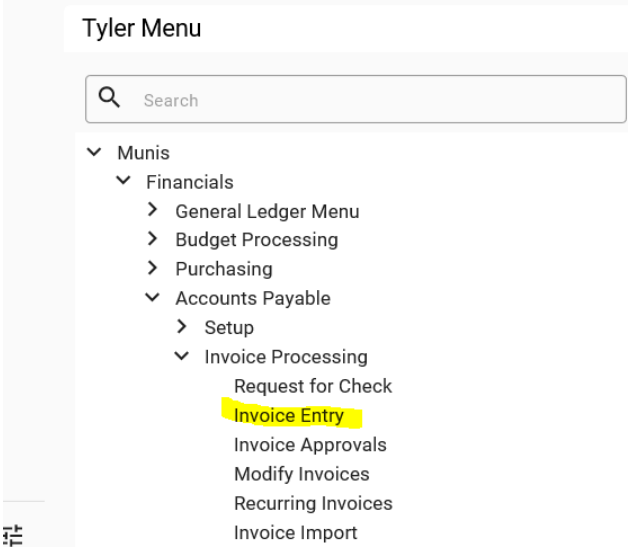
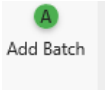
MUNIS AP Invoice Entry **Version 2019.1**

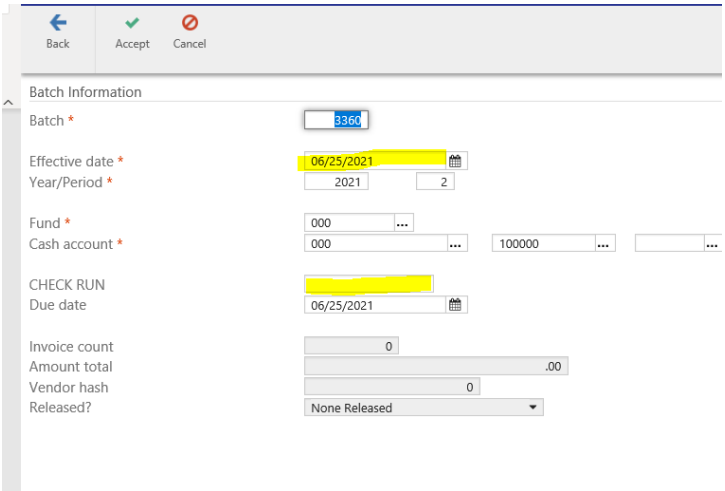
Entering Invoices

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

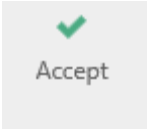


1. On the MUNIS Ribbon, click 

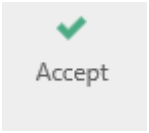
2. Enter information into the highlighted cells below complete the batch header.

