

GOVERNMENT OF THE VIRGIN ISLANDS

Desk Procedures



Accounts Payable

Disclaimer

Tyler Technologies, Inc. (Consultant) believes that the information described in this manual is accurate and reliable, and much care has been taken in its preparation. However, no responsibility, financial or otherwise, can be accepted for any consequences arising out of the use of this material, including loss of profit and indirect, special, or consequential damages. No warranties extend beyond the program specification.

The client should exercise care to assure that use of the software and related documentation is in full compliance with the laws, rules, and regulations of the jurisdictions in which it is used. These materials are confidential, unpublished works of Consultant. Consultant grants to the Client a royalty-free nonexclusive license to use anything created or developed by Consultant for Client contained in this manual. The license shall have a perpetual term and Client may not transfer it. Consultant shall retain all copyrights, patent rights and other intellectual property rights to this manual.

The information contained herein is subject to change. Consultant assumes no responsibility to advise clients of changes or additions.

© Tyler Technologies, Inc.
370 US Route One
Falmouth, Maine 04105
Phone 207.722.2260

Volumes

Volume GL	General Ledger and Journal Entries
Volume PA	Project/Grant Accounting
Volume BG	Budget Management
Volume RQ/PO	Requisitions / Purchase Orders
Volume CM	Contract Management
Volume AP	Accounts Payable
Volume GB	General Billing
Volume AR/CR	Accounts Receivable/Cash Receipting
Volume IN	Inventory
Volume TM	Treasury Management

Table of Contents

How to Read This Manual	2
Navigating MUNIS® Menus	3
Setting Menu Preferences.....	5
Toolbar	6
Wildcards and Other Tips.....	9
1.0 Purpose.....	11
2.0 Revision History	11
3.0 Persons Affected.....	11
4.0 Policy	11
5.0 Definitions	13
6.0 Responsibilities	13
7.0 Procedures.....	13
7.1. Invoice Entry.....	13
7.2. Departmental Invoice Approval	23
7.3. Invoice Batch Processing	25
7.4. Cash Requirements Report.....	27
7.5. Check Run Processing.....	29
7.6. Automated Checks	32
7.7. Cash Disbursement Journal	36
7.8. Voiding Checks	39
7.9. Invoice Maintenance	41
7.10. Accounts Payable Vendors	45
8.0 Appendix A: Source Codes	53

How to Read This Manual

This Manual is divided into seven sections: 1. Purpose; 2. Revision History; 3. Persons Affected; 4. Policy; 5. Definitions; 6. Responsibilities; and 7. Procedures. It is assumed that the reader has the knowledge and skill for performing basic navigation, query, print, and command functions in MUNIS.

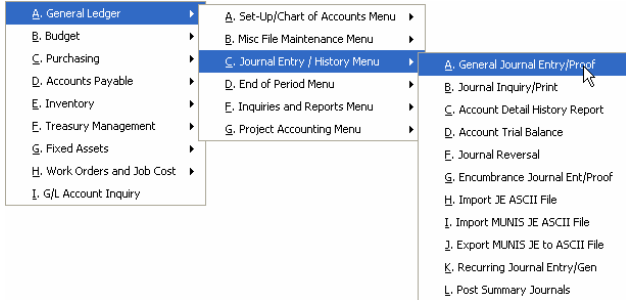
1. **Purpose** offers the reader the goal of the process itself.
2. The **Revision History** records all changes made to the document by version number, the date and the modification made. This will quickly allow the reader to know when the last revision was made, and whether the version is the most recent.
3. **Persons Affected** lists persons or groups that influence or support a policy or procedure.
4. **Policy** sections are assigned consecutive numbers so that each subsection can be identified by a following decimal. Numbering in this way will aid in future insertions of new or correcting policies.
5. The **Definition** section lists abbreviations, acronyms, and technical terms.
6. The **Responsibility** section provides a short summary of the roles and responsibilities of the individuals that will be performing the Procedures.
7. The **Procedures** section will be outlined with screen prints of the program accompanied by a description of each field.

This document will end with the copies of any forms required to support the Procedures outlined. Questions pertaining to the content of these Policies and Procedures should be addressed to:

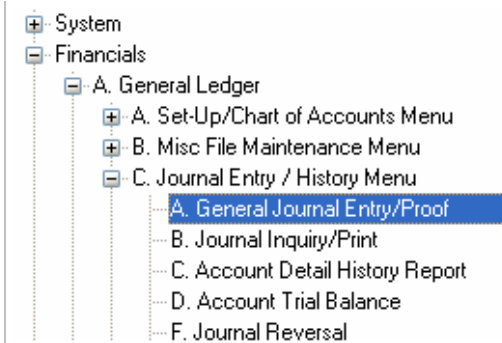
Commissioner of Finance
Government of the U.S. Virgin Islands
#2314 Kronprindsens Gade
St. Thomas, U.S.V.I. 00802
(340) 774-4750

Navigating MUNIS® Menus

MUNIS offers two preferences for displaying menus: **Pull Down** (cascading menus) and **Menu Tree**.



Pull Down Menus



Menu Tree

Each user can choose which menu structure suits their needs best. The traditional Pull Down menu behaves just as with most Windows programs. However, when navigating several nested menus deep with a Pull Down menu, as the user cascades through the menus one wrong move of the mouse might result in another attempt to select the desired program. With the Tree Menu, a selection is made by double clicking, and the menu stays open even after the selection is made. However, with the Tree Menu it consumes desktop “real-estate”. There is a third option—a variation of the tree menu—the Pop-Tree menu which allows the user to use the Tree Menu but activate it only when needed via a keyboard shortcut. Users should feel free to experiment with each option.

This manual will not visually show the selection of a program through menus for two reasons: 1) a user will have the opportunity to choose their menu preference and 2) graphically displaying menu in the manual detracts from overall reference value. This manual will utilize the following convention:

 **Financials ► (A) General Ledger ► (C) Journal Entry / History Menu ► (A) General Journal Entry/Proof**

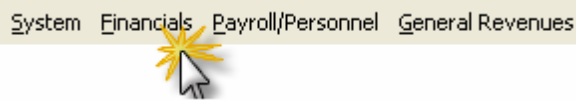
The symbol “” will be used along with the menu “path”. Each nested menu will be separated by the “►”. This manual references the letters for each menu item used at the time this manual was created. The lettering may change in subsequent releases of the software or your system administrator may make custom options.

GOVERNMENT OF THE U.S. VIRGIN ISLANDS
ACCOUNTS PAYABLE MANUAL

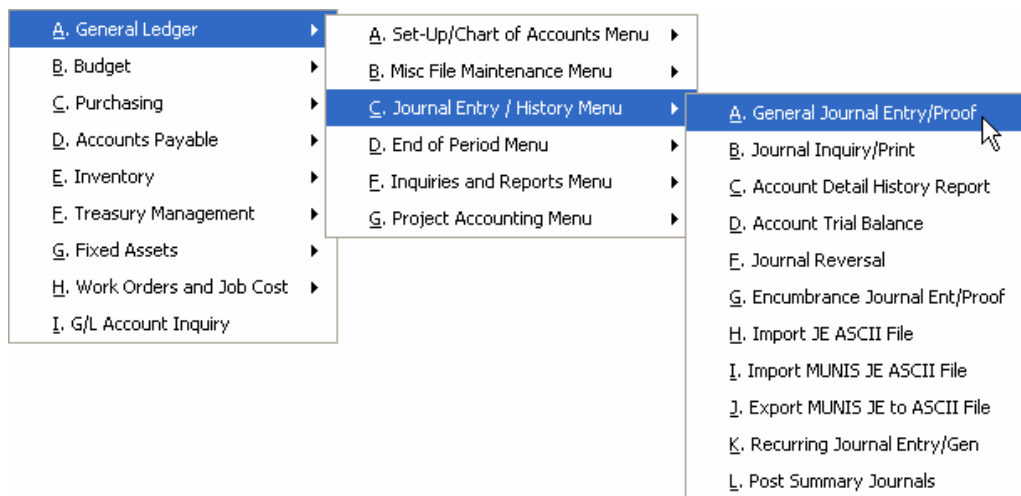
For example, will use the following navigation instruction:

 **Financials ► (A) General Ledger ► (C) Journal Entry / History Menu ► (A) General Journal Entry/Proof**

For a **Pull Down** Menu, we would:

1. Click on the Financials Menu: 

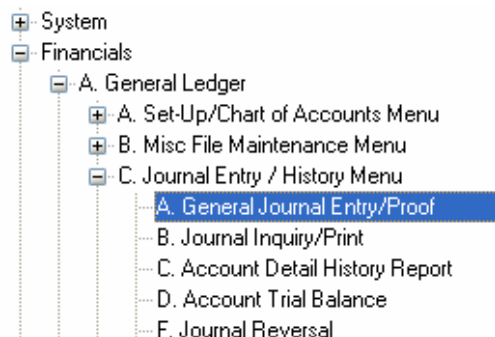
2. Then follow the menus by moving the mouse to each sub menu:



3. Finally clicking on the last instruction

For a **Tree Menu**, we would:

1. Click on the  next to Financials
2. Click on the  next to General Ledger
3. Click on the  next to Journal Entry / History Menu
4. Double Click on General Journal Entry/Proof

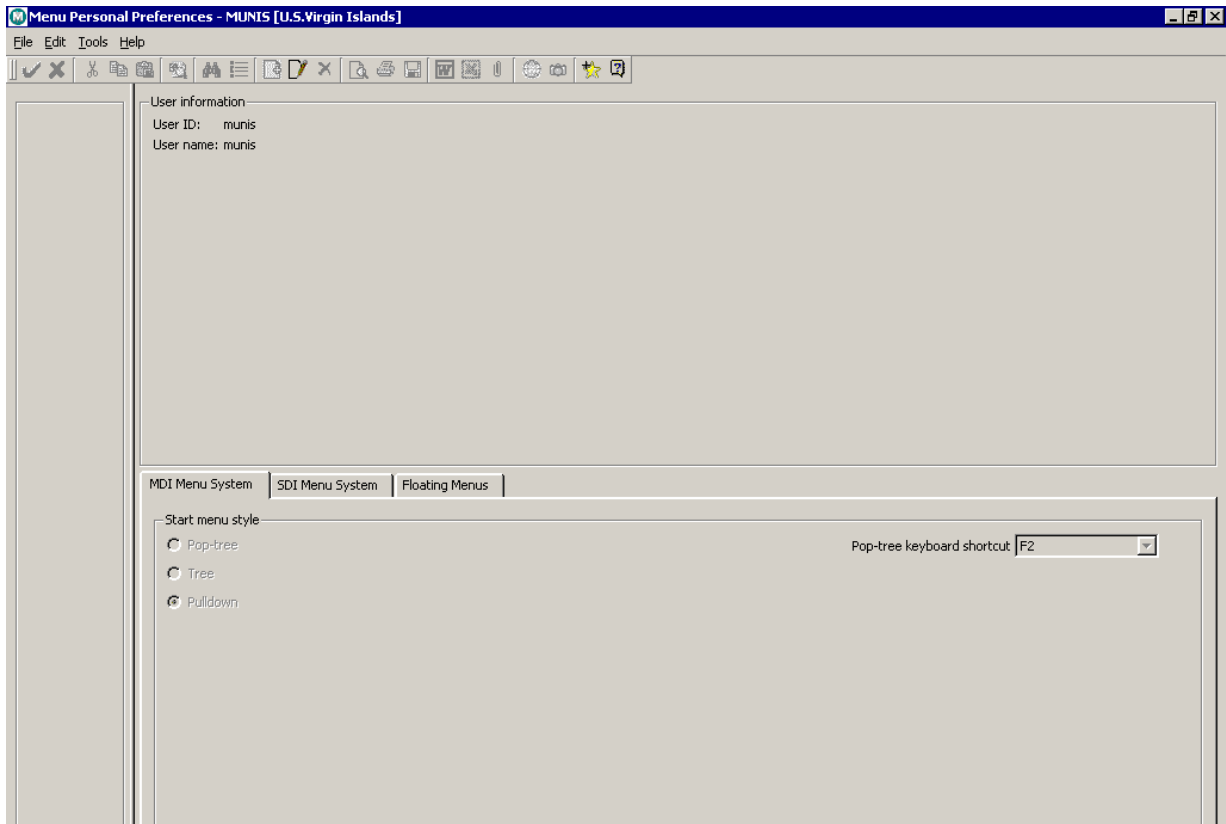


Setting Menu Preferences

1. Utilizing the preceding instructions, lets change the menu type:

 **Dept ► (R) Menu Personal Preferences**

The following will appear:



2. Select the SDI Menu System tab
3. Click on the Update  button and select the desired Start Menu Style
4. You must exist and re-enter MUNIS for the changes to take effect by:

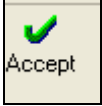
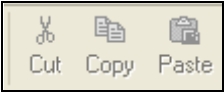
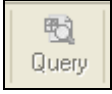
 **System ► Exit**

Toolbar

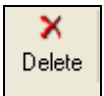
The toolbar is your primary resource for performing actions within each program. Each toolbar button/icon is described below.

• Toolbar Tips

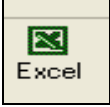
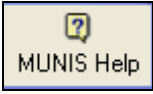
1. While in a program, hover your mouse over the toolbar button to display a brief description of its functionality and the keyboard shortcut, if one exists. Or, using your mouse right-click on an active toolbar button and select **"Enable Text"** to display a description below each icon. Right-click and select **"Enable Text"** again to disable this feature.
2. If a button is highlighted (not grayed out) that function is available for use. If a button is not highlighted, then it is currently not available.

Toolbar Button	Description of Action
	Select <i>Accept (Enter)</i> after entering all the data necessary to create a record. This button is often highlighted when adding, updating, or searching for records.
	Select <i>Cancel</i> to end an operation, such as adding or updating a record.
	<i>Cut</i> , <i>Copy</i> , and <i>Paste</i> are closely related. They are especially useful if you need to copy or cut a lot of data from a program outside of MUNIS, and paste it into a MUNIS program.
	The <i>Query Wizard</i> is used to create a query based on an expression or mathematical equation. This option assists in finding records that meet very specific criteria that cannot be defined by entering data directly into a field.
	Select <i>Find</i> to search for records in a program. <i>Find</i> , or the side menu option <i>Define</i> , is often used to create an active set of records before proceeding to another step, such as printing a report, purging records, or posting invoices, among others. Symbols may be used to further define a search in character fields .
	<i>Browse</i> is available when an active set of records exists, or after one is created using the toolbar option <i>Find</i> or the side menu option <i>Define</i> . It displays a screen listing all the records in the active set. To sort records by a column, select that column heading with your mouse. Right-click any column heading with your mouse and select columns to hide/unhide. To view a specific record in the

GOVERNMENT OF THE U.S. VIRGIN ISLANDS
ACCOUNTS PAYABLE MANUAL

	browse screen, highlight it with your mouse, and select <i>OK</i> from the toolbar. The selected record displays in the program.
	Select <i>Add</i> to enter a new record. When you select <i>Add</i>, entry fields become available with the cursor positioned in the first field. The program may place default values in fields to save you keystrokes, but often these defaults may be overridden. You can move from field to field by pressing Tab or by selecting the field with the mouse. When the cursor is in a field, helpful information displays on the bottom of the screen. Some fields have an additional Help button that lists valid field entries.
	Select <i>Update</i> to add data or make changes to existing data in a record. Data in any active field can be changed. Fields that are not active are usually part of the key to the record. The key is the field or combination of fields that uniquely identifies the record as being different from any other record. If you need to change anything in a non-active field, you must delete the record and reenter it.
	Select <i>Delete</i> to remove the record currently displayed from the program. If the record is being used by another process, you cannot delete it. Note: Once a record is deleted it cannot be recovered.
	Select <i>Display</i> to view a report onscreen. The report opens in a new window.
	Select <i>Print</i> to send a report to the current user's default printer. In most cases, this option automatically prints and does not prompt you to choose a printer or the number of copies to print. Note: This option functions differently if selected from the File menu. Instead of printing to the user's default printer; you have the option to choose which printer to send the report and how many copies to print.

