COUNTY OF MENDOCINO

MUNIS Finance System
How to Enter an Invoice

Created by:
Auditor-Controller
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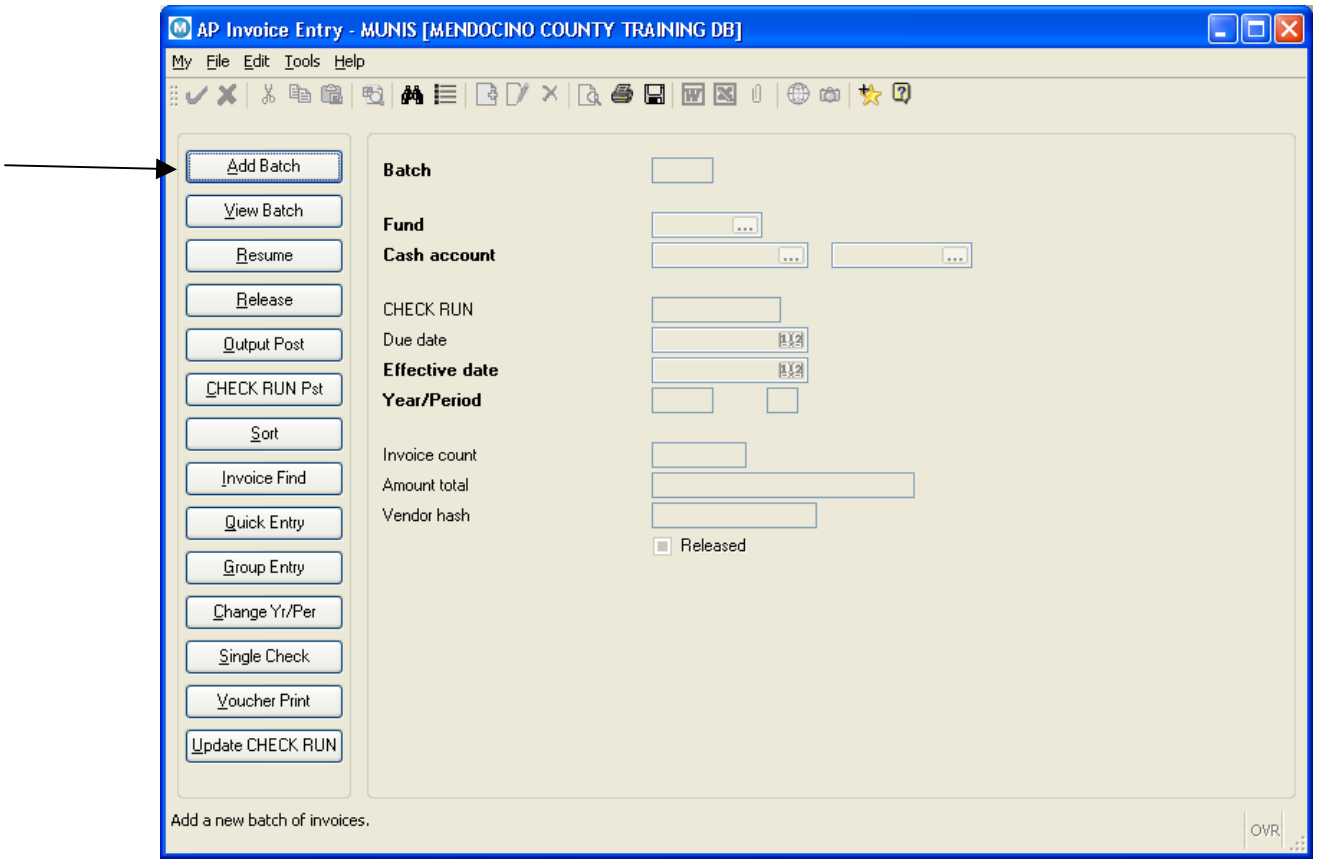
HOW TO ENTER AN INVOICE

Overview

Invoices are entered into MUNIS in batches. Each department will enter their own batches. Once a batch is complete a Proof Report will be printed and submitted within the department for authorization. The signed Proof Report and invoices will then be submitted to the Auditor's department where the batches will be posted.