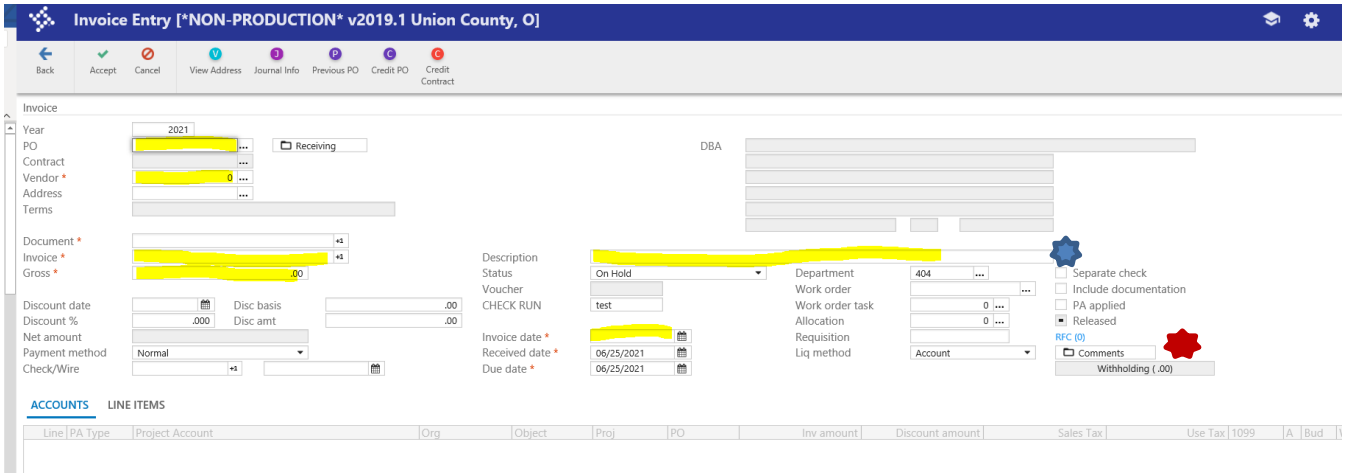


Effective Date is the date of the check run.
CHECK RUN is the name of the check run. Example: 081517 or HTH0815

3. Tab to go to the next screen or click on 

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

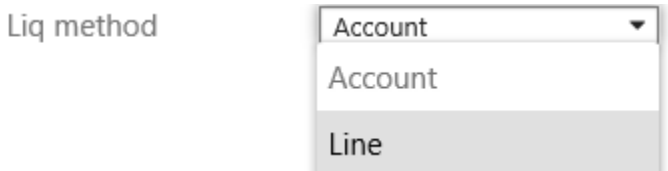
4. Complete the highlighted cells. Tab through all fields, or select 



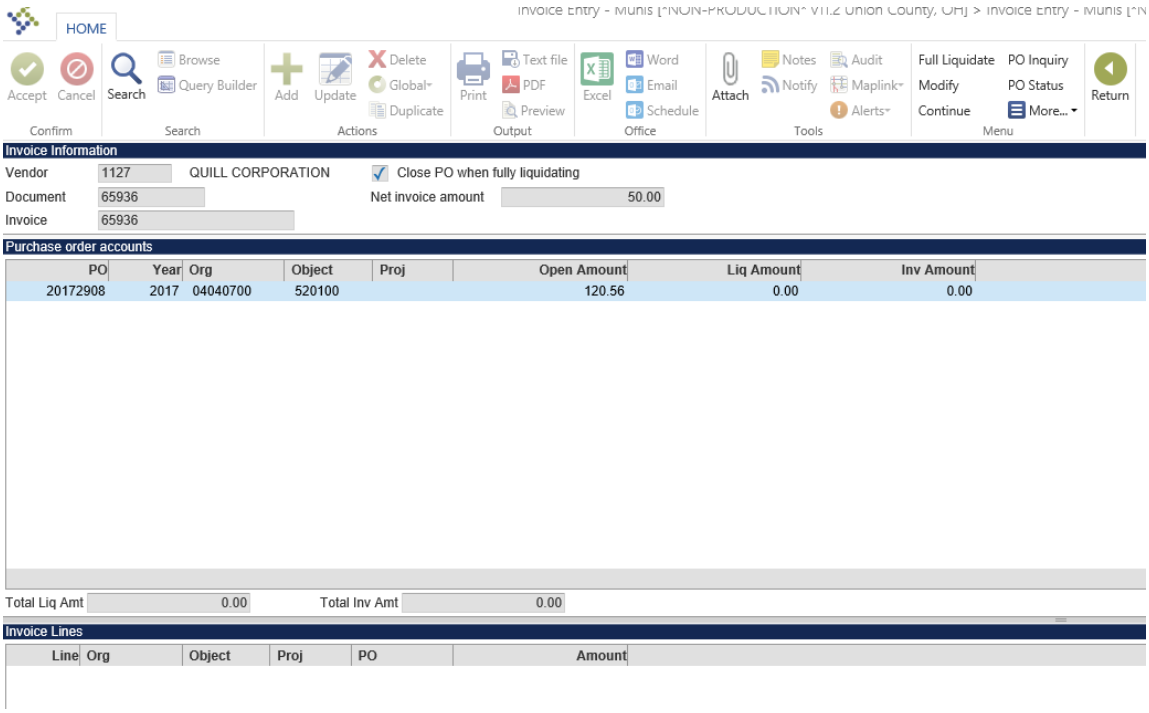
In the description field – add dates of service if payment is for a utility or renewal of a service contract or membership.

