## **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

<u>S</u> ystem	<u>Favorites</u>	Financials	General Revenues	Property Rev	enues	Departmental Functions	<u>H</u> elp			
		<u>A</u> . Ge	eneral Ledger Menu	,						
		<u>B</u> . Bu	udget Processing	•	10					
		<u>С</u> . Ри	urchasing	•						
		<u>D</u> . Ac	counts Payable	, in the second		<u>A</u> . Setup	+			
		<u>H</u> . W	ork Orders, Fleet and	d Facilities 🔹 🕨	·	B. Invoice Processing	<b>←</b> →	A. Inv	voice Entry	
		<u>I</u> . Per	formance Based Buo	lgeting 🔹 🕨		C. Cash Disbursements	s 🕨	<u>B</u> . Inv	voice Approvals	
The Inv	The Invoice Entry screen appears; click Add Batch on the sidebar.									
		Ва	tch Information							
Ac	dd Batch	Ba	atch		[					
View Batch Add a new batch of invoices.						132				
F	lesume	Ye	ear/Period		ĺ					
			, number bit e	where an th		بالممعط معمانماد الم		مم براد مم	uha taalhar	

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

Accept Oancel	∦ Cut	Copy	🖺 Paste	Q Find	III Browse	Lange Constant and	Add	Update
	Ba	atch Info atch	ormation			3641	1	
	E	ffective	e date			10/26	/2015	<b>11</b>
	Y	ear/Pe	riod			2015	5	10

Key the Credit Memo data <u>without using a PO number</u>; 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).

Invoice			
Year	2015		
PO		Receiving	
Contract			
Vendor	317000	PONY POWERSPORTS	GROUP LLC
Address	0		
Terms			
			Description
Invoice	123456CM	+1	Status
Gross		-100.00	Voucher

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

Invoice								
Year								
PO		🖼 Re	ceiving					
Contrac	t							
Vendo	r 🗍	317000 PONY P	OWERSPORTS	GROUP LLC				
Address	•	0			5370 WESTERVI	LE RD		
Terms								
						WESTERVILLE		OH 43081-8939
				Description	FAULTY EQUIP RET	URNED SEPT 2015		
Invoice	2	123456CM	+1	Status	Α			
Gross		-100	.00	Voucher	154489	Department		Separate check
Discount	t date	1.73		Warrant		Work Order		Include documentation
Discount	t basis		.00			WO Task	0	
Discount	t %	.000		Invoice date	10/26/2015 분실의	Allocation	0	
Net amo	ount	-100	.00	Received date	10/26/2015 분분의	Requisition		
Paymen	t method	Normal	Ŧ	Due date	10/26/2015 분분의	Liq Method	-	Comments
Check/V	Vire	+1	1.1.2	]				Retainage ( .00)
Account	ts							
Line	Org	Object	Proj	PO	Inv amount	1099	A Bud V	Vork 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.