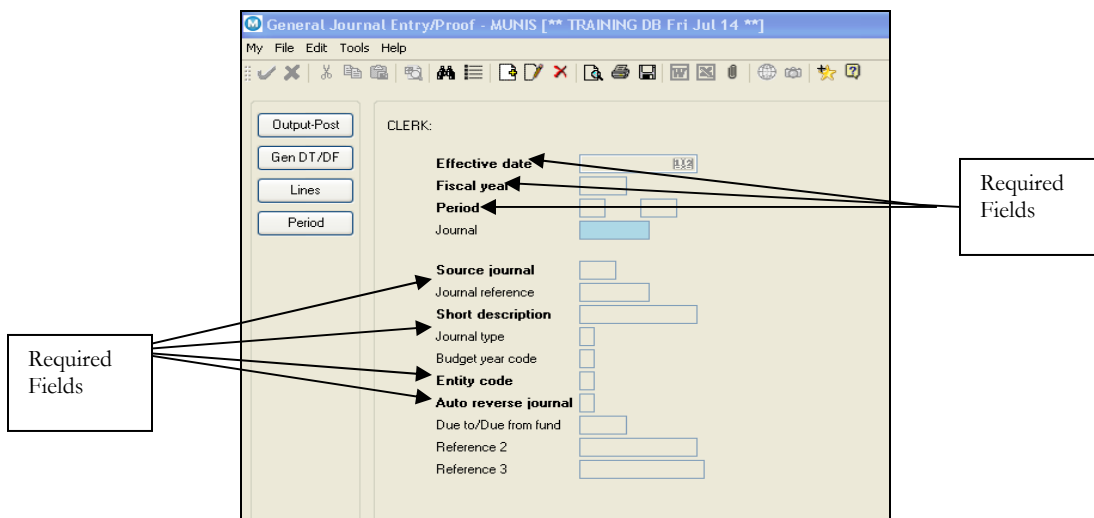
GOVERNMENT OF THE U.S. VIRGIN ISLANDS
ACCOUNTS PAYABLE MANUAL

 Spool	Select <i>Spool</i> to save a report to a file. After spooling, the report may be accessed in the System menu under Spool File Maintenance, where you may choose to display or print the report.
 Word	Select <i>Microsoft Word Export</i> to output an active set of records into Word or to create a Mail Merge. The file created during export is automatically saved in the directory where the MUNIS software is installed. The <i>Microsoft Word Export</i> is especially useful for spooled reports. This option enables you to format the report in Word prior to printing. An additional feature of the <i>Microsoft Word Export</i> is Mail Merge. This feature enables you to print professional forms, mailing labels, directories, and so on with user-defined templates.
 Excel	Select <i>Microsoft Excel Export</i> to output an active set of records in Excel format. Excel automatically opens with the data from the active set of records. This data now may be manipulated without any danger of altering any data in MUNIS. The file created during export is automatically saved in the directory where the MUNIS software is installed.
 Attach	Select <i>Attach</i> to view, add, or delete attachments or documentation related to the current record. After selecting <i>Attach</i>, select Add to attach a file, <i>Delete</i> to delete a file that has previously been attached, or with your mouse highlight and double-click a document, or select <i>OK</i>, to view the attached file.
 MapLink	<i>Maplink</i>. Not in use at this time.
 Image	<i>Image</i>. Not in use at this time.
 + Favorites	Select <i>Favorites</i> to add the current program to your favorites list. Using the favorites application from the main menu gives the use quick and easy access to the selected program.
 MUNIS Help	Select <i>Help</i> to access information about the program currently open. If not in a specific field, selecting this option opens a screen-level help window that provides help for the entire screen. If in a specific field, selecting this option opens a field-level help window that brings you to help for the specific field your cursor is in. When field-level help is accessed, you may scroll up and down to view help for the entire screen as well.

Wildcards and Other Tips

• Navigational Tips:

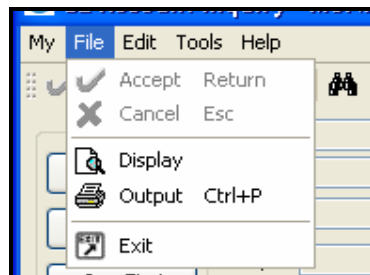
1. Use the **TAB** key to advance from one field in the program to the next field.
2. To move from the current field back, simultaneously hold down the **SHIFT** and **TAB** keys.
3. Note that fields that are in **Bold Type** are required fields, and entry of data in these fields is mandatory. The default values in required fields can be changed. Non-mandatory fields are populated based on user preference.



• When entering data in MUNIS use all CAPS:

1. MUNIS is **case sensitive**
2. John Smith should be entered as **JOHN SMITH**.
3. The Company Store should be entered as **THE COMPANY STORE**.
4. It is easier to query (find) a record when the information is in capital letters.

• To leave a program and/or to go back to the application menu choose File, then Exit as shown below:



• Wildcards characters can be used when doing a query of the database (you must choose Find



first):

GOVERNMENT OF THE U.S. VIRGIN ISLANDS
ACCOUNTS PAYABLE MANUAL

1. You are able to use a “Wildcard” character when finding data. For example, suppose you want to find all customers whose last name begins with the letter “B”. To do this, you would use the asterisk wildcard character *. By putting in “B*” in the name field, you are literally asking the system to find names that begin with “B” and may have anything else that follows the “B”. Remember that MUNIS is case-sensitive, so if you put in a lower case “b”, it may not find any records.
2. To find all records that contain the word, “BANK”, put an asterisk on both ends of the word you want to find. For instance, *BANK* would find “BANK OF AMERICA” and also “1ST NATIONAL BANK”
3. All wildcard characters are listed below.

Symbol	Description	Example of Use
*	Any combination of letters or numbers before or after	A* returns Adams, Adler, Aaron; *A* would return Aaron, Harris, etc.
>	Greater Than	>1/16/06 returns all dates greater than the date specified
>=	Greater Than or Equal To	>1/16/06 returns the specified date and all dates greater than the date specified
<	Less Than	>1/16/06 returns all dates less than the date specified
<=	Less Than or Equal To	>1/16/06 returns the specified date and all dates less than or equal to the date specified
<> or !=	Not Equal To	<>1/16/06 or !=1/16/06 returns all dates except 1/16/06
: or ..	Range	1/1/06:1/31/06 returns all dates including the beginning and ending dates
	Pipe symbol	Finds the name data items, regardless of the range. For example 1/1/06 1/10/06 1/31/06 returns only the three dates

1.0 Purpose

This Policy and Procedure document establishes guidelines for the business process by which departments can request the payment to a vendor for goods and/or services received and payments can be processed. The process begins with the submittal of an invoice for payment and ends with the maintenance of vendor records.

2.0 Revision History

Date	Revision Number	Change	Reference Section

3.0 Persons Affected

Department of Finance, Accounting Division

Department of Finance, Management Information Systems

Departments, Agencies, Divisions (e.g. Functional Units) of GVI requesting payment for goods/services

4.0 Policy

The accounts payable process covers making payments for vendor invoices, travel advances, and travel reimbursement. . Whenever possible, all vendors' invoices will be paid within 30 days and GVI will take advantage of vendor discounts where available. Departments will enter their invoices into the system via a batch process. A batch will be required for each physical bank account where checks are cut to pay vendor invoices. All batches require approval by appropriate Department or Agency personnel and Finance Accounting personnel before a check is created. The Accounts Payable Division will audit department submissions, process the invoices, create the check runs, and produce the checks for payment to vendors.

GOVERNMENT OF THE U.S. VIRGIN ISLANDS
ACCOUNTS PAYABLE MANUAL

- 4.1.1. Vendors who wish to do business with GVI must obtain a valid business license from the Department of Licensing and Consumer Affairs, and submit Form W-9 (EIN) prior to the assignment of a vendor number in the system. This information must be provided to the Department requesting the service. Details of this process can be obtained from the Vendor Maintenance manual. The business license can be scanned and attached to the Vendor file by P&P. In some cases (i.e. employee record) a business license is not required. In these cases “N/A” is used in lieu of the business license number.
- 4.1.2. Petty cash custodians, imprest fund custodian, and employees that receive stipends must be entered in the system as a vendor . In these cases “N/A” is used in lieu of the business license number.. To process these payments supporting documentation must be scanned in the invoice program (e.g. inhouse petty cash form) and the respective individual receipts..
- 4.1.3. Invoice entry is decentralized; each Functional unit should enter invoices into an Accounts Payable Invoice Entry batch upon receipt; scanning of the invoice is done at the time of entry so that the invoice images are attached to the invoice record.
- 4.1.4. All invoices must have a valid Purchase Order with the following exceptions: Petty Cash, imprest fund, uniform allowances, stipends, grant subsidies, workmen’s compensation. , meal allowances, judgements and claims. To process these exceptions supporting documentation authorizing these payments must be scanned in the invoice program. All invoices will go through the workflow process of their agency before the documents get to DOF Accounting
- 4.1.5. Invoices will be approved electronically by the Department, indicating receipt of goods and/or services. Details of the receiving process can be found in the RQ Policies and procedures Manual.
- 4.1.6. Changes to or deletion of posted invoices can only be done by DOF Accounts Payable Management with supporting documentation and prior approval from Functional units. Unposted invoices can be modified or deleted by Agency personnel. Any changes to an existing invoice will automatically restart the workflow approval process.
- 4.1.7. Invoices approved for payment are posted to the General Ledger by DOF Accounts Payable
- 4.1.8. Invoices are selected for payment based on due date, discount date, analysis of the Cash Requirements report and other criteria
- 4.1.9. Payments are made to the vendor within 30 days; preferably within a period to take advantage of vendor discounts
- 4.1.10. Checks are printed and posted to the Cash Disbursements Journal.

- 4.1.11. All open invoices must be reconciled to the accounts payable on a monthly basis. Once an invoice has been posted and has not been paid, DOF Accounts Payable will reconcile the transactions. Please refer to the Month End Reconciliation document for the reconciliation procedures.

5.0 Definitions

- 5.1.1. Check Run – a report of a "Batch" of payments (checks and mag media) to be processed in the system. The Check Run List represents the official authorization to pay.
- 5.1.2. Voucher – the grouping of vendor invoices for control purposes. A Voucher includes the form used to list the invoices and the number assigned to it.

6.0 Responsibilities

Department of Property and Procurement for custody and maintenance of the vendor file.

Departments/Agencies of GVI for entry of invoices into the system

Department/Agency Heads and Certifying Officers for approval of invoices entered into the system.

Department of Finance Accounts Payable for final approval of invoices entered into the system.

DOF Accounts Payable Division for invoice maintenance, invoice selection for payment, check runs, and related posting to the General Ledger and reconciliations.

7.0 Procedures

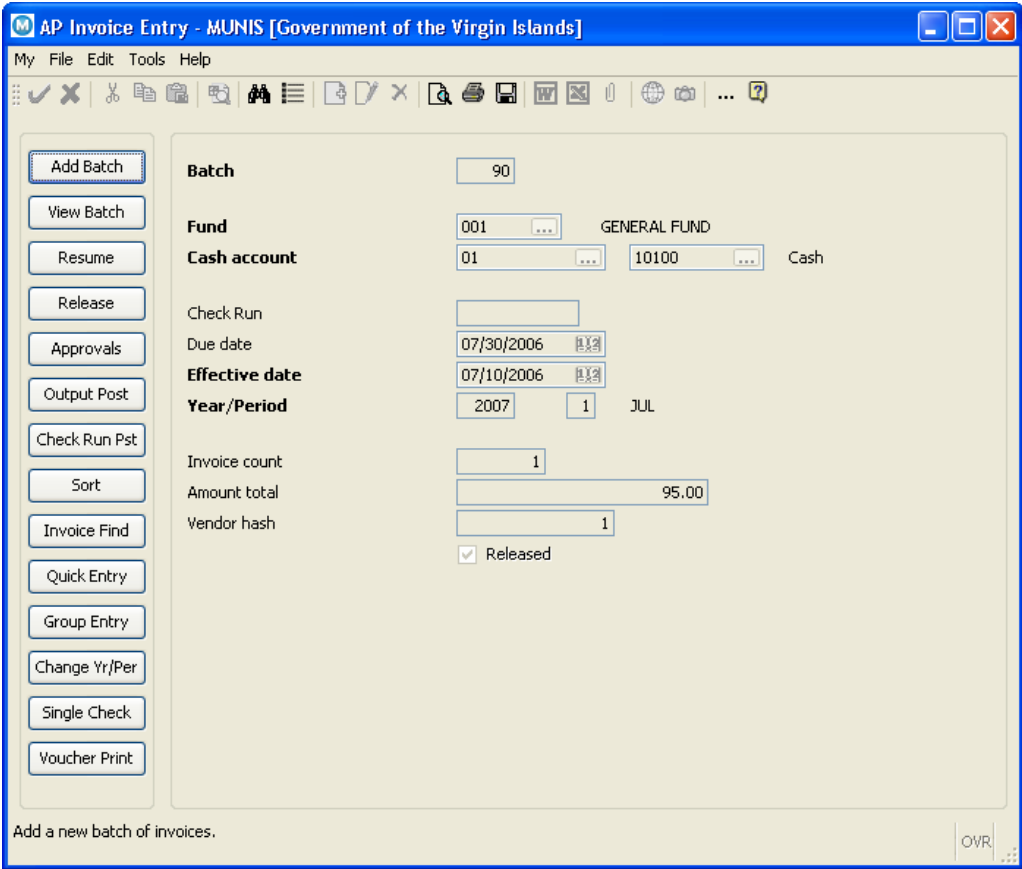
7.1. Invoice Entry

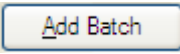
Accounts Payable will use this program to enter invoices. There are three ways to enter invoices: 1. Partial Payment on a PO (balance of amount remains encumbered); 2. Full

GOVERNMENT OF THE U.S. VIRGIN ISLANDS
ACCOUNTS PAYABLE MANUAL

Liquidation of a PO (encumbrance goes to zero and PO is closed); and 3. Direct Pay (no PO to originate order). When Batches are completed, they are proofed and posted. The process begins by completing the Batch screen. This screen holds all the default information for the invoices to be entered by the department. To begin, enter the Invoice Entry program. The following screen will appear:

 **Financials ► (D) Accounts Payable ► (B) Invoice Processing Menu ► (A) Invoice Entry/Proof**



Choose the  tool button and enter the following:

ITEM	DESCRIPTION
BATCH	The next available Batch number will default in this field. The Batch number represents the Batch in which all invoices are entered. This number should not be changed.
FUND	A GL Fund will default in but may have to be changed depending on the Fund that will be used for this Batch.
CASH ACCOUNT	As with the Fund field above, this field represents the cash account for the Fund entered above. Double check this field to make sure the correct cash account is being used.
CHECK RUN	This is the check run number. Operating users will leave this field blank.
DUE DATE	This field represents the date the invoice is due. Entering a date here will default the date for all invoices entered into the

GOVERNMENT OF THE U.S. VIRGIN ISLANDS
ACCOUNTS PAYABLE MANUAL

Batch. The due date can be changed on individual invoices, if necessary. This field must be filled, as the due date field becomes the key field for selecting invoices to be paid on a given check run when the Check Run number is left blank. Enter the current date.

