



**Module: Accounts Payable**  
**Topic: AP Invoice Processing**  
**AP Invoice Entry**

**Munis Version 11.2**

The Invoice Entry program can be found by accessing the following,  
*Financials > Accounts Payable > Invoice Processing > Invoice Entry/Proof*

- ▾ **Munis**
  - ▾ **Financials**
    - ▷ General Ledger Menu
    - ▷ Budget Processing
    - ▷ Purchasing
    - ▾ **Accounts Payable**
      - ▷ Setup
      - ▾ **Invoice Processing**
        - Invoice Entry**

Upon opening the program you will see the Batch Header screen pictured below

Invoice Entry - Munis [Racine County | TRAIN | 08/12]

HOME

Accept Cancel Search Browse Query Builder Add Update Duplicate Global+ Print PDF Excel Word Email Attach Notify Maplink Alerts View Batch Output Post Return

Confirm Search Actions Output Office Tools Menu

**Batch Information**

Batch: [ ]

Effective date: [ ]

Year/Period: [ ]

Fund: [ ]

Cash account: [ ] [ ] [ ]

Warrant: [ ]

Due date: [ ]

Enable TCM invoice barcode label printing

Invoice count: [ ]

Amount total: [ ]

Vendor hash: [ ]

Released

## AP Invoice Entry

When accessing Invoice Entry choose the option [Add Batch](#)

By clicking this option Munis will assign a batch number to your AP batch. The majority of the fields are populated automatically. The header contains information pertaining to the entire invoice(s).

The only field that you will need to populate is the Check Run field. Here you will enter the date. The date is in the format of mmddyyyy, as seen below,

Invoice Entry - Munis [Racine County | TRAIN | 08/12]

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print PDF Excel Word Email Schedule Attach Notify Maplink Alerts Return

Batch Information

Batch: 2

Effective date: 08/31/2014

Year/Period: 2014 8 FEB

Fund: 0010 GENERAL FUND

Cash account: 10 101101 WELLS FARGO ACCOUNTS PAY

CHECK RUN: 9/5/14

Due date: 08/31/2014

Enable TCM invoice barcode label printing

Invoice count: 0

Amount total: .00

Vendor hash: 0

Released



Accept

Once you have entered the Check Run you will want to click accept

This now brings you to the Invoice Entry screen as seen below,

 Click Cancel .

Click Yes, Cancel.

Invoice Entry - Munis [Racine County | TRAIN | 08/12] > Invoice Entry - Munis [Racine County | TRAIN | 08/12]

HOME

Accept Cancel Search Query Builder Add Update Delete Global+ Duplicate Print PDF Preview Text file Word Excel Email Schedule Attach Notes Notify Maplink+ Alerts+ Change Lines PO Inquiry Quick Entry View Address Return Group Entry More...

Click on Quick Entry.

This brings up the Quick Entry Invoice Entry screen.

Invoice Entry - Munis [Racine County | TRAIN | 08/12] > Quick Invoice Entry - Munis [Racine County | TRAIN | 08/12]

HOME

Accept Cancel Search Query Builder Add Update Delete Global+ Duplicate Print PDF Preview Text file Word Excel Email Schedule Attach Notes Notify Maplink+ Alerts+ View Address Credit PO Journal Info Previous PO Return

**Invoice**

Year: 2014  
 PO:  Receiving .00  
 Contract:   
 Vendor: 0 Name:   
 Address:  Terms:

Document:  Description:   
 Invoice:  Allocation: 0  
 Gross amount: .00 Invoice date: 08/31/2016 RFC(0)  
 Net amount:  Month of Service: 08/31/2016  Separate check

**Accounts** | Line Items

Line	Org	Object	Proj	PO	Invoice Amt	Discount amount	1099	A	Bud	Work order	WO task

total:

We first looked at the invoice header, or batch entry screen first. Now we look at the detail part of invoice entry. The detail screen contains information regarding the GL account number and amounts. Complete the fields in order to complete the invoice header:

Invoice Entry - Munis [Racine County | TRAIN | 08/12] > Quick Invoice Entry - Munis [Racine County | TRAIN | 08/12]

HOME

Accept Cancel Search Browse Query Builder Add Update Duplicate Global\* Print PDF Excel Word Email Attach Notify Maplink- Alerts\* Access Detail Org Budget Return

Confirm Search Actions Output Office Tools Menu

**Invoice**

Year: 2014  
 PO: ... Receiving  
 Contract: ...  
 Vendor: 1000 ... Name: MENARDS  
 Address: 0 ... Terms: ...

Document: 2 ... Description: SUPPLIES  
 Invoice: 1234 ... Allocation: 0 ...  
 Gross amount: 500.00 Invoice date: 08/31/2014  
 Net amount: 500.00 Month of Service: 08/31/2014  Separate check

Comments


**Accounts** Line Items

Line	Org	Object	Proj	PO	Invoice Amt	1099	A	Bud	Work order	WO task
1					500.00			1		

Total: ...

Once the fields are entered, tab to the bottom section of screen to enter the GL Account(s)

Line	Org	Object	Proj	PO	Invoice Amt	1099	A	Bud	Work order	WO task
1	11300000	453000			500.00		N	1		

After all information is complete Click OK/Accept  or press enter to save the invoice entry line.

Click Accept  .

The program saves the invoice and displays the Print Label screen.

## AP Invoice Entry

Invoice Entry - Munis [Racine County | TRAIN | 08/12] > Invoice Entry - Munis [Racine County | TRAIN | 08/12] >

HOME

**Accept** Cancel Search Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Output Excel Word Email Schedule Office Attach Notes Audit Maplink Alerts Return

Confirm Search Actions Office Tools

Print to \*  PDF  System printer  
 Select a system printer  
 \* All printer destinations other than PDF require a ZEBRA label printer.


Select PDF and Click  Accept .

The program saves the printer and displays the Print Label screen.

Number of pages on invoice

**Print Now** Add to Queue Print Queue (0)

Enter the number of pages for the paper copy of the invoice and click Print Now. A bar code label will be printed for the invoice added. Affix this label to the printed copy of the invoice. Each invoice will be scanned and attached to the invoice record for online access to the original documentation. The bar code is a reference for Tyler Content Manager to identify the appropriate scanned images to attach to the electronic invoices.

Click  Add and repeat the preceding steps to continue adding invoices to the batch. When all invoices are entered, click Return on the ribbon to return to the Invoice Entry Batch Header screen.

# Invoice Entry - Full PO Liquidation

## Procedure

The Invoice Entry program can be found by accessing the following,  
*Financials > Accounts Payable > Invoice Processing > Invoice Entry/Proof*

- ▾ **Munis**
  - ▾ **Financials**
    - General Ledger Menu
    - Budget Processing
    - Purchasing
    - ▾ **Accounts Payable**
      - Setup
      - ▾ **Invoice Processing**
        - Invoice Entry**

Upon opening the program you will see the Batch Header screen pictured below

Invoice Entry - Munis [Racine County | TRAIN | 08/12]

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Accept Cancel Search Browse Query Builder Add Update Global Duplicate Print Text file PDF Preview Excel Word Email Schedule Attach Notes Notify Alerts View Batch Resume More... Release Output Post Return

Batch Information

Batch [ ]

Effective date [ ]

Year/Period [ ]

Fund [ ]

Cash account [ ] [ ] [ ]

Warrant [ ]

Due date [ ]

Enable TCM invoice barcode label printing

Invoice count [ ]

Amount total [ ]

Vendor hash [ ]

Released

When accessing Invoice Entry choose the option [Add Batch](#)

By clicking this option Munis will assign a batch number to your AP batch. The majority of the fields are populated automatically. The header contains information pertaining to the entire invoice(s).

