

AP Invoice Entry

This MUNIS reference guide covers the following topics:

- Entering Direct Invoices
- Attaching Documentation for all invoices

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AP Invoice Entry

Entering an AP Invoice

When you enter an invoice, it recognizes actual expenses once it is posted, as well as initiates vendor payment. The invoice will be released through an approval process driven by the accounts contained within the transaction. Upon completion of the approval process, a notification will be sent through workflow to accounts payable personnel, who will post the invoice.

Before you enter an Invoice into Munis, the following information is helpful to know:

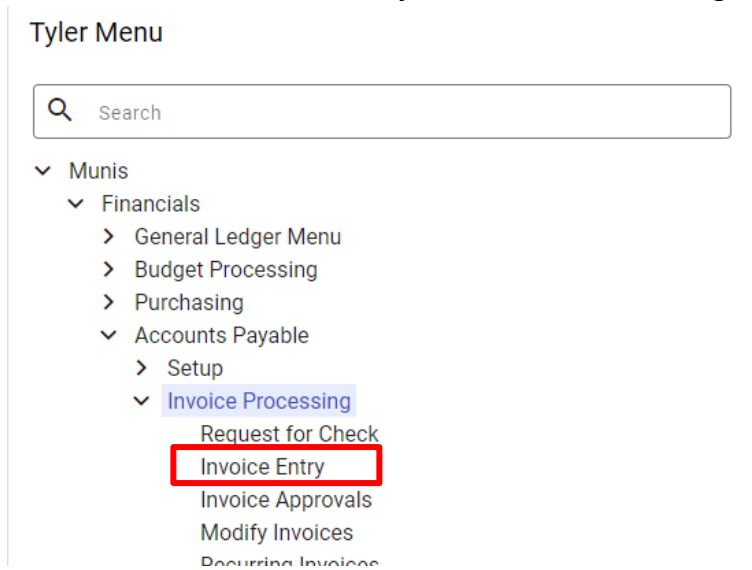
- The proper General Ledger expense account(s).
- The proper Project expense account(s) if needed.
- The department the invoice is being charged to.

AP Invoice Entry

Creating the Invoice Entry Batch Header

When you create an Invoice Batch in MUNIS, the first step that the software will guide you through is creating the Invoice Batch. The batch contains an auto assigned number, fiscal year/period, the status of the batch, information about the cash account, and total number of invoices in the batch, along with the total amount of all invoices in the batch.

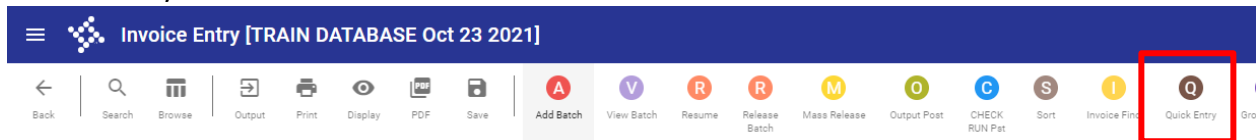
Go to Financials>Accounts Payable>Invoice Processing>Invoice Entry



IT IS IMPORTANT THAT YOU TAB THROUGH THE FIELDS IN MUNIS. TABBING 'LOCKS' THE FIELD WITH YOUR SELECTION.

First thing you will need to do is change the form.

Click on Quick Entry in the ribbon. You will only have to do this the first time you get into Invoice Entry.



AP Invoice Entry

Create an Invoice Batch:

1. From the Tyler Menu, click Financials > Accounts Payable> Invoice Processing > Invoice Entry

Batch Information

Batch *

Effective date *

Year/Period *

Fund *

Cash account *

CHECK RUN

Due date

Invoice count

Amount total

Vendor hash

Released?

