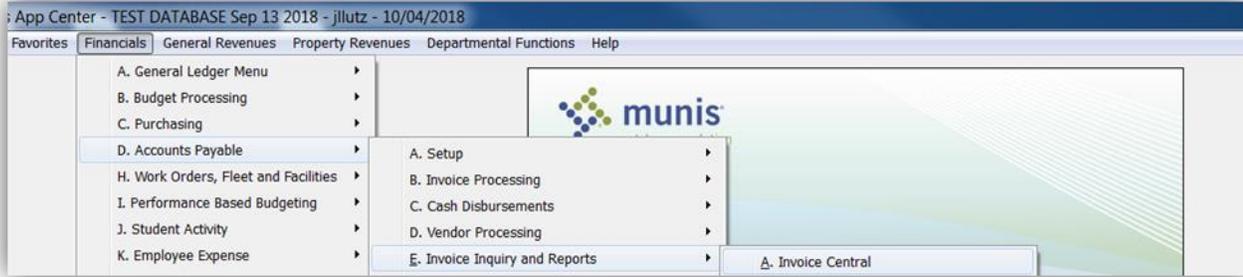


# INVOICE CENTRAL

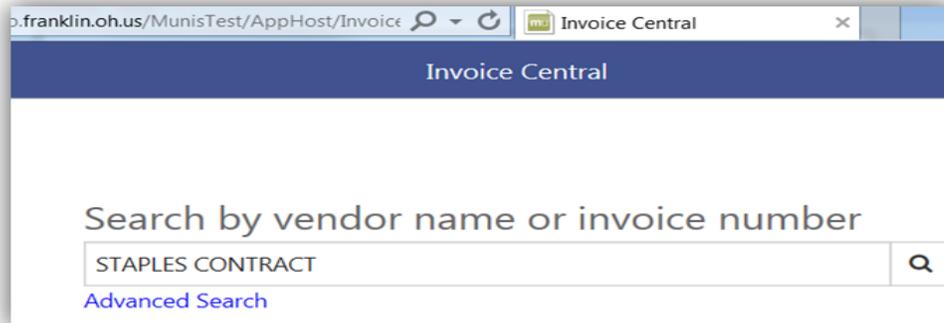
Invoice Central is a centralized location that will allow you to view all information related to invoices. You also have the option within Invoice Central to export information into Excel, and send emails.

In order to open Invoice Central, please login to Munis and choose the following from the drop down: Financials/Accounts Payable/Invoice Inquiry and Reports/Invoice Central. This will take you directly to Invoice Central using internet browser.



**SEARCHING FOR INVOICES BY VENDOR NAME OR INVOICE NUMBER**-From here you will be able to search for an invoice either by vendor name or invoice number. Please type in this information and hit enter or click on the magnifying glass.

## SEARCH BY VENDOR NAME



Based on the information you entered, you will be provided with a list of invoices. Please choose the invoice you would like to view by clicking on it directly, or you can advance your search by clicking advanced in the top left corner.

Invoices: 1000		
338815885 OFFICE MATERIALS AND SUPPLIES STAPLES CONTRACT & COMMERCIAL INC PAID, Gross Amount: \$391.99	3388222791 OFFICE MATERIALS AND SUPPLIES STAPLES CONTRACT & COMMERCIAL INC PAID, Gross Amount: \$8.94	3388310024 INVOICE #3388310024 STAPLES CONTRACT & COMMERCIAL INC PAID, Gross Amount: \$84.79
3388515164 FURNITURE AND APPLIANCES <\$5, STAPLES CONTRACT & COMMERCIAL INC PAID, Gross Amount: \$1,429.51	3388515167 OFFICE MATERIALS AND SUPPLIES STAPLES CONTRACT & COMMERCIAL INC PAID, Gross Amount: \$28.84	3385774767 OFFICE SUPPLY 08/03 STAPLES CONTRACT & COMMERCIAL INC PAID, Gross Amount: \$1,204.57
3386133722 OFFICE SUPPLY 08/04 STAPLES CONTRACT & COMMERCIAL INC PAID, Gross Amount: \$140.04	3386498277 OFFICE FURNITURE 08/09 STAPLES CONTRACT & COMMERCIAL INC PAID, Gross Amount: \$234.45	3386498278 OFFICE SUPPLY 08/09 STAPLES CONTRACT & COMMERCIAL INC PAID, Gross Amount: \$5,291.72
3386498279 OFFICE SUPPLY 08/09 STAPLES CONTRACT & COMMERCIAL INC PAID, Gross Amount: \$24.38	3386898091 OFFICE SUPPLY 08/14 STAPLES CONTRACT & COMMERCIAL INC PAID, Gross Amount: \$132.44	3387175437 OFFICE SUPPLY 08/17 STAPLES CONTRACT & COMMERCIAL INC PAID, Gross Amount: \$165.33