Use the following path to access the Invoice Entry Batch Header screen from the menu.
Financials
D. Accounts Payable
B. Invoice Processing Menu
A. Invoice Entry/Proof



Click the **Add Batch** button located on the side Bar

The **Batch, Fund & Cash Account** fields will all pre-fill and should not be changed.

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TAB down to the **CHECK RUN** field and enter the date of the next check run (this should be a Friday). This should be entered as 6 digits with no slashes. For example April 13, 2007 should be entered as 041307. **When the checks are run it pulls in all invoices based on this field so it is important that the data be entered correctly and the correct format is used.**

Due Date, Effective Date, Year/Priod - these all pre-fill and should not be changed.

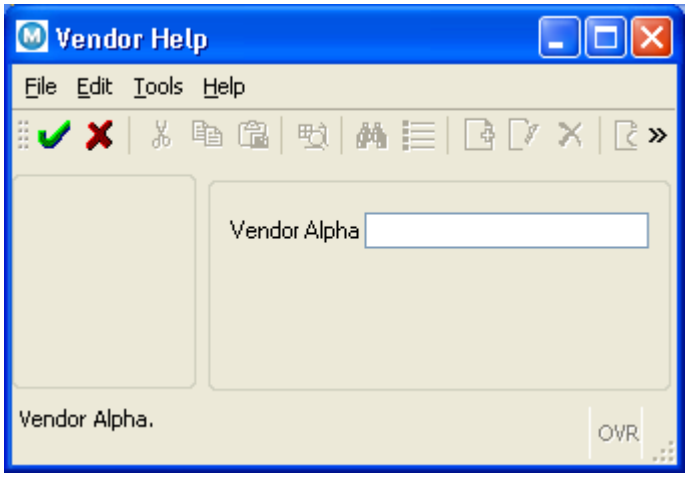
The remaining fields are not accessible; the system will automatically update these fields as you enter invoices into the batch.

Click Accept to proceed to the AP Invoice Entry screen.

The **Year** pre-fills and can not be changed. The cursor will be sitting in the **PO** field.

Only GSA will be entering invoices against PO's .

TAB to the **Vendor** field. If you know the vendor number you can enter it or click the to find the vendor number. You will see the following dialog box:



NOTE: The Alpha field is a 20 character field representative of the 40 character payee field. Generally, you can enter the first several characters of the last name of a person or the first key word of a vendor's name and click accept. Use uppercase letters and do not leave this field blank which would search the entire vendor database.

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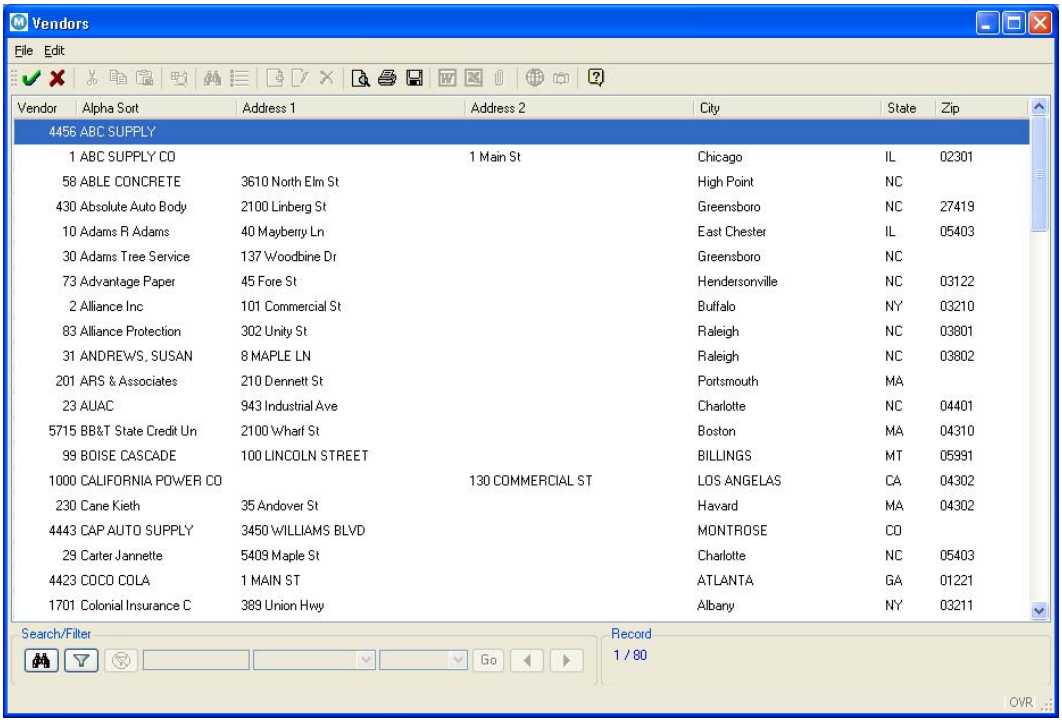