The only field that you will need to populate is the Check Run field. Here you will enter the date. The date is in the format of mmddyyyy, as seen below,

Invoice Entry - Munis [Racine County | TRAIN | 08/12]

**Batch Information**

Batch: 2

Effective date: 08/31/2014

Year/Period: 2014 8 FEB

Fund: 0010 GENERAL FUND

Cash account: 10 101101 WELLS FARGO ACCOUNTS PAY

CHECK RUN: 9/5/14

Due date: 08/31/2014

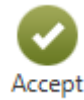
Enable TCM invoice barcode label printing

Invoice count: 0

Amount total: .00

Vendor hash: 0

Released



Once you have entered the Check Run you will want to click accept



This now brings you to the Invoice Entry screen as seen below,

 Click Cancel .

Click Yes, Cancel.

Invoice Entry - Munis [Racine County | TRAIN | 08/12] > Invoice Entry - Munis [Racine County | TRAIN | 08/12]

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global+ Duplicate Print PDF Preview Excel Word Email Schedule Attach Notes Notify Maplink+ Alerts+ Change Lines Quick Entry PO Inquiry View Address Return

Click on Quick Entry.

This brings up the Quick Entry Invoice Entry screen.

Invoice Entry - Munis [Racine County | TRAIN | 08/12] > Quick Invoice Entry - Munis [Racine County | TRAIN | 08/12]

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global+ Duplicate Print PDF Preview Excel Word Email Schedule Attach Notes Notify Maplink+ Alerts+ View Address Credit PO Journal Info Previous PO Return

Invoice

Year: 2014  
PO: Receiving .00  
Contract: ...  
Vendor: 0 ... Name: ... Terms: ...  
Address: ...  
Document: +1 Description: ...  
Invoice: +1  
Gross amount: .00 Invoice date: 08/31/2016 Allocation: 0 ...  
Net amount: ... Month of Service: 08/31/2016 [RFC \(0\)](#)  
 Separate check

Comments

Accounts | Line Items

Line	Org	Object	Proj	PO	Invoice Amt	Discount amount	1099	A	Bud	Work order	WO task

total: ...

We first looked at the invoice header, or batch entry screen first. Now we look at the detail part of invoice entry. The detail screen contains information regarding the GL account number and amounts. Complete the fields in order to complete the invoice header:

Invoice Entry - Munis [Racine County | TRAIN | 08/12] > Quick Invoice Entry - Munis [Racine County | TRAIN | 08/12]

HOME

Accept Cancel Search Query Builder Add Update Global+ Duplicate Print PDF Excel Word Email Schedule Attach Notify Alerts+ View Address Journal Info Credit PO Return

Confirm Search Actions Output Office Tools Menu

**Invoice**

Year: 2014

PO: 4  PO amt: 2,500.00 Open amt: 2,500.0

Contract:

Vendor: 101  Name: RACINE FLORIST

Address: 0  Terms:

Document: 5  Description: FLOWERS

Invoice: 1005  Invoice date: 08/31/2014 Allocation: 0

Gross amount: 2,500.00 Month of Service: 08/31/2014  Separate check

Net amount: 2,500.00

**Accounts**

Line	Org	Object	Proj	PO	Invoice Amt	1099	A	Bud	Work order	WO task

Total:

Complete the fields, as required, using the following table as a guide.

Press **Tab** to display the PO Liquidation screen.

The Liquidation by Line screen displays all purchase order lines.

