
# ACCOUNTS PAYABLE USER MANUAL

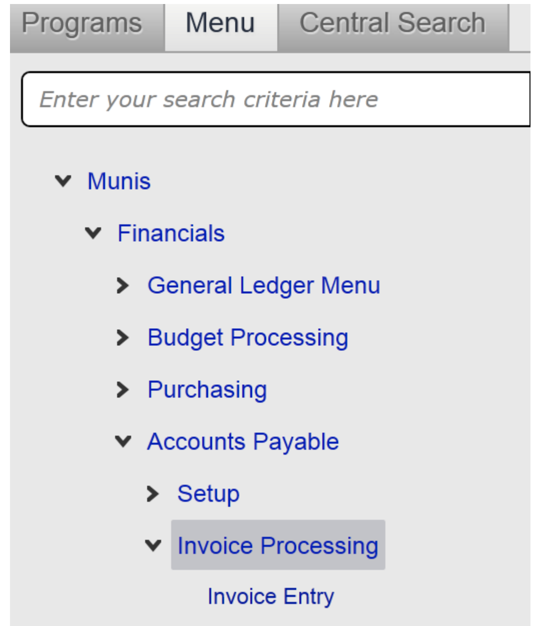
## MARCH 2016

MUNIS version 11.1

# INVOICE BATCH ENTRY

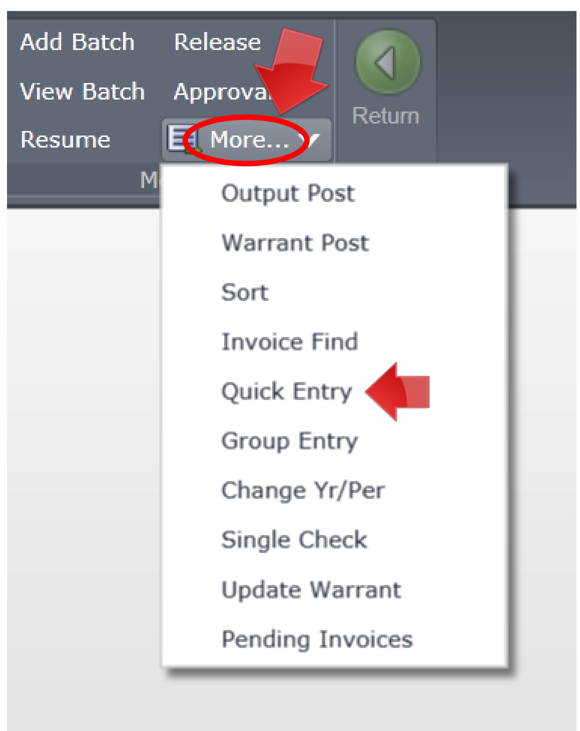
**MUNIS**

- ➢ FINANCIALS
  - ▪ ACCOUNTS PAYABLE
    - • INVOICE PROCESSING
      - ○ INVOICE ENTRY

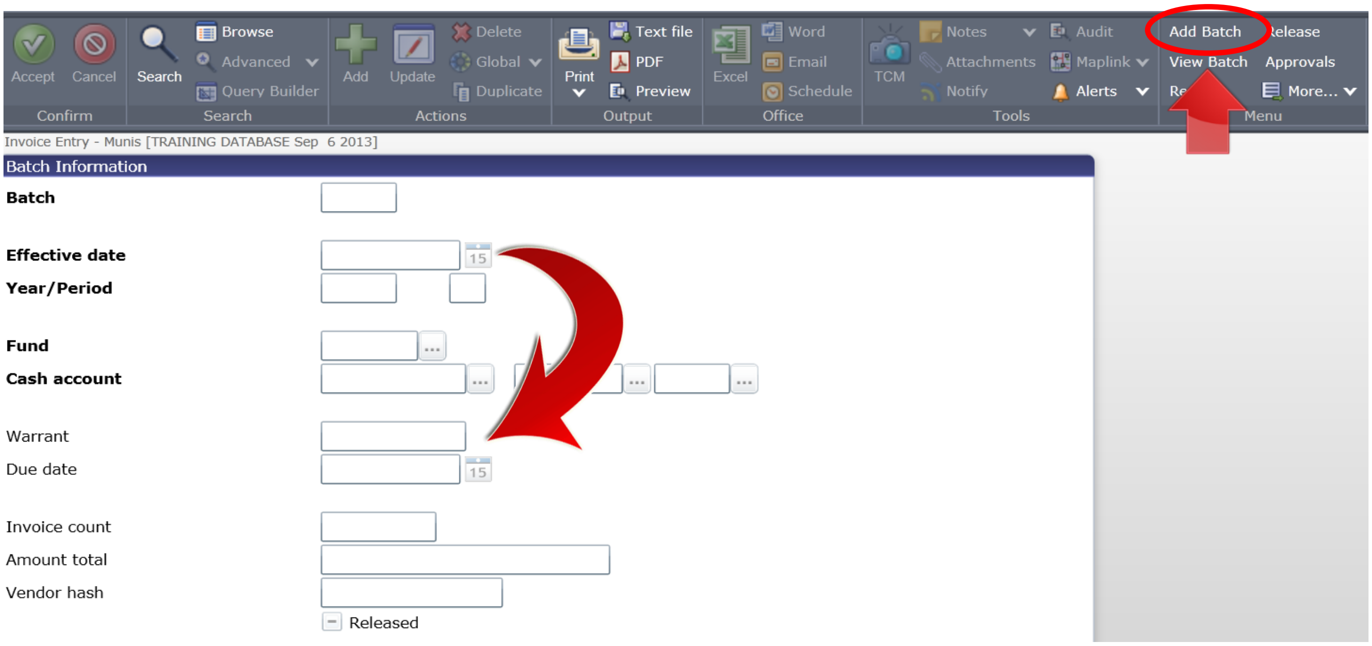



**INVOICE ENTRY SCREEN:**

- ➢ Select MORE
  - ▪ QUICK ENTRY



# BATCH HEADER:




## CLICK ADD BATCH

**TAB through fund and cash account, these self-populate**

*****Effective date and Warrant dates MUST match*****

➢ **EFFECTIVE DATE:**

This will self-populate with the day you are doing your entry MAKE SURE TO CHANGE!

Provided by Finance.

Claims: .................. Dates of the finance meeting (always a Wednesday)

Preauthorized: ....... Thursdays

➢ **WARRANT FIELD:**

PA + DATE - if submitting Preauthorized invoices
CL + DATE - for claims

(Example: .............. PA021314 for a payable check on Feb. 13, 2014
CL022614 for 2/26/14 finance board meeting )