In the comments box please indicate account number or customer number.

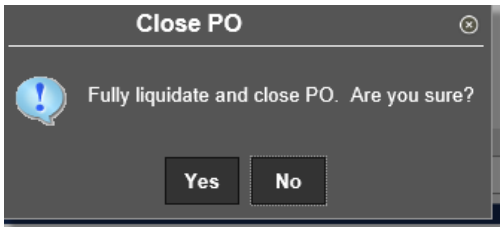
Liq Method is Account by default. If liquidating by line, update this to Line.



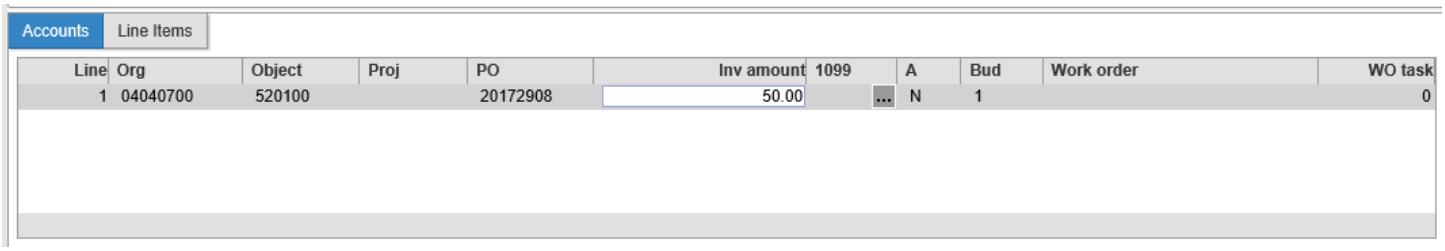
5. Liquidate the PO by selecting Full Liquidate or Modify from the menu.



Select Full Liquidate to **fully liqudate** and close the PO.



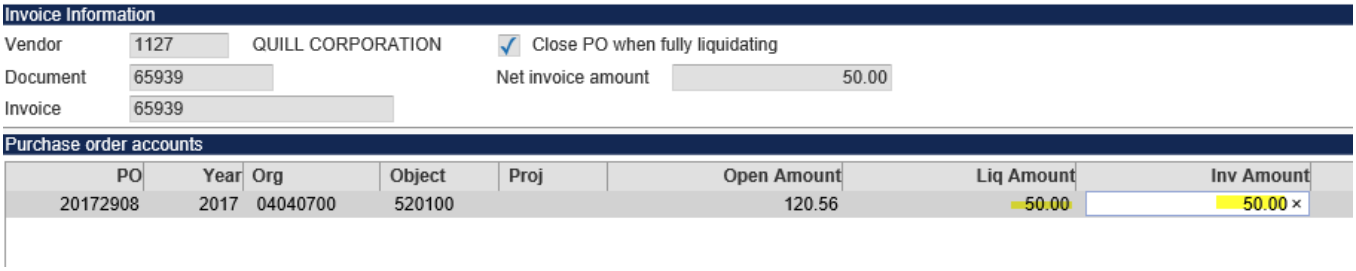
Once you select yes, the system will automatically complete the invoice amount take you back to the invoice entry screen.