EFFECTIVE DATE

Defaults to today's date. Enter the entry date, if different. Normally, accept the default.

YEAR/PERIOD

The current Fiscal Year and period will default here. The Year/Period will default for all invoices entered into the Batch.

INVOICE COUNT

This field represents the total number of invoices entered in the current Batch. This is for information purposes only; there is no access to this field.

AMOUNT TOTAL

This field represents the total net dollar amount of all the invoices entered in the Batch. This field is for information purposes only, there is no access.

VENDOR HASH

This field is the sum of all vendor numbers of the invoices entered in the Batch to produce the hash total. The vendor hash is used as a control number when entering a Batch of invoices. By manually adding the vendor numbers for all invoices and comparing the number to that shown here, invoices missing, added or changed within the Batch can be detected.

When this field is complete, the following screen will be displayed:

AP Invoice Entry - MUNIS [Government of the Virgin Islands]

My File Edit Tools Help

Change Lines Quick Entry Group Entry PO Inquiry Approvers View Address Journal Info Subc Payments

Year: 2006 PO: 3 Receiving Remit name: ABC Supply Co

PO open amount: 0.00 Address: 34 Elm St

Contract: Vendor: 1 Remit: 1

Vendor name: ABC Supply Co C/S/Z: Chicago IL 02301

Terms: 5.000% 15 days, net 20 days

Document 90 +1

Invoice 90 +1 Desc: Paper

Gross amount 95.00

Disc date: Disc basis: .00 Status: A Alloc: 0

Disc percent: .000 Voucher: 10942 Req: 4

Net amount: 95.00 Check Run: Inv date: 07/10/2006 Liq meth: Line

Payment meth: Normal Due date: 07/30/2006 Sep check: Include documentation

Chk/Wire number: Work order: Dept/Loc: 135 Comments

Line	Org	Object	Proj	PO	Inv Amount	1099	A	Bud
1	0026	5200		3	95.00	A	Y	2

Total: 95.00

1 of 1

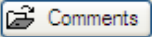
OVR

GOVERNMENT OF THE U.S. VIRGIN ISLANDS
ACCOUNTS PAYABLE MANUAL

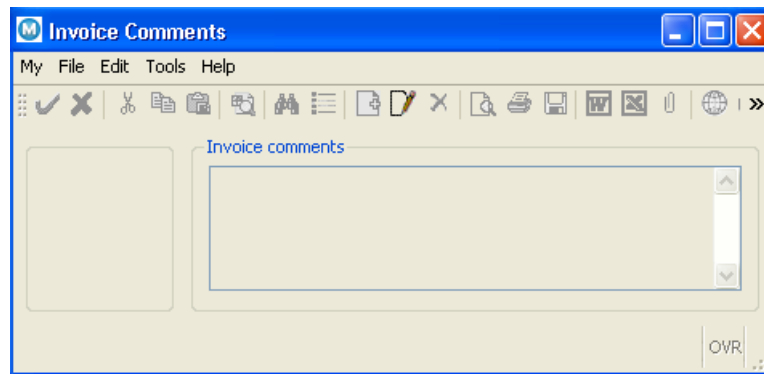
This is the first part of an invoice, which is referred to as the Invoice Header. It contains information about the invoice as a whole, such as vendor number, PO number, and invoice number, due date, voucher, gross amount, and net amount of the invoice. Click on the **ADD**  tool button and enter the following information:

ITEM	DESCRIPTION
YEAR	The default Fiscal Year to which the transaction will be entered.
PO	If the invoice was initiated by a Purchase Order, the number must be entered here.
CONTRACT	The contract number will default from the PO number entered.
VENDOR	When a Purchase Order number is entered above, the vendor number will be displayed automatically. The vendor name and address icon will display. If the invoice was not initiated by a Purchase Order, click on the drop-down list and choose the desired Vendor Code. For Search procedures, see the Purchase Order Policy and Procedure Manual.
REMIT	Vendor remit number: This is the code for the vendor address(es). As above, this defaults to zero if the vendor does NOT have any remit addresses, otherwise it defaults to 1. To choose the desired Remit address, click on the drop-down and select it from the list.
DOCUMENT	MUNIS automatically assigns a Document number to each invoice. During data entry, the field is skipped over (the exception is if this is for WAPA – enter the field by clicking on it or using Shift-TAB in the Invoice number field then enter the cycle number into this field).
INVOICE	Enter the invoice number from the invoice. If the vendor did not supply an invoice number click the  and write the invoice number on the invoice (the exception is if this is for WAPA – enter the account number into this field).
GROSS AMT	Enter the gross amount of the invoice to be paid less discount ("bottom line" or net amount).
DISC DATE	The date by which the invoice must be paid in order to receive the vendor discount.
DISC BASIS	Type a date or click the calendar icon  for help identifying a specific date. If you enter a discount date, the "Disc basis" and "Disc percent" fields are accessible. If you do not enter a discount date, these fields are skipped.
DISC PERCENT	The amount that is eligible for the vendor discount. The amount in the "Gross Amt" field is the default value, but you can change this if the discount applies to only part of the gross amount.
DISC PERCENT	The percent that is discounted. The default value is the percent established in Vendor Maintenance for the selected vendor, but you can change this.
NET AMOUNT	The invoice amount less any discounts. The net total of all Invoice Detail amounts must equal this figure.

GOVERNMENT OF THE U.S. VIRGIN ISLANDS
ACCOUNTS PAYABLE MANUAL

ITEM	DESCRIPTION
	This is a display-only field.
PAYMENT METHOD	For GVI, payment method will always be "normal".
DESC	This field is the goods or services description of the invoice. It will print on the remittance stub. The description carries forward from the PO general description, but may be changed or added. If the invoice is not PO initiated, enter the Description directly in this field.
CHECK/WIRE NUMBER	GVI will not enter any information in this field.
CHECK/WIRE DATE	GVI will not enter any information in this field.
STATUS	"H" is for hold (invoice will not be processed with Batch) and "A" is for approved (invoice will be processed with Batch). The status will be updated through the Invoice Approval process so ignore this field for now.
VOUCHER	MUNIS will automatically assign a voucher number; this field will not be changed. Write the Voucher number on the vendor invoice.
CHECK RUN	Leave this field blank; Check Runs will be assigned during disbursement.
INV DATE	Enter the date of the invoice in this field.
DUE DATE	Date invoice is due. This date must be equal to or later than the invoice date. NOTE: If taking a discount on this vendor, the DUE DATE MUST BE equal to or earlier than the discount date.
WO	If a Work Order exists, the Work Order number can be referenced here. This field will not be used by GVI at this point.
DEPT/LOC	The department code carries forward from the purchase order, except for Group Entry invoices. If this is not a Purchase Order Invoice or if it is entered via Group Entry, choose Help to find your Dept/Loc Code, if necessary.
SEP CHECK	Not used by GVI.
ALLOC	Enter the allocation code, if applicable.
REQ	If the Invoice is Purchase Order initiated, the Purchase Orders' requisition number will be displayed here.
COMMENT	To enter notes on this invoice, click on the  button and a pop-up window will display as follows:

GOVERNMENT OF THE U.S. VIRGIN ISLANDS
ACCOUNTS PAYABLE MANUAL



Choose the  tool button and type the comment you wish to add to this invoice

LIQ METH

The method in which you liquidate the purchase order. "L" is by line item (each item entered on a purchase order, i.e. pens from office supply account, pencils from office supply account would be two line items) and "A" is by account (using the same above example by using account, you would see only one account, the office supply account, to pay the invoice, instead of seeing the breakdown for the same account number as with "Line"). GVI will be liquidating Purchase Orders by Account. Accept the default of A in this field.

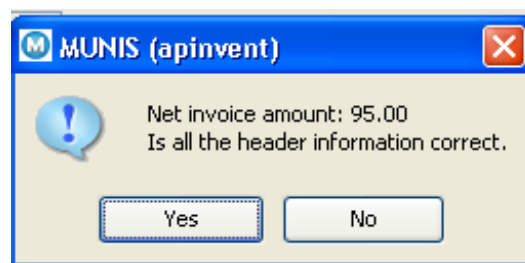
SEP CHECK

Not used by GVI.

INCLUDE DOCUMENTATION

Will not be used by GVI.

When this screen is completed the following dialog box will appear:

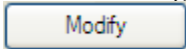


If the information entered is correct, choose Yes. If the information is incorrect, choose NO and the cursor will be positioned in the PO field at the beginning of the invoice so that corrections may be made.

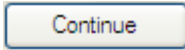
If the Invoice is not Purchase Order initiated, MUNIS will take you to the account distribution section of the screen (see below in Section 7.1.3). If the Invoice is Purchase Order initiated, MUNIS will take you to the second part of the Invoice - Purchase Order Liquidation. When the first screen is completed for this type of Invoice, the following screen will appear:

GOVERNMENT OF THE U.S. VIRGIN ISLANDS
ACCOUNTS PAYABLE MANUAL

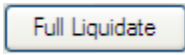
7.1.1. Partial Payment

If the invoice being paid is only a partial payment for the entire Purchase Order, choose the  tool button.

ITEM	DESCRIPTION
RECV QTY	The quantity of items received for this purchase order. Confirm or correct against invoice.
LIQ AMOUNT	Manually enter the amount of the encumbrance that should be liquidated based on this partial payment.
INV AMOUNT	The amount to be expensed. This amount may be less than the "Liq Amount" if all or a portion of the line item needs to be canceled. This amount may be greater than the liquidation amount if the invoice received from the vendor exceeds the charges originally encumbered. In either case, the amount in this field, if greater than zero, becomes the amount of the line item to be expensed on the invoice detail screen. If the amount is greater than the amount of encumbrance, the program checks AP Parameters to see what percentage is allowed. If that percentage is exceeded, it behaves in the same manner as if an expense account's available budget is exceeded.

After entering the amounts, choose the **OK**  then choose  to return to the invoice entry screen, account distribution section.

7.1.2. Full Payment

Choose the  tool button and this option will bring the purchase order to zero and CLOSE the purchase order. Any amounts that were remaining encumbered on the Purchase Order are automatically liquidated to their respective accounts.

7.1.3. Account Distribution

Whether an Invoice is Purchase Order initiated or not, you must complete account entry. The Account Distribution sub-screen (bottom of the Invoice Entry header) appears below:

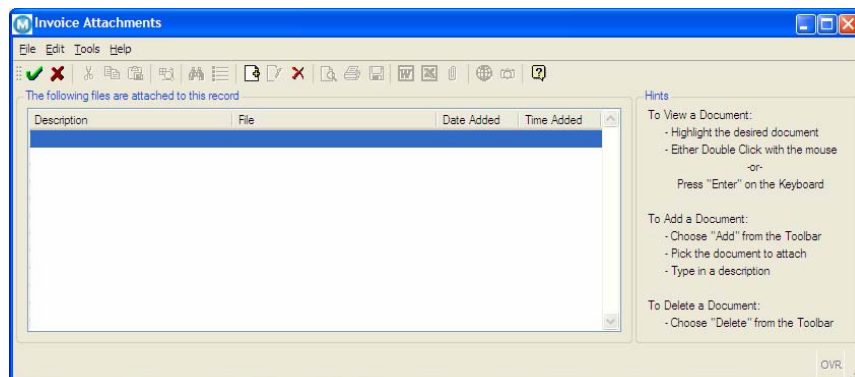
Line	Org	Object	Proj	PO	Inv Amount	1099	A	Bud
1	0026	5200		3	95.00	A	Y	2
Total:		95.00						

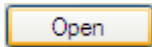
The account distribution section of the invoice entry screen, shown above, lists the accounts which were associated with the initial order through the Purchase Order. These accounts cannot be changed. If changes are necessary, the change must occur through the Purchase Order by a Change Order. If the Invoice was not PO initiated, enter the account information, as prompted by MUNIS.

7.1.4. Attach Scanned Image of Invoice

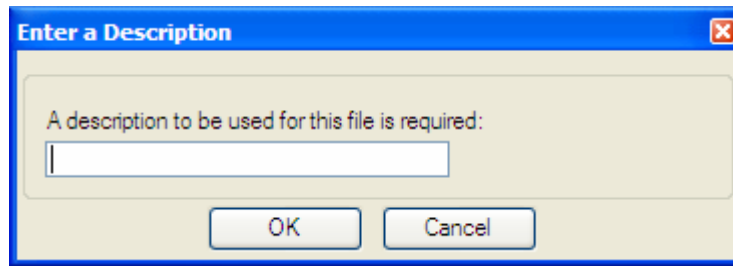
7.1.4.1. Using your scanning software, save a scanned image to a local network shared folder utilizing a naming convention of Invoice Number.

7.1.4.2. Click on ATTACH  in the tool bar, the following screen will appear:



Click the ADD  option and a Windows browse screen will appear to locate the file. Click on the desire file and click . The following dialog will appear:

GOVERNMENT OF THE U.S. VIRGIN ISLANDS
ACCOUNTS PAYABLE MANUAL



Enter a Description

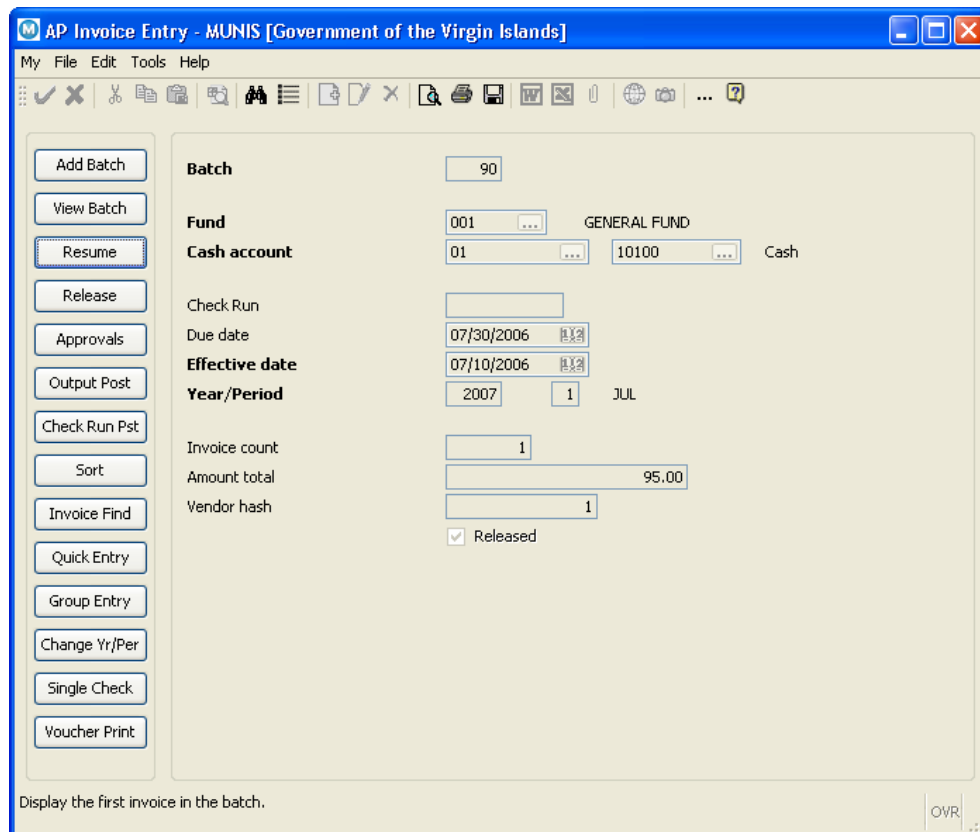
A description to be used for this file is required:

OK Cancel

Enter the Invoice Number in the description field, the file will be added:

Description	File	Date Added	Time Added
Invoice	23394_106.pdf	03/27/2006	21:22:10

Enter subsequent invoices as necessary by clicking **ADD** . When all invoices are entered, choose **EXIT**  and MUNIS will return you to the batch header screen, as below:



AP Invoice Entry - MUNIS [Government of the Virgin Islands]

My File Edit Tools Help

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

Batch 90

Fund 001 GENERAL FUND

Cash account 01 10100 Cash

Check Run

Due date 07/30/2006

Effective date 07/10/2006

Year/Period 2007 1 JUL

Invoice count 1

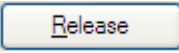
Amount total 95.00

Vendor hash 1

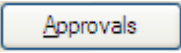
☒ Released

Display the first invoice in the batch.