➢ **DUE DATE: REFER TO DATE CALENDAR SENT OUT BY AP**

Provided by AP once the current year calendar is set by the board

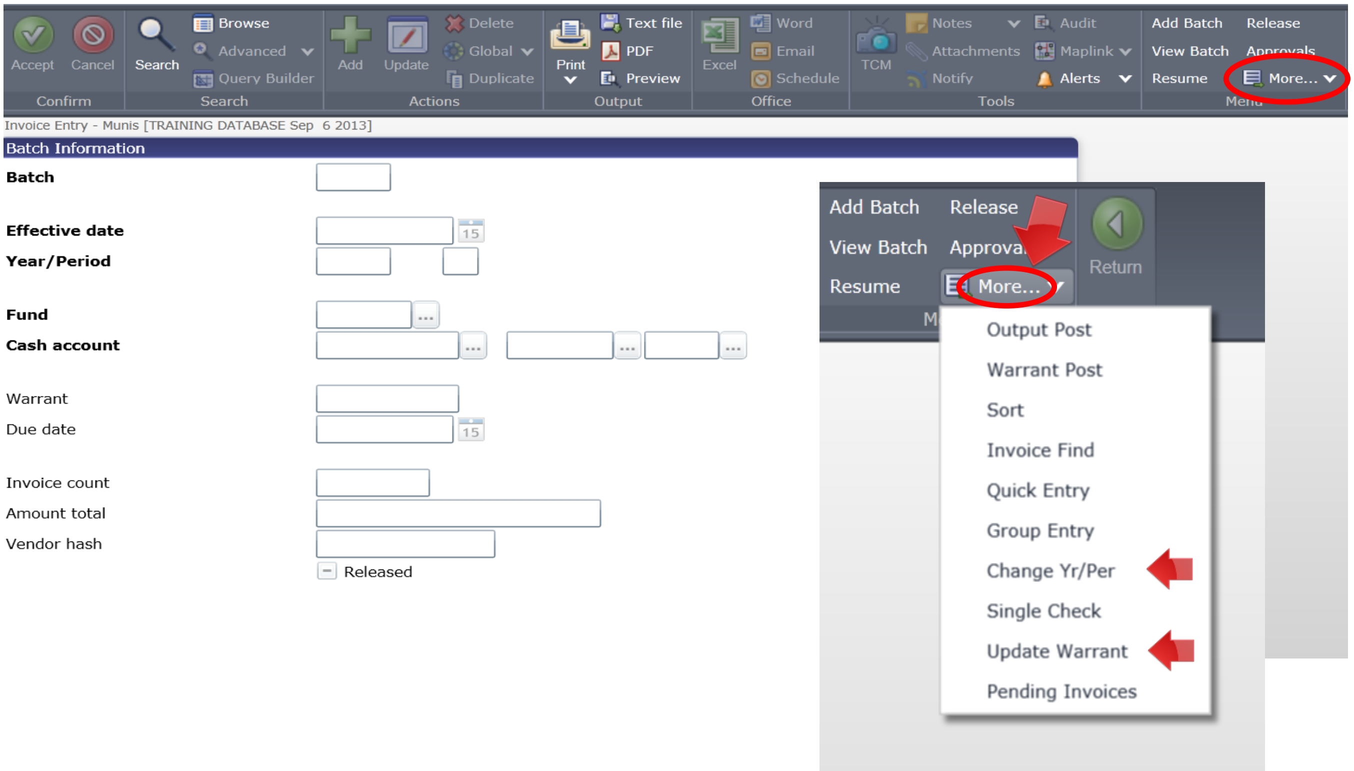
Claims: .................. Dates of the finance meeting (always a Wednesday)

Preauthorized:........ Thursdays

➢ **ACCEPT**

**IF YOU NEED TO CHANGE EITHER THE EFFECTIVE DATE OR WARRANT #**

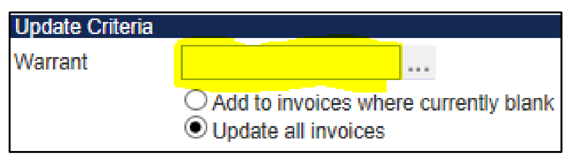
**This is done from the Batch header screen under "MORE" in the upper right ribbon**




Under **<u>more</u>** to change the **EFFECTIVE DATE** you select '<u>Change Yr/Per</u>' this will take you to the Effective Date Field, you can either click on calendar or type in date.

After you change date you MUST hit accept, your date will be changed.

To change the warrant # click on '**UPDATE WARRANT**' when you do the above '<u>Update Criteria</u>' box will appear, enter new warrant hit accept this will change the warrant on ALL invoices in the batch.

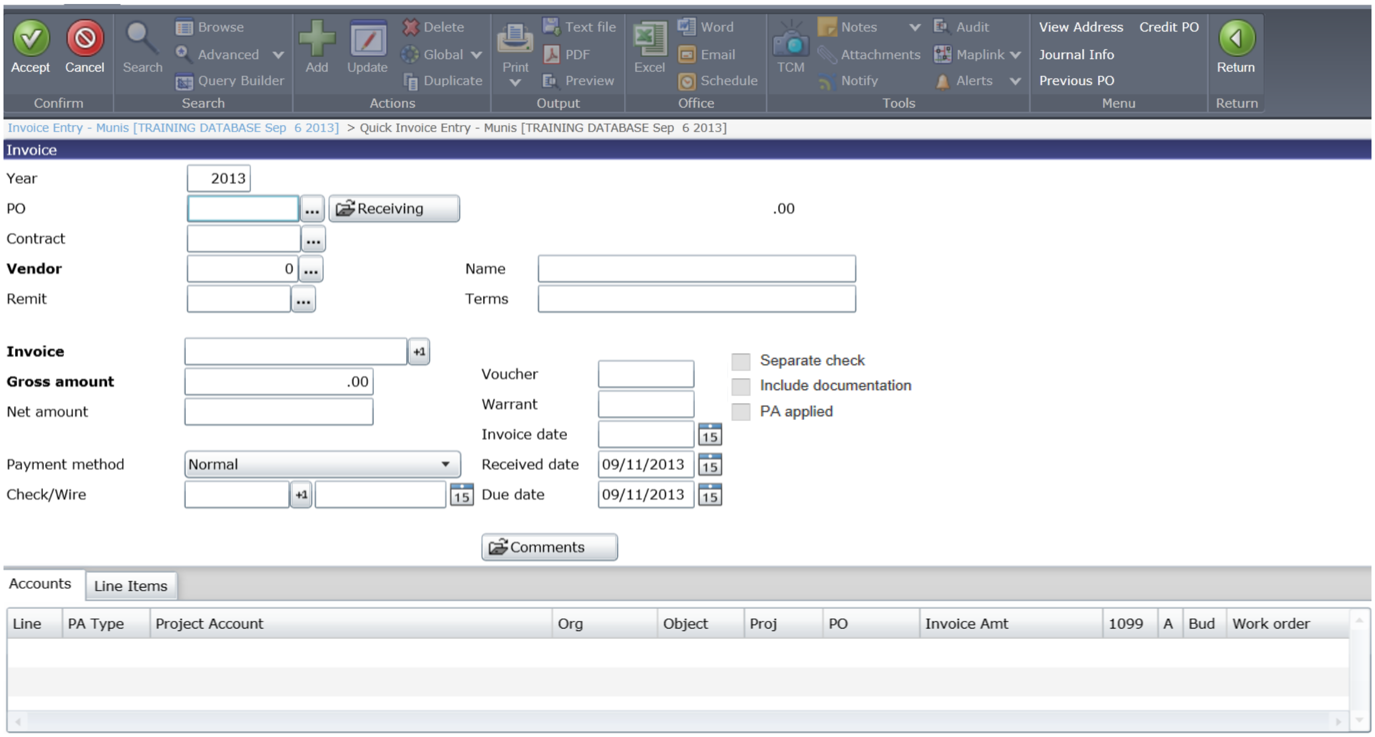



## !! IMPORTANT NOTES/ TIPS FOR INVOICE ENTRY !!

- **When entering an invoice that has a PO or a Contract you <u>MUST</u> enter this upon initial entry MUNIS WILL NOT ALLOW YOU TO CORRECT THIS if you forget!**