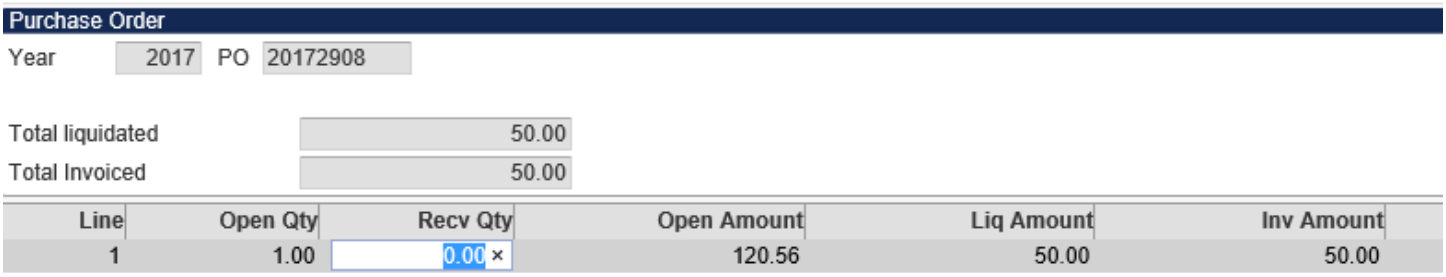
Click

to save the invoice entry.

Select Modify to **partially liquidate** if the invoice being paid is only a partial payment for the entire Purchase Order. This includes Blanket POs as well as POs with less than 100% deliveries (back-orders, etc.) Enter the invoice amount in the liq amount and inv amount cells.



If there are multiple quantities to the PO, select PO Line Qty to liquidate by quantity. Click on Modify to update the quantity.

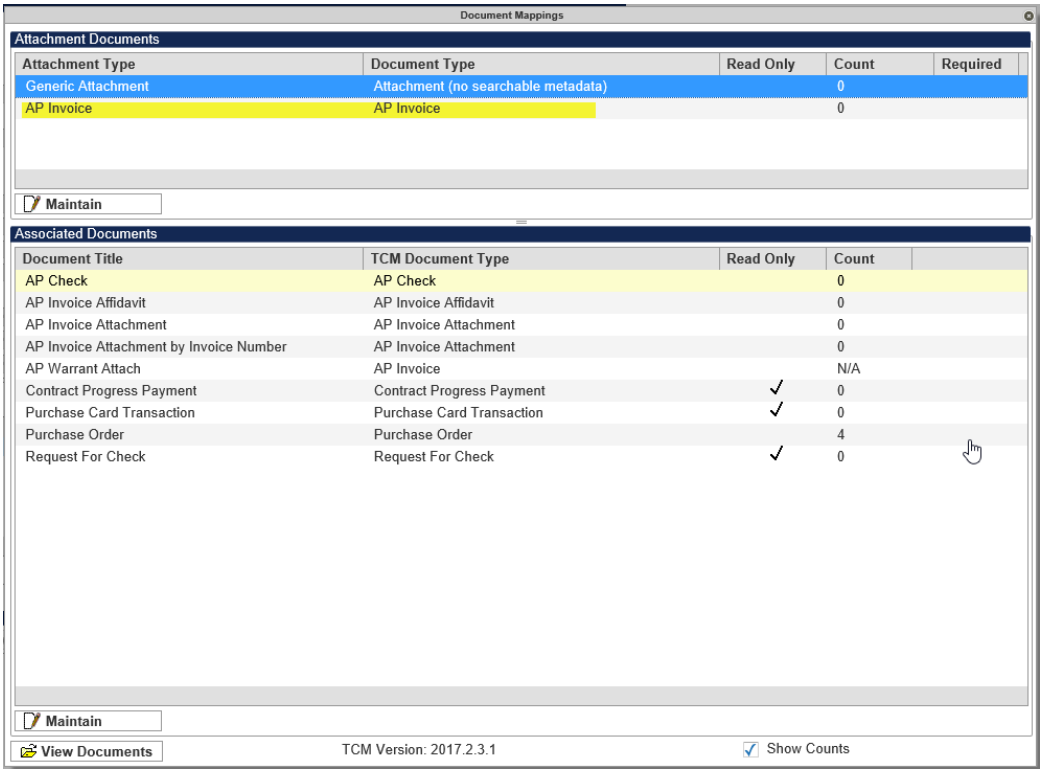


Click Accept and Return to go back to the liquidation screen.