OVR

Click **Release**  to release the batch.

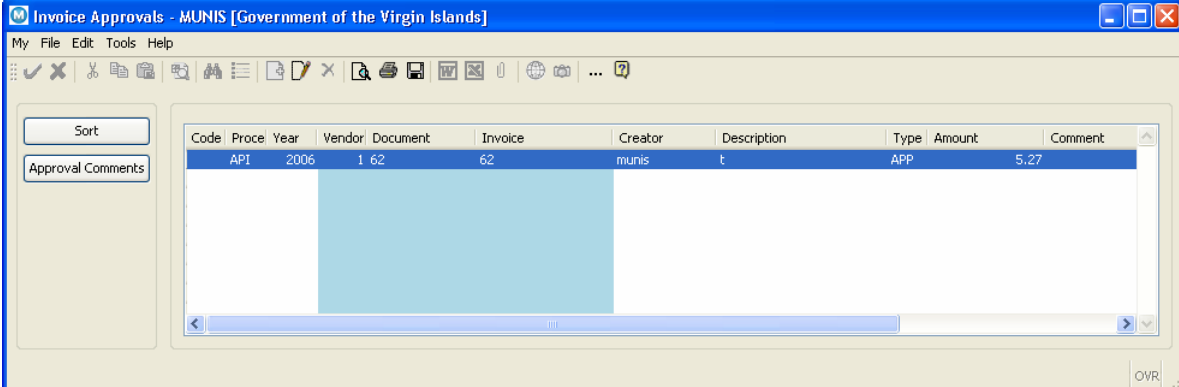
GOVERNMENT OF THE U.S. VIRGIN ISLANDS
ACCOUNTS PAYABLE MANUAL

Click  to send the batch to the appropriate person for approval.

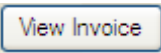
7.2. Departmental Invoice Approval

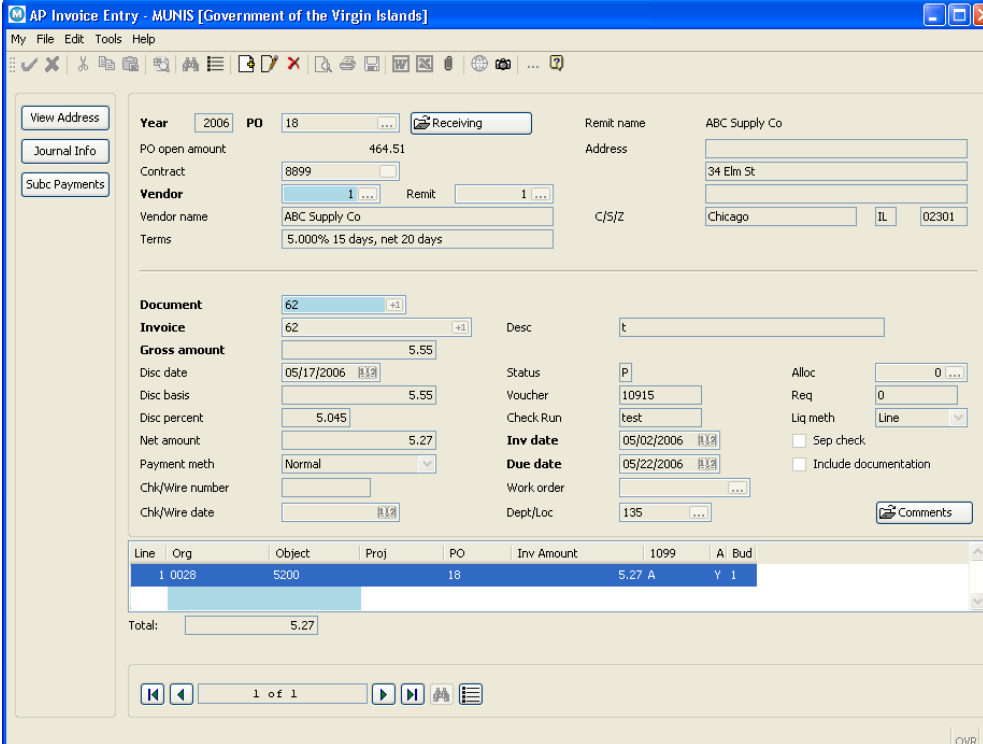
Certifying Officers will electronically receive invoices for approval. The department will be notified through e-mail or MUNIS messenger depending upon user preferences.

 **Financials ► (D) Accounts Payable ► (B) Invoice Processing Menu ► (B) Invoice Approvals**



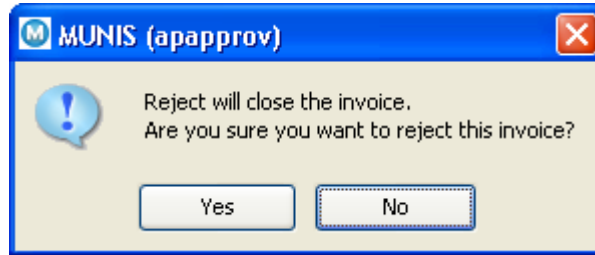
Once the Invoice Approval screen appears click on the **UPDATE**  button to begin the approval process.

Select an Invoice and click on  to see the invoice, the following screen will appear:



Click on the  to see the scanned invoice. Click  to return back to the approval screen. Repeat as necessary to see all invoices in your approval listing.

Enter **H** to Hold the Invoice for later approval, **A** to Approve the Invoice, or **R** to Reject the Invoice. If “**R**”ejecting, the following dialog will appear:



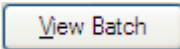
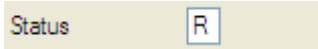
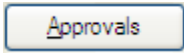
If you really intend to reject the invoice, select **YES** and you will be prompted for a reason:

	Hold/Rejection Comment
9625.00	Enter Rejection Reason

7.2.1. Reactivating a Rejected Invoice

If it is later discovered that an invoice was improperly rejected, the user may request Accounts Payable to resend the invoice through the approval process:

 **Financials ► (D) Accounts Payable ► (B) Invoice Processing Menu ► (A) Invoice Entry/Proof**

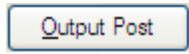
- Use the FIND  or BROWSE  functionality to locate the desired batch containing a rejected invoice.
- Click  to find the desired invoice.
- Make corrections as necessary. Then, update the  to an H returning it to hold. Return to the batch header then click  to get approval

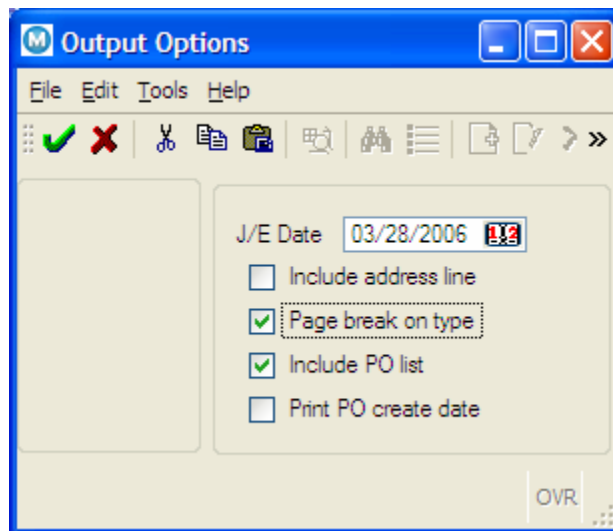
7.3. Invoice Batch Processing

🖱️ Financials ► (D) Accounts Payable ► (B) Invoice Processing Menu ► (A) Invoice Entry/Proof

7.3.1. Posting a Batch

This is the process which records invoices to the general ledger, by debiting the expense accounts and crediting accounts payable accounts. Note, an invoice does not become part of the open invoice listing or reporting until this process is complete.

Use the **FIND**  or **BROWSE**  functionality to locate the desired batch for processing. Choose the  button. The following dialog box will appear:



ITEM	DESCRIPTION
JE DATE	The journal entry date. Generally, GVI will leave this alone. Accept the default date.
INCLUDE ADDRESS LINE	If checked, includes the address line. This should be checked, as one of the audits to ensure the address line matches the invoice.
TYPE PAGE BREAK	If checked, each invoice type (approved, held, rejected, or pending) prints on a separate page. Check this box, as a batch may still have invoices that are pending, i.e. awaiting approval from other departments. Note, only approved invoices are processed the other types remaining in the batch.
INCLUDE PO LIST	If checked, includes the purchase order list. GVI will check this box to print a listing of POs impacted during this invoice batch process.
PRINT PO CREATE DATE	If checked, prints the date the purchase order was created.

GOVERNMENT OF THE U.S. VIRGIN ISLANDS
ACCOUNTS PAYABLE MANUAL

Click **OK** . This will print out a Proof Report listing the invoices entered, a Summary List of the accounts to which the invoices were charged and the journal entry that the system will make for you. MUNIS will make the following general ledger entries with the Source Code of API (Accounts Payable Invoice - please see Appendix for further explanation of Source Codes):

Debit expense account

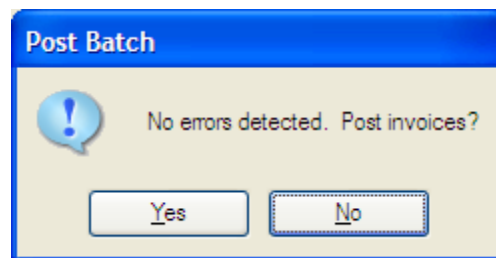
Debit Expenditure Control

Debit Reserve for Encumbrances

Credit accounts payable

Credit Encumbrance Control

The last dialog box that will display will be the following:



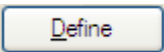
Do not answer this dialog box until the print out has been verified. Answering **YES** will post the invoice journal to the General Ledger and the message Journal(s) Updated will be displayed at the bottom of the screen. Choose NO to not post the invoices at this time.

7.4. Cash Requirements Report

This program creates a report of cash requirements for invoices for up to four dates. It is used to forecast cash needs in future periods. Run this report in detail prior to selection of invoices for payment.

 **Financials ► (D) Accounts Payable ► (C) Cash Disbursements Menu ► (G) Cash Requirements Report**

7.4.1. Defining the report

Choose the  tool button and make the desired entries, as below:

GOVERNMENT OF THE U.S. VIRGIN ISLANDS
ACCOUNTS PAYABLE MANUAL

ITEM	DESCRIPTION
EXECUTE THIS REPORT	MUNIS gives users options as to when the output will be run: Now – runs the output immediately upon selecting Output. In background (now) – runs the output immediately but allows the user to exit the program and do other work in MUNIS. At a scheduled time – allows the user to define when the report will be run at a later time.
FORMAT	Choose Detail from the drop down menu to include invoice number, voucher number, invoice description, invoice due date, dollar totals by vendor, and dollar report total.
CASH REQUIREMENT DATES	Establish dates for which the report is run
DUE DATE 1	Defaults as current date; establishes the “up to” date on which to report invoices. REQUIRED.
DUE DATE 2	Establishes date range between Due Date 1 to Due Date 2 for invoice selection. Must be later than Due Date 1.
DUE DATE 3	Establishes date range between Due Date 2 to Due Date 3 for invoice selection. Must be later than Due Date 2.
DUE DATE 4	Establishes date range between Due Date 3 to Due Date 4 for invoice selection. Must be later than Due Date 3.
HOLD INVOICES	Accept the Default - Include . Invoices coded as “HOLD” will be included in the report. Invoice coded as HOLD are not included in the report when choosing Exclude.
SORT BY	Choose to sort by vendor number, vendor name or by invoice due date.
SELECT VENDORS BY NAME RANGE FROM	Used to select a range of vendors alphabetically (i.e. M – P). Leave blank to select all vendors.

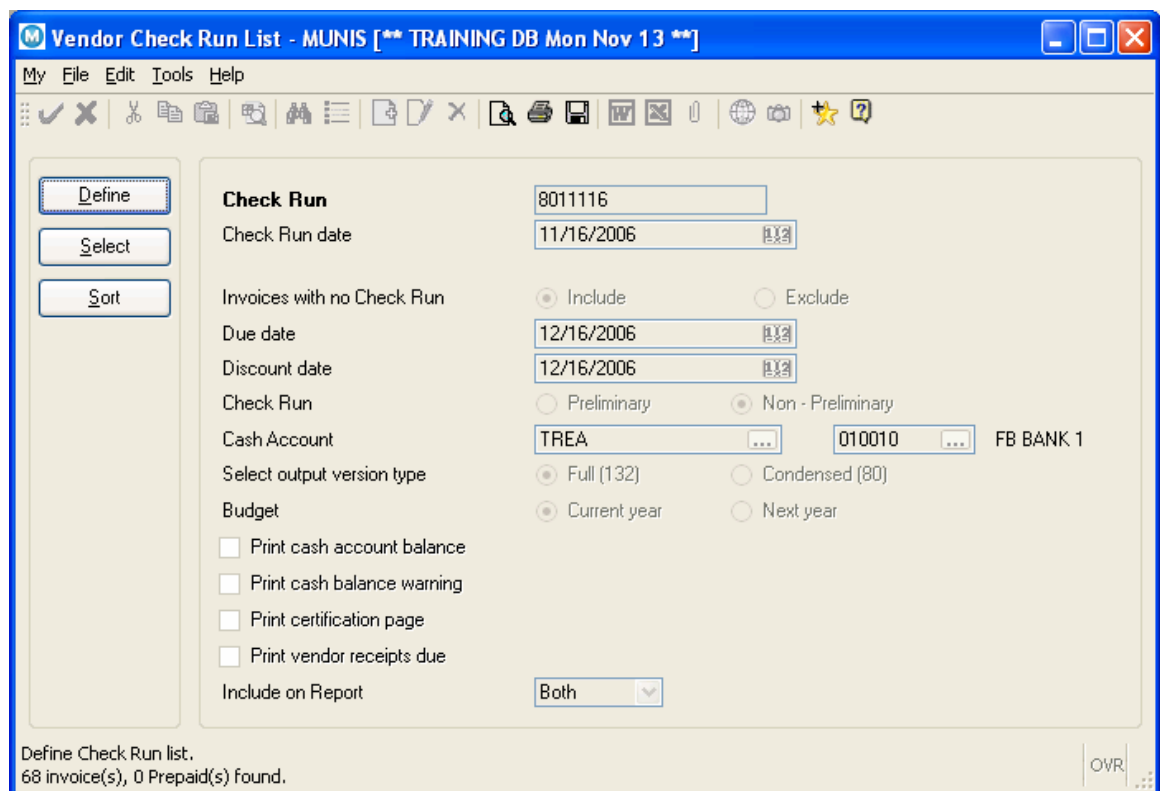
Choose the **OK**  tool button to save the report definition and proceed with the printing process.