- **Munis also will not allow you to change a VENDOR after the invoice screen is left make sure your vendor is correct!**
- **You make corrections to the UPPER PORTION of the invoice by using "Update" the lower portion(line detail) by using "change lines"**
- **If you attach the wrong document in TCM although you cannot delete you can OVERWRITE, what you would do is when attaching correct docs DO NOT hit "NEW" just hit "IMPORT" and you will see a message warning you that this will replace the existing docs which is what you want.**
- **If you need documentation to go with the check make sure to check "include documentation" it is also a good idea to either send me an email or at lease add a comment.**

# INVOICE ENTRY




## DIRECT INVOICE ENTRY:

**ADD** 

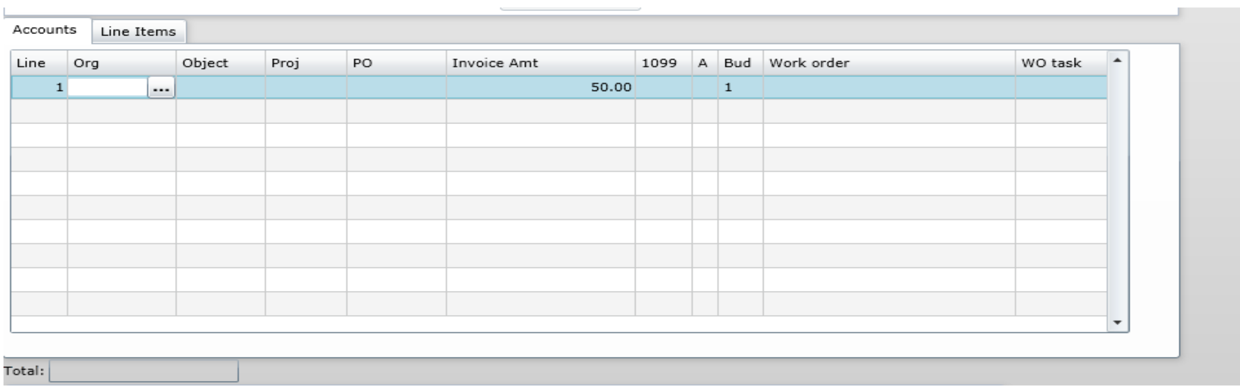
or TAB to PO field for first invoice

- **PO**: Purchases $500 & under = no PO required
  - (Office Depot always requires a PO)
- **CONTRACT**: Make sure to enter your Contract Number if you have one … MUNIS WILL NOT LET YOU ADD LATER …You will have to re-enter invoice!
- **VENDOR**: Type number if known or search 

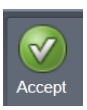
- **REMIT**: Choose appropriate payment address, if available
- **INVOICE**: Type number from vendor's invoice
- **GROSS AMOUNT**: $ amount from vendor's invoice
- **DESCRIPTION**: Required, please make sure it reflects the invoice
- **PAYMENT METHOD**: Normal
- **WARRANT**: Will populate from Batch Header
- **INVOICE DATE**: From vendor's invoice

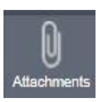
- ➢ **DUE DATE**: Will populate from Batch Header
- ➢ **INCLUDE DOCUMENTATION**: If ***need*** to send remittance with check
- ➢ **SEPERATE CHECK**: If you need a stand alone check if not Munis will group all like vendors
- ➢ **PA APPLIED**: Make sure this is checked if you need to use a project string, otherwise make sure it is unchecked

**ACCEPT or TAB** through past PA applied




- ➢ **ENTER ORG & OBJ or CHOOSE PROJECT STRING:** Enter numbers or search

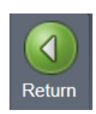
**ACCEPT** 


**TCM: ADD DOCS:** 

**Select <u>AP Invoices</u> under document mappings**

- ➢ **OK**
- ➢ **ACCEPT**
- ➢ **NEW**
- ➢ **IMPORT** find file, select open
- ➢ **SAVE**
- ➢ **CLOSE** viewer

**ADD** (if have more invoices) 


**RETURN TO BATCH HEADER** (to send invoices for approval) 


- ➢ **SELECT** RELEASE
- ➢ **SELECT** APPROVALS
- ➢ **YES**

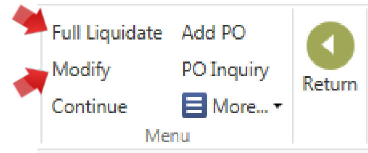

**THIS WILL RELEASE INVOICES INTO WORKFLOW**

# PO INVOICE ENTRY:

**[ WHEN A PURCHASE ORDER IS BEING USED ]**

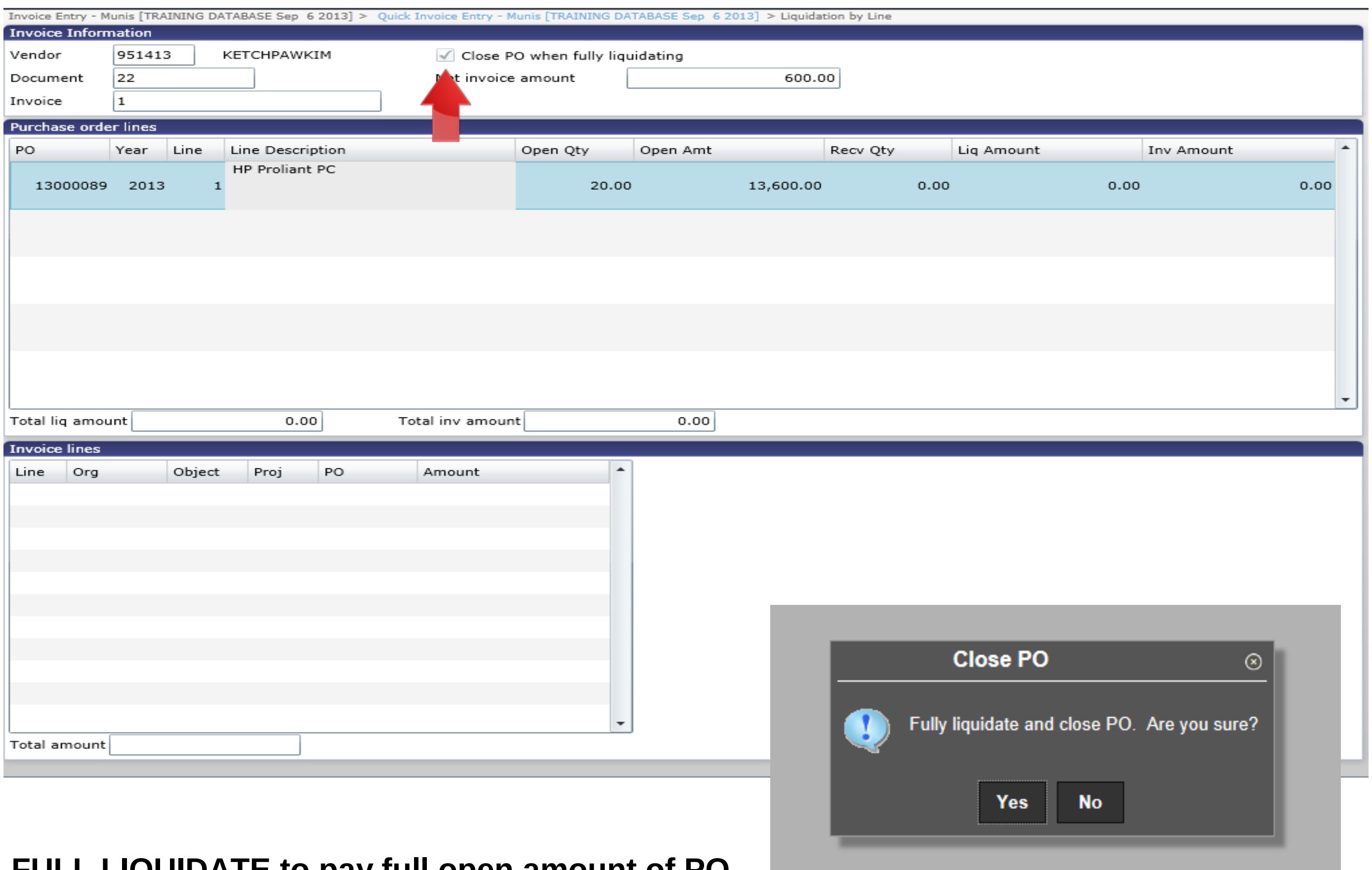
**When using a PO during invoice entry when you tab past your final field (PA APPLIED, may be different if you are using Quick Entry) You will be taken to the PO LIQUIDATION SCREEN**

