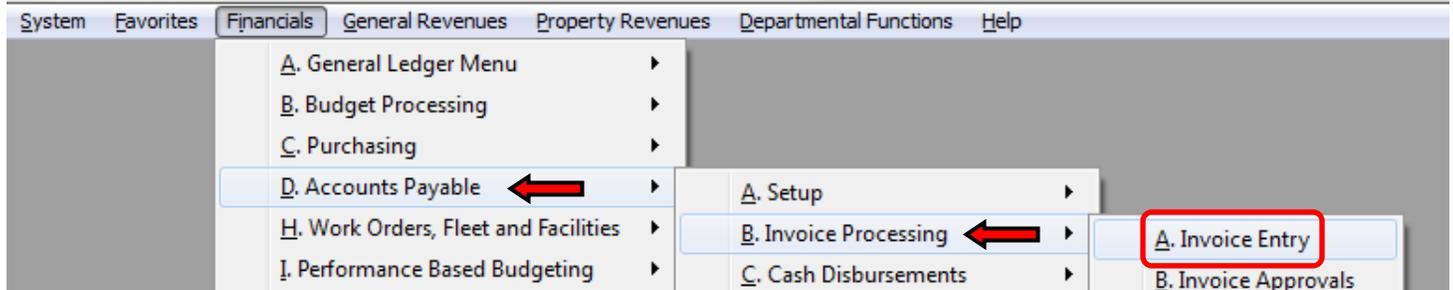


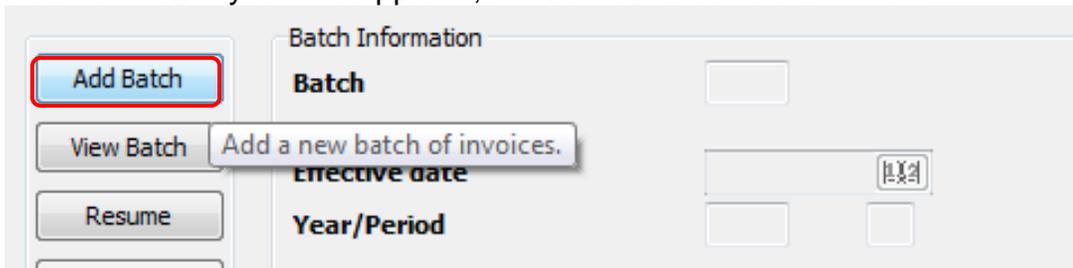
KEYING A CREDIT MEMO IN MUNIS

Follow the instructions for keying an Invoice in Munis, but incorporate these supplementary guidelines in order to process a Credit Memo. Remember, a second, larger amount owed invoice must be keyed into Munis at the same time, within the same batch as the Credit Memo. Munis allows negative amounts to be entered into the system, but those invoices cannot be processed for payment unless a final positive amount owed exists.

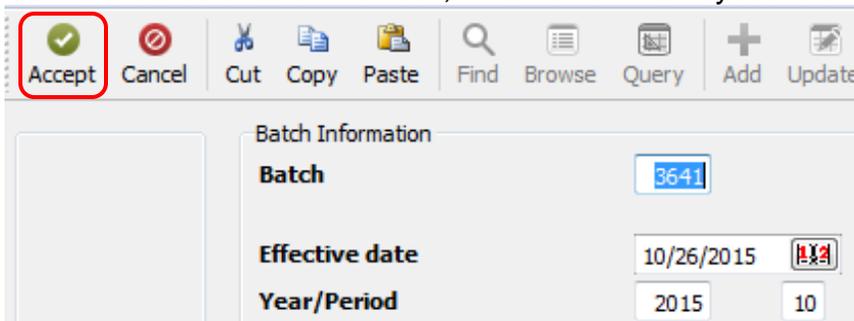
Click FINANCIALS on the toolbar; Scroll to ACCOUNTS PAYABLE; Scroll to INVOICE PROCESSING; Double Click INVOICE ENTRY



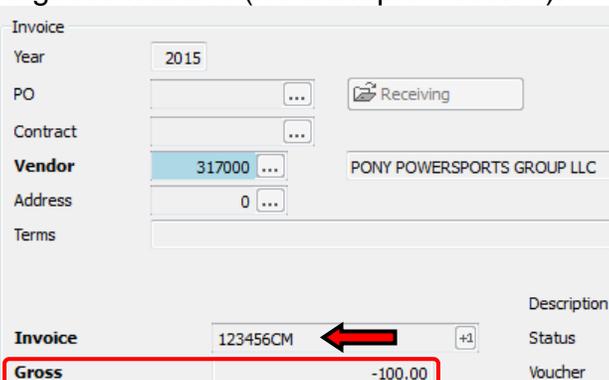
The Invoice Entry screen appears; click Add Batch on the sidebar.



MUNIS creates a batch number; hit enter on the keyboard or click the checkmark on the toolbar.



Key the Credit Memo data without using a PO number; enter the vendor number and verify the Remit Address reflects 0. If an Invoice Number has been referenced by the Vendor, please enter it into the Invoice Field followed by CM (for example: 123456CM). If one wasn't provided, create one to help in identifying the original invoice. Tab to the Gross field and key the amount of the credit by utilizing a negative number (for example: -100.00).



The Credit Memo Information screen appears. If your agency requires the original data be keyed into the system for tracking purposes, enter the original invoice by clicking the magnifying glass on the toolbar and then hit enter on the keyboard or click the green check mark on the toolbar. Click Return on the sidebar after keying the data or if the information isn't an agency prerequisite for the credit memo.

The Invoice Entry screen reappears; tab to the Description field and type in data that will assist the vendor in crediting the proper account. Ensure that Separate check has not been selected and continue tabbing to input the Org, Object and Proj code, if necessary. *Note: The Org, Obj, Proj data will populate if the Credit Memo Screen is completed.* Reenter the Credit Amount in the Inv Amount Field and continue tabbing until that amount is reflected at the bottom of the screen

Line	Org	Object	Proj	PO	Inv amount	1099	A	Bud	Work order
1	25130800	553000	13FED		-100.00		N	1	

Hit enter on the keyboard or click the green check mark on the toolbar; the credit memo has been entered into the system. Additional invoice(s) should now be added to this batch to total a positive amount owed to the vendor.