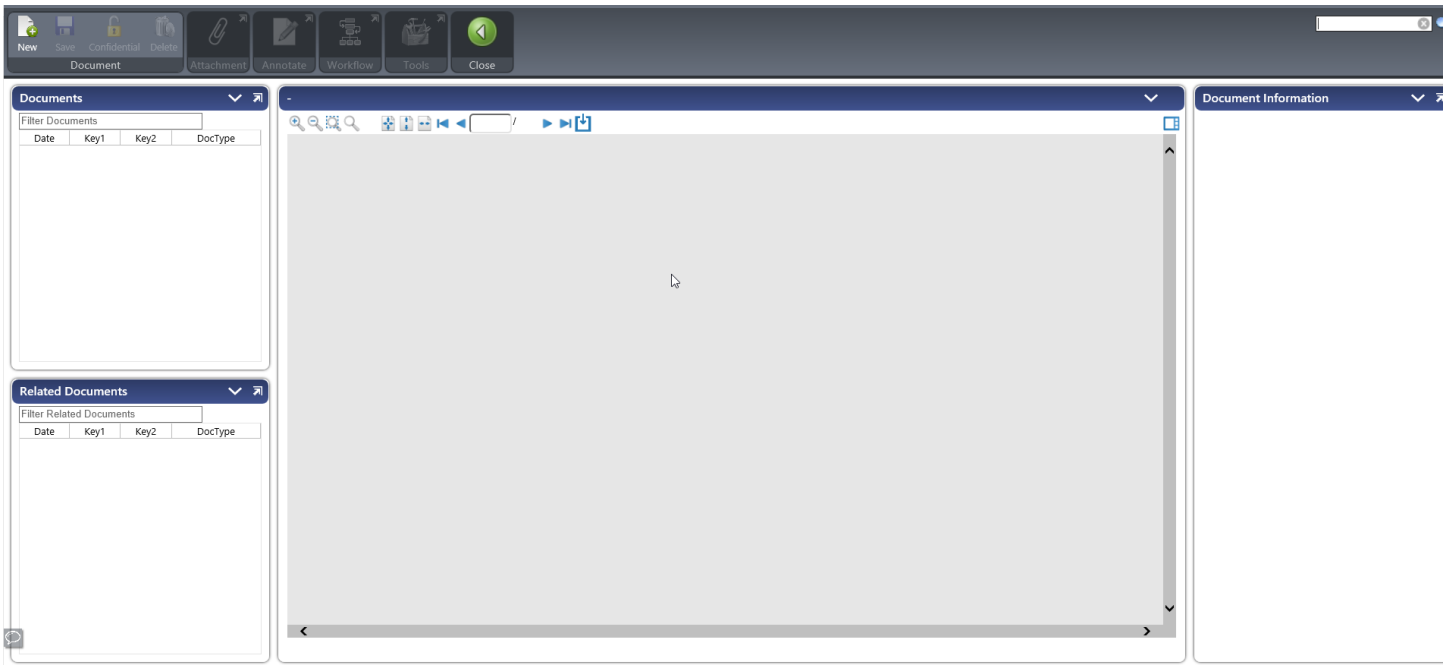
After all appropriate data is entered select Accept, then select Continue to return to the invoice entry screen, account fields.

6. Select Accept to save the invoice entry record.

7. To add the supporting documentation image click on the Attach button in the ribbon.

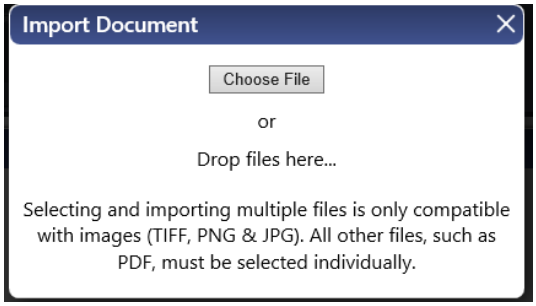
8. 

9. Select AP Invoice and then View Documents or double click on AP Invoice.



10. Select

11. Select

12. Add the file. 

13. Select

14. Select

15. Select

16. Users can confirm the support was successfully attached via the attach option

You can continue to add invoices in invoice entry to this same batch by clicking

and repeating the steps above.

17. After all invoices have been entered select

.

This will take you out of the invoice entry and to the batch totals.

18. Click Release in the Menu to release the batch.
19. Click on Approvals to initiate approvals on invoices batches.