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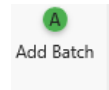
Open the AP Invoice Entry/Proof program.
Financials > Accounts Payable > Invoice Processing Menu > Invoice Entry

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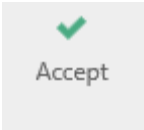
3. Tab to go to the next screen or click on

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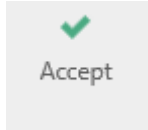
4. Complete the highlighted cells. Tab through all fields, or select

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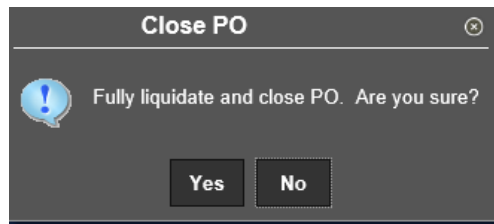
Once you select yes, the system will automatically complete the invoice amount take you back to the invoice entry screen.

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.

Invoice Information

Vendor	1127	QUILL CORPORATION	✓ Close PO when fully liquidating
Document	65939		Net invoice amount	50.00
Invoice	65939			

Purchase order accounts

PO	Year	Org	Object	Proj	Open Amount	Liq Amount	Inv Amount
20172908	2017	04040700	520100		120.56	50.00	50.00 ×

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

Purchase Order

Year	2017	PO	20172908

Total liquidated	50.00
Total Invoiced	50.00

Line	Open Qty	Recv Qty	Open Amount	Liq Amount	Inv Amount
1	1.00	0.00 ×	120.56	50.00	50.00

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.

Document Mappings

Attachment Documents

Attachment Type	Document Type	Read Only	Count	Required
Generic Attachment	Attachment (no searchable metadata)		0	
AP Invoice	AP Invoice		0	

Maintain

Associated Documents

Document Title	TCM Document Type	Read Only	Count	
AP Check	AP Check		0	
AP Invoice Affidavit	AP Invoice Affidavit		0	
AP Invoice Attachment	AP Invoice Attachment		0	
AP Invoice Attachment by Invoice Number	AP Invoice Attachment		0	
AP Warrant Attach	AP Invoice		N/A	
Contract Progress Payment	Contract Progress Payment	✓	0	
Purchase Card Transaction	Purchase Card Transaction	✓	0	
Purchase Order	Purchase Order		4	
Request For Check	Request For Check	✓	0	

Maintain

View Documents   TCM Version: 2017.2.3.1   ✓ Show Counts
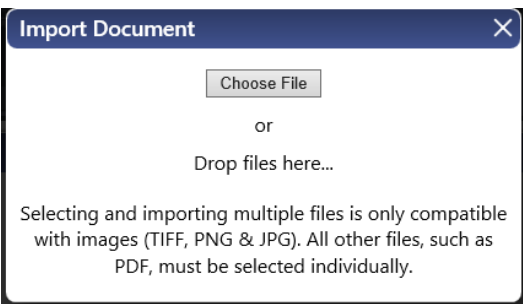
8.

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

10. Select **New**

11. Select **Import**

Import Document   ✕

Choose File

or

Drop files here...

Selecting and importing multiple files is only compatible
with images (TIFF, PNG & JPG). All other files, such as
PDF, must be selected individually.
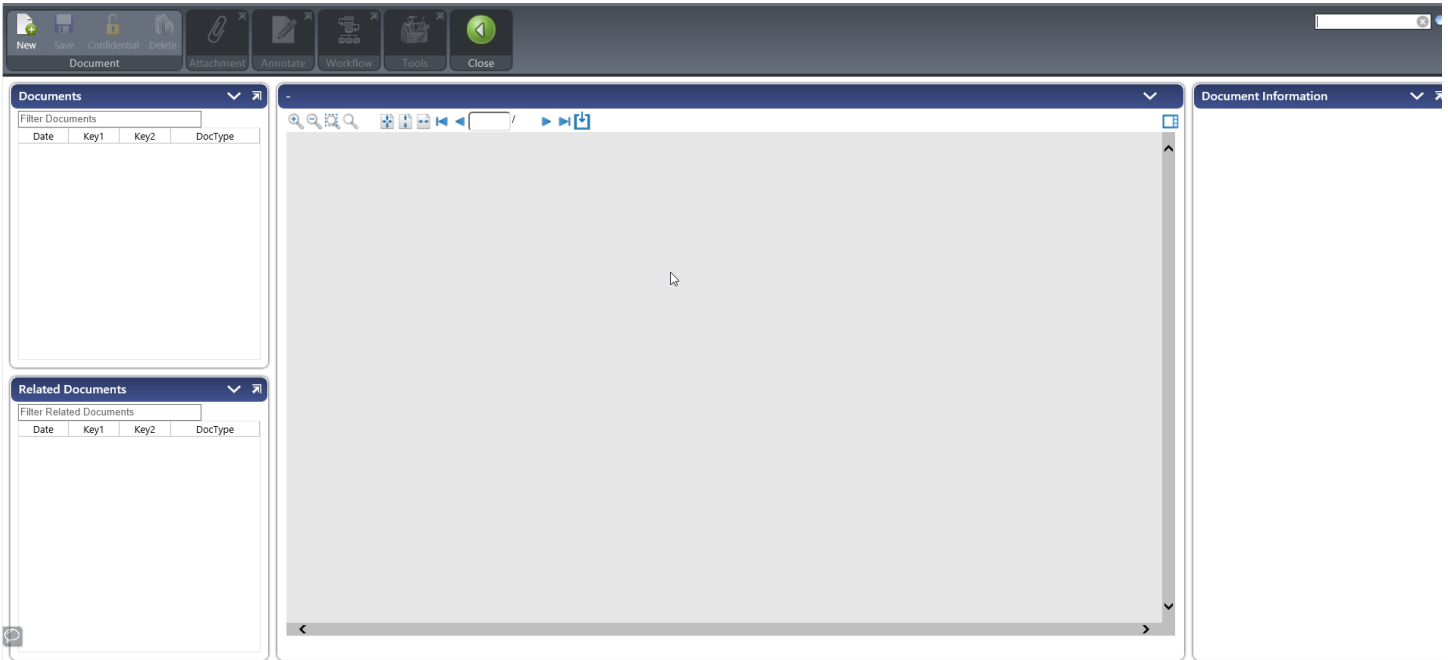
12. Add the file.

13. Select **Import**

14. Select **Save**

15. Select **Close**

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

You can continue to add invoices in invoice entry to this same batch by clicking **Add** and repeating the steps above.

17. After all invoices have been entered select Return .

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.