Select the vendor from the list using one of the following methods.

- double click on the line with the vendor
- single click on the line with the vendor and click Accept
- single click on the line with the vendor and hit the Enter key

You will return to the Invoice Entry screen. The vendor name and number will have pre-filled. TAB. twice – the vendor address will pre-fill and should not be changed.

Remit - pre-fills and should not be changed. TAB

Document - pre-fills and should not be changed.

Invoice - enter the vendor's invoice number. *(Refer to Auditors AP Procedure documentation for more details).* This field holds 20 characters but only 12 will show on the check.

Gross Amount - enter the full amount of the invoice. TAB

Disc Date – leave blank. TAB which will skip the other Discount fields .

Payment Method - will pre-fill with Normal and should not be changed. TAB which will skip the **Chk/Wire Number and Date** fields.

Desc - enter the description that will print on the check stub for the benefit of the vendor. This is limited to 25 characters and should all be uppercase. Additional information for department use may be entered in the **Comments** field as explained later in this document.

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Status - pre-fills with 'A' and should not be changed. TAB

Voucher – this field will pre-fill and should not be changed unless your department was given specific instructions. (may be blanked out) TAB

CHECK RUN - pre-fills and should not be changed. TAB

Invoice Date - pre-fills with today's date and should be changed to reflect the actual date on the vendor invoice. TAB *(Refer to Auditors AP Procedure documentation for more details).*

Due Date - pre-fills and should not be changed. TAB

Dept/Loc - pre-fills and should not be changed. TAB

Work Order – not currently being used by Mendocino County. TAB

Allocation - not currently being used by Mendocino County. TAB

Req – leave blank. TAB

Liq Meth – this field is only accessible for invoices with PO's

Sep Check - only use per specific instructions. TAB *(Refer to Auditors AP Procedure documentation for more details).*

Include Documentation – leave blank. This field is not being used by Mendocino County. There is another process in place to identify vendors that require documentation.

If you wish to use the Comments section you should click on the Comments button. If you tab out of this field skips over the comments button and brings you directly to the line set. **Note:** Comments can always be added later if this happens.

Comments – you must click on this button if you wish to access this section. This is where you can enter additional information required by the department that will not print on the check. Users will be able to retrieve this invoice at any time and view the comments.