Invoice Entry - Munis [Racine County | TRAIN | 08/12] > Quick Invoice Entry - Munis [Racine County | TRAIN | 08/12] > Liquidation by Line

HOME

Accept Cancel Search Browse Add Update Delete Global\* Print Text file Word Notes Audit Full Liquidate Add PO Add PO PO Inquiry Return  
 Confirm Search Query Builder Actions Output Preview Schedule Office Tools Alerts- Modify PO Inquiry More... Menu

**Invoice Information**

Vendor: 101 RACINE FLORIST  Close PO when fully liquidating  
 Document: 5 Net invoice amount: 2,500.00  
 Invoice: 1005

**Purchase order lines**

PO	Year	Line	Line Description	Open Qty	Open Amt	Recv Qty	Liq Amount	Inv Amount
4	2014	1	FLOWERS	50.00	2,500.00	0.00	0.00	2,500.00

Total liq amount: 0.00 Total inv amount: 2,500.00

**Invoice lines**


Line	Org	Object	Proj	PO	Amount
1	11300000	453000			500.00


To pay the PO or contract in full, click Full Liquidate to fully liquidate and close the purchase order or contract.

The program returns to the Invoice Entry screen.

Confirm all invoice information, as well as the general ledger accounts to be charged based on the purchase distribution is correct.

Line	Org	Object	Proj	PO	Invoice Amt	1099	A	Bud	Work order	WO task
1	11300000	453000			500.00		N	1		

After all information is complete Click OK/Accept  or press enter to save the invoice entry line.

Click Accept  .

The program saves the invoice and displays the Print Label screen.

Number of pages on invoice

**Print Now** Add to Queue Print Queue (0)

Enter the number of pages for the paper copy of the invoice and click Print Now. A bar code label will be printed for the invoice added. Affix this label to the printed copy of the invoice. Each invoice will be scanned and attached to the invoice record for online access to the original documentation. The bar code is a reference for Tyler Content Manager to identify the appropriate scanned images to attach to the electronic invoices.



Click Add Add and repeat the preceding steps to continue adding invoices to the batch. When all invoices are entered, click Return on the ribbon to return to the Invoice Entry Batch Header screen.

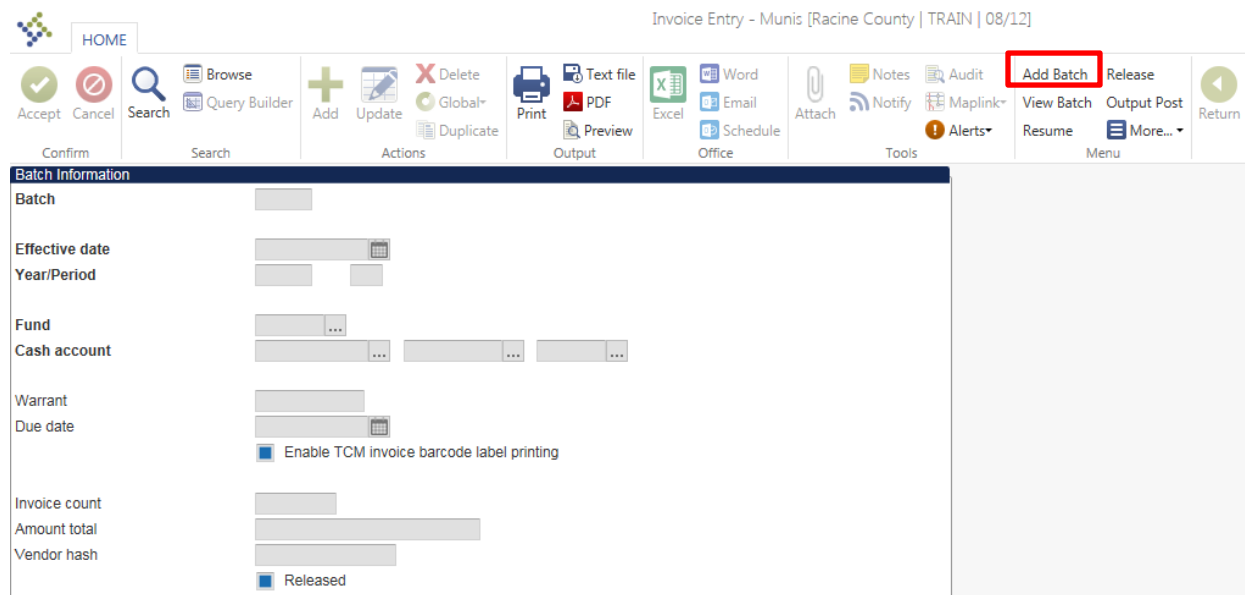
# Invoice Entry - Partial PO Liquidation

