



*Livingston
County*



ACCOUNTS PAYABLE USER MANUAL

MARCH 2016

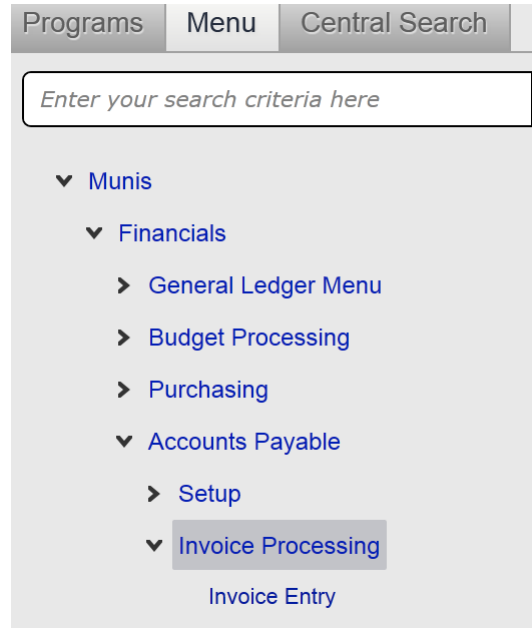


MUNIS version 11.1

INVOICE BATCH ENTRY

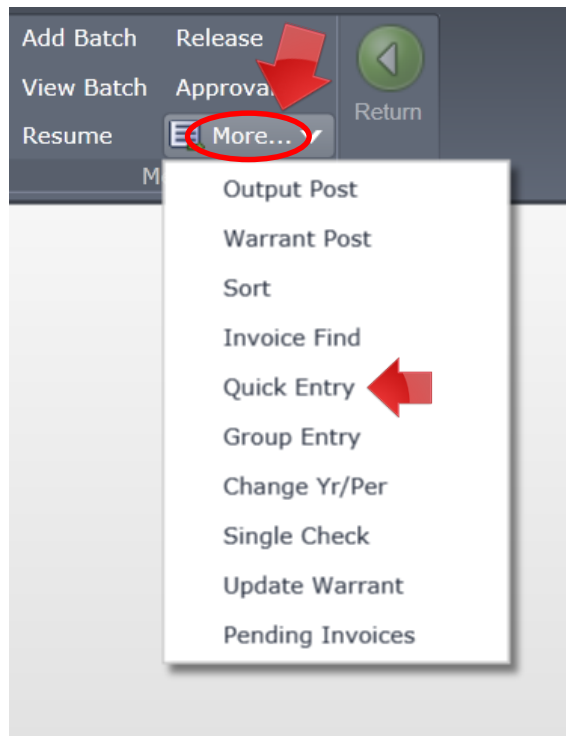
MUNIS

- FINANCIALS
 - ACCOUNTS PAYABLE
 - INVOICE PROCESSING
 - INVOICE ENTRY



INVOICE ENTRY SCREEN:

- Select MORE
 - QUICK ENTRY



BATCH HEADER:

The screenshot shows the 'Batch Information' form in a software application. The form includes fields for: Batch, Effective date, Year/Period, Fund, Cash account, Warrant, Due date, Invoice count, Amount total, and Vendor hash. A 'Released' checkbox is at the bottom. The top menu bar contains various options, with 'Add Batch' circled in red and a red arrow pointing to it. A large red arrow also points from the 'Add Batch' button to the 'Effective date' field in the form.

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

The screenshot shows the 'Batch Information' screen in the Invoice Entry software. The 'Batch' field is empty. The 'Effective date' field is set to 15. The 'Year/Period' field is empty. The 'Fund' field is empty. The 'Cash account' field is empty. The 'Warrant' field is empty. The 'Due date' field is set to 15. The 'Invoice count' field is empty. The 'Amount total' field is empty. The 'Vendor hash' field is empty. A dropdown menu is open under the 'More...' option, showing the following options: Output Post, Warrant Post, Sort, Invoice Find, Quick Entry, Group Entry, Change Yr/Per, Single Check, Update Warrant, and Pending Invoices. Red arrows point to the 'More...' option in the ribbon and the 'Change Yr/Per' and 'Update Warrant' options in the dropdown menu.

Under **more** to change the **EFFECTIVE DATE** you select ‘Change Yr/Per’ 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 ‘Update Criteria’ box will appear, enter new warrant hit accept this will change the warrant on **ALL** invoices in the batch.

The screenshot shows the 'Update Criteria' dialog box. The 'Warrant' field is highlighted in yellow. Below the field are two radio buttons: 'Add to invoices where currently blank' (unselected) and 'Update all invoices' (selected).