**You will have the choice to either FULL LIQUIDATE <u>or</u> MODIFY**




**You will FULLY LIQUIDATE when you have only one invoice assigned to that PO <u>or</u> on the LAST invoice of a multiple invoice PO (Multiple invoices on one PO you must use MODIFY until you are on your last one). Each invoice must be entered seperately, you CANNOT combine.**

**<u>TIP</u>: If you have multiple invoices on one PO save the invoice with the most items for last so you can just FULL LIQUIDATE that one.**

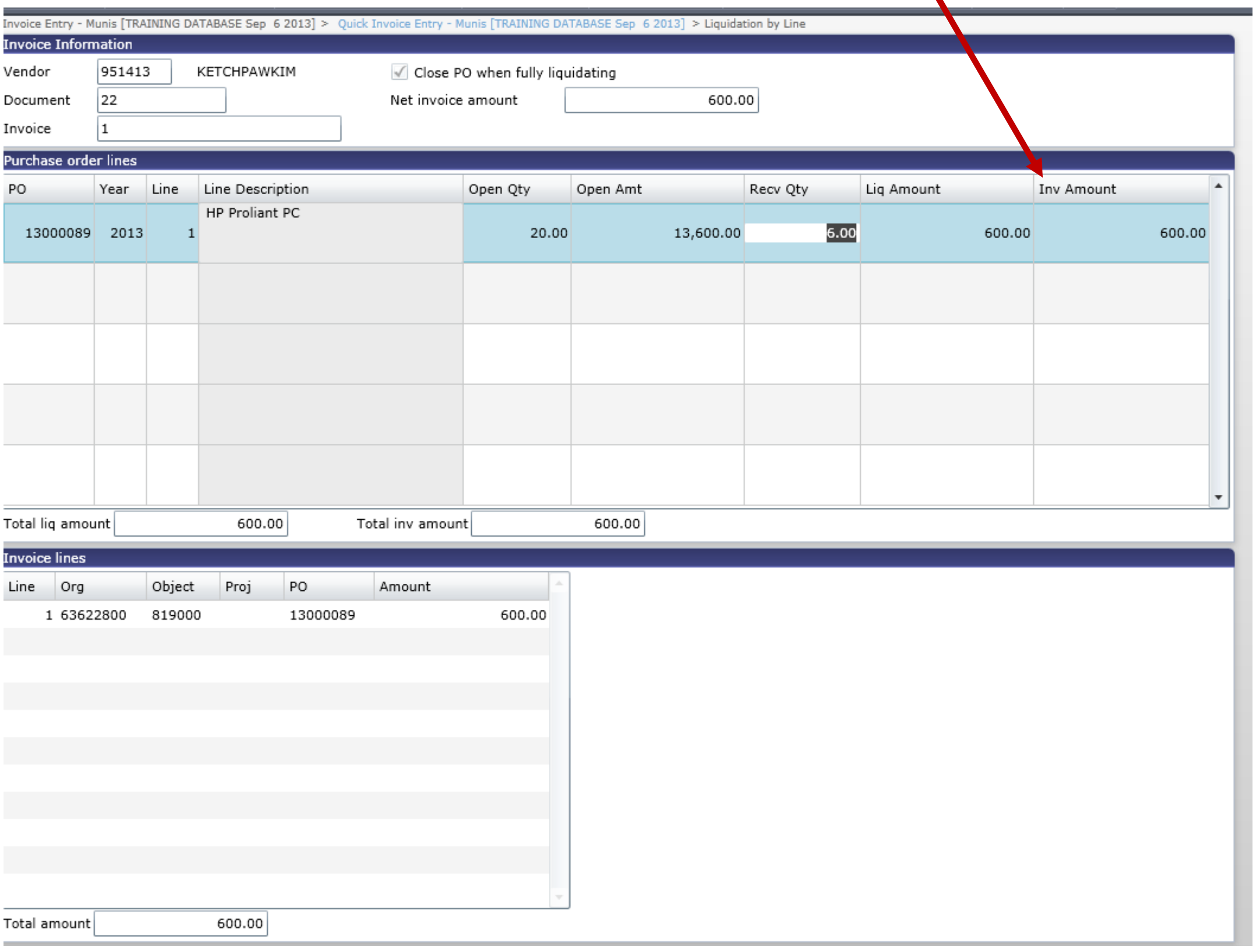



**<u>FULL LIQUIDATE</u> to pay full open amount of PO.**
**You will get a message asking if you are sure you want to liquidate.**

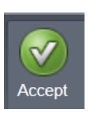
- **SELECT Yes to close PO.** You will be taken back to the invoice, ORG & OBJ populate, verify to make sure correct.
- **ATTACH** your docs.

## **MODIFY** to Partially Liquidate

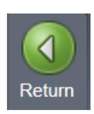
- **ENTER** quantity received.
- **ENTER** Liq amount. Complete all lines. **DO NOT TAB PAST THE LAST FIELD (INV AMOUNT) OR YOU WILL HAVE TO BEGIN AGAIN!**




- **CONTINUE**

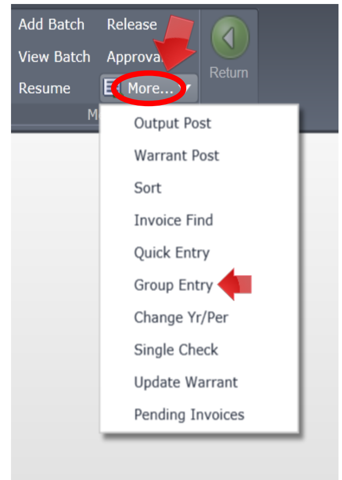
**ACCEPT** 


**ADD** 

**to enter more invoices or** 

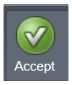
**to Batch Header**

# GROUP INVOICE ENTRY WITH PO



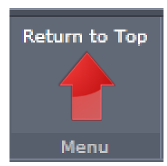

## INVOICE ENTRY <u>or</u> BATCH HEADER SCREEN:

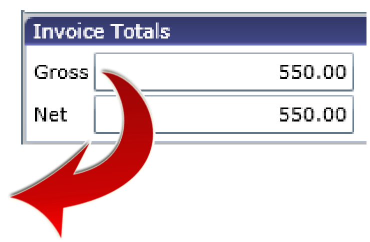
- **Select MORE**
- **GROUP ENTRY**
- **PO**: Type # or search

**ACCEPT** 

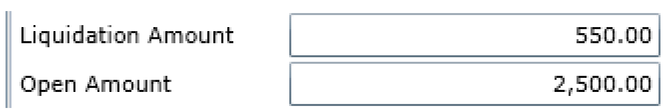

- **INVOICE**: # from vendor's invoice
- **GROSS AMOUNT**: $ amount from vendor's invoice
- **WARRANT**: will populate from Batch Header
- **DATE**: from vendor's invoice
- **DESCRIPTION**: populates from PO. Add more information if needed.