2. On the ribbon, click Add Batch. Tab through all fields, update only as necessary
3. Tab through Batch
4. Tab through Effective date, adjust as applicable
5. Tab through Year/Period – **do not change this!**
6. Tab through Fund, adjust only for specific payment scenarios
 - a. If you are paying out of Federal Funds you will need to change to 4000
 - b. If you are paying out of General Funds (1000 or 2000) or Special Funds (5000) Leave as is
 - c. If you are split funding leave as is
7. Tab through Cash Account, adjust only for specific payment scenarios
 - a. If you are paying out of Federal Funds you will need to change the first four digits to 4000
 - b. If you are paying out of General Funds (1000 or 2000) or Special Funds (5000) Leave as is
 - c. If you are split funding leave as is
8. Tab through CHECK RUN – **leave this blank!**
9. Change the Due Date to the same date as the Effective Date
10. Click Accept, the program will then display the Invoice Entry screen.

Note: Invoice Count, Amount Total and Vendor Hash will auto populate once an invoice has been entered into the batch

AP Invoice Entry

☰ Invoice Entry [TRAIN DATABASE Oct 23 2021]

← Back | ✓ Accept | ✕ Cancel

Batch Information

Batch *

Effective date *

Year/Period * OCT

Fund * ... TREASURY FUND

Cash account * CASH - CHECKING

CHECK RUN

Due date

Invoice count

Amount total .00

Vendor hash

Released?

Change to 4000 if charging to Federal Fund.

☰ Invoice Entry [TRAIN DATABASE] DS

← Back | ✓ Accept | ✕ Cancel | V View Address | J Journal Info | P Previous PO | C Credit PO | C Credit Contract

Invoice

Year

PO Receiving

Contract

Vendor *

Address

Terms

DBA

Document *

Invoice *

Gross * .00

Description

Status

Voucher

CHECK RUN

Department

Work order

Work order task

Allocation

Requisition

Lic method

Discount date Disc basis .00

Discount % .000 Disc amt .00

Net amount

Payment method

Check/Wire

Invoice date *

Received date *

Due date *

Separate check
 Include documentation
 PA applied
 Released
 RFC (0)
 Withholding (.00)

Accounts | Line Items

0 of 0 | < > | Purchase order.

For standard descriptions of all fields (see Help (?) on upper right of screen). Also, AP Invoices can be entered against a Purchase Order, a Contract, or neither which is considered to be a direct entry AP Invoice, which is what you will be entering.

AP Invoice Entry

Create the Invoice header:

1. Tab through default Year
2. Tab through the PO and Contract fields (Not applicable)
3. Tab to Vendor and input or use the field help if you need to look up the vendor.
 - a. If using a one-time pay vendor, the vendor information fields will pop up when you start tabbing.
4. Tab through the default vendor address, use the Field help to select an alternate Remit Address if needed.
5. Tab through Document as this will default
6. Enter the Invoice Number that is found on the Vendor's invoice or use the date such as 102421-short description. This field is only 20 characters long
7. Enter the Gross amount to be paid
8. Tab through the Payment Method, the default is Normal
9. Tab through Check/Wire field
10. Enter the description of what is being paid for.
11. Tab through Status
12. Tab through Voucher as this will default
13. Tab to Invoice Date, enter the date of the invoice or leave the default date.
14. Tab to Received Date, which should be the same as the invoice date.
15. Tab to Due Date, which should be the same as the invoice date.
16. Enter the Department the Invoice is being paid for
17. Tab through Allocation (not being used)
18. Tab through Requisition (not applicable)
19. Tab to Separate Check, select this box **only** when you want to generate a separate check for this Invoice.
20. Tab to PA Applied, check if Project Strings will be associated with the Invoice liquidation.
21. Click on Comments box. Enter invoice comments, if applicable.
22. You can enter as many invoices to one batch as you need as long as it is the same fund

AP Invoice Entry

Quick Invoice Entry [TRAIN DATABASE Oct 23 2021]

Back | Accept | Cancel | Search | Access Detail | Orig Budget

Invoice

Year: 2022
PO: [] Receiving
Contract: []
Vendor: 100809 Name: NATIONAL OFFICE SUPPLY-SPN
Address: 0 Terms: []

