

Objective

This document provides step-by-step instructions on how to enter an invoice into MUNIS. This document is intended for Intermediate MUNIS users that already have a basic knowledge of the MUNIS Invoice Entry process.

Overview

When you choose to enter an invoice into MUNIS, you are requesting that funds be set aside to pay for items already purchased or for services that will be provided in the future. After the invoice is entered, funds are set aside in the GL account. Once the invoice has gone through the approval process, the necessary steps can be completed to create a check to be sent to the Vendor to pay for goods or services rendered.

Prerequisites

Before you can successfully use this feature, you must ensure that the necessary parameters and codes are in place. If parameters and codes are not set up, or not set up correctly, you may need to contact your MUNIS System Administrator or Department Manager to have them updated or added into the MUNIS system.

- Vendor that you wish to pay must exist in Vendor File Maintenance
- AP Parameters must be completed
- Cash account and Accounts Payable account must exist in the General Ledger
- Need invoice number and other information regarding purchase
- GL account to be charged for this invoice

Procedure

Use the following steps to...:

1. Open the AP Invoice Entry/Proof program.
Financials > Accounts Payable > Invoice Processing Menu > Invoice Entry/Proof

The screenshot shows the 'AP Invoice Entry - MUNIS [8.1] Virtual Server - Train 08/27/2010' window. The interface includes a menu bar (My, File, Edit, Tools, Help), a toolbar with various icons, and a main workspace. On the left, a vertical sidebar contains buttons: Add Batch, View Batch, Resume, Release, Approvals, Output Post, CHECK RUN Pst, Sort, Invoice Find, Quick Entry, Group Entry, Change Yr/Per, Single Check, Voucher Print, and Update CHECK RUN. The main workspace has fields for: Batch (text box), Fund (text box with dropdown arrow), Cash account (three text boxes with dropdown arrows), CHECK RUN (text box), Due date (text box with calendar icon), Effective date (text box with calendar icon), Year/Period (two text boxes), Invoice count (text box), Amount total (text box), and Vendor hash (text box). Below the Vendor hash field is a checked checkbox labeled 'Released'. At the bottom left, a status bar says 'Add a new batch of invoices.' and at the bottom right is an 'OVR' button.

2. On the MUNIS toolbar, click Add Batch
3. Enter the following for the fields in order to complete the batch header...

Field	Description
Batch	This is a number assigned to identify the batch. The system assigns this number according to the default value in AP Parameters, but you can change this. After a batch is posted, the batch number may be reused. The Batch box is only accessible when you are adding a new batch.
Fund	This is the fund to be used with this batch. The default value for the fund is the fund established in AP Parameters, but you can change this. However, before changing a default fund

	value, verify that your new selection is valid by contacting the appropriate financial contact for your organization. Expense accounts may be outside of this fund; MUNIS programs make due to/due from entries using the balance sheet accounts in Due To/Due From FM when the Cash Disbursements Journal is posted.
Cash Account	This is the cash account used to pay invoices entered in a batch. The account that initially appears in the field is retrieved from Fund Attributes FM on the General Ledger Set Up/Chart of Accounts menu when you enter data into the Fund box. You can change this here, or on an invoice-by-invoice basis during Invoice Entry/Proof. However, before changing a default cash account value, verify that your new selection is valid by contacting the appropriate financial contact for your organization. You can use the same check number for multiple wire transfers within the same batch. For this to occur, the Cash Account, Warrant, Vendor, and Check/Wire Date fields must be the same for every invoice with the same check number. When the invoices are posted, one cash disbursement record is created for every invoice with the same wire number. If your organization uses the full account entry method, you must enter the full general ledger account number; if your organization uses the org/object account entry method, enter the org code, object code, and project code (if applicable).
Warrant (Check Run)	This is the warrant number assigned to invoices in the batch. The warrant number can be up to eight alphanumeric characters. The warrant number is optional.
Due Date	This is the due date for the invoices in the batch. The due date becomes the key for selecting invoices to be paid on a specific check run when the warrant number is blank. The default value for the due date is the date that the invoice is entered.
Effective Date	This is the date the invoice affects the general ledger. The default value in this date is the current date, but you can change this.
Year/Period	This is the fiscal year and period for the batch. The default values originate in GL Parameter FM for all invoices entered into the batch. However, you can change this on the header of any invoice if you have appropriate permissions. The year may be the current, next, or last year if general ledger year-end closing has occurred. If you enter last year, the program automatically enters period 13.
Enable TCM Invoice Barcode Label Printing	This check box directs the program to print Tyler Content Manager barcode labels on the invoice.
Invoice Count	This is the total number of invoices in the current batch.