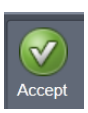
**TAB** opens another line

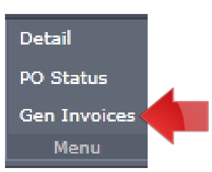
When complete with last description, select Return to Top 


- **ENTER** the Gross amount from bottom of screen into the Liquidation Amount on the top of the screen




**ACCEPT** 


**GEN INVOICES** 

# NEW VENDORS

****IF YOUR VENDOR IS NOT IN THE SYSTEM OR DOES NOT HAVE W9 INFO IN THE SYSTEM YOU ARE REQUIRED TO SEND AND FORWARD A VENDOR PACKET, WHICH YOU CAN REQUEST FROM AP****

## AP CREATES ALL NEW VENDORS

### REGULAR VENDORS

- Companies or individuals that provide goods and/or services
- Restitution victims that are receiving more than one payment
- Employees

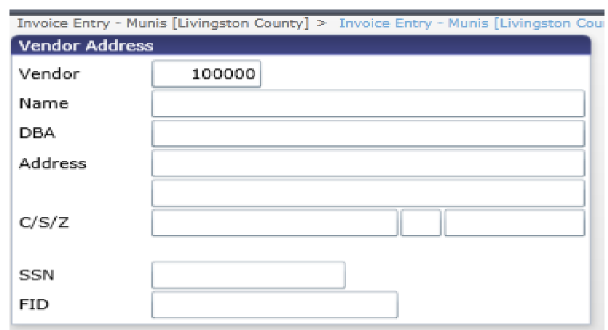
➢ Request a W9 from your vendor.

➢ Email it to AP, a new number will be issued.

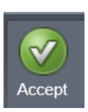
### ONETIME VENDORS

- Restitution victims being fully paid in one payment
- Jurors or Witnesses
- Refunds

➢ Use 100000 in the Vendor field on the Invoice Entry Screen




➢ Enter information in ALL CAPS and WITHOUT punctuation

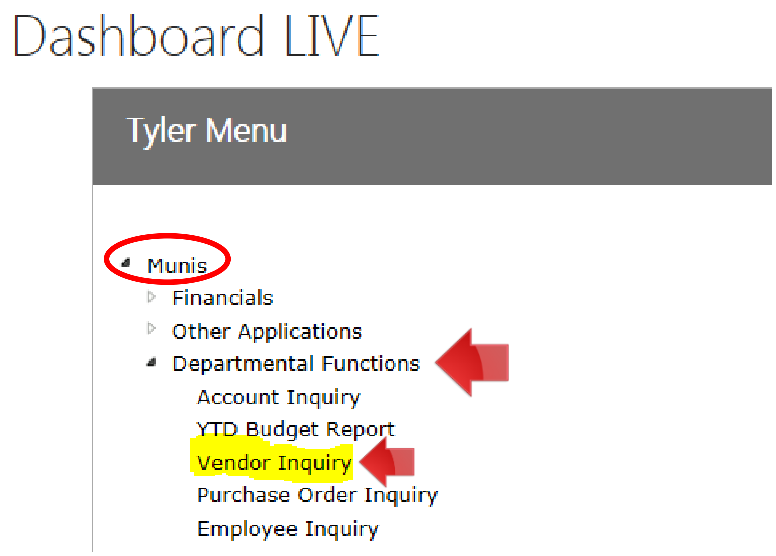
**ACCEPT** 

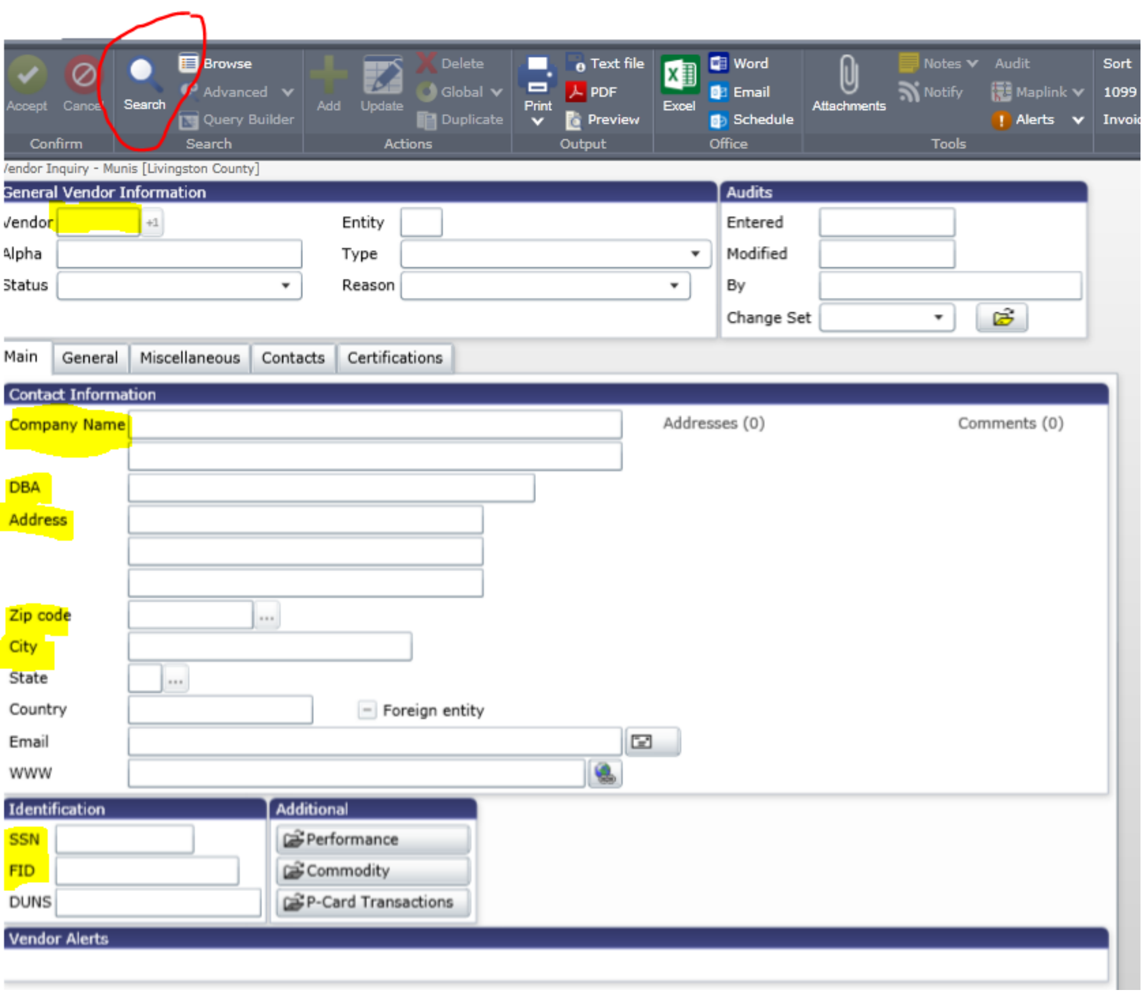
# TO SEARCH A VENDOR

Vendor search can take place in two (2) places: from your **MUNIS HOMEPAGE**, via TYLER MENU, or under the **VENDOR CENTRAL** program

