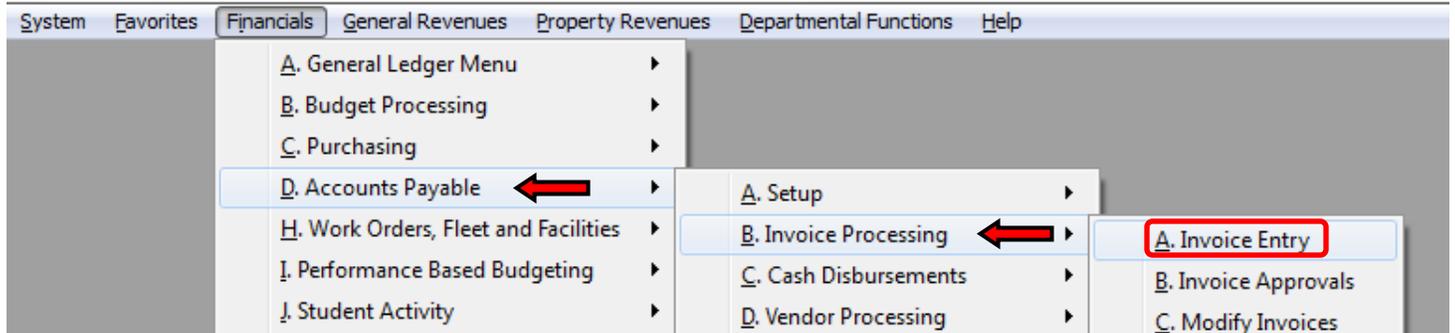
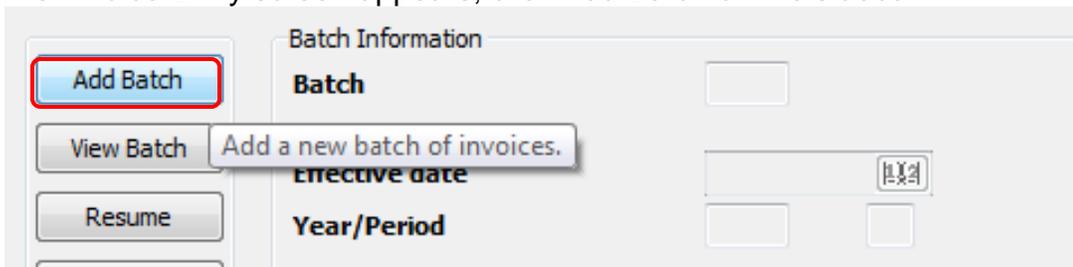


KEYING AN INVOICE IN MUNIS

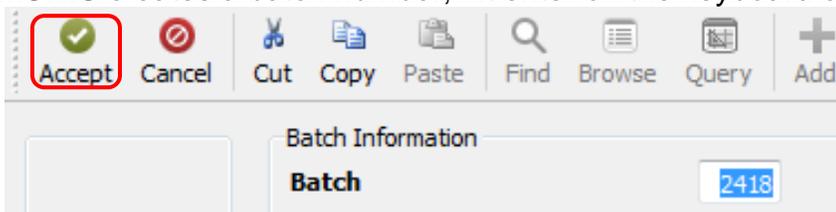
Click FINANCIALS on the toolbar; Scroll to ACCOUNTS PAYABLE; Scroll to INVOICE PROCESSING; Double Click INVOICE ENTRY



