KEYING AN INVOICE IN MUNIS

Click FINANCIALS on the toolbar; Scroll to ACCOUNTS PAYABLE; Scroll to INVOICE PROCESSING: Double Click INVOICE ENTRY System Favorites Financials General Revenues Property Revenues Departmental Functions Help A. General Ledger Menu B. Budget Processing C. Purchasing D. Accounts Payable A. Setup ۲ H. Work Orders, Fleet and Facilities ۲ B. Invoice Processing A. Invoice Entry I. Performance Based Budgeting ۲ C. Cash Disbursements ۲ B. Invoice Approvals J. Student Activity ۲ D. Vendor Processing C. Modify Invoices The Invoice Entry screen appears; click Add Batch on the sidebar. Batch Information Add Batch Batch Add a new batch of invoices. View Batch 1.34 Effective date Resume Year/Period

MUNIS creates a batch number; hit enter on the keyboard or click the checkmark on the toolbar. 0 ж FB, Q 囡 ÷ Accept Cancel Cut Copy Paste Find Query Browse Add Batch Information Batch 2418

Enter the Purchase Order Number. If paying by Direct Voucher or Blanket PO, key the specific vendor number. Confirm that the Remit Field reflects "0" unless directed otherwise by Auditor's Office personnel.

	Invoice		
View Address	Year	2015	
Journal Info	PO	52113010 🗃 Receiving	
	Contract		
	Vendor	801527 STAPLES ADVANTAGE	
	Address	<u> </u>	
	Terms		

Tab to the Invoice field. **Always** key the invoice number provided by the vendor. If an invoice number is not given, the field will accept numbers, letters, and characters. Tab to the Gross Amt field and type the amount owed. Tab to the Description field and key info to help identify your agency's payment. The Separate Check field may be selected for invoices that necessitate a distinct payment from your agency (ie. Utilities).

<u>PLEASE NOTE</u> All invoices must include a <u>UNIQUE IDENTIFIER</u>; for example: account name, account number, case number or phone number. Failure to include a unique identifier, either in the Invoice field or the Description field will result in the invoice being deleted and returned for revision.

Invoice													
Year	2015												
PO	521130	10 .	••	🔁 Receivin	Ig	Open amount	t	53.68					
Contract]										
Vendor	80	1527		STAPLES AD	VANTAGE					ATTN SONJA E	BARKLEY AR SPRVS	ર	
Address		0								300 ARBOR L	AKE DR]
Terms]							
										COLUMBIA		SC	29223-4582
						Description	AUDI	TORS OFC SEP	PT 2015	5 (—			
Invoice		25896347	L		+1	Status	Α						
Gross				50.00		Voucher	1433	41	Depa	artment	32113		Separate check
Discount date			113			Warrant			Worl	k Order]	Include document
Discount basis				.00					WO	Task			
Discount %		.000				Invoice date	10/20	/2015 👫	Alloc	ation	0		
Net amount				50.00		Received date	10/20	/2015 👫	Requ	uisition	52113010		<u>RFC (0)</u>

Continue tabbing through the remainder of the fields until the Liquidation by Line screen appears. To liquidate the Purchase Order, select Modify from the sidebar on the left.

	Invoid	e Informatio	n			
Full Liquidate	Vende	or 801527	STAPLE	S ADVA	NT/	AGE 🛛 🗸 Close PO when fully liquida
Modify						Net invoice amount
Continue	Modify th	e liquidatio	n detail fo	r the c	urr	ent invoice. (M)
	Purch	ase order line	es			
Add PO	PO		Year	Line		Line Description
PO Inquiry		50110010	2015			OFFICE SUPPLIES
PO Status		52113010	2015		1	

Tab to the Liq Amount field and enter the dollar amount; continue tabbing through the fields until the dollar amount appears in the Total Liq Amount field. Confirm the data on the screen is correct and hit enter or click the green check mark on the toolbar.