Document: 11161 Description: OFFICE SUPPLIES
Invoice: 102421-SUPPLIES Status: On Hold Department: 1704
Gross amount: 50.00 Voucher: 17483 Allocation: 0
Net amount: 50.00 Invoice date: 10/24/2021
Received date: 10/24/2021 Requisition: []
Payment method: Normal Due date: 10/24/2021
Check/Wire: [] Separate check:
PA applied:

Comments Withholding (.00)


Accounts Line Items

Line	Org	Object	Proj	PO	Invoice Amt	1099	A	Bud	Work order	WO task
1	11170400	65000			50.00			1		

GL available budget 3,714.56 OFFICE SUPPLIES

Total: 50.00 Payment Amount: 50.00

You will get a pop up about the cash just hit OK.

 **Munis**

WARNING: Available cash amount of \$-3,121,645.88 exceeded. Override or Cancel.


If you get an error about the budget, then you need to do your research and work with the following staff to clear up the budget issues:

1. General Fund Budget: Office of Management & Budget
2. Federal Funds Budget: Department of Finance
3. Special Revenue Budget: Secretary of Finance

AP Invoice Entry



Example of one with a project:

Batch:

☰  Invoice Entry [TRAIN DATABASE Oct 23 2021]

← | ✓ | ✕
Back | Accept | Cancel

Batch Information

Batch *	<input type="text" value="536"/>
Effective date *	<input type="text" value="10/24/2021"/> 
Year/Period *	<input type="text" value="2022"/> <input type="text" value="1"/> OCT
Fund *	<input type="text" value="4000"/> ... FEDERAL FUND
Cash account *	<input type="text" value="4000"/> ... <input type="text" value="10000"/> ... <input type="text" value=""/> ... CASH - CHECKING
CHECK RUN	<input type="text"/>
Due date	<input type="text" value="10/24/2021"/> 
Invoice count	<input type="text" value="0"/>
Amount total	<input type="text" value=""/> .00
Vendor hash	<input type="text" value="0"/>
Released?	<input type="text" value="None Released"/> ▼

AP Invoice Entry

Invoice:

Quick Invoice Entry [TRAIN DATABASE Oct 23 2021]

Back | Accept | Cancel | Search | Access Detail | Org Budget

Invoice

Year: 2022

PO: [] Receiving

Contract: []

Vendor: 100809 Name: NATIONAL OFFICE SUPPLY-SPN

Address: 0 Terms: []

Document: 11162 Description: OFFICE SUPPLIES

Invoice: 102421-OFFICE SUPPLI

Gross amount: 500.00 Status: On Hold Department: 1704

Net amount: 500.00 Voucher: 17484 Allocation: 0

Payment method: Normal Invoice date: 10/24/2021

Check/Wire: [] Received date: 10/24/2021

Due date: 10/24/2021


Comments | Withholding (.00)

Accounts | Line Items

Line	PA Type	Project Account	Org	Object	Proj	PO	Invoice Amt	1099	A	Bud	Work order	WO task
1	E	1704210001-OPERATING -	41170400	65000	ARPA		500.00			1		

PA available budget: 4,141.00 GL available budget: 378,406.70 OFFICE SUPPLIES

1. Attach any documentation, including invoices or receipts
2. Save to AP Invoice
3. Click back button once you have attached your documents

4. Click Release Batch  in the the ribbon to release the Invoice(s) into workflow

5. You can click on Resume  in the ribbon

6. You can click Approvers at the bottom of the screen to check on where the Invoice is in workflow

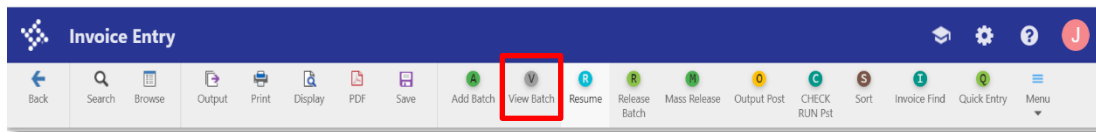
Note:

The Batch Header will display the total number of invoices. Confirm the invoice count and total. This will be the number of invoices ready to be submitted for approval and posting to the General Ledger.