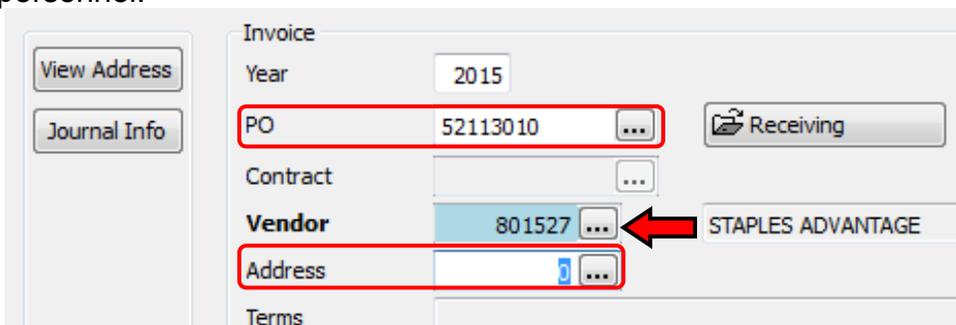
The Invoice Entry screen appears; click Add Batch on the sidebar.



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



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.



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).

****PLEASE NOTE**** All invoices must include a UNIQUE IDENTIFIER; 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 52113010 Receiving Open amount 53.68
Contract
Vendor 801527 STAPLES ADVANTAGE ATTN SONJA BARKLEY AR SPRVSR
Address 0 300 ARBOR LAKE DR
Terms COLUMBIA SC 29223-4582
Description AUDITORS OFC SEPT 2015
Invoice 258963471 Status A
Gross 50.00 Voucher 143341 Department 32113 Separate check
Discount date [X] Warrant Work Order
Discount basis .00 Invoice date 10/20/2015 [X] Allocation 0
Discount % .000 Received date 10/20/2015 [X] Requisition 52113010 RFC (0)
Net amount 50.00

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.

Invoice Information
Vendor 801527 STAPLES ADVANTAGE Close PO when fully liquidating
Net invoice amount
Purchase order lines

PO	Year	Line	Line Description
52113010	2015	1	OFFICE SUPPLIES

Full Liquidate
Modify
Continue
Add PO
PO Inquiry
PO Status

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.

Invoice Information
Vendor 801527 STAPLES ADVANTAGE Close PO when fully liquidating
Net invoice amount 50.00
Invoice 258963471

PO	Year	Line	Line Description	Open Qty	Open Amt	Recv Qty	Liq Amount	Inv Amount
52113010	2015	1	OFFICE SUPPLIES	1.00	53.68	0.00	50.00	50.00

Total liq amount 50.00 Total inv amount 50.00
PO open amount NOT including sales and use tax

Full Liquidate
Modify
Continue

Select Continue on the sidebar.

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

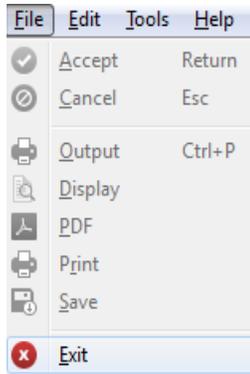
Invoice Entry screen showing details for Year 2015, PO 52113010, Vendor 801527 (STAPLES ADVANTAGE), and Invoice amount 53.68. The 'Line Items' table shows one line item with an amount of 50.00.

Line	Org	Object	Proj	PO	Inv amount	1099	A	Bud	Work order
1	10210700	530101		52113010	50.00	1	N	1	

If you have more invoices to enter click the Plus Sign icon on the toolbar.



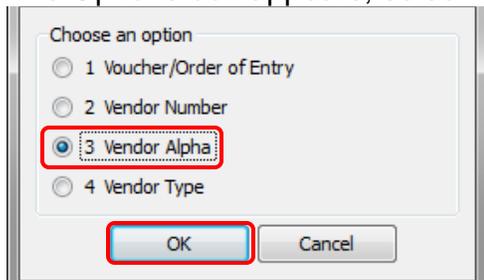
Repeat the process until all the invoices have been entered into MUNIS. Then click on File and scroll to Exit on the toolbar.



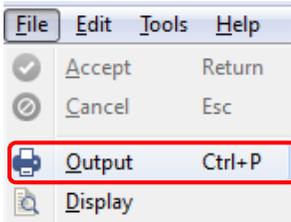
To print the Invoice Entry Proof List, select Sort from the sidebar on the left.



