

HOW TO ENTER AN INVOICE USING GROUP ENTRY

tyler works.

Implementation

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HOW TO ENTER AN INVOICE USING GROUP ENTRY

1.0 Invoice Entry: Group Entry - Purpose

The MUNIS Invoice program has two main objectives:

1. Recording of invoices as they come in to accounts payable
2. Attachment of invoices to purchase orders for later liquidation of the PO.

2.0 Invoice Entry: Group Entry - Prerequisites

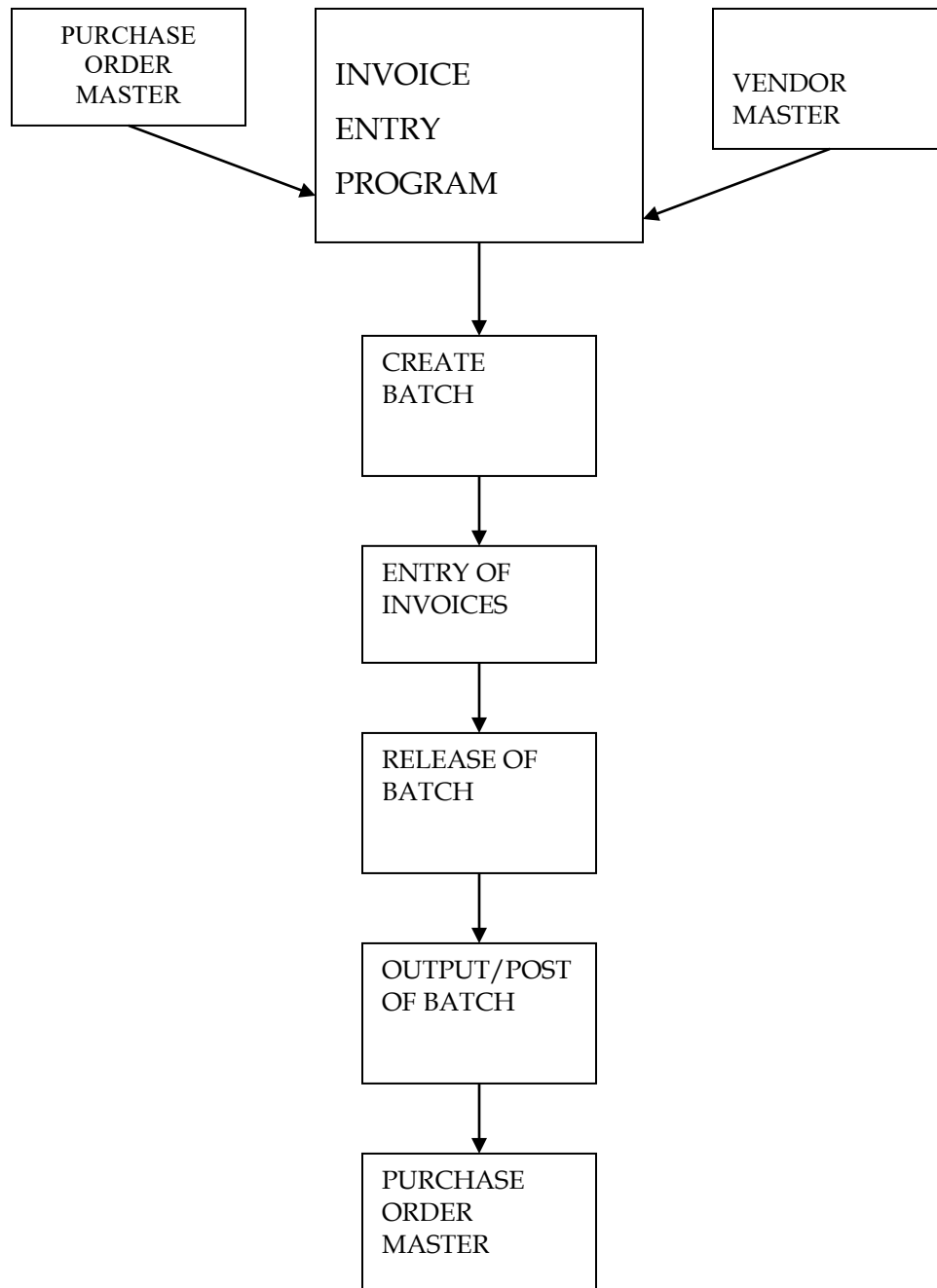
The following database tables must be populated prior to the entry of invoices using the Group Entry method. (Recommended tables are not required but strongly recommended).