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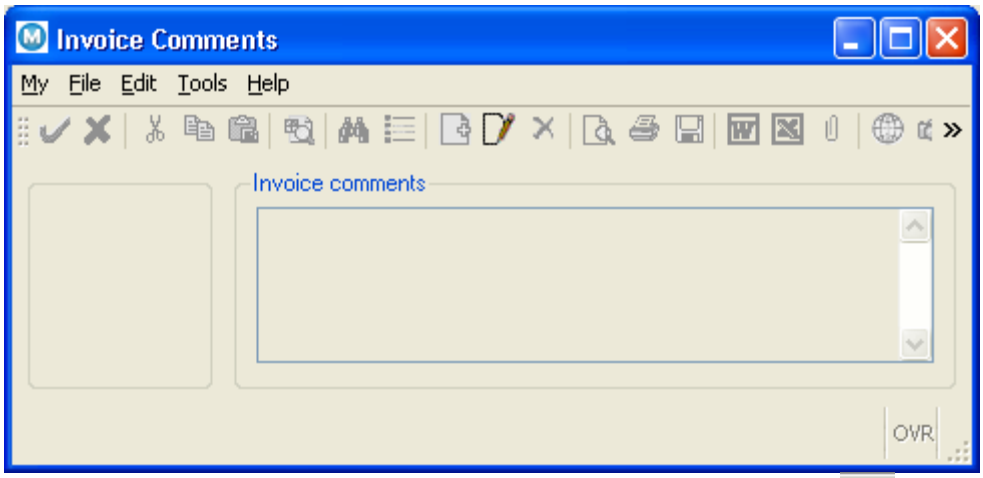

Clicking on the **Comments** button opens up this screen. Click Update and enter any additional information. Click Accept to save your text. Click File, Exit to get back to the AP Invoice Entry screen.

Org – if you know the code you can enter it or use the button to find the correct code. TAB

Object - enter a valid Object within the default Org. To see valid objects, click on the button. TAB

Project – if this item is associated with a Project, enter the project code this item will be charged to or use the button to find the correct code

Inv Amount – pre-fills from the **Net Amount.**

- if the full amount is to be charged to this GL Account, TAB
- if the charge is to be split between multiple GL accounts, change the pre-filled amount to the amount that is applicable to this account and TAB

1099 – if the vendor is set up to receive a 1099 at year end this field may pre-fill and can be changed if necessary. TAB *(Refer to Auditors AP Procedure documentation for more details).*

A - used to indicate that the item being purchased is a fixed asset. In most cases this will pre-fill with an 'N' and should not be changed. TAB

Bud - pre-fills with a 1 and should not be changed. TAB

The next line will automatically pre-fill with the same Org/Object code that you just entered.

If there is still a balance of the invoice to be expensed change the Org, Object or both and complete the rest of the fields. Continue completing as many lines as necessary to fully expense the invoice. Click Accept .
The completed invoice should look similar to this:

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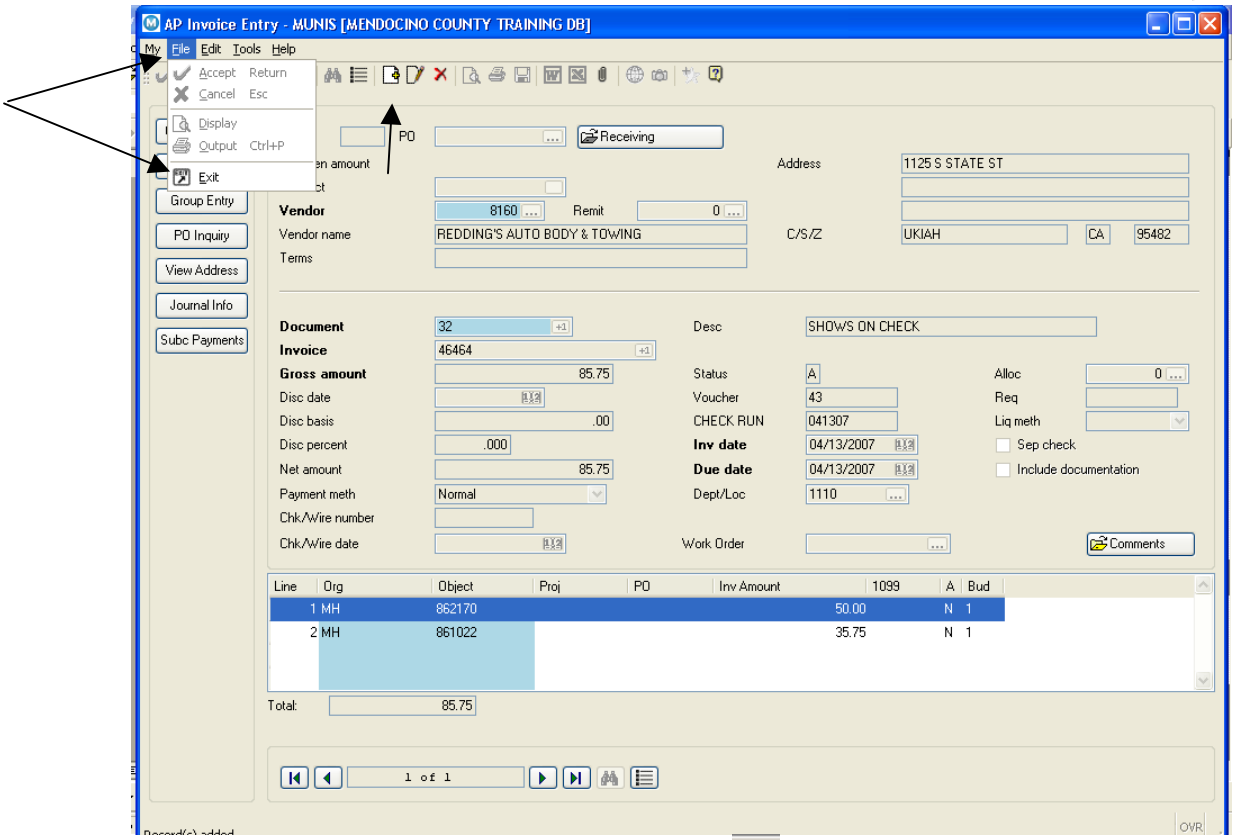