!! IMPORTANT NOTES/ TIPS FOR INVOICE ENTRY !!

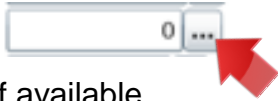
- When entering an invoice that has a PO or a Contract you **MUST** enter this upon initial entry **MUNIS WILL NOT ALLOW YOU TO CORRECT THIS if you forget!**

- **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

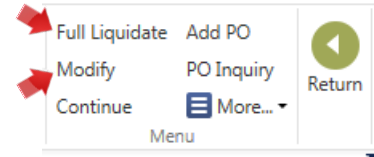
- **PO:** Purchases \$500 & under = no PO required
 - (Office Depot always requires a PO)
- **CONTRACT:** Make sure to enter your Contract Number if you have one ... MUNIS WILL NOT LET YOU ADD LATER ... You will have to re-enter invoice!
- **VENDOR:** Type number if known or search 
- **REMIT:** Choose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

PO INVOICE ENTRY:

[WHEN A PURCHASE ORDER IS BEING USED]

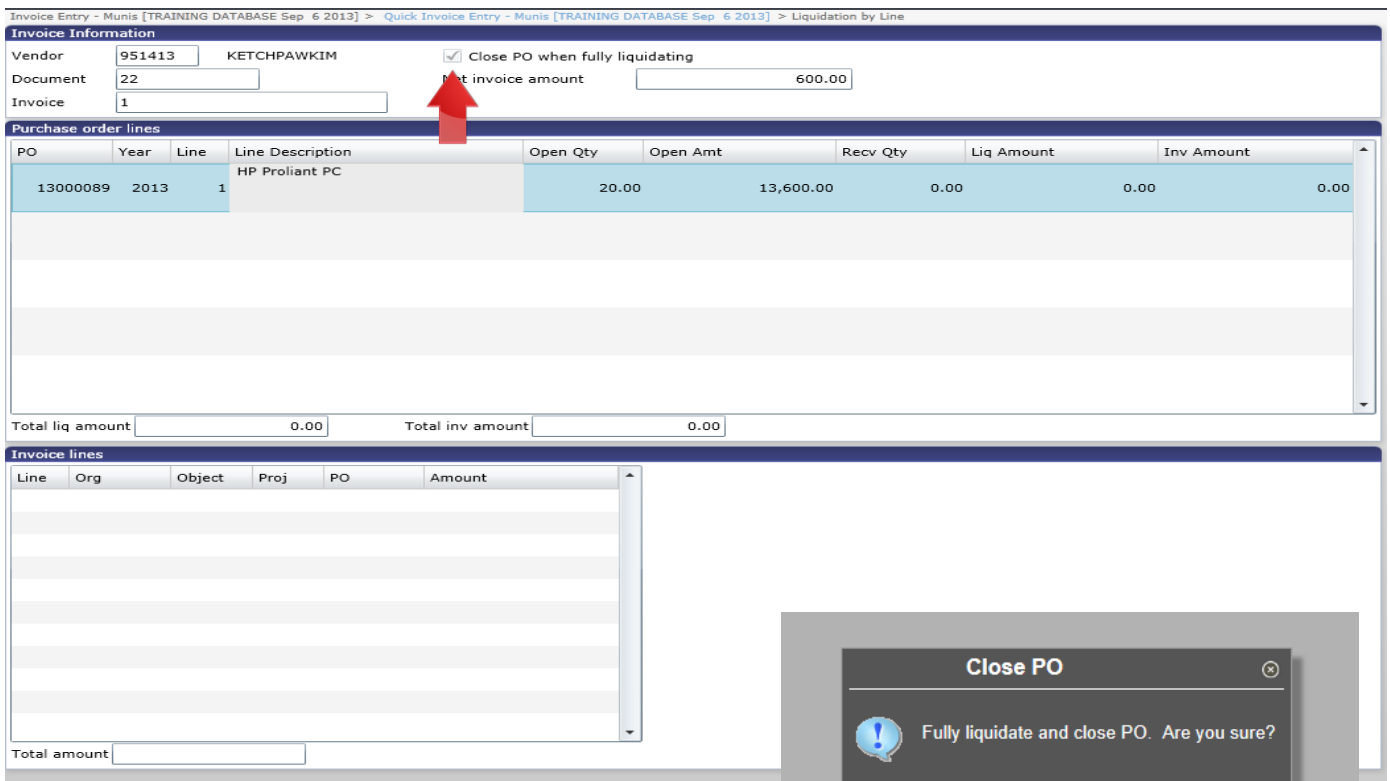
When using a PO during invoice entry when you tab past your final field (PA APPLIED, may be different if you are using Quick Entry) You will be taken to the PO LIQUIDATION SCREEN

You will have the choice to either **FULL LIQUIDATE** or **MODIFY**



You will **FULLY LIQUIDATE** when you have only one invoice assigned to that PO or 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 separately, you **CANNOT** combine.