**Complete the following steps to enter an invoice against purchase order lines in Munis:** The Invoice Entry program can be found by accessing the following,

*Financials > Accounts Payable > Invoice Processing > Invoice Entry/Proof*

- ▾ Munis
  - ▾ Financials
    - ▷ General Ledger Menu
    - ▷ Budget Processing
    - ▷ Purchasing
    - ▾ Accounts Payable
      - ▷ Setup
      - ▾ Invoice Processing
        - Invoice Entry**

Upon opening the program you will see the Batch Header screen pictured below



Invoice Entry - Munis [Racine County | TRAIN | 08/12]

HOME

Accept Cancel Search Browse Query Builder Add Update Duplicate Global+ Delete Print PDF Excel Word Email Attach Notes Audit Add Batch Release View Batch Output Post Return

Confirm Search Actions Output Office Tools Alerts Menu

**Batch Information**

Batch: [ ]

Effective date: [ ]

Year/Period: [ ]

Fund: [ ]

Cash account: [ ] [ ] [ ]

Warrant: [ ]

Due date: [ ]

Enable TCM invoice barcode label printing

Invoice count: [ ]

Amount total: [ ]

Vendor hash: [ ]

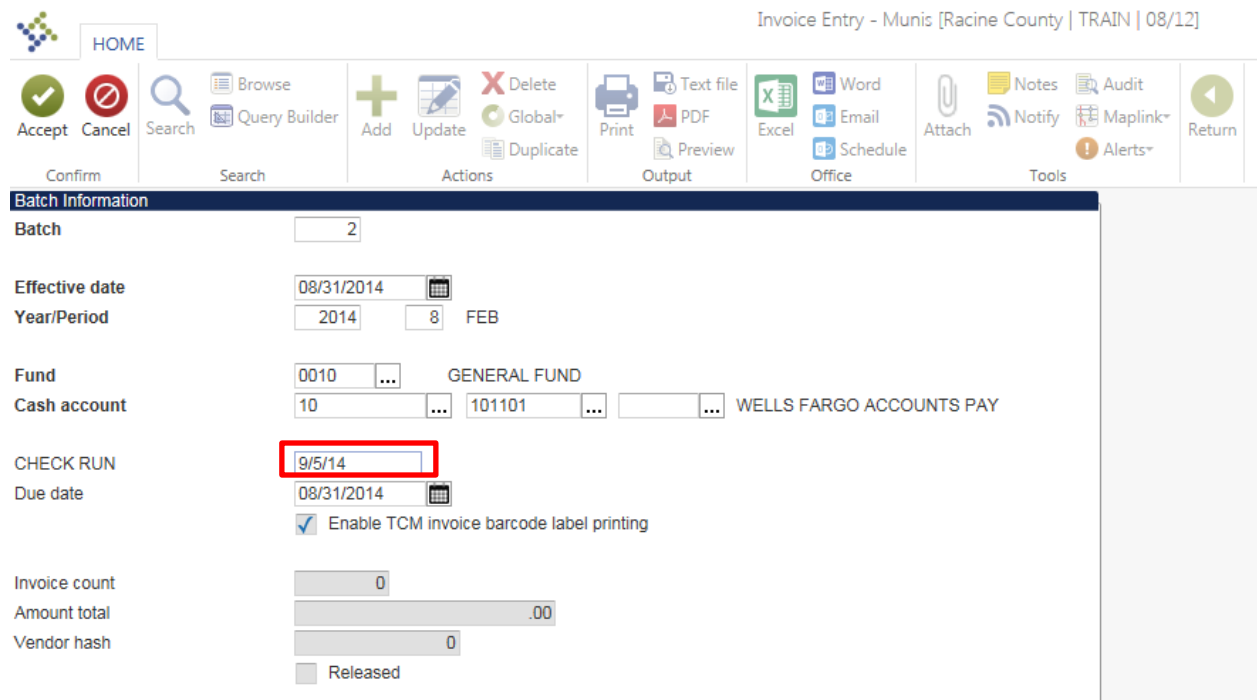
Released

## AP Invoice Entry

When accessing Invoice Entry choose the option [Add Batch](#)

By clicking this option Munis will assign a batch number to your AP batch. The majority of the fields are populated automatically. The header contains information pertaining to the entire invoice(s).

The only field that you will need to populate is the Check Run field. Here you will enter the date. The date is in the format of mmddyyyy, as seen below,



Invoice Entry - Munis [Racine County | TRAIN | 08/12]

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global\* Duplicate Print PDF Excel Word Email Schedule Attach Notify Maplink\* Alerts\* Return

**Batch Information**

Batch: 2

Effective date: 08/31/2014

Year/Period: 2014 8 FEB

Fund: 0010 GENERAL FUND

Cash account: 10 101101 WELLS FARGO ACCOUNTS PAY

CHECK RUN: 9/5/14

Due date: 08/31/2014

Enable TCM invoice barcode label printing

Invoice count: 0

Amount total: .00

Vendor hash: 0

Released



Accept

Once you have entered the Check Run you will want to click accept

This now brings you to the Invoice Entry screen as seen below,