1. Chart of Accounts
2. PO Parameter Table
3. Requesting Department Table
4. Bill to/Ship to Table
5. Workflow Business Rules for Requisitions
6. Vendor Master (Recommended)
7. User Security linking the entry user to a default Department Code (Recommended)

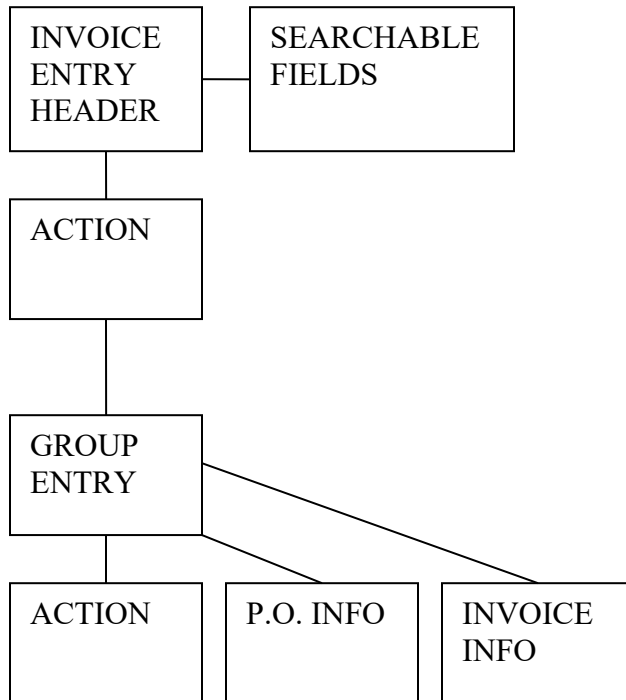
In addition the required tables, there must be an open purchase order to attach them the invoices to when entering invoices using group entry.