TIP: 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.



Invoice Entry - Munis [TRAINING DATABASE Sep 6 2013] > Quick Invoice Entry - Munis [TRAINING DATABASE Sep 6 2013] > Liquidation by Line

Invoice Information

Vendor: 951413 KETCHPAWKIM Close PO when fully liquidating
Document: 22 Net invoice amount: 600.00
Invoice: 1

Purchase order lines

PO	Year	Line	Line Description	Open Qty	Open Amt	Recv Qty	Liq Amount	Inv Amount
13000089	2013	1	HP Proliant PC	20.00	13,600.00	0.00	0.00	0.00

Total liq amount: 0.00 Total inv amount: 0.00

Invoice lines

Line	Org	Object	Proj	PO	Amount
------	-----	--------	------	----	--------

Total amount:

Close PO

Fully liquidate and close PO. Are you sure?

Yes No

FULL LIQUIDATE 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!**

Invoice Entry - Munis [TRAINING DATABASE Sep 6 2013] > Quick Invoice Entry - Munis [TRAINING DATABASE Sep 6 2013] > Liquidation by Line

Invoice Information

Vendor: 951413 KETCHPAWKIM Close PO when fully liquidating
Document: 22 Net invoice amount: 600.00
Invoice: 1

Purchase order lines

PO	Year	Line	Line Description	Open Qty	Open Amt	Recv Qty	Liq Amount	Inv Amount
13000089	2013	1	HP Proliant PC	20.00	13,600.00	6.00	600.00	600.00

Total liq amount: 600.00 Total inv amount: 600.00

Invoice lines

Line	Org	Object	Proj	PO	Amount
1	63622800	819000		13000089	600.00

Total amount: 600.00

➤ **CONTINUE**

ACCEPT



ADD



to enter more invoices or

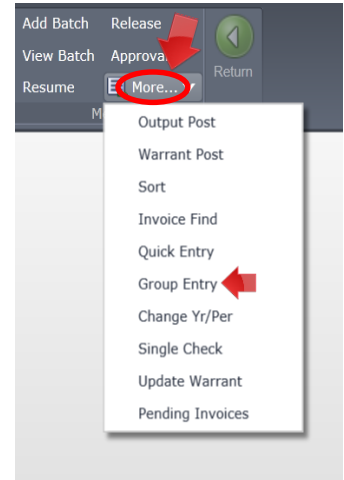


to Batch Header

GROUP INVOICE ENTRY WITH PO

INVOICE ENTRY or BATCH HEADER SCREEN:

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



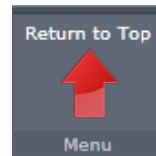
ACCEPT



- **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

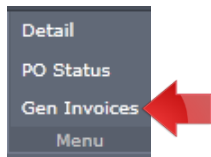
Invoice Totals	
Gross	550.00
Net	550.00

Liquidation Amount	550.00
Open Amount	2,500.00

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

Invoice Entry - Munis [Livingston County] > Invoice Entry - Munis [Livingston Cou

Vendor Address	
Vendor	100000
Name	
DBA	
Address	
C/S/Z	
SSN	
FID	

ACCEPT



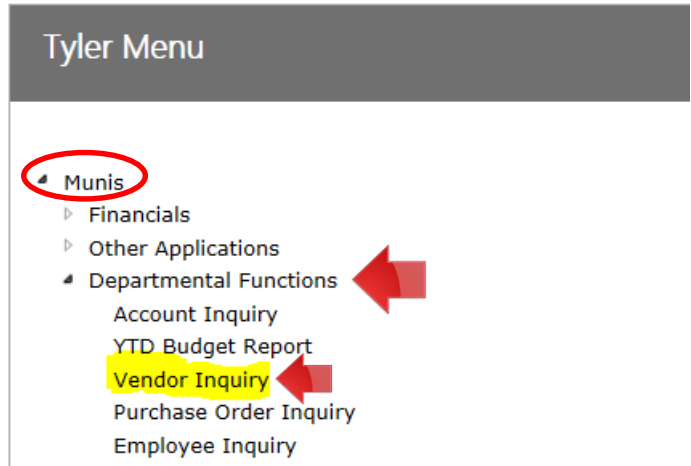
TO SEARCH A VENDOR

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

Dashboard LIVE



Vendor Inquiry - Munis [Livingston County]