Invoice Entry - Munis [Racine County | TRAIN | 08/12] > Invoice Entry - Munis [Racine County | TRAIN | 08/12]

HOME

Accept Cancel Search Query Builder Add Update Global Duplicate Print PDF Excel Word Email Attach Notes Audit View Address Credit PO Journal Info Return

Confirm Search Actions Output Office Tools Alerts- Previous PO Menu

**Invoice**

Year: 2014

PO: [ ] Receiving DBA: [ ]

Contract: [ ]

Vendor: 0 [ ]

Address: [ ]

Terms: [ ]

Document: [ +1]

Invoice: [ +1]

Gross: .00 Description: [ ] Status: A Department: [ ] Separate check:

Discount date: [ ] Voucher: 1 Work order: [ ] Include documentation:

Discount basis: .00 Warrant: 9/5/14 Work order task: 0 PA applied:

Discount %: .000 Amt: .00 Allocation: 0

Net amount: [ ] Invoice date: 08/31/2016 Requisition: [ ]

Payment method: Normal Month of Service: 08/31/2016 Liq method: Line

Check/Wire: [ ] Due date: 08/31/2015

Withholding (.00)


Accounts Line Items

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

0 of 0

 Click Cancel 

**Confirm Cancel**

 Are you sure you want to cancel this action? Any changes will not be saved.

**Yes, Cancel** **No**

Click Yes, Cancel.



Invoice Entry - Munis [Racine County | TRAIN | 08/12] > Invoice Entry - Munis [Racine County | TRAIN | 08/12]

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global+ Duplicate Print PDF Preview Text file Word Excel Email Schedule Attach Notes Notify Maplink+ Alerts+ Change Lines Quick Entry PO Inquiry View Address Return

Click on Quick Entry.

This brings up the Quick Entry Invoice Entry screen.

Invoice Entry - Munis [Racine County | TRAIN | 08/12] > Quick Invoice Entry - Munis [Racine County | TRAIN | 08/12]

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global+ Duplicate Print PDF Preview Text file Word Excel Email Schedule Attach Notes Notify Maplink+ Alerts+ View Address Credit PO Journal Info Previous PO Return

**Invoice**

Year: 2014  
PO: Receiving .00  
Contract: ...  
Vendor: 0 ... Name: ... Terms: ...  
Address: ...  
Document: ... Description: ... Allocation: 0 ...  
Invoice date: 08/31/2016 RFC(0)  
Month of Service: 08/31/2016  Separate check

Comments

Accounts | Line Items

Line	Org	Object	Proj	PO	Invoice Amt	Discount amount	1099	A	Bud	Work order	WO task

total: ...