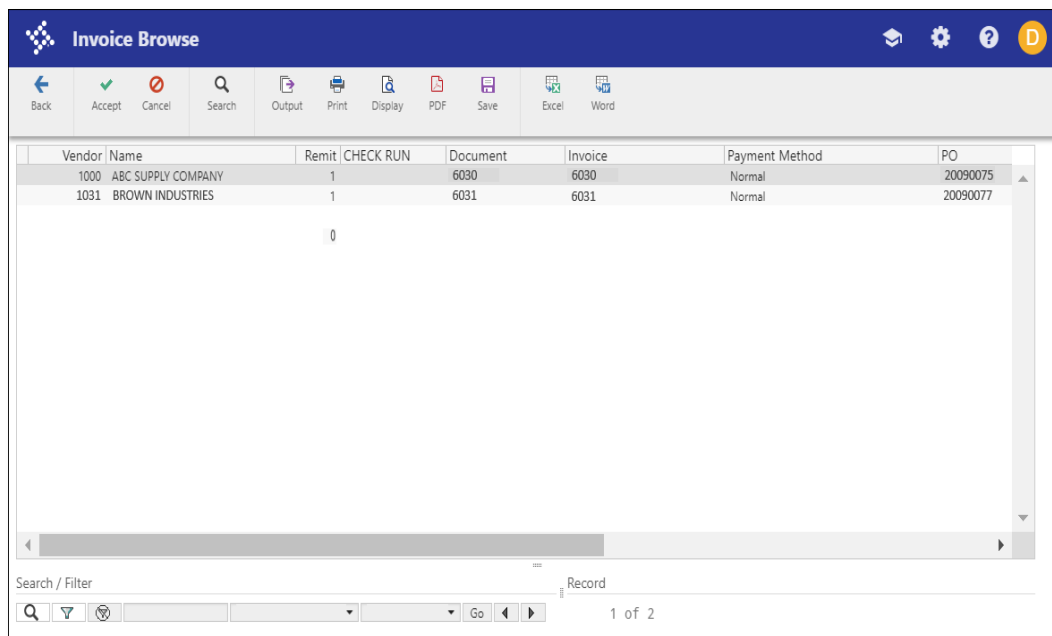
Invoice count	1
Amount total	1.00
Vendor hash	1,007
Released?	None Released

AP Invoice Entry

If the batch total or number of invoices does not reconcile, click on the View Batch option to display a summary list of all invoices in the batch.



You can then double click on the Invoice to select it; the program will open the Invoice Entry screen to allow you to make updates to the invoice.



You can then make your updates as necessary and click return to the Invoice Batch Header Screen. At any point prior to releasing your batch, you can make changes to the invoices:

1. From the Invoice Entry Batch Header Screen, click Resume. The program displays the Invoice Entry screen.
2. Use the navigation arrows at the bottom of the Invoice Entry screen to find the record to modify.
3. Click Update and modify the information, as required.
4. Click Accept, and then click Return on the toolbar to return to the batch header screen.

AP Invoice Entry

Releasing the Invoice Batch for Approval

Once you have created the Invoice Batch, you are ready to release the invoices into workflow for approval and further processing

To release an Invoice into workflow for approval (try it!):

1. Return to the Invoice Batch Header screen.
2. Click Release in the Toolbar. This changes the Status to Pending Approval – and starts the approval process for the Invoice. Once you have released the Invoice, you will be able to see it, but will not be able to make changes to it.

Note: If you need to make changes to your Invoice after you have released it, you will click release in the ribbon a second time to resume edits.