General Vendor Information

Vendor: [redacted] +1 Entity: []
Alpha: [] Type: []
Status: [] Reason: []

Audits

Entered: []
Modified: []
By: []
Change Set: []

Main | General | Miscellaneous | Contacts | Certifications

Contact Information

Company Name: [redacted] Addresses (0) Comments (0)
DBA: [redacted]
Address: [redacted]
Zip code: [redacted]
City: [redacted]
State: [redacted]
Country: [redacted] Foreign entity []
Email: [redacted]
WWW: [redacted]

Identification

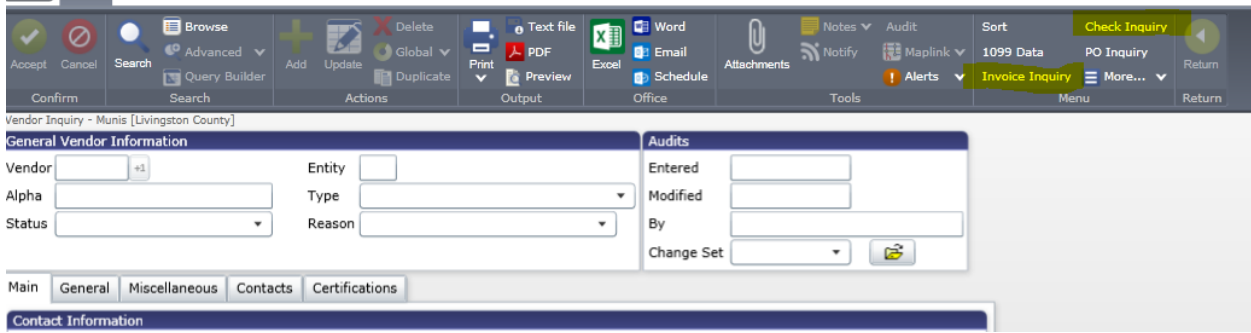
SSN: [redacted]
FID: [redacted]
DUNS: [redacted]

Additional

Performance []
Commodity []
P-Card Transactions []

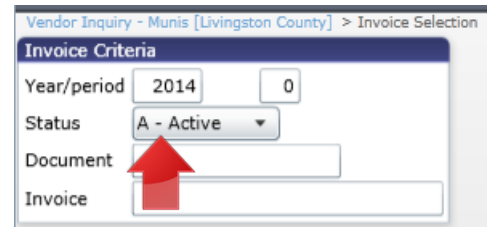
Vendor Alerts

TO LOOK UP AN OLD INVOICE OR CHECK:



To search a past invoice:

- VENDOR INQUIRY
 - INVOICE INQUIRY
 - INVOICE CRITERIA
 - Fill correct search year



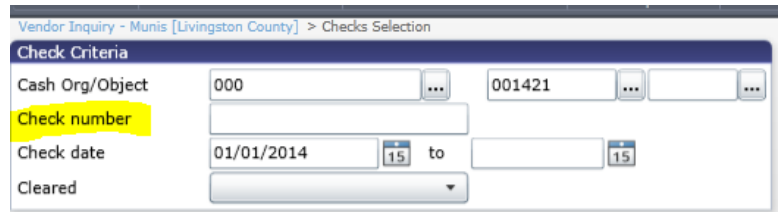
Status-blank- VERY IMPORTANT

- ENTER / Accept




To search an old check:

- VENDOR INQUIRY
 - CHECK INQUIRY
 - CHECK CRITERIA
 - Enter check number only
 - 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

Central Search ✕

- Vendors (0) ✓
- Employees (0) ✓
- Properties (0) ✓
- Search** ✕
- Search 🔍
- Utilities (0) ✓
- Work Orders (0) ✓
- Purchase Orders (0) ✓
- Invoices (0) ✓

 Search  Refresh Data

VendorsVendor Central
Welcome, Frank Bruni

Vendor

Excel

Email

Notes

Attachments

Return To Search

Return

ADP
Vendor Id 31, ACTIVE

Checks
Time frame: 30 Days
No checks found.

Invoices
Time frame: 30 Days
No invoices found.

Purchase Orders
Time frame: 30 Days
No purchase orders found.