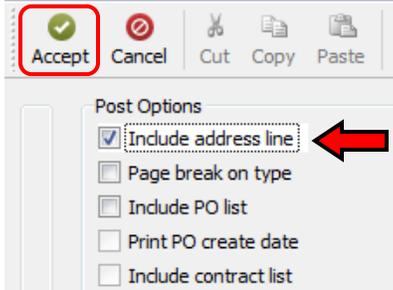
The Options box appears; select #3 Vendor Alpha and click OK.



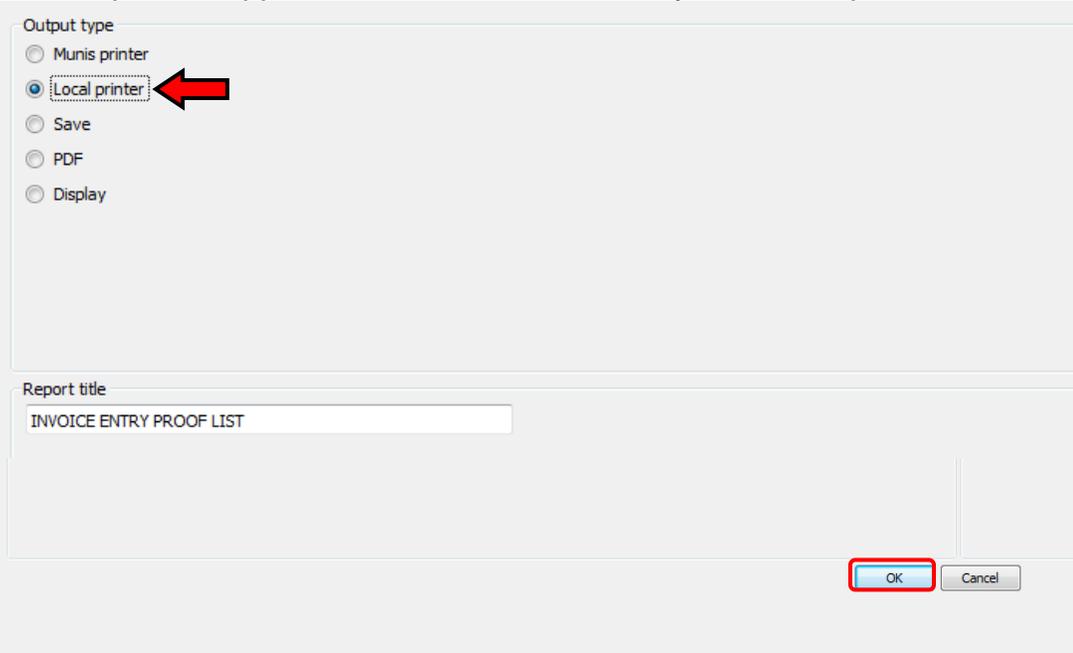
Click File on the toolbar and scroll to Output.



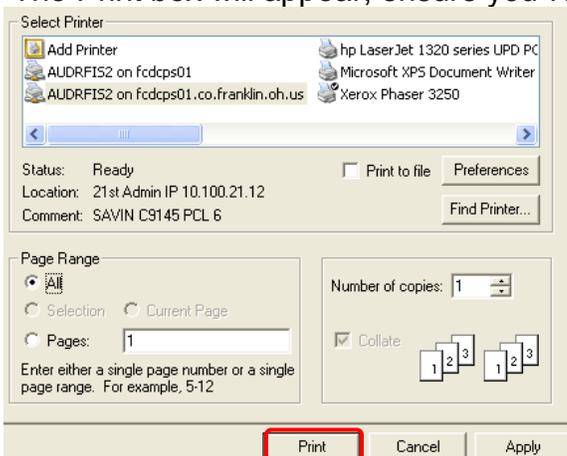
The Output Options box appears; check the box next to Include address line and remove any other checkmarks. Hit enter or click the green check mark on the toolbar.



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



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



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