7.5. Check Run Processing

7.5.1. Run Check Run List for Proofing and for any approvals, if necessary.

Each Invoice Batch is posted individually. To tie all of the Batches together, the program Check Run List will be used. This program will assign and print a list of posted Invoices for a check run. This report lists Invoices by vendor and prints total amount paid to the vendor and total amount posted to each cash account. This report also lists any prepaid invoices, such as wire transfers and manual checks under the heading Prepaid Invoices. Prepaid invoices are those invoices which will affect the cash balance, but will not produce a printed vendor check. These invoices are for wire transfers and manual checks printed outside of the MUNIS system.

 **Financials ► (D) Accounts Payable ► (B) Cash Disbursements Menu ► (A) Select Items To Be Paid**



Vendor Check Run List - MUNIS [TRAINING DB Mon Nov 13 **]**

My File Edit Tools Help

Check Run 8011116

Check Run date 11/16/2006

Invoices with no Check Run ☒ Include ☐ Exclude

Due date 12/16/2006

Discount date 12/16/2006

Check Run ☐ Preliminary ☒ Non - Preliminary

Cash Account TREA 010010 FB BANK 1

Select output version type ☒ Full (132) ☐ Condensed (80)

Budget ☒ Current year ☐ Next year

☐ Print cash account balance

☐ Print cash balance warning

☐ Print certification page

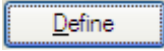
☐ Print vendor receipts due

Include on Report Both

Define Check Run list.
68 invoice(s), 0 Prepaid(s) found.

OVR

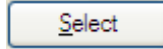
GOVERNMENT OF THE U.S. VIRGIN ISLANDS
ACCOUNTS PAYABLE MANUAL

Choose the  tool button and enter the following information:

ITEM	DESCRIPTION
CHECK RUN	Enter the Check Run number. The format will be the bank number and the date as shown in the example above On 11/16/2006 for bank 801 will be 8061116 If there will be more than 1 run for the day, then the letters A – B or be will be added to indicate the first run of the day, 2 nd run of the day etc...
CHECK RUN DATE	Enter the date of the Check Run.
INVOICES WITH NO CHECK RUN	This will default as checked. The system will assign the check run number to open invoices with a blank "Check Run" field if the due date is on or before the one on this screen.
DUE DATE	The Due Date will be entered 30 days out from today's date current date.
DISCOUNT DATE	The discount date will be the same as the Due Date
CHECK RUN	Preliminary is used to run the check run report as a proof. Click the Select button to verify the invoices that have been selected including credit memo's remember to Deselect the Credit memos if there is not a positive amount to offset the credit.
CASH ACCOUNT	The appropriate cash account for the proper bank needs to be selected here. The ORG SHOULD ALWAYS BE TREA: 010010= 801 010020= 802 011130= 790 011140= 791 111090= 786 011210= 798 011490= 825
SELECT OUTPUT VERSION TYPE	GVI will always use Full when printing the Final version as this report sorts in check order sequence. Run the Final version of this list prior to running the Automated Checks program (printing checks). This report can be spooled Use this report to fill out the
PRINT CASH ACCOUNT BALANCE	Leave this Box Unchecked
PRINT CASH ACCOUNT BALANCE WARNING	Leave this box unchecked
PRINT CERTIFICATION PAGE	Print the certification page and fill out the Check Run Information listed on this sheet
PRINT VENDOR RECEIPTS DUE	Do not check this field
INCLUDE ON REPORT	Choose Both on the report.

GOVERNMENT OF THE U.S. VIRGIN ISLANDS
ACCOUNTS PAYABLE MANUAL

The Check Run List report shows invoices that should not be paid, choose the



tool button and the following screen will appear:

The Final Check Run List report is run when the invoices prove to the report and is submitted to the proper approving authority, where necessary.

Type, or click on the update line number on the Invoice to remove from the Check Run. MUNIS will blank out the Check Run column so that the Invoice is not included on the Check Run List report.

The Check Run List program should be run as a Final version (Non-Preliminary flag checked) before AP Checks are printed. Print the report with the Certification Page to reconcile the Checks that are actually printed.

7.6. Automated Checks

7.6.1. Print the checks and EFT advices

The Vendor check program will print the total of all open Invoices in the Check Run, with three exceptions: 1) If there are multiple remittance addresses in the Check Run for any vendor; 2) If invoices to a given vendor exceed 20; 3) If the invoice is coded to print on a separate check. Please note: Vendors with zero invoices or credits will not receive a check – Check Run field will automatically blank out this field.

MUNIS App Center v6.00 - ** TRAINING DB Mon Nov 13 ** - MUNIS - 11/17/2006

Automated Checks - MUNIS [TRAINING DB Mon Nov 13 **]**

My File Edit Tools Help

Cash account TREA 010010 FB BANK 1

Check Run 8011116A

Check date 11/16/2006

Checks ☐ EFT ☒ Printed

First check number 4658870

Check format X-AP CHECK EXPORT FILE

Laser format

Max inv per check

☐ Print invoice comment on stub

☐ Include greater than maximum invoices printed per check

☐ Print separate remittance advice for multiple GL accounts

Number of invoices 67

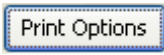
Number of checks 14

Number of prenotes 0

Amount of checks 130899.30

Define and select unpaid invoices for a warrant. OVR

GOVERNMENT OF THE U.S. VIRGIN ISLANDS
ACCOUNTS PAYABLE MANUAL

Choose the  tool button and enter the following information.

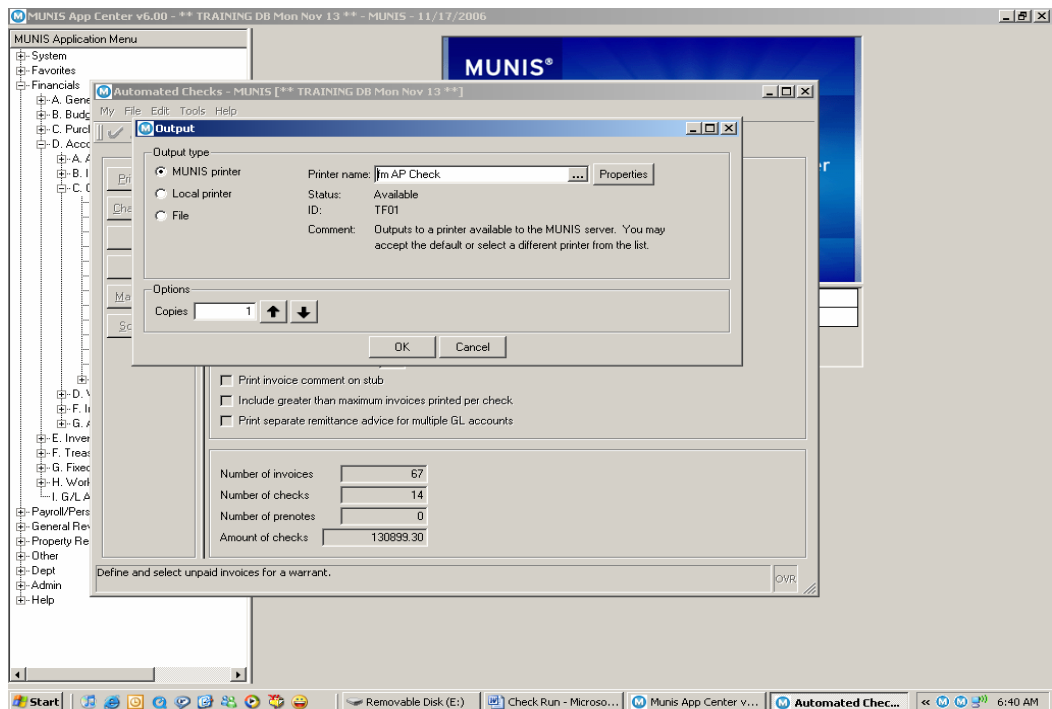
ITEM	DESCRIPTION
CASH ACCT	The cash account number for the checks to be printed. This Object Must match the bank for the run you are printing. The ORG SHOULD ALWAYS BE TREA: 010010= 801 010020= 802 011130= 790 011140= 791 111090= 786 011210= 798 011490= 825
CHECK RUN	Enter the Check Run Number that was assigned during the Check Run List, as shown in the example above 8011116A
CHECK DATE	The Number of invoices here should match the number of invoices on the Check Run List .
CHECKS	GVI will always be choosing "Printed" checks.
FIRST CHECK NUMBER	MUNIS automatically keeps track of the check number sequence in this field. The number of the last check in the previous Check Run will be maintained by MUNIS in a holding table and the system will advance that number by 1 and enter it here in anticipation of the next Check Run. Accept the default Check Numbered . A warning in this field indicates that the Check number is already in use and is in needs to be run through the Check Recon File. It may be necessary to count the number of checks from the previous run under that bank to do a manual adjustment.
CHECK FORMAT	Always leave this X
MAX INV PER CHECK	This field will be left blank.

Choose the **OK**  tool button and MUNIS will display the total number of Invoices, checks and the total amount of all checks at the bottom of the screen. This amount should match the amount on the Final Check Run List report.

When ready to print load the printer with the check stock and place the signature chip into the same printer.

GOVERNMENT OF THE U.S. VIRGIN ISLANDS
ACCOUNTS PAYABLE MANUAL

Choose the **PRINT**  tool button from the Automated Check program to begin printing the checks, the following dialog box will appear:



Under the field Printer Name enter the name of the AP Check printer. It is important that only this printer name be used for printing checks. This printer invokes the software which will create the check form and signature on the check. Choose the **OK**  tool button to begin printing.

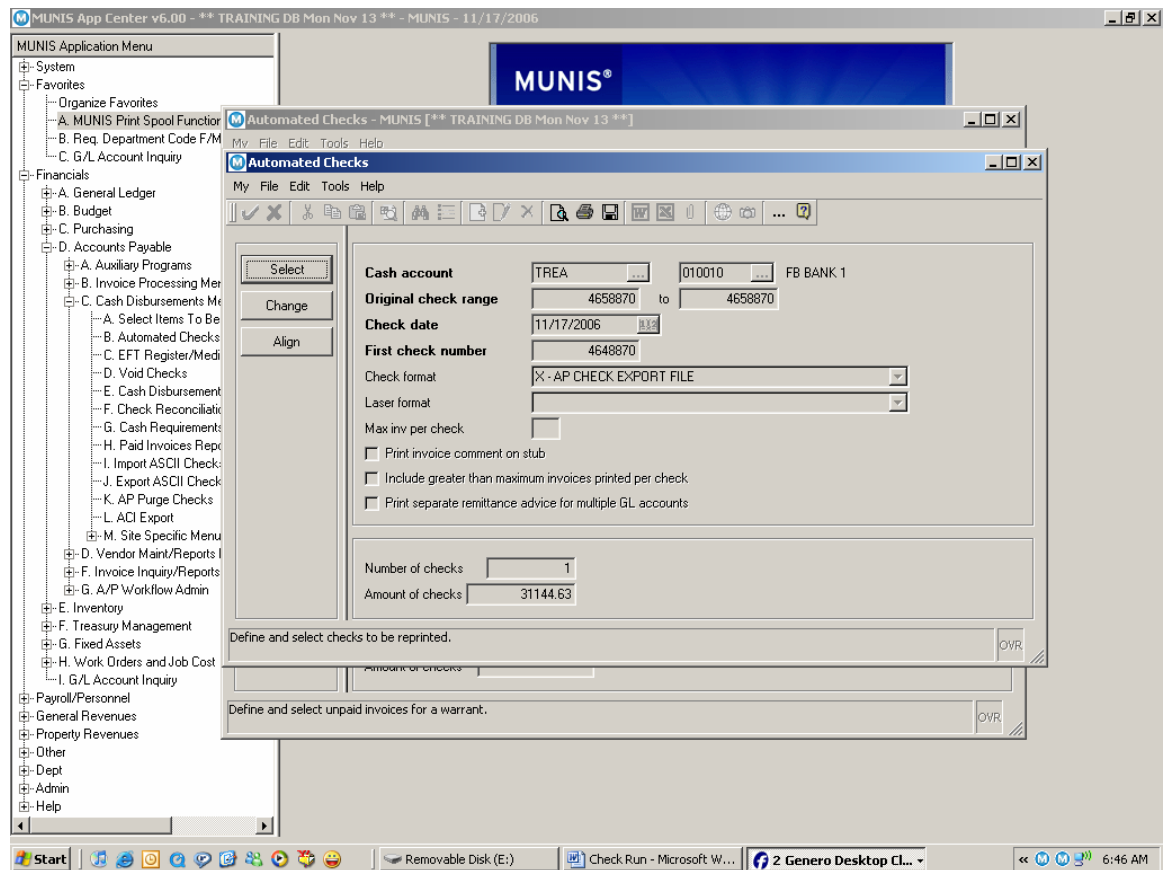
If the starting check number has already been used, an error message will appear. To change this starting check number, choose the **Change Check**  tool button. This will place the cursor in the First Check Number field. Make the check number adjustment, choose the **OK**  tool button to save and proceed with the printing process.

RE RUN

If a check is damaged during processing, use the RE RUN feature.

This will void out the original Check Number and issue a new check.

Out put to the AP Check Printer



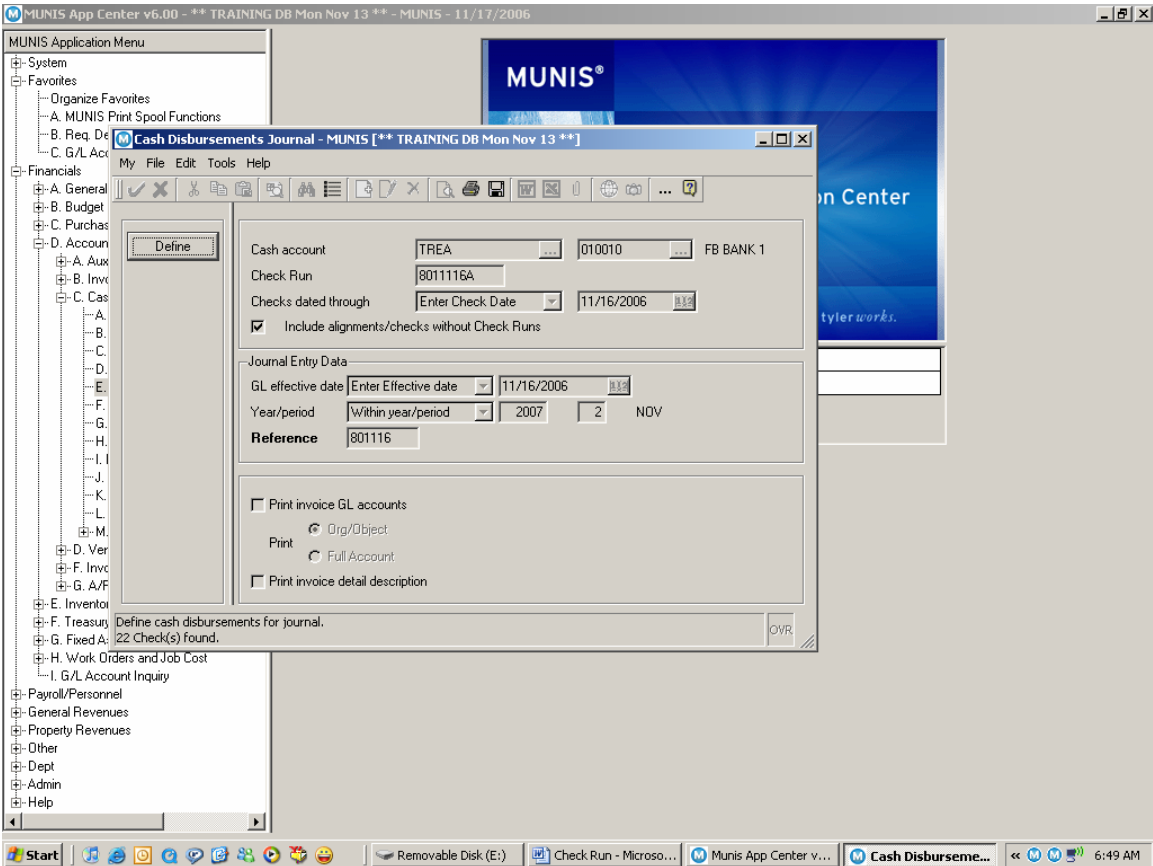
7.7. Cash Disbursement Journal

This is a very important and mandatory program as it prints a list of all checks processed through Accounts Payable and creates a Journal Entry both to the cash and accounts payable accounts for the total check run.