If you have another invoice for this batch click Add and continue until all invoices are entered. OR Click File and Exit to get back to the Batch Header screen.

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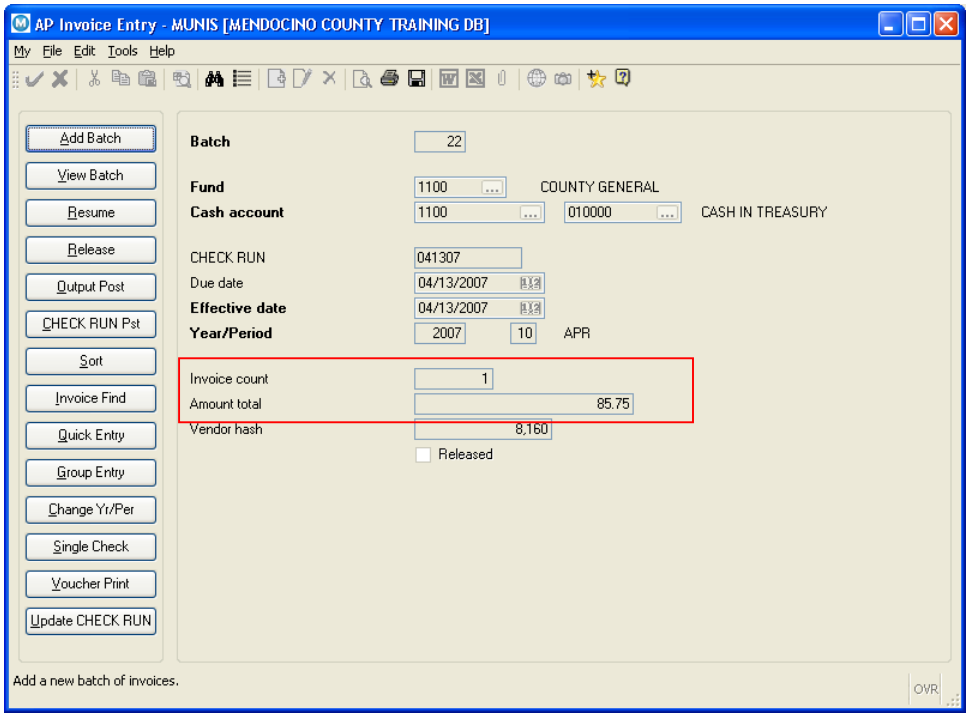

The Batch Header will show the total number of invoices and amount entered.

Creating the Proof Report

When batches are complete they will need to be proofed before being sent to the Auditors office for payment.