Amount Total	This is the total amount of all invoices in the batch. The total amount is display only.
Vendor Hash	All vendor numbers are added together to produce a hash total, which may be used as a control number when entering a batch of invoices. By manually adding vendor numbers to all invoices and comparing that number to the vendor hash, invoices missing from the batch can be detected.

4. Tab to go to the next screen:

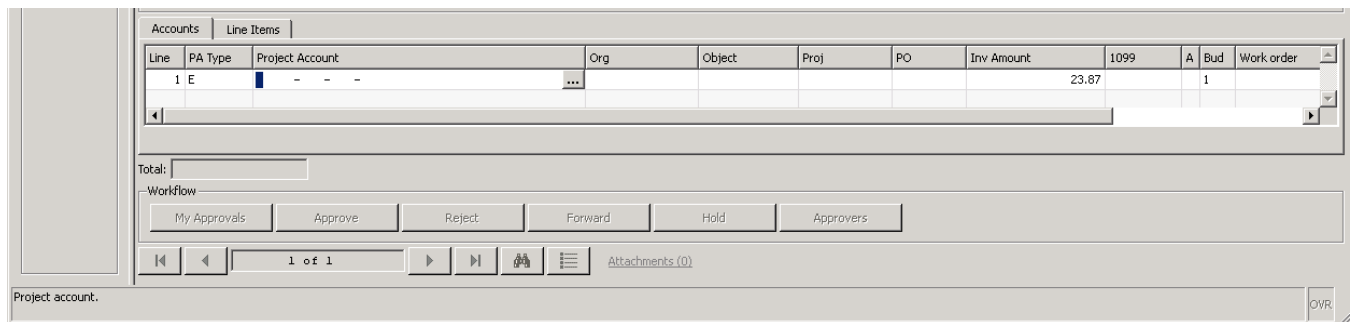
This is the invoice header, the invoice entry screen is divided into two parts, the header and detail screen. The header contains information pertaining to the entire invoice while the detail screen contains information regarding the GL account number and amounts.

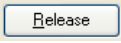
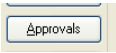
Complete the following fields in order to complete the invoice header:

Field	Action or Description
Vendor	Enter the desired vendor number or click  to search for a vendor
Remit	Enter the number for the vendors remit address or click  to see a list
Document	Defaults based on AP parameters or click +1 to retrieve next number
Invoice	Enter Invoice number or click +1 to retrieve the number
Gross Amount	Enter the gross amount of the invoice
Discount Date	Enter the date (or click calendar) invoice must be paid to receive discount
Discount Basis	Enter the amount of invoice that is subject to discount
Discount percent	Enter the percentage amount for the discount, defaults from Vendor file

Net Amount	Gross Amount of invoice less any discounts
Payment Method	Defaults to Normal
Description	Enter a brief description of the items or services purchased
Status	Defaults based on workflow set up in AP Parameters
Voucher	Defaults based on set up of AP parameters
Warrant (Check Run)	Defaults from AP batch header
Invoice Date	Enter the date from the invoice or click on calendar
Due Date	Defaults from batch header or may be changed
Dept/Loc	Enter dept code or click on 
Work Order	Enter work order number or click  to see list (if applicable)
Alloc	Enter allocation code or click  to see list (if applicable)
Req	No access, will reflect requisition number if applicable
Liq Method	Liquidation Method, defaults from AP parameter table
Separate Check	Check if a separate check is desired for this invoice
Inc Documentation	Check if documentation is to be mailed with this check
PA applied	Check if a project accounts are applied to this transaction.
Comments	Click on Comments button to add notes regarding invoice

5. Tab to go to bottom section of screen:



- Enter desired GL account code or click  to see list of accounts.
- Enter invoice amount to be charged to this account code.
- If appropriate, 1099 code will default, based upon permissions, this may be changed
- If applicable, enter Fixed Asset code here
- 1 indicates Current budget, 2 indicates Carry Forward budget
- After all information is complete Click OK/Accept  or press enter to save the invoice entry line.
- Exit the Line Detail screen by choosing File, Exit. This will take you out of the line detail back to the main invoice entry batch header information.
- You may then click on Release button  in the left column to release the batch for posting
- Click on Approvals button  in the left column to initiate approvals if workflow exists.

Results

Status Change

With workflow, a released invoice batch will have a status of H – Held. You can click on the Approvers button on each individual invoice to see who needs to approve the invoice.

Without workflow, your invoice is now approved and will have a status of A - Approved

GL Impact

The GL account will now show the invoice amount (in the Actual (Memo) field) which reduces the Available Budget amount.

Other MUNIS Modules Impact

There is no impact on other MUNIS modules by this action.

What's Next?

With Workflow, the invoice is waiting on approval.

Without Workflow, the approved invoice is output posted and a check is printed using the MUNIS Cash Disbursements process.