Return to search

P-CARDS

MUNIS

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

Purchase Card Statements - Munis [TRAINING DATABASE Sep 6 2013]

Statement ID	
Statement ID	<input type="text"/>

Card	
Card number	<input type="text"/>
Name on card	<input type="text"/>
Dept	<input type="text"/>

Statement Details	
Code	<input type="text"/> <input type="button" value="Notes"/>
Status	<input type="text"/>
GL year/period	<input type="text"/>
GL effective date	<input type="text"/>
Invoice date	<input type="text"/>
Total	<input type="text"/>

Transactions				
Charge Date	Import Date	Vendor	Description	Amount

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

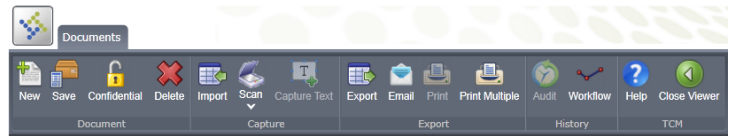
RETURN



TCM  Attach docs...MUST be done under **“TRANSACTIONS”** not 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.

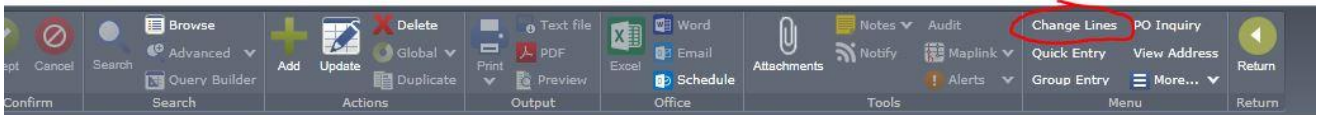
One thing you will notice when you look at the invoice is the Status it will have an “R” for Rejected. This will need to be updated once your fix is complete.

A screenshot of a software interface showing an invoice form. The 'Status' field is highlighted in yellow and contains the letter 'R'. Other fields include 'Description' (DUE OUT OF COUNTY COURTS), 'Warrant' (PA073015), 'Invoice date', 'Received date', and 'Due date', all set to 07/29/2015. There are also fields for 'Department' (35100), 'Work Order', 'WO Task' (0), 'Allocation' (0), 'Requisition', and 'Liq Method'.

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



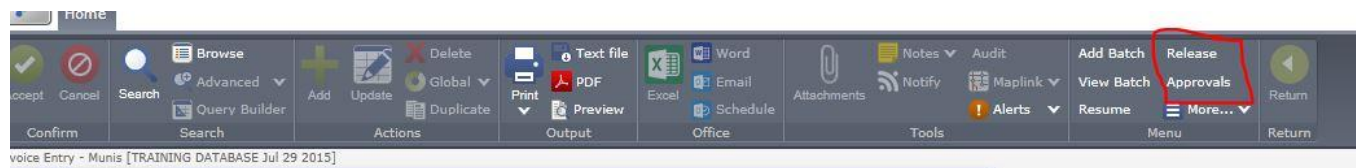
Hit RETURN

A screenshot of the same invoice form as in the first image. The 'Status' field is highlighted in yellow and contains the letter 'R'. The rest of the form is identical to the first image.

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

Amount total 500.00
 Vendor hash 2,996
 Released

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.

Confirm Search Actions Output Office Tools Menu

Invoice

Year 2015
 PO Receiving
 Contract
 Vendor 10024 OFFICE DEPOT PO BOX 633211
 Address 0
 Terms CINCINNATI OH 45263

Document 68428 Description
 Invoice 822525410001 Status H
 Gross -32.50 Department 17200
 Discount date Warrant
 Discount basis .00 Invoice date 03/21/2016
 Discount % .000 Amt .00 Received date 03/21/2016
 Net amount
 Payment method Normal Due date 03/21/2016
 Check/Wire

Department 17200
 Work Order
 WO Task 0
 Allocation 0
 Requisition
 Liq Method Line

Separate check
 Include documentation
 PA applied
[RFC \(0\)](#)
 Comments
 Withholding (.00)

Accounts Line Items

Line	Org	Object	Proj	PO	Inv amount	1099	A	Bud	Work order	WO task

Total:

Workflow

My Approvals Approve Reject Forward Hold Approvers

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

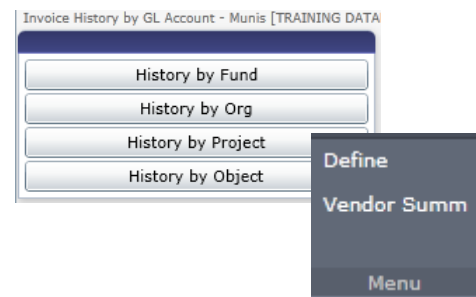
You can ONLY enter a credit invoice for an invoice that has already been processed, otherwise Munis will not find the invoice and credit cannot be processed.

Sometimes Munis will pre-populate the amount on invoice entry for the TOTAL 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