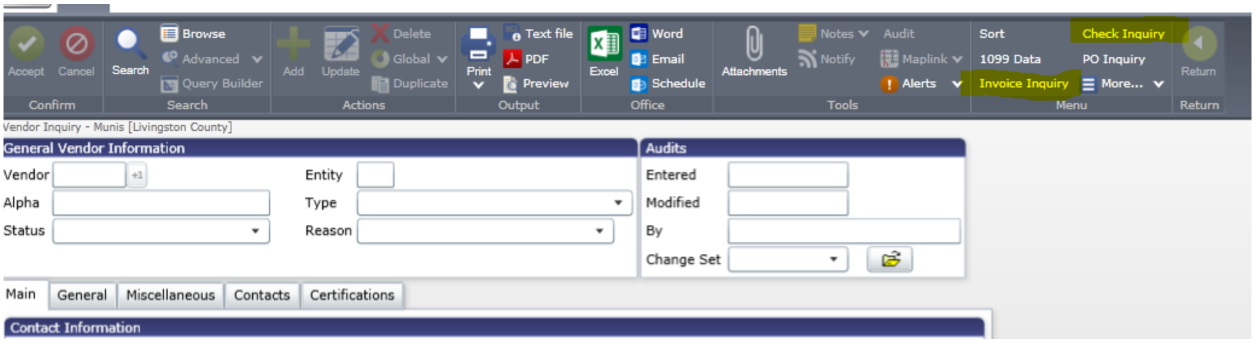
## VIA HOMEPAGE MENU

- Homepage
- Tyler Menu
  - Munis
    - Departmental Functions
      - Vendor Inquiry

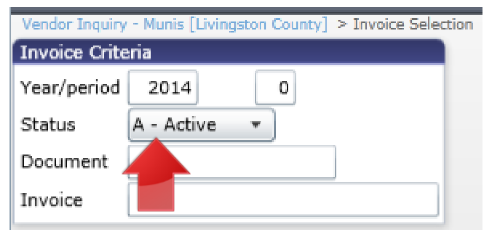


# TO LOOK UP AN OLD INVOICE OR CHECK:



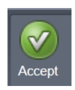

## To search a past invoice:



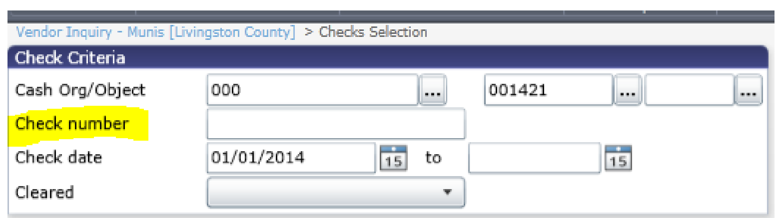

- ➢ VENDOR INQUIRY
  - ▪ INVOICE INQUIRY
    - • INVOICE CRITERIA
      - o Fill correct search year

**Status-blank- VERY IMPORTANT**

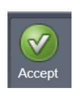
- o ENTER / Accept



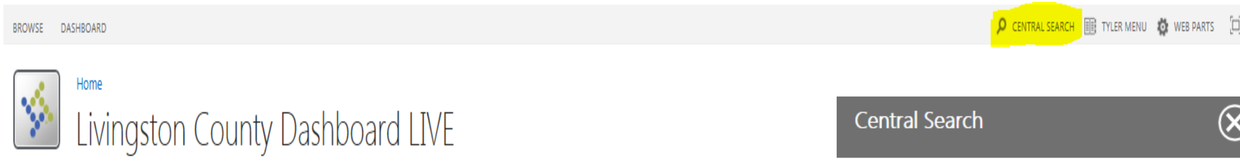

## To search an old check:

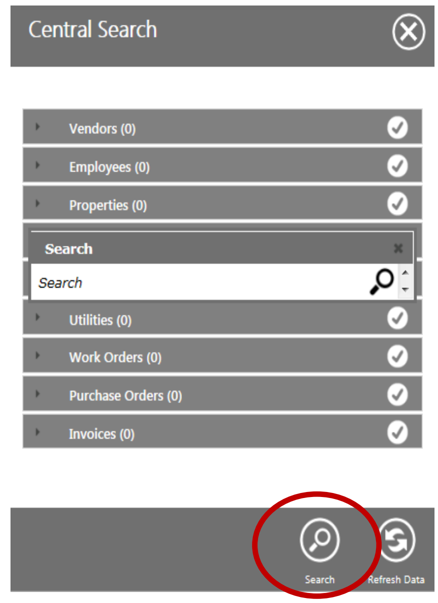



- ➢ VENDOR INQUIRY
  - ▪ CHECK INQUIRY
    - • CHECK CRITERIA
      - o Enter check number only
      - o ENTER / Accept