3.0 Invoice Entry: Group Entry - Data Flow

3.1 Overall



3.2 Invoice

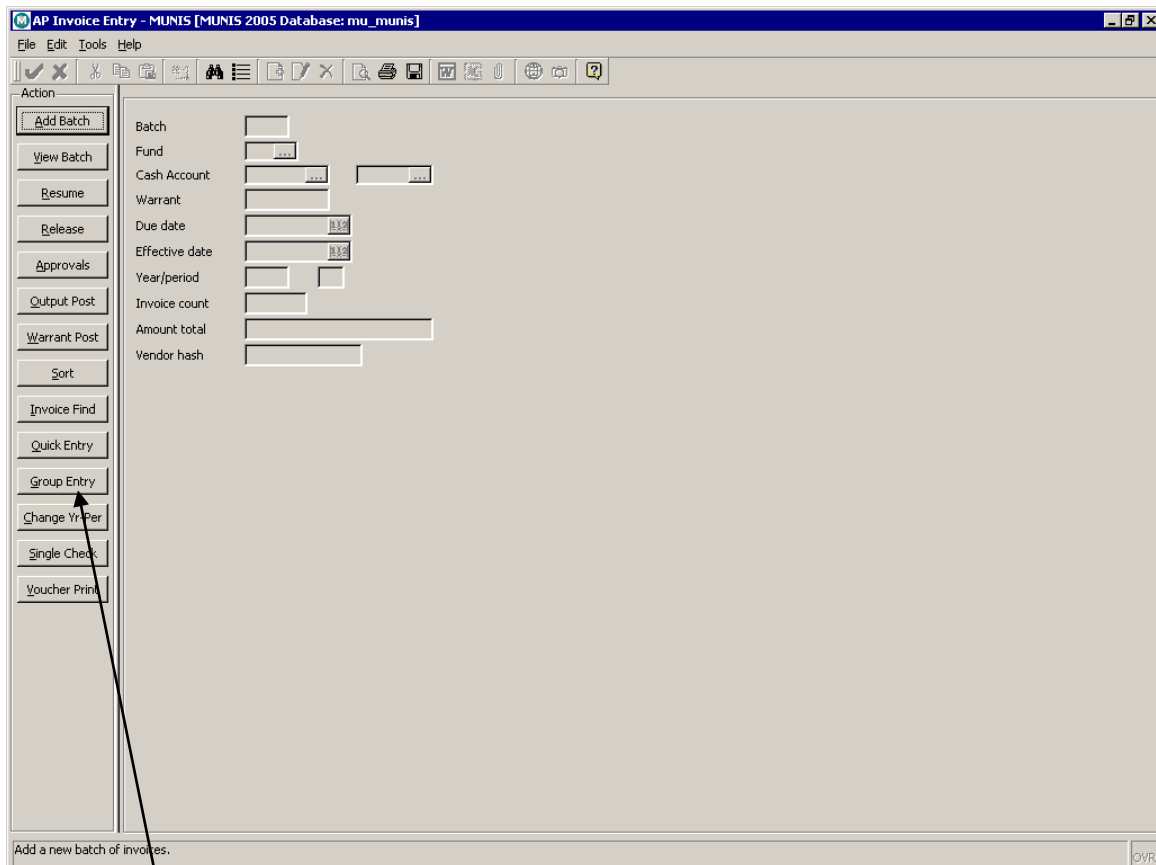


4.0 Invoice Entry: Group Entry - Process

IMPORTANT POINT: There are several options available within the Invoice Entry program and when entering invoices using the Group Entry method. For example, we could add/maintain vendors, add/edit line item information and view/change the purchase order status. For the purpose of this manual, we are focusing on required fields and not showing how to utilize options.

4.1 Overview

The Invoice Entry screen contains two sections. On the left you have the “Action” buttons. These are the actions you can take with data you either find or create in the Invoice Entry program.



On the right, you have the searchable fields for finding and displaying the data for a given batch of invoices.

For group entry of invoices, you will click the button labeled “Group Entry”. This will launch the Group Entry window.

4.2 Entering the Invoices

AP Invoice Entry - MUNIS [MUNIS 2005 Database: mu_munis]

File Edit Tools Help

Batch: 126

Fund: 001 GENERAL FUND

Cash Account: 01 10100 Cash

Warrant:

Due date: 09/10/2005

Effective date: 09/10/2005

Year/period: 2006 2


Invoice count: 0

Amount total: 0.00


Vendor hash: 0

Invoice batch number or code.

