Module: Accounts Payable
Topic: AP Invoice Processing

AP Invoice Entry - Quick Reference

MUNIS Version 6

This document can be used by each MUNIS user as a "cheat sheet" for a familiar process. Each user can modify this document to suit their needs for site-specific processing. The descriptions for each field below are **examples only**, and should be modified for each user, per their site-specific policies.

1. Open AP Invoice Entry
2. Click the Add Batch side menu option to start a new batch.
3. Fill in the batch header screen
4. Fill in the invoice header screen (use Tab between fields).

Fiscal Year	PO Fiscal Year. Tab through this field (leave as default)
PO	Enter the purchase order number (if applicable)
Contract	Tab through this field (leave as default)
Vendor Number	If a PO has been entered, the vendor number field will automatically be populated. Otherwise, click Lookup (you may want to keep a ready list of common vendors)
Remit	Click Lookup. If no remit to address available this will default to "0"
Document	Tab through this field (leave as default)
Invoice	Enter the invoice number
Gross Amount	Enter gross amount of the invoice
Payment meth.	Tab through this field (leave as default)
Desc	Enter a brief description of the invoice details
Status	Tab through this field (leave as default)
Voucher	Tab through this field (leave as default)
Inv date	Tab through this field (leave as default)
Due date	Tab through this field (leave as default)
Dept/Loc	Tab through this field (leave as default)
Work Order	Enter the work order number (if applicable)

5. Tab down to Invoice detail section.

Org	Tab through this field (leave as default)
Obj	Click Lookup and select the Object (Expense Account)
Inv. Amount	Enter the amount of the line item that should be allocated to that GL account. Typically it is the entire amount.

6. If additional GL Accounts are being allocated, press tab to go to the next line.
7. Once all GL accounts are in, click the OK/Accept ✔ button (or press Enter on your keyboard).
8. Press the Add button to include additional invoices in the batch.
9. Press the Red "X" in the upper right to go back to the batch header screen when you are done entering invoices for the batch.
10. Press the Release Button in the left column to release the requisition for approval.