# TO SEARCH VIA VENDOR CENTRAL:




- Homepage
- Central Search 
  - Search
  - Type in Vendor Name or Number#

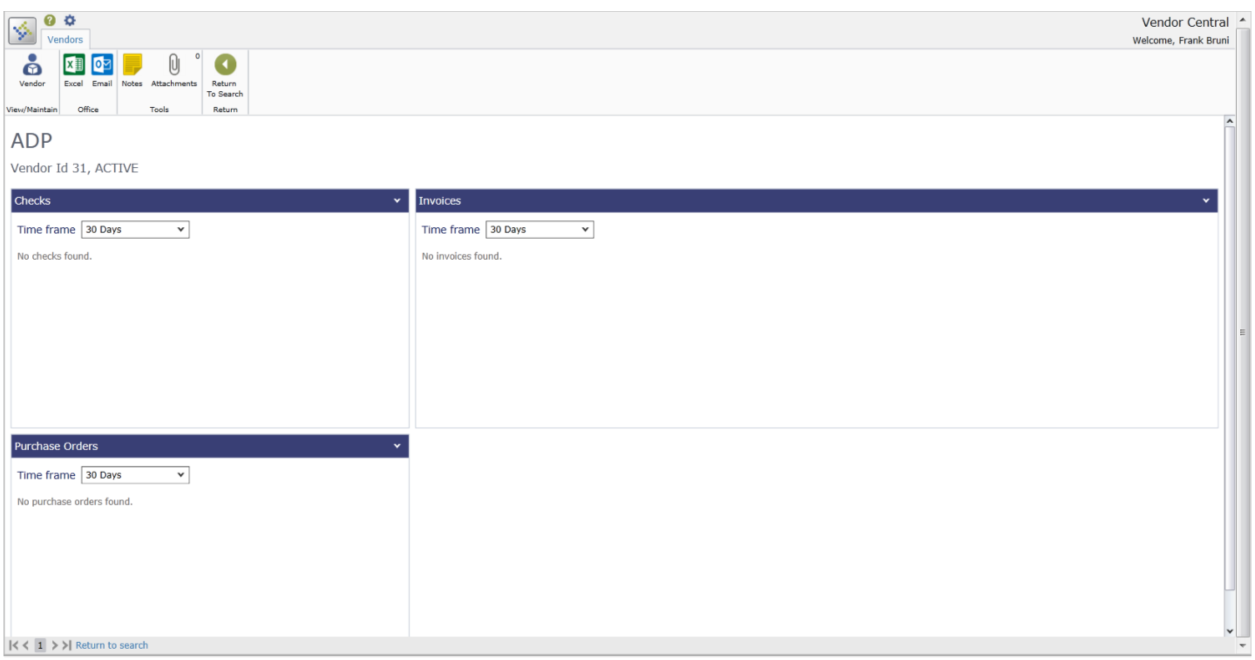


Centrals will list number of vendors, if any

Click on arrow, Vendor will show

Click on Vendor below screen will appear

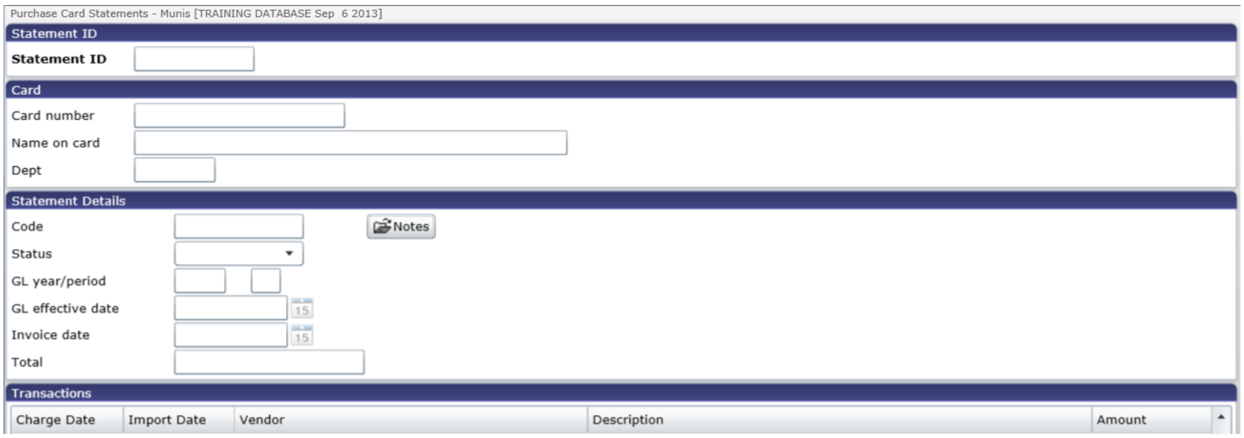
This page you need to set up as to what you want to show



# P-CARDS

## MUNIS

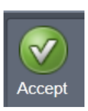
- FINANCIALS
  - ACCOUNTS PAYABLE
    - INVOICE PROCESSING
      - PURCHASE CARDS STATEMENTS




**SEARCH** 


CARD: Enter 16 digit card number

STATEMENT DETAILS: Status: new

**ACCEPT** 

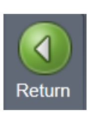

**TRANSACTIONS**

**UPDATE**

**ALLOCATE- make sure to allocate purchase charge to proper accounts, they will be imported in with a generic account #.**

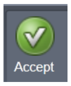
**CHARGE DESCRIPTION:** **Required**. Enter description of purchase, **must update**

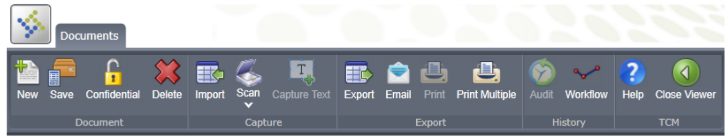
**OBJ: change to appropriate account**

**RETURN** 

**TCM** 

Attach docs…MUST be done under "**<u>TRANSACTIONS</u>**" <u>not</u> statements

**ACCEPT** 

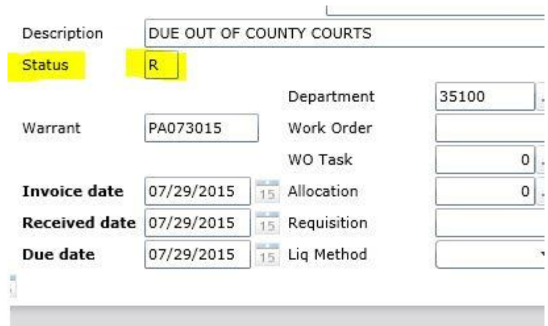

- NEW
- IMPORT find file, select open
- SAVE
- CLOSE viewer

**ARROW** over to next record. When finished with all transactions. Select Mass Release from ribbon.

# HOW TO FIX A REJECTED INVOICE

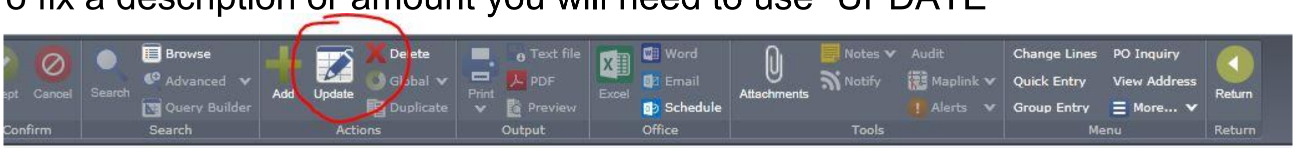
Occasionally you may receive an email that an invoice you had entered has been rejected

This is NOT a big deal, it happens for a variety of reasons, your account you chose may not be the best choice and needs to be changed, you may be missing documentation, etc.

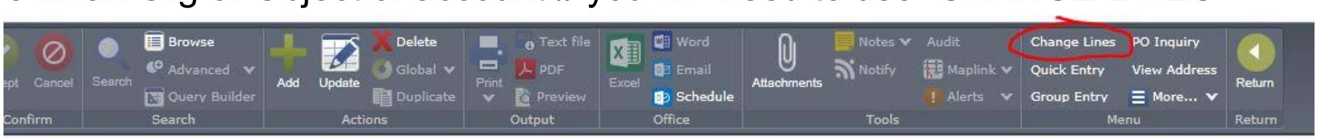


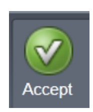

One thing you will notice when you look at the invoice is the Status it will have an "R" for Rejected. This will need to be updated once your fix is complete.

To fix a description or amount you will need to use "UPDATE"



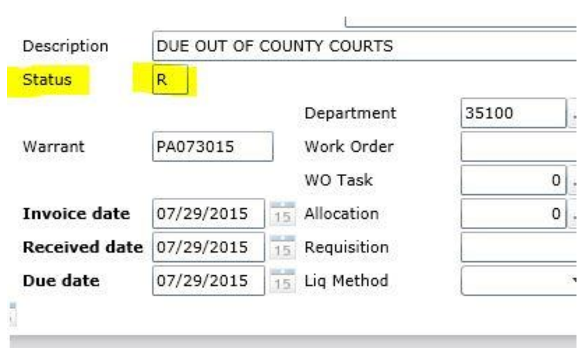

To fix an Org or Object or account # you will need to use "CHANGE LINES"

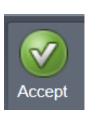



Make your needed changes and hit ACCEPT 


Now the most important aspect of a fix is when you are done making whatever changes you need to make you **MUST** do 2 things:

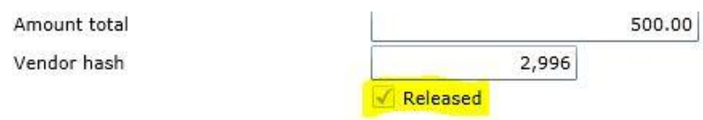
FIRST you must change the STATUS of the invoice from "R" for rejected to "H" for Held!