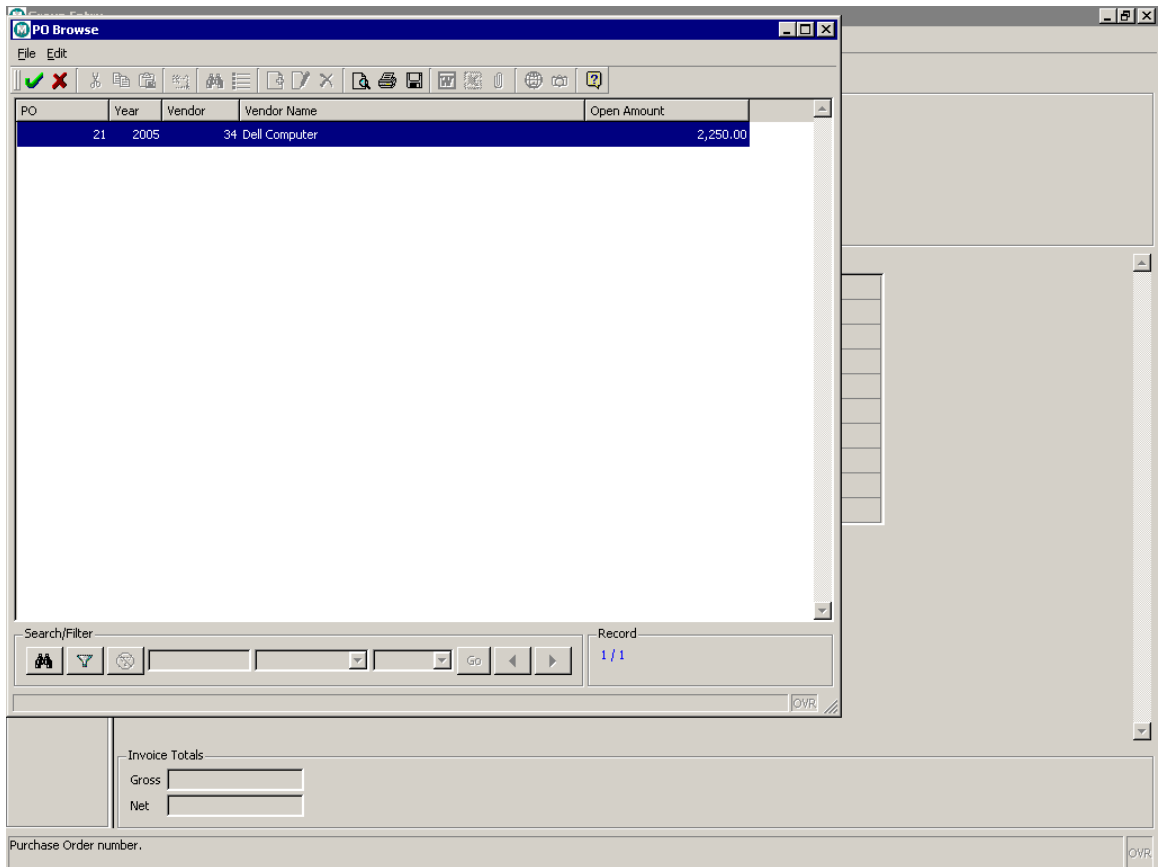
To enter invoices you will first need to create a batch. Upon clicking the button labeled “Group Entry” you will be required to populate the fields for the batch you are creating.

Once all the fields are populated, click the  button to continue.

The Group Entry screen contains three sections. The top-right section contains information about the open purchase order we are receiving against. The lower-right section contains the fields for the invoices you will be entering. The section to the left contains buttons for the different actions we can take, and will change depending on the field that is active.

Enter the open Purchase Order you will be receiving against in the field labeled “PO”. If the purchase order is not known, we can search for it by clicking on  in the PO field to bring up a browse list.

The browse window will display a list of open PO’s. This is where we will select from the list of open PO’s.




Line	Invoice	Gross Amount	Net Amount	Warrant	Date	Description

Invoice Totals:

Gross	
Net	

Purchase Order number: _____ OVR

A vendor may default into the Vendor field if one was entered on the purchase order. If not, we can add a vendor number by entering it into the field. If the vendor number is not known, we can search for it by clicking on  in the Vendor field to bring up a browse list.

The screenshot shows the 'Group Entry' window with the following details:

PO Fsc Yr/#: 2005 21
 Vendor: 34 Dell Computer
 Discount %: 0.000
 Liquidation Amt: 2,250.00
 Open Amount: 2,250.00
 Close PO when fully liquidating

Line	Invoice	Gross Amount	Net Amount	Warrant	Date	Description
1	2002075	997.00	997.00		09/10/2005	
2	2002076	996.00	996.00		09/10/2005	
3	2002077	257.00	257.00		09/10/2005	
4	2002078 +1				09/10/2005	

Invoice Totals:
 Gross: 2,250.00
 Net: 2,250.00

Invoice number: OVR

The cursor will move the Invoice section of the window once the PO information has been entered. The Line and Invoice fields will default in with the next number in the sequence. Populate the Open, Warrant (if used), Date and Description fields.

*The Description field defaults to the description of the first line item in the purchase order. This will need to be changed to the description on the invoice.