Please note: This program cannot be run if the following programs are running: Invoice Proof, AP Check Run List, Automated Checks, or another Cash Disbursement Journal.

 **Financials ► (D) Accounts Payable ► (B) Cash Disbursements Menu ► (E) Cash Disbursement Journal**

The following screen will appear:



MUNIS App Center v6.00 - ** TRAINING DB Mon Nov 13 ** - MUNIS - 11/17/2006

MUNIS Application Menu

- System
 - Organize Favorites
 - MUNIS Print Spool Functions
 - Req. De
 - G/L Acc
- Financials
 - A. General
 - B. Budget
 - C. Purchas
 - D. Account
 - A. Aux
 - B. Inv
 - C. Cas
 - A.
 - B.
 - C.
 - D.
 - E.
 - F.
 - G.
 - H.
 - I.
 - J.
 - K.
 - L.
 - M.
 - D. Ver
 - F. Invc
 - G. A/F
 - E. Invento
 - F. Treasur
 - G. Fixed A
 - H. Work Orders and Job Cost
 - I. G/L Account Inquiry
- Payroll/Personnel
- General Revenues
- Property Revenues
- Other
- Dept
- Admin
- Help

Cash Disbursements Journal - MUNIS [TRAINING DB Mon Nov 13 **]**

My File Edit Tools Help

Define

Cash account: TREA 010010 FB BANK 1

Check Run: 8011116A

Checks dated through: Enter Check Date 11/16/2006

☒ Include alignments/checks without Check Runs

Journal Entry Date

GL effective date: Enter Effective date 11/16/2006

Year/period: Within year/period 2007 2 NOV

Reference: 801116

☐ Print invoice GL accounts

Print ☒ Org/Object ☐ Full Account

☐ Print invoice detail description

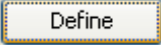
Define cash disbursements for journal.

22 Check(s) found.

OVR

Start Removable Disk (E:) Check Run - Micro... Munis App Center v... Cash Disburseme... 6:49 AM

GOVERNMENT OF THE U.S. VIRGIN ISLANDS
ACCOUNTS PAYABLE MANUAL

Choose the  tool button and enter the following Information:

ITEM	DESCRIPTION
CASH ACCT	The cash account number for the checks that were printed. Define using the Corresponding Bank numbers: The ORG SHOULD ALWAYS BE TREA : 010010= 801 010020= 802 011130= 790 011140= 791 111090= 786 011210= 798 011490= 825
CHECK RUN	Enter the Check Run Number that was assigned during the Check Run List. The Number of Checks should match the Report
CHECKS DATED THROUGH	Use the Date of the Check run
YEAR/PERIOD	Enter the year and period the journal should be posted. Please note that this posting is to the cash account, as cash is always current. The Year and Period should always be the Current Year and Period.
EFFECTIVE DATE	Enter the posting date - the current date. This is date that the posting took place, nothing more.
REFERENCE	Note or reference information entered here will be viewed on the journal entry under the field Reference 4. This reference should be the Check Run Number.
PRINT INVOICE GL ACCTS	GVI will always answer Yes in this field as it will print the individual Invoice GL Accounts on the report.
PRINT ORG/OBJ OR FULL ACCT	GVI will always answer 0 for the Org Code and the Object Code to print on the report.

Choose the **OK**  tool button. At this point you may choose the tool button **BROWSE**  to allow you to look at the checks included before printing.

GOVERNMENT OF THE U.S. VIRGIN ISLANDS
ACCOUNTS PAYABLE MANUAL

Choose the **PRINT**  tool button to print and proof the Disbursement Journal. The following dialog box will appear:



Always proof the print out first before posting. If errors are detected, the printout will place asterisks next to the transaction in error. Correct any errors. At this point, errors found may require voiding and reissuing a check in MUNIS, and reprinting the check. When posted, the following journal entry will be created under the source code APP:

Credit cash account

Debit accounts payable

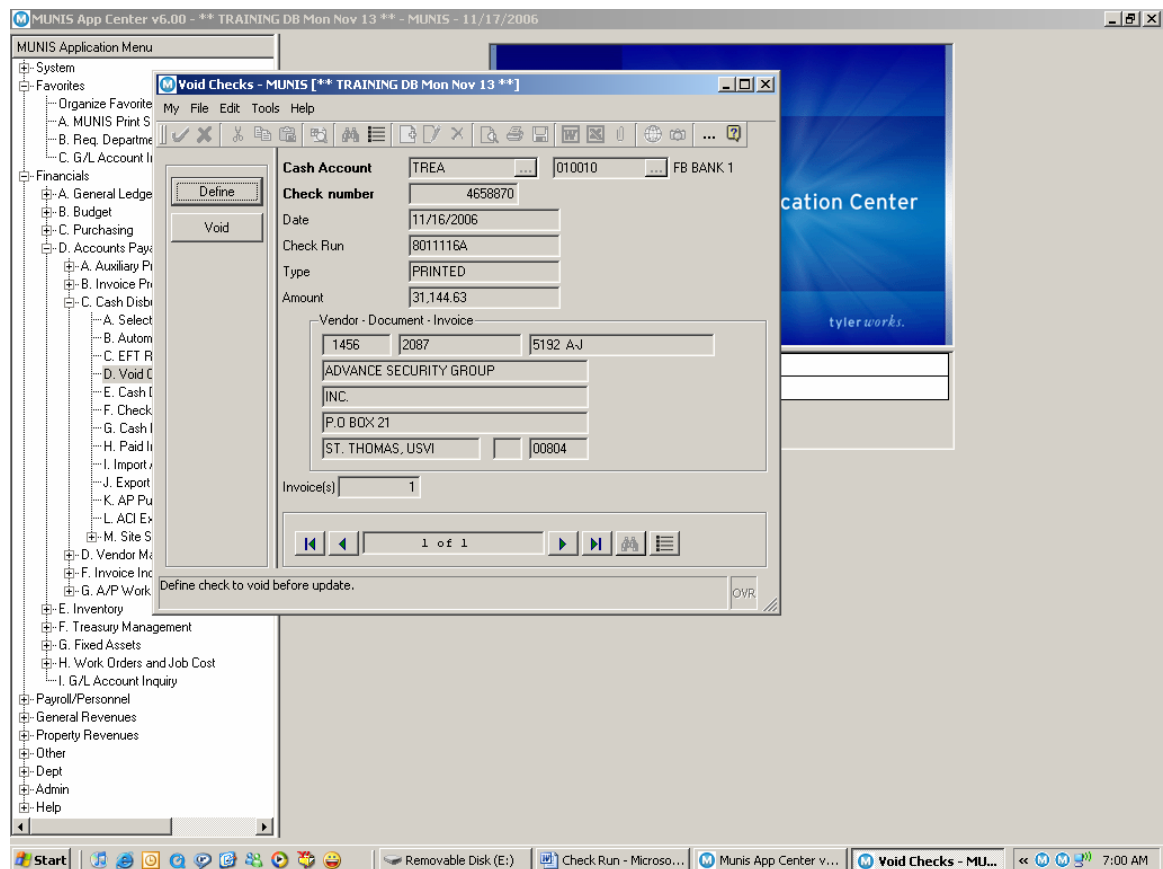
7.8. Voiding Checks

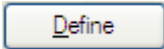
7.8.1. Void Check

This program is used to void individual Accounts Payable vendor checks. In addition to voiding the check, the program will **reopen** the AP invoice(s) that was paid by the check. In so doing, the system changes the status of the **invoice(s)** from **Paid** to **Approved**. Voided checks will display the original check amount.

 **Financials ► (D) Accounts Payable ► (B) Cash Disbursements Menu ► (E) Cash Disbursement Journal**

To void a check enter the program Void Checks and the following screen will appear:



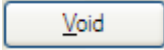
Choose the  tool button and enter the following information:

ITEM	DESCRIPTION
------	-------------

GOVERNMENT OF THE U.S. VIRGIN ISLANDS
ACCOUNTS PAYABLE MANUAL

ITEM	DESCRIPTION
CASH ACCOUNT	Always enter the Fund Cash Account.
CHECK NUMBER	Enter the Check Number of the check to void.

Choose the **OK**  tool button and the check information will display on the bottom of the screen listing the Date, Check Run, Type, Amount, and the Vendor.

Choose the  tool button. A message will appear: Are you sure you want to void this check? Continue (Y/N).

Answer “Y”es to void or “N”o not to void. When choosing Yes the message Check Voided will appear at the bottom of the screen.

At this point the check is voided; however, the cash account will not reflect this void until the cash disbursement journal is run.

7.8.2. **Cash Disbursement Journal – Voided Check**

Run the Cash Disbursement Journal for the Check Run of the voided check to update the cash account leaving the Cash Flow reference field blank. Once the Cash Disbursement Journal is run, the invoice will need to be either deleted or corrected through Invoice Maintenance, as below.

7.9. Invoice Maintenance

This program provides access to maintain invoices that have been entered and posted. These invoices may be unpaid (check has not been printed) or paid (check has been printed).

Changes that can be made when an Invoice is unpaid:

PO Number, Voucher Number, Invoice Date, Due Date, Check Run Number, Dept/Loc, Status, Separate Check Status, Comment, Description, Amounts, Discount, Org, Object, Project, 1099 status, Asset Status, PO lines can be added or deleted.

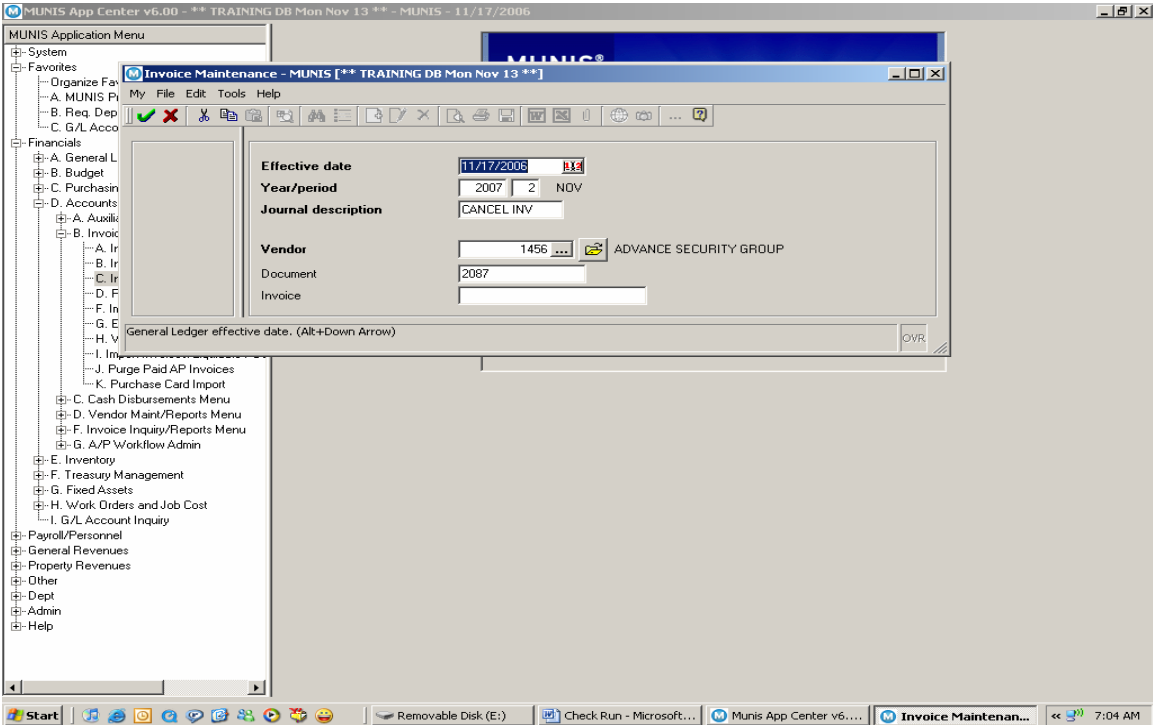
Changes that can be made when an Invoice is paid:

PO Number, Voucher Number, Dept/Loc, Comments, Description, Org, Obj, Project.

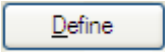
Changes that CANNOT be made in Invoice Maintenance:

Vendor Number, Terms, Year/Period, Invoice Number, Invoice Type.