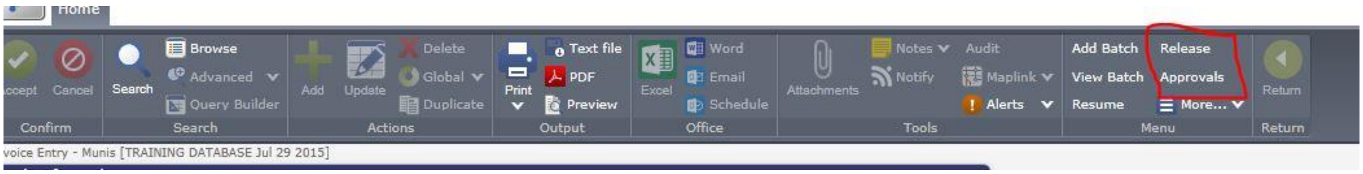

Hit ACCEPT 


Hit RETURN

You will then be taken to your Batch Header Screen, verify that "RELEASED" is still checked, if not hit release.




Then this is the important part….YOU MUST HIT **APPROVALS** again, if you do not the invoice will not go back into the workflow and will never get paid

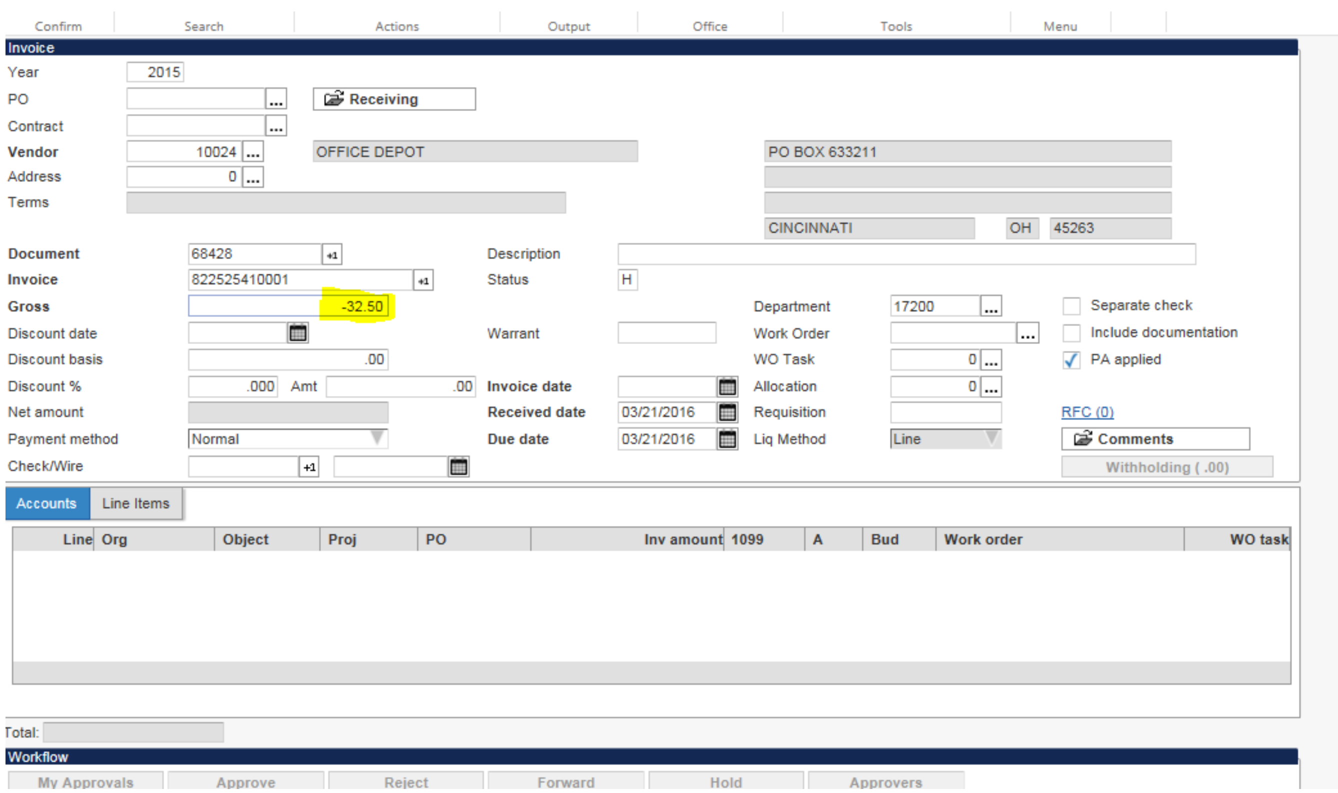



Your invoice is now fixed, back in the workflow and ready for approvals.

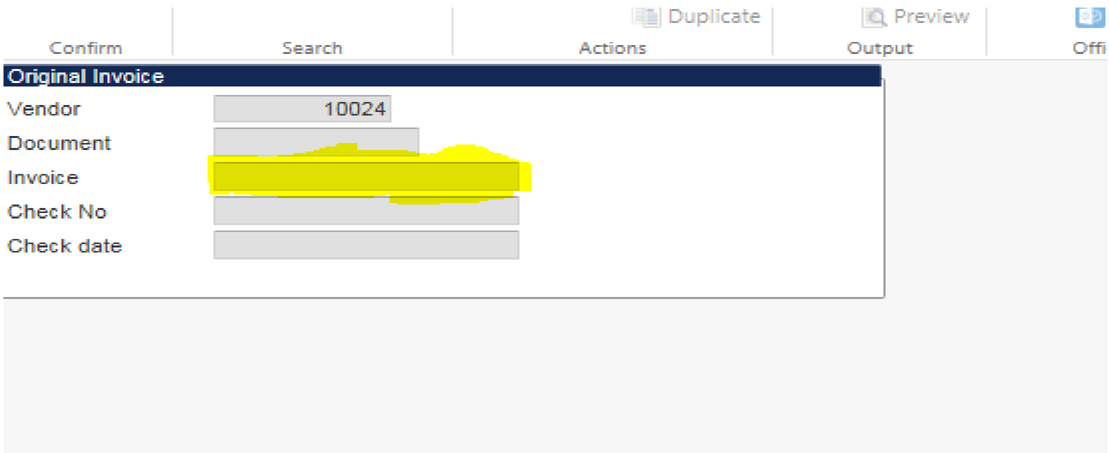
**PLEASE MAKE SURE TO NOTIFY YOUR DEPARTMENT HEAD THAT THEY HAVE AN APPROVAL THAT NEEDS TO BE DONE!!**

# HOW TO ENTER A CREDIT INVOICE

**Enter just as you would do a regular invoice except use a negative in the amount field.**



**When you do this and hit "tab" the following box will appear, the only thing you need to enter is the old Invoice # from the invoice that is giving the credit. Hit accept and it will take you back to the invoice entry screen.**




*****some things to know*****

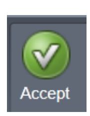
**You can <u>ONLY</u> enter a credit invoice for an invoice that has already been processed, otherwise Munis will not find the invoice and credit cannot be processed.**

**Sometimes Munis will pre-populate the amount on invoice entry for the <u>TOTAL</u> amount of the invoice, if this happens use "change lines" and change the detail to match the amount of the credit.**

# INVOICE HISTORY REPORT

**FINANCIALS**

- ACCOUNTS PAYABLE
  - INVOICE INQUIRY AND REPORTS
    - INVOICE HISTORY BY GL ACCOUNT
- CHOOSE to run report by Fund, Org, or Object


Make selections, then ACCEPT 


EXCEL allows you to choose column wanted

ACCEPT