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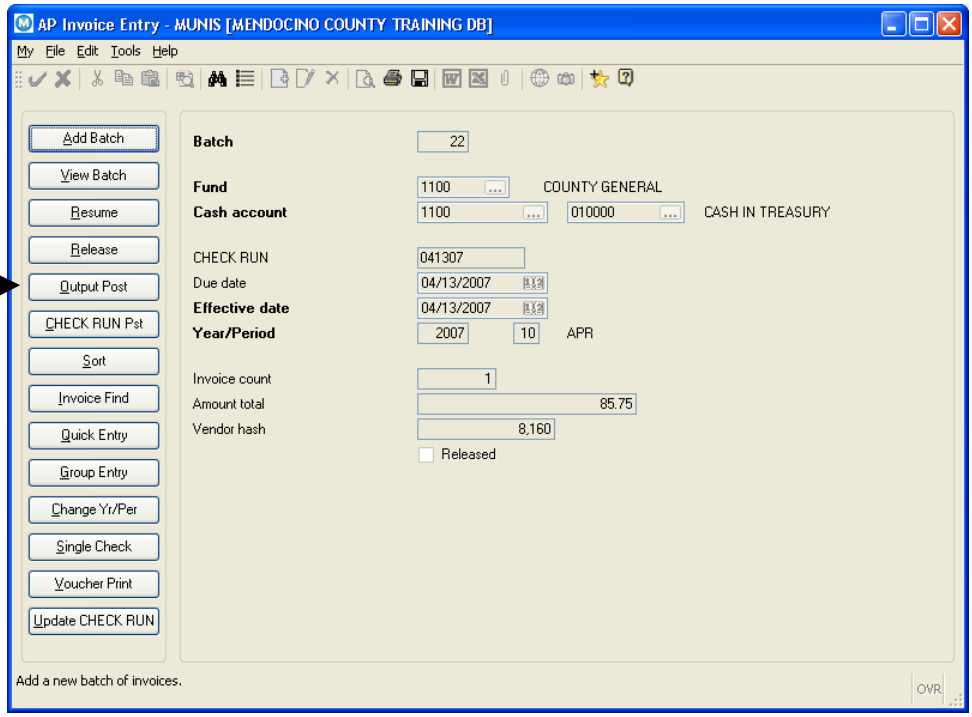
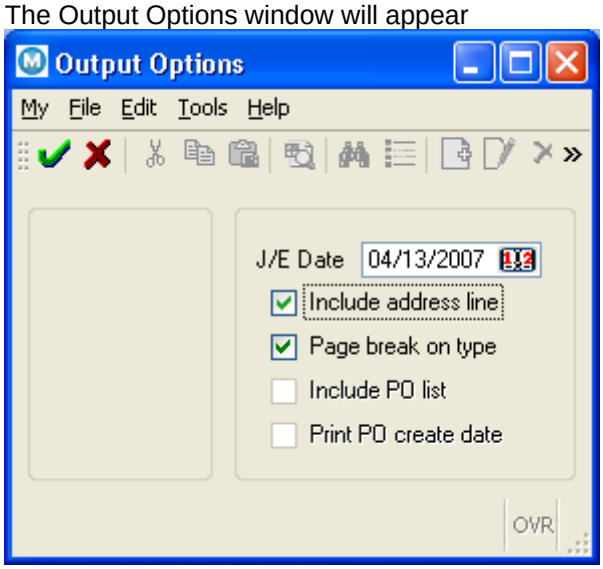


From the Batch Header, Click the Output-Post button located on the side Bar.