 **Financials ► (D) Accounts Payable ► (B) Invoice Processing Menu ► (C) Invoice Maintenance**



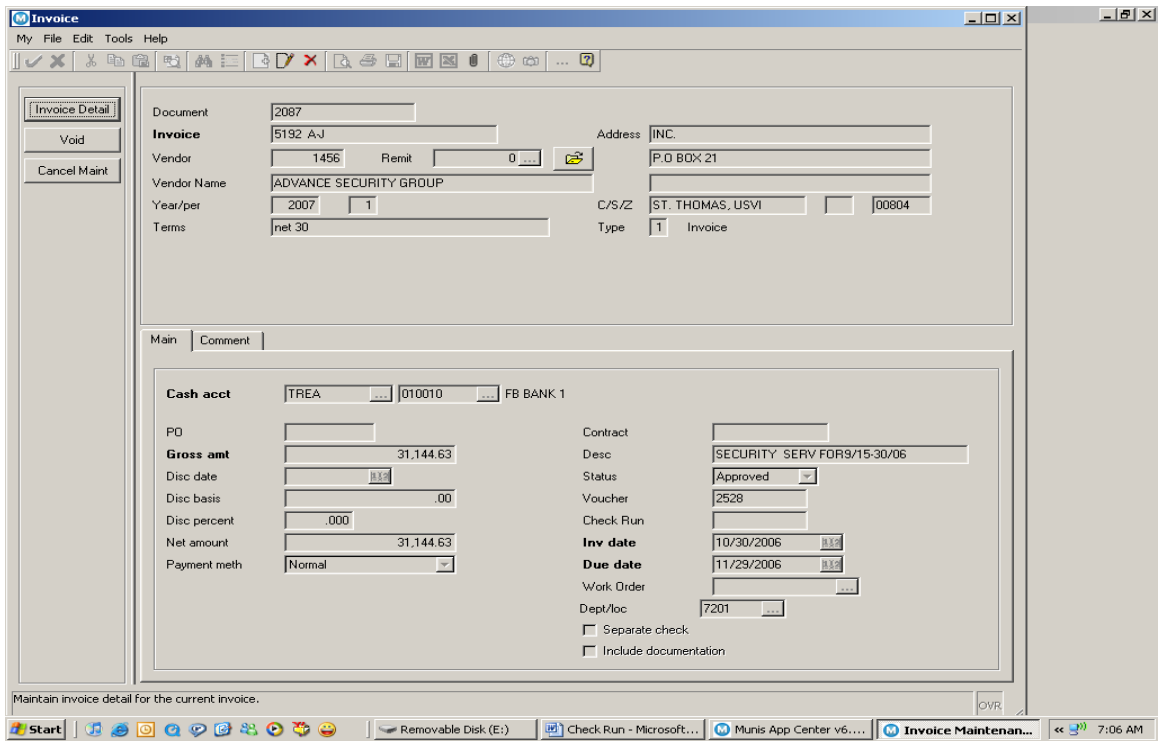
GOVERNMENT OF THE U.S. VIRGIN ISLANDS
ACCOUNTS PAYABLE MANUAL

To make corrections, choose the  tool button in the program Invoice Maintenance. Because this program will create a journal entry if amounts or accounts are modified or the invoice deleted, the following fields are required before any corrections can be made:

ITEM	DESCRIPTION
EFFECTIVE DATE	The date the changes affect the general ledger. The current date is the default value, but you can change this. Click the calendar icon to identify a date.
YEAR/PERIOD	The fiscal year and period associated with the invoice. The default value is the next year and period, but you can change this.
JOURNAL DESCRIPTION	A description for the journal entry. This 10-character field is required.
VENDOR	The vendor number of the vendor for which the invoice is intended. Enter a vendor number or click the help icon to identify the vendor number. You can enter one-time pay vendors , and one-time pay vendors are included in the help display. When you enter the number, the name of the vendor displays and the folder icon becomes accessible. Click this option to view vendor details.
DOCUMENT	The document number of the invoice. Not required.
INVOICE	The specific invoice number to be maintained.

GOVERNMENT OF THE U.S. VIRGIN ISLANDS
ACCOUNTS PAYABLE MANUAL

Choose the **OK**  tool button and the following screen will display for the invoice:



The screenshot shows the 'Invoice' window with the following details:

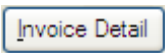
Document		Invoice		Address	
2087	5192 A-J	INC.			
Vendor	1456	Remit	0	P.O. BOX 21	
Vendor Name	ADVANCE SECURITY GROUP				
Year/per	2007 1	C/S/Z	ST. THOMAS, USVI	00804	
Terms	net 30		Type	1 Invoice	

Cash acct		TREA		010010		FB BANK 1	
PO		Contract					
Gross amt	31,144.63	Desc		SECURITY SERV FOR 9/15-30/06			
Disc date		Status		Approved			
Disc basis	.00	Voucher		2528			
Disc percent	.000	Check Run					
Net amount	31,144.63	Inv date		10/30/2006			
Payment meth	Normal	Due date		11/29/2006			
		Work Order					
		Dept/loc		7201			
		Separate check		☐			
		Include documentation		☐			

At the bottom of the window, there is a status bar with the text: 'Maintain invoice detail for the current invoice.' and a button labeled 'OVR'.

Choose **UPDATE**  tool button and make changes as necessary.

Choose the **OK**  tool button to save the changes made.

Choose the **Invoice Detail**  tool button to make changes to the account distribution; you will be brought to the following screen:

GOVERNMENT OF THE U.S. VIRGIN ISLANDS
ACCOUNTS PAYABLE MANUAL

Choose the **UPDATE**  tool button to make changes. Choose the **OK**  tool button to save the changes made.

Choose **EXIT**  to return to the first screen.

Choose **EXIT**  from the screen.

Please Note: There is no **OUTPUT-POST**, the Exit function will automatically post your changes and print the changes made. To exit Invoice Maintenance without posting your changes, choose  from the MUNIS toolbar. This option will allow you to safely leave Invoice Maintenance without posting any changes.

7.9.1. Deleting Invoices

Only invoices with the Status of Approved or Hold can be deleted. Deleting an Invoice will remove the Invoice from the database completely. The Invoice amount that was liquidated from the Purchase Order will be returned to the Purchase Order.

To Delete an Invoice choose the **DELETE**  tool button. A message will display in the center of the screen and ask you if you wish to proceed, as shown below:

Answer Yes, Delete to delete the invoice. Answer No and the Invoice will not be deleted.

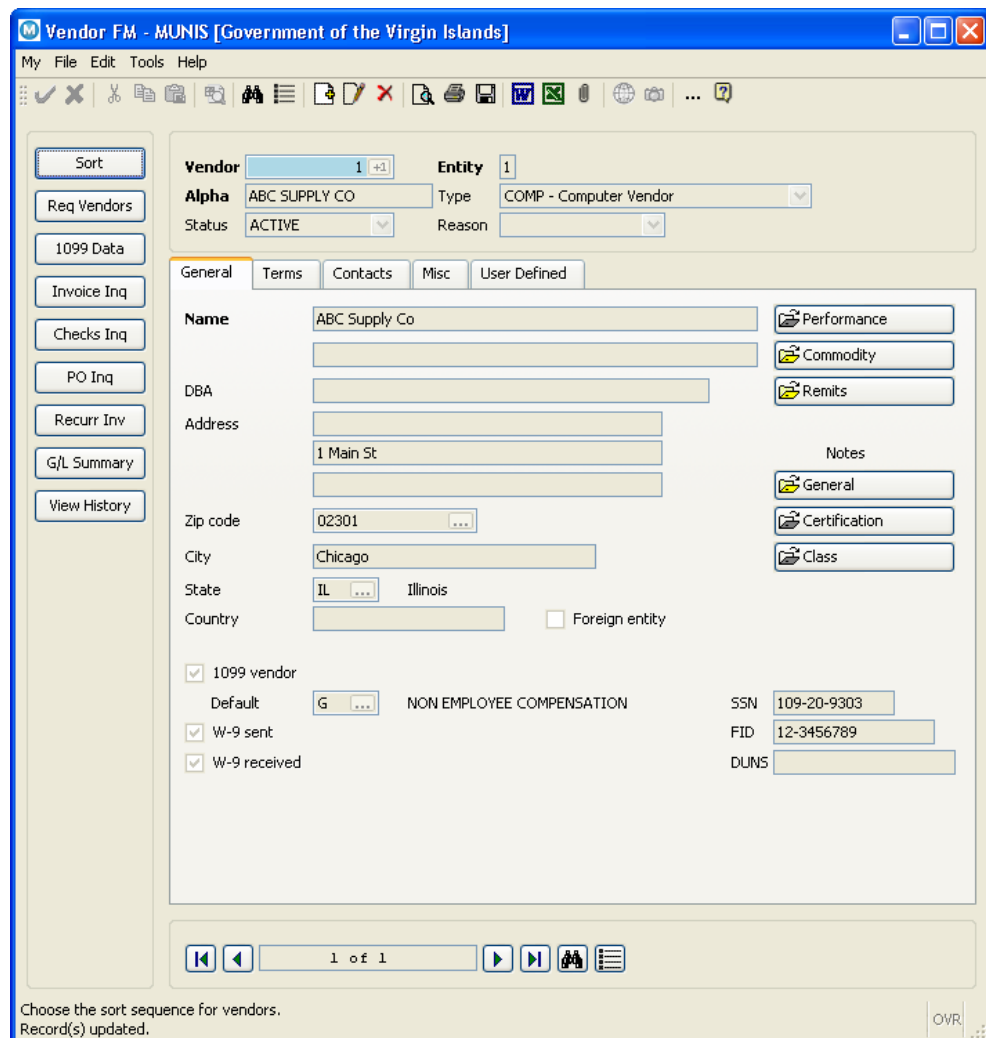
7.10. Accounts Payable Vendors

There will be one unified set of vendor records. Only those vendors with records in MUNIS will be accepted for AP Invoice processing. Maintenance of vendor records and vendor lists will be maintained by the Accounts Payable Division and the Procurement Office. Any changes or additions to vendor records or lists by operating departments will be requested via email.

7.10.1. Vendor Maintenance

This program is the central vendor management location. Vendor records will be entered, deleted and changed here. For convenience, this program can also be accessed in Purchasing/Auxiliary Programs, but will be described only here, since Accounts Payable is the point at which Vendor Invoices are processed.

 **Financials ► (D) Accounts Payable ► (D) Vendor Inquiry/Reports Menu ► (A) Vendor Maintenance**



Vendor FM - MUNIS [Government of the Virgin Islands]

My File Edit Tools Help

Vendor: 1 Entity: 1

Alpha: ABC SUPPLY CO Type: COMP - Computer Vendor

Status: ACTIVE Reason:

General Terms Contacts Misc User Defined

Name: ABC Supply Co Performance

DBA: Commodity

Address: 1 Main St Remits

Zip code: 02301 Notes

City: Chicago General

State: IL Illinois Certification

Country: Foreign entity Class

☒ 1099 vendor

Default: G NON EMPLOYEE COMPENSATION SSN: 109-20-9303

☒ W-9 sent FID: 12-3456789

☒ W-9 received DUNS:

1 of 1

Choose the sort sequence for vendors.
Record(s) updated.

OVR

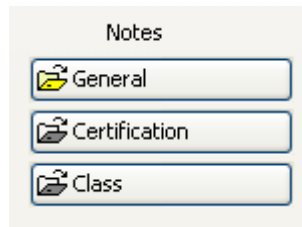
GOVERNMENT OF THE U.S. VIRGIN ISLANDS
ACCOUNTS PAYABLE MANUAL

Choose the ADD  or UPDATE  tool button and make the desired entries, as below:

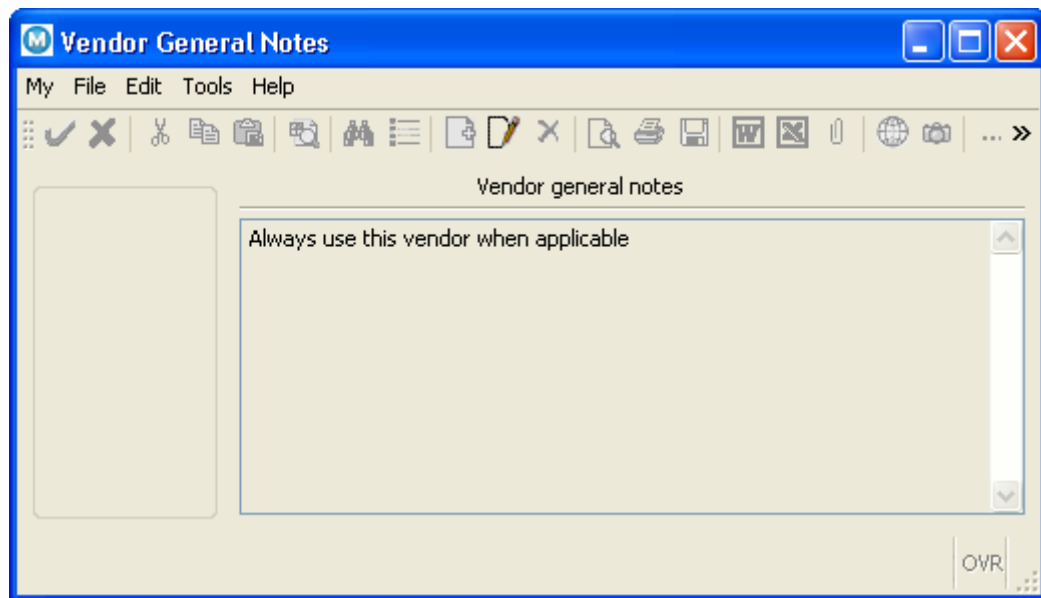
ITEM	DESCRIPTION
VENDOR	The MUNIS Vendor Code number. New Vendor numbers will be assigned automatically by MUNIS in numerical Order. Click on the  symbol.
ALPHA	MUNIS provides for Vendor record queries by name. Since the official name of many vendors begins with "The" or a similar word, a second field – Alpha – is provided for the entry of that part of the name to query. In most cases, the entry in this field will be the official vendor name without the "The."
STATUS	Normally, will be Active. Other choices are Bidder (vendor is a bidder in MUNIS Bid Management), Inactive (a vendor that is no longer used), Stop (temporary inactivation of the vendor), Temporary (useful for one-time only use of a vendor).
ENTITY	Not used by GVI
TYPE	Not used by GVI
REASON	If the vendor is being changed from a Status of Active to Stop a reason code is required as to why GVI has stopped using the vendor. Choose from the drop-down list.
NAME	The full, official vendor name, as would appear on the Vendor Invoice.
DBA	The "Doing Business As" name.
ADDRESS	Street number/Box number, City, State, Zip are required. Foreign Entity and Country are optional.
1099 VENDOR	Check this if the vendor is to receive a 1099 form at year end. Choose from the drop down list
DEFAULT	Choose the default 1099 box number code from the drop-down list. This code will default on every invoice for the vendor.
W-9 SENT/RECEIVED	These check boxes are used to track whether the vendor's W-9 form has been sent to them to fill out and whether the completed form has been received. It is very important to maintain this as GVI will not pay a vendor from which they haven't received the completed W-9 form.
SSN	If the vendor is a single person, the Social Security Number is required if the vendor is to receive a 1099.
FID	If the vendor is a business or entity, the Federal Identification Number is required if the vendor is to receive a 1099.
DUNS	Not used by GVI.

GOVERNMENT OF THE U.S. VIRGIN ISLANDS
ACCOUNTS PAYABLE MANUAL

There are three notes screens that can be used for internal use only. The information entered here will not print on the check or stub. All three screens function in the same manner.



Click on the appropriate box and the following screen will appear:



Choose the **UPDATE**  tool button and enter the desired text. When complete, choose **OK**  and then **EXIT** .

GOVERNMENT OF THE U.S. VIRGIN ISLANDS
ACCOUNTS PAYABLE MANUAL

When this screen is completed, MUNIS will take you to the Terms tab, as below:

ITEM	DESCRIPTION
DISCOUNT PERCENT	The discount percentage offered by the selected vendor, if applicable. The AP staff will enter all vendor discounts prior to pulling the Check Run. Discounts will not be defaulted here for vendors, at this time.
DAYS TO DISCOUNT	The number of days from the invoice date to receive a vendor discount, if applicable. When entering an invoice for a vendor with a discount, the discount date is calculated automatically by adding the number of days to the invoice date.
MINIMUM ORDER	The minimum order amount that this vendor allows. This amount is for reference only.
DAYS TO NET	The number of days allowed from invoice date to pay the full invoice. When entering an invoice for this vendor, the due date is calculated automatically by adding this number of days to the invoice due date.
FREIGHT TERM/METH/	The vendor's usual method of shipping and the freight percent commonly applied. When a purchase order is entered for this

GOVERNMENT OF THE U.S. VIRGIN ISLANDS
ACCOUNTS PAYABLE MANUAL

ITEM	DESCRIPTION
	vendor, these freight terms appear automatically on the screen for printing on the purchase order.
FREIGHT PERCENT	The freight percent displays automatically on the header screens for Requisition Entry and PO Entry/Proof.
USE TAX VENDOR	Not used by GVI.
ALLOW DUPLICATE INVOICE NUMBERS	Check to allow for duplicate invoice numbers.
ALLOW BLANK INVOICE NUMBERS	Blank invoices will not be allowed. Leave unchecked.
BANK/ ROUTING NUMBER/ ACCOUNT/ ACCOUNT TYPE/ PAYMENT REC'T METHOD/ PRENOTE/ PURCHASING DELIVERY METHOD	These fields will not be used by GVI; every vendor will get a printed check.