## SEARCH BY INVOICE NUMBER

Search by vendor name or invoice number

[Advanced Search](#)

**INVOICES**

3388158865

Search Office

**Invoices: 1**

3388158865 OFFICE MATERIALS AND SUPPLIES  
STAPLES CONTRACT & COMMERCIAL INC  
PAID, Gross Amount: \$391.99

**ADVANCED SEARCH**-From here you can search for an invoice by using any information you may have. After you have entered the information, please click search. If you want to save this search for future reference, please click save and this will be added to My Searches at the top of the screen.

**Advanced Search** My searches

[Clear search criteria](#)  Startup search

Invoice Number <input type="text" value="3388158865"/>	Year <input type="text"/>
Vendor <input type="text"/> <input type="button" value="v"/> <input type="checkbox"/>	Period <input type="text"/>
Voucher <input type="text"/>	Warrant <input type="text"/>
Department <input type="text"/> <input type="button" value="v"/> <input type="checkbox"/>	Batch <input type="text"/>
Invoice Date Range <input type="text" value="All"/> <input type="button" value="v"/>	Work Order Number <input type="text"/>
Due Date <input type="text" value="Equals"/> <input type="button" value="v"/> <input type="button" value="Calendar"/>	PO Number <input type="text"/>
Posted Status <input type="text"/>	Contract Number <input type="text"/>

If any invoices have been found, this will show on your screen. Please click on the box in order to select it. If you cannot locate your invoice, you may need to change your search and try again.

**INVOICE**-You can view details regarding the invoice that was entered.

GENERAL		AMOUNTS		DATES	
Purchase Order 84312017	Department 43-CRIM-ADLT TRIAL	Gross	391.99	Invoice	09/10/2018
		Discount	0.00	Due	09/10/2018
		Tax	0.00	Discount	no data
Contract no data	Voucher 119580	Net	391.99	Received	09/10/2018

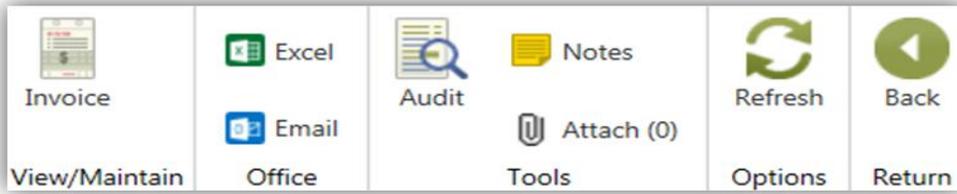
**PAYMENT DETAILS**-By clicking on the payment tab you will find the payment details for this specific invoice.

GENERAL				ADDRESS
Payment Method EFT	Check Number 483150	Check Status Printed	Clear Date no data	no data
Cash Account 9999 101000	Warrant 0912ACH1	Check Date 09/14/2018	Check Amount \$12,701.63	

**INVOICE DETAILS**-These are the additional details regarding the invoice that was entered.

Description	Line	Org	Obj	Proj	1099 Code	Amount
+ OFFICE MATERIALS AND SUPPLIES	1	10430700	530101			391.99

**ADDITIONAL TOOLS**-There are some tools at the top that can be used to export information into Excel, email, refresh your screen, or go back to the previous screen. At this time, we are not set up to attach anything to Munis, so you cannot view attachments.



**EXCEL**-If you click on the EXCEL icon it will export all information you are viewing into a spreadsheet.

Invoice Number	Posted	Status	Vendor	Document	Description
<a href="#">3388158865</a>	True	PAID	STAPLES CONTRACT & COMMERCIAL INC	20202019	OFFICE MATERIALS AND SUPPLIES

**EMAIL**-If you click on the EMAIL icon, it will bring up a new email that you can complete and send. It will provide information on what you would like another Munis employee to view and it will provide the link and take you to the exact location. This can be a great tool when needing to show another Munis employee what you are looking at or where information is located.

To...  
 Cc...

Subject: Please review this MUNIS - Invoice Central record

Invoice Central record of invoice: 3388158865 OFFICE MATERIALS AND SUPPLIES

<http://audmunitest.co.franklin.oh.us/MunisTest/AppHost/invoicecentral/#/?e=PkQ1C7rrBT0NVBXCSeum9JAep4ofj%252BrxsLJ1e7xn3Ps%3D>