The Output Options window will appear



J/E Date - pre-fills with today's date, do not change
Check the Include Address Line box and page break on type
Leave other boxes unchecked

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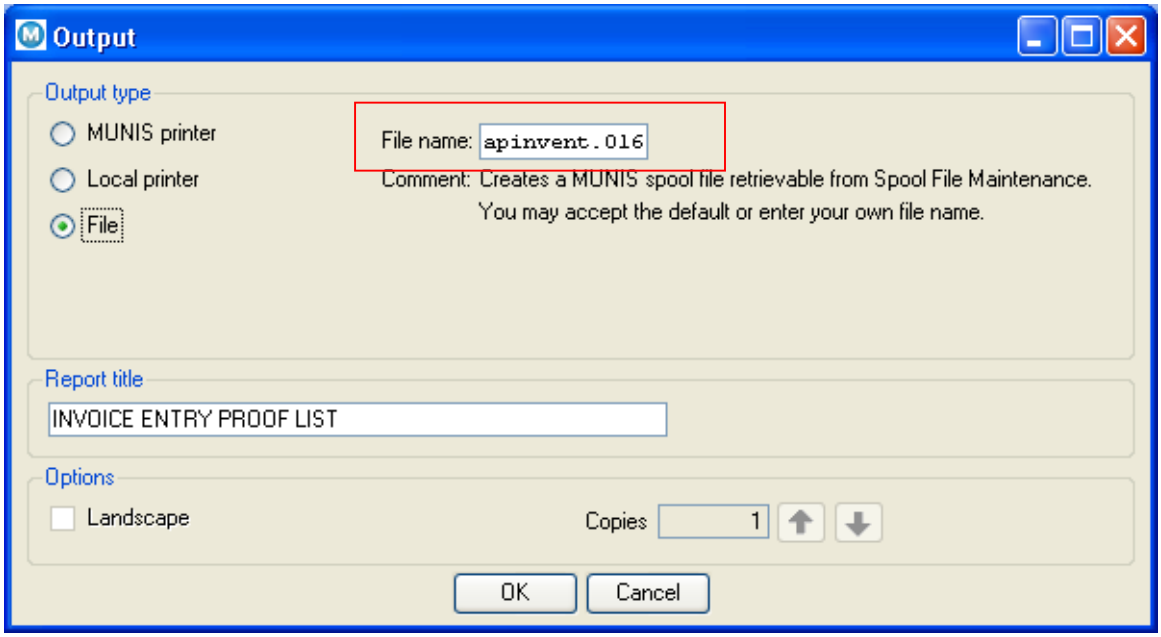
Click Accept . The Output window will appear. Click the File option *(this will save the report to a spool file so it will be accessible at any time)* and note the number of the file. In this example the file number is .016.



Click OK

You should receive a Batch Verification message stating 'No errors detected'. Click OK.