GOVERNMENT OF THE U.S. VIRGIN ISLANDS
ACCOUNTS PAYABLE MANUAL

Choose the Contacts tab and the following screen will appear:

The screenshot shows the 'Vendor FM - MUNIS [Government of the Virgin Islands]' application window. The 'Contacts' tab is selected and highlighted with a red circle. The window displays the following information:

- Vendor:** 1 (+1)
- Entity:** 1
- Alpha:** ABC SUPPLY CO
- Type:** COMP - Computer Vendor
- Status:** ACTIVE
- Reason:**

On the left side, there is a vertical menu with buttons: Sort, Req Vendors, 1099 Data, Invoice Inq, Checks Inq, PO Inq, Recurr Inv, G/L Summary, and View History.

The main content area shows the 'Contacts' tab with the following fields:

- General:** Email, WWW (www.abcsupply.com)
- Contact 1:** Name (Timothy Jones), Description (Sales Mgr), Telephone (919-433-8800), FAX (919-433-8099), Email address (tjones@abcsupply.com)
- Contact 2:** Name (Ed Harris), Description (Pres), Telephone (919-433-8800), FAX, Email address (eharris@abcsupply.com)

At the bottom, there is a status bar with navigation buttons and the text '1 of 1'. A footer message states: 'Choose the sort sequence for vendors. Record(s) updated.' and 'OVR'.

Enter the contact information for the vendor record, if known.

GOVERNMENT OF THE U.S. VIRGIN ISLANDS
ACCOUNTS PAYABLE MANUAL

When finished, choose the MISC tab and the following screen will appear:

The screenshot shows the 'Vendor FM - MUNIS [Government of the Virgin Islands]' window. The 'Misc' tab is selected and circled in red. The form displays the following information:

Field	Value
Vendor	1
Entity	1
Alpha	ABC SUPPLY CO
Type	COMP - Computer Vendor
Status	ACTIVE
Reason	

Navigation buttons on the left: Sort, Req Vendors, 1099 Data, Invoice Inq, Checks Inq, PO Inq, Recurr Inv, G/L Summary, View History.

Tabbed interface: General, Terms, Contacts, **Misc**, User Defined.

Fields in the Misc tab:

- Default account: [Empty]
- Default alloc code: [Empty]
- Class: M - Minority
- Performance: 1 - Good
- Geographic: OTST - Out of State
- County code: [Empty]
- AR customer: [Empty]
- ☐ Separate checks
- Payroll employee: 1
- Payroll hire date: [Empty]
- DOB: [Empty]
- Entered: 02/27/2002
- Last change: 07/19/2006
- Changed by: munis

Footer: Choose the sort sequence for vendors. Record(s) updated. OVR

Enter the default expense account for this vendor, if desired. Enter the default Allocation Code, if applicable. Enter a Geographic Code from the drop down list. GVI will not use the Class, Performance, and County Codes at this time. If the vendor is also an Accounts Receivable Customer in MUNIS, the Customer Number may be entered for reference purposes. Separate Checks will be left blank.

GOVERNMENT OF THE U.S. VIRGIN ISLANDS
ACCOUNTS PAYABLE MANUAL

When finished, choose the User Defined tab and the following screen will appear:

Vendor FM - MUNIS [Government of the Virgin Islands]

My File Edit Tools Help

Vendor: 1 Entity: 1

Alpha: ABC SUPPLY CO Type: COMP - Computer Vendor

Status: ACTIVE Reason:

General Terms Contacts Misc **User Defined**

Field name	REQ	Value	Code descr
Business License Number	☒	64775857555	
Expiration Month	☐	12	
Expiration Day	☐	31	
Expiration Year	☐	2006	

Character Field, Size = 4.0
Enter the license's expiration year.

1 of 1

There are no more rows in the direction you are going.

This screen is where the vendor's business license number will be entered along with its expiration date. If the business license number is not applicable to the vendor, enter the value "N/A" in the Business License Number field and leave the License Expiration Date field blank. **It is required to put either a number or "N/A" in the Business License Number field.** This will allow for query on the business license number by year, month (preferred), day or a combination.

When this screen is completed, click **OK**  to save the screen.

To determine if a vendor's business license has expired, click **Find** .

8.0 Appendix A: Source Codes

Every journal is tagged with a 3-character source code that identifies in which MUNIS module the transactions were created and the program within the module where the transaction originated. The following table lists the source codes and modules in which each was created.

SOURCE CODE	MODULE AND PROGRAM	JOURNAL REFERENCE
AJE	General Ledger, Post Last Year Adjustments	Ref 1 Ref 2 Ref 3 Ref 4 CL YR ADJ
API	Accounts Payable, Invoice Entry/Proof, Regular Invoice	Ref 1 Vendor Ref 2 Purchase Order Ref 3 Invoice Ref 4 Warrant or Batch
API	Accounts Payable, Invoice Entry/Proof, Credit Memo	Ref 1 Vendor Ref 2 Purchase Order Ref 3 Invoice Ref 4 Credit Memo
API	Accounts Payable, Invoice Entry/Proof, Direct Disbursement or Wire Transfer	Ref 1 Vendor Ref 2 Purchase Order Ref 3 Invoice Ref 4 "CK" "#####"
APM	Accounts Payable, Invoice Maintenance	Ref 1 Vendor Ref 2 Purchase Order Ref 3 Invoice Ref 4 Journal Description
APP	Accounts Payable, Cash Disbursements Journal	Ref 1 Ref 2 Ref 3 Ref 4 Warrant or CASH DISB
APR	Accounts Payable, Check Reconciliation	Ref 1 Vendor Ref 2 Purchase Order Ref 3 Invoice Ref 4 Journal Ref Description
BEB	Boat Excise, Generate AR	Ref 1 Ref 2 Ref 3 Ref 4
BLB	Business License, Generate AR	Ref 1 Ref 2 Ref 3 Ref 4 BL AR GEN
BLM	Bill Detail Maintenance	Ref 1 Ref 2 Ref 3 Ref 4
BLO	Over Payment Transfer	Ref 1 Ref 2 Ref 3 Ref 4
BLR	Business License, Gross Receipts	Ref 1 Ref 2 Ref 3 Ref 4 BL RECPTS
BUA	Budget, Budget Transfers and Amendments	Ref 1 Journal Ref Ref 2 Journal Ref Ref 3

GOVERNMENT OF THE U.S. VIRGIN ISLANDS
ACCOUNTS PAYABLE MANUAL

SOURCE CODE	MODULE AND PROGRAM	JOURNAL REFERENCE
BUC	Budget, Budget Completion Journal, Budget Transfers and Amendments, New Budget Posting	Ref 4 Short Description Ref 1 Ref 2 Ref 3
C/R	Accounts Receivable, Payments Journal and Post, Process Lockbox File, Over-Short Adjustment Process, Bill Refund Processing	Ref 4 Journal Ref Description Ref 1 Ref 2 Ref 3
COE	Contract Management, Contract Entry/Maintenance	Ref 4 Cash Receipt Ref 1 Vendor Ref 2 Contract Ref 3
COL	Purchasing, PO Entry/Proof (contract liquidation)	Ref 4 CONTRC ENT Ref 1 Vendor Ref 2 Contract Ref 3 Purchase Order Ref 4 PO Entry/Proof or Purchase Order Maintenance
COM	Contract Maintenance	Ref 1 Ref 2 Ref 3
CRP	Posted Payments and Reversals	Ref 4 Ref 1 Ref 2 Ref 3
CRR	Posted Refunds	Ref 4 Ref 1 Ref 2 Ref 3
CRW	Posted Writeoffs	Ref 4 Ref 1 Ref 2 Ref 3
FAA	Fixed Assets, New Assets and General Maintenance, Post Summary Journals	Ref 4 Ref 1 Ref 2 Ref 3
FAD	Fixed Assets, Asset Depreciation, Post Summary Journals	Ref 4 ASSET ACQN Ref 1 Ref 2 Ref 3
FAM	Fixed Assets, New Assets and General Maintenance Asset Adjustment, Post Summary Journals	Ref 4 ASSET ACQN Ref 1 Ref 2 Ref 3
FAN	Fixed Assets, General Journal Entry	Ref 4 ASSET MNT Ref 1 Ref 2 Ref 3
FAR	Fixed Assets, Asset Retirement, Post Summary Journals	Ref 4 Ref 1 Ref 2 Ref 3
G/B	General Billing, Transfer to Tax	Ref 4 Ref 1 Ref 2 Ref 3
GBI	General Billing, Invoice Entry	Ref 4 Ref 1 Ref 2 Ref 3
GBL	General Billing, Late Fees	Ref 4 Ref 1 Ref 2 Ref 3
GBM	General Billing, Invoice Maintenance	Ref 4 Ref 1 Ref 2

GOVERNMENT OF THE U.S. VIRGIN ISLANDS
ACCOUNTS PAYABLE MANUAL

SOURCE CODE	MODULE AND PROGRAM	JOURNAL REFERENCE
		Ref 3
		Ref 4
GCR	General Ledger, General Journal Entry and Proof, Import JE ASCII File, Recurring Journal Entry	Ref 1 Journal Description Ref 2 Ref 3
		Ref 4 Short Description
GEL	General Ledger, Encumbrance Journal Entry	Ref 1 Journal Description Ref 2 As Entered Ref 3
		Ref 4 Short Description
GEN	General Ledger, General Journal Entry and Proof, Import JE ASCII File, Recurring Journal Entry	Ref 1 Journal Description Ref 2 As Entered Ref 3 As Entered Ref 4 Short Description
GNI	General Ledger, Journal Import	Ref 1 Ref 2 Ref 3
		Ref 4
GRV	General Ledger, Journal Reversal	Ref 1 Ref 2 Ref 3
		Ref 4
INA	Inventory, Inventory Adjustments, Enter Inventory Counts	Ref 1 Ref 2 Ref 3 Item Ref 4 Adjustment
INI	Inventory, Inventory Issue (or negative issue), Pick Ticket	Ref 1 Ref 2 Department Ref 3 Item Ref 4 Issue
MVB	Motor Vehicle, Generate AR	Ref 1 Ref 2 Ref 3
		Ref 4 MV AR GEN
PII	Permits, Invoice Posting	Ref 1 Ref 2 Ref 3
		Ref 4
PIM	Permits, Invoice Maintenance	Ref 1 Ref 2 Ref 3
		Ref 4
POE	Purchase Orders, PO Entry and Proof	Ref 1 Vendor Ref 2 Purchase Order Ref 3
		Ref 4 PO Entry/Proof
POL	Accounts Payable, Invoice Entry/Proof, Purchase Order Liquidation	Ref 1 Vendor Ref 2 Invoice Ref 3 Purchase Order Ref 4 LIQ/INV
POM	Purchase Orders, Purchase Order Maintenance	Ref 1 Vendor Ref 2 Purchase Order Ref 3
		Ref 4 PO MAINT or PO CANCL
PRE	Payroll, Payroll Encumbrancing	Ref 1 As Entered Ref 2 As Entered Ref 3 As Entered Ref 4 PR ENCUMBR
PRH	Payroll, History Maintenance	Ref 1 As Entered Ref 2 - 4 Run Type & Warrant
PRJ	Payroll, GL Distribution Journal/Update	Ref 1 As Entered Ref 2 - 4 Run Type & Warrant
PRT	Payroll Texas TRS	Ref 1 Ref 2 Ref 3 Ref 4
PTE	Parking Tickets, Generate AR	Ref 1 Ref 2

GOVERNMENT OF THE U.S. VIRGIN ISLANDS
ACCOUNTS PAYABLE MANUAL

SOURCE CODE	MODULE AND PROGRAM	JOURNAL REFERENCE
		Ref 3
		Ref 4
PTL	Asset Late Fee	Ref 1
		Ref 2
		Ref 3
		Ref 4
PTM	Parking Tickets, Parking Ticket Maintenance	Ref 1
		Ref 2
		Ref 3
		Ref 4
PTR	Owner Name Update	Ref 1
		Ref 2
		Ref 3
		Ref 4
PTS	Scofflaw	Ref 1
		Ref 2
		Ref 3
		Ref 4
PTV	Mark Charge	Ref 1
		Ref 2
		Ref 3
		Ref 4
SOY	General Ledger, Open New Fiscal Year	Ref 1
		Ref 2
		Ref 3
		Ref 4 Start Year
TSB	Tax Sale	Ref 1
		Ref 2
		Ref 3
		Ref 4
TX	Tax Adjustment	Ref 1
		Ref 2
		Ref 3
		Ref 4
TXA	Tax Billing, Abatement (Release) Entry	Ref 1
		Ref 2
		Ref 3
		Ref 4 TX ABATEMT
TXB	Tax Billing, Generate AR	Ref 1
		Ref 2
		Ref 3
		Ref 4 TAX AR GEN
TXC	Tax Corrections	Ref 1
		Ref 2
		Ref 3
		Ref 4
TXD	Tax Deed	Ref 1
		Ref 2
		Ref 3
		Ref 4
TXL	Tax Lien	Ref 1
		Ref 2
		Ref 3
		Ref 4
TXM	Tax Billing, Bill Maintenance, Post Summary Journals	Ref 1
		Ref 2
		Ref 3
		Ref 4
TXT	Tax Billing, Tax Title	Ref 1
		Ref 2
		Ref 3
		Ref 4
U/B	Utility Billing, Generate AR, Apply Credits/Deposits	Ref 1
		Ref 2
		Ref 3
		Ref 4 UB AR GEN
UBA	UB Process Late Fees	Ref 1
		Ref 2

GOVERNMENT OF THE U.S. VIRGIN ISLANDS
ACCOUNTS PAYABLE MANUAL

SOURCE CODE	MODULE AND PROGRAM	JOURNAL REFERENCE
		Ref 3
		Ref 4
UBB	Utility Billing, Generate AR	Ref 1
		Ref 2
		Ref 3
		Ref 4
UBC	Utility Billing, Apply Credits	Ref 1
		Ref 2
		Ref 3
		Ref 4
UBD	Utility Billing, Apply Deposits	Ref 1
		Ref 2
		Ref 3
		Ref 4
UBI	Utility Billing, Apply Deposit Interest	Ref 1
		Ref 2
		Ref 3
		Ref 4
UBM	Utility Billing, Bill Maintenance, Post Summary Journals	Ref 1
		Ref 2
		Ref 3
		Ref 4
UBO	Utility Billing, Process Cutoff	Ref 1
		Ref 2
		Ref 3
		Ref 4
UBR	Utility Billing, AR Reversal	Ref 1
		Ref 2
		Ref 3
		Ref 4
UBT	Utility Billing, Transfer to Tax Lien	Ref 1
		Ref 2
		Ref 3
		Ref 4
UCR	Utility Billing, Apply Credits Reversal	Ref 1
		Ref 2
		Ref 3
		Ref 4
UDR	Utility Billing, Apply Deposits Reversal	Ref 1
		Ref 2
		Ref 3
		Ref 4
UIR	Utility Billing, Apply Deposit Interest Reversal	Ref 1
		Ref 2
		Ref 3
		Ref 4
YEC	General Ledger, Close Current Fiscal Year	Ref 1
		Ref 2
		Ref 3
		Ref 4 Close Year