We first looked at the invoice header, or batch entry screen first. Now we look at the detail part of invoice entry. The detail screen contains information regarding the GL account number and amounts. Complete the fields in order to complete the invoice header:

Invoice Entry - Munis [Racine County | TRAIN | 08/12] > Quick Invoice Entry - Munis [Racine County | TRAIN | 08/12]

HOME

Accept Cancel Search Browse Query Builder Add Update Duplicate Delete Global Duplicate Print Text file PDF Excel Word Email Schedule Attach Notes Audit Maplink Alerts View Address Journal Info Credit PO Menu Return

Confirm Search Actions Output Office Tools

**Invoice**

Year: 2014

PO: 5  PO amt: 3,000.00 Open amt: 3,000.0

Contract:

Vendor: 100  Name: RACINE GARAGE

Address: 0  Terms:

Document: 6  Description: ENGINE

Invoice: 5000  Invoice date: 08/31/2014 Allocation: 0

Gross amount: 1,500.00 Month of Service: 08/31/2014  Separate check

Net amount: 1,500.00

**Accounts**

Line	Org	Object	Proj	PO	Invoice Amt	1099	A	Bud	Work order	WO task

Total:

Complete the fields, as required, using the following table as a guide.

Press **Tab** to display the PO Liquidation screen.

The Liquidation by Line screen displays all purchase order lines.

Invoice Entry - Munis [Racine County] | TRAIN | 08/12 > Quick Invoice Entry - Munis [Racine County] | TRAIN | 08/12 > Liquidation by Line

HOME

Accept Cancel Search Query Builder Browse Add Update Global Duplicate Print PDF Excel Word Email Attach Notes Audit Maplink Alerts Full Liquidate Add PO Modify PO Inquiry More... Return

Confirm Search Actions Output Office Tools

**Continue**

**Invoice Information**

Vendor: 101 RACINE FLORIST  Close PO when fully liquidating  
 Document: 5 Net invoice amount: 2,500.00  
 Invoice: 1005

**Purchase order lines**

PO	Year	Line	Line Description	Open Qty	Open Amt	Recv Qty	Liq Amount	Inv Amount
4	2014	1	FLOWERS	50.00	2,500.00	0.00	0.00	2,500.00

Total liq amount: 0.00 Total inv amount: 2,500.00

**Invoice lines**

Line	Org	Object	Proj	PO	Amount
1	11300000	453000			500.00

To pay the PO or contract in partial, click Continue to partially liquidate.

The program returns to the Invoice Entry screen.

Confirm all invoice information, as well as the general ledger accounts to be charged based on the purchase distribution is correct.

Line	Org	Object	Proj	PO	Invoice Amt	1099	A	Bud	Work order	WO task
1	11300000	453000			500.00		N	1		

After all information is complete Click OK/Accept  or press enter to save the invoice entry line.

Click Accept  .

The program saves the invoice and displays the Print Label screen.

Number of pages on invoice

**Print Now** Add to Queue Print Queue (0)

Enter the number of pages for the paper copy of the invoice and click Print Now. A bar code label will be printed for the invoice added. Affix this label to the printed copy of the invoice. Each invoice will be scanned and attached to the invoice record for online access to the original documentation. The bar code is a reference for Tyler Content Manager to identify the appropriate scanned images to attach to the electronic invoices.



Click Add Add and repeat the preceding steps to continue adding invoices to the batch. When all invoices are entered, click Return on the ribbon to return to the Invoice Entry Batch Header screen.