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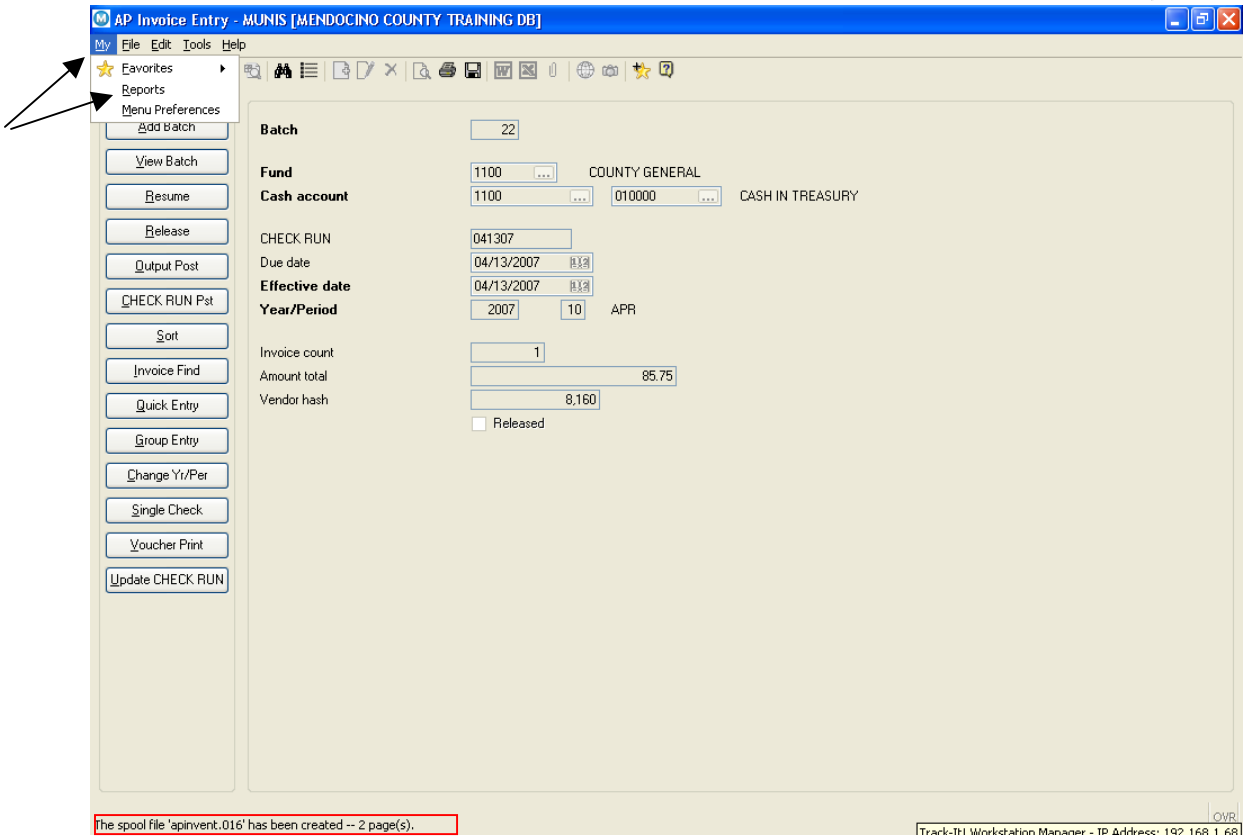
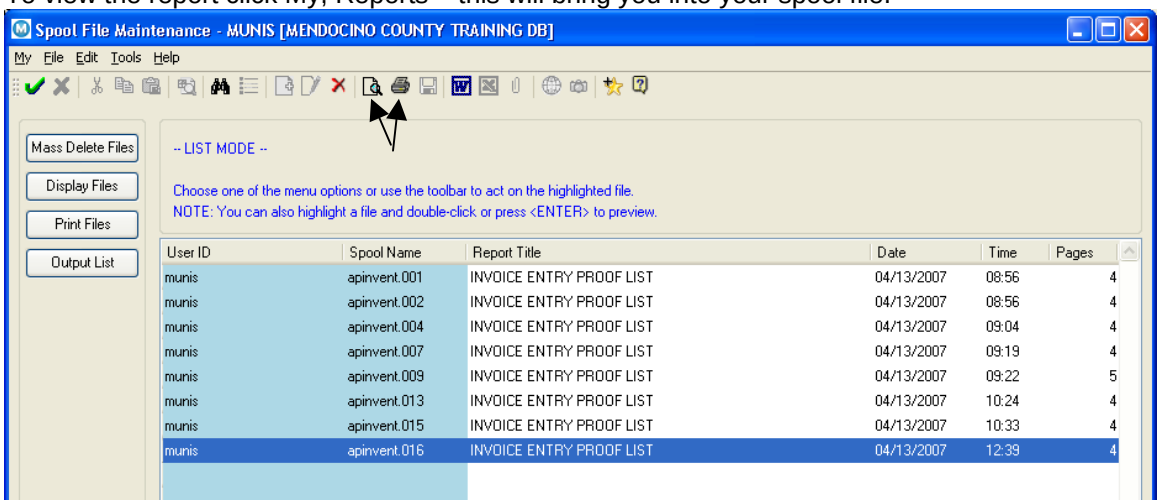


You will return to the Batch Header. Note that the file name shows at the bottom of this screen as well.

To view the report click My, Reports – this will bring you into your spool file.



Highlight the report apinvent.xxx and either click either the print or display icon to review the report.

Once the report has been reviewed, if everything looks ok print a copy and attach it to the invoices.

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Give the Proof report and invoices to the appropriate person within each dept for authorization. The signature should be placed next to the Report Post Total on the Invoice Entry Proof List.

Once the authorized person has signed the report the report and invoices can be sent to the Auditor's office for posting and processing.

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