-Invoic Vendo	e Informatio r 801527	STAPLE	S ADVANT	TAGE 🗸 Close	e PO when fully	y liquidating						
Invoid	e 2589634	71		Net invo	ice amount		50.00					
Purch	ase order lin	es										•
PO		Year	Line	Line Description			Open Qty		Open Amt	Recv Qty	Liq Amount	Inv Amount
	52113010	2015	1	OFFICE SUPPLIES	5	A 		1.00	53.68	0.00	50.00	50.00
_									PC) open amount NOT	including sales and use tax	1
Total	iq amount		50).00 Total	inv amount		50.00				·	·
Sel	ect Co	ontinu	ue or	n the side	bar.	Full Liqu Mod	uidate ify nue					

The Invoice Entry screen reappears, confirm that the data is correct and hit enter or click the green check mark on the toolbar.

Year	2015			_					
PO	52113010	[🗃 Receiving	Open amount	53.68				
Contract									
Vendor	801527		TAPLES ADVANTAGE			ATTN SONJ	A BARKLEY AR SPRVS	R	
Address	0]				300 ARBOR	LAKE DR		
Terms									
						COLUMBIA		SC	29223-4582
				Description	AUDITORS OFC SER	PT 2015			
Invoice	25896	53471	+1	Status	Α				
Gross			50.00	Voucher	143341	Department	32113		✓ Separate check
Discount date		113		Warrant		Work Order			Include documentation
Discount basis			.00			WO Task	0		
Discount %		.000		Invoice date	10/20/2015 분분위	Allocation	0		
Net amount			50.00	Received date	10/20/2015 분홍취	Requisition	52113010		
Payment metho	d EFT		T	Due date	10/20/2015 변화	Liq Method	Line 👻		Comments
Check/Wire		+1	1.1.2						Retainage (.00)
Accounts [ine Items								
Line Org		Object	Proj	PO	Inv amount	1099	A Bud	Work of	order
				E2112010		50.00 T	NI 1		



Repeat the process until all the invoices have been entered into MUNIS. Then click on File and scroll to Exit on the toolbar.

File	<u> </u>	lools	<u>H</u> elp
0	<u>A</u> ccept		Return
0	<u>C</u> ancel		Esc
•	<u>O</u> utput		Ctrl+P
ð,	<u>D</u> isplay		
人	<u>P</u> DF		
•	P <u>r</u> int		
•	<u>S</u> ave		
8	<u>E</u> xit		

To print the Invoice Entry Proof List, select Sort from the sidebar on the left.



The Options box appears; select #3 Vendor Alpha and click OK.

Choose an option © 1 Voucher/Order of Entry
💿 2 Vendor Number
③ 3 Vendor Alpha
Ø 4 Vendor Type
OK Cancel

Click File on the toolbar and scroll to Output.



The Output Options box appears; check the box next to Include address line and remove any other checkmarks. Hit enter or click the green check mark on the toolbar.



The Output box appears; select Local Printer or your default printer and click OK.

Munis printer	
Isocal printer	
Save	
O PDF	
Display	
Depart tille	
Report title	1
Report title INVOICE ENTRY PROOF LIST	
Report title INVOICE ENTRY PROOF LIST	OK Cancel

The Print box will appear, ensure you've selected the correct printer and Click Print.

Select Printer	
🛃 Add Printer	🍓 hp LaserJet 1320 series UPD PC
AUDRFIS2 on fcdcps01	licrosoft XPS Document Writer
AUDRFIS2 on fcdcps01.co.franklin.oh.us	📽 Xerox Phaser 3250
	>
Status: Ready	Print to file Preferences
Location: 21st Admin IP 10.100.21.12	
Comment: SAVIN C9145 PCL 6	Find Printer
Selection Current Page	Number of copies: 1
C Pages: 1	Collate
Enter either a single page number or a single page range. For example, 5-12	
	kint Canaal Applu
	nnt cancel Apply

The batch is complete. Please review the Invoice Entry Proof List report for accuracy prior to delivering the batch to Fiscal Services for processing.