When all invoices have been entered, click the  button to continue.

The screenshot shows the 'Group Entry' window with the following details:

- PO Fsc Yr/#:** 2005 21
- Vendor:** 34 Dell Computer
- Discount %:** 0.000
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3	2002077	257.00	257.00		09/10/2005	
4	2002080	.00	.00		09/10/2005	

Invoice Totals:

Gross	2,250.00
Net	2,250.00

Maintain account distribution for current group of invoices.

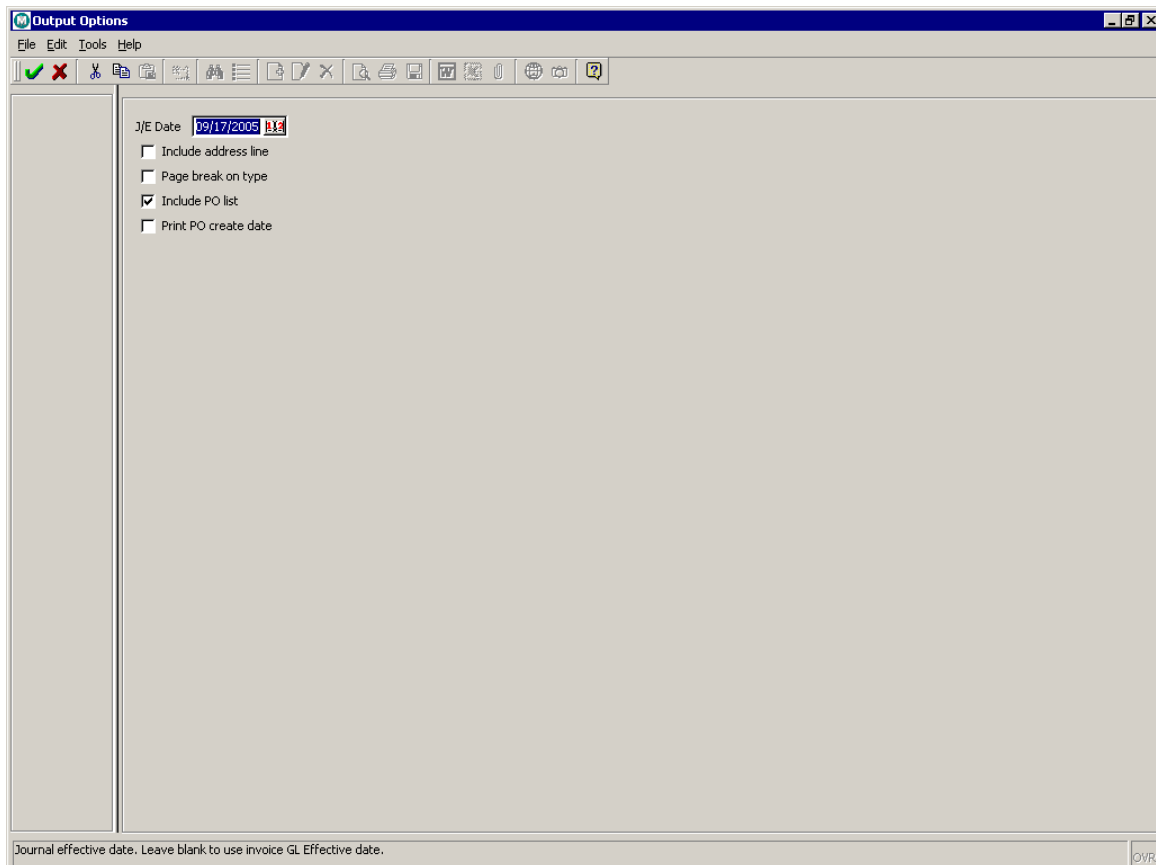
Click the button labeled “Gen Invoices”. This will generate the records for the invoices entered the Purchase Order they are tied to. At this point we can close the Group Entry screen.

4.3 Processing Data

Back in the Invoice Entry screen, we see the fields populated with information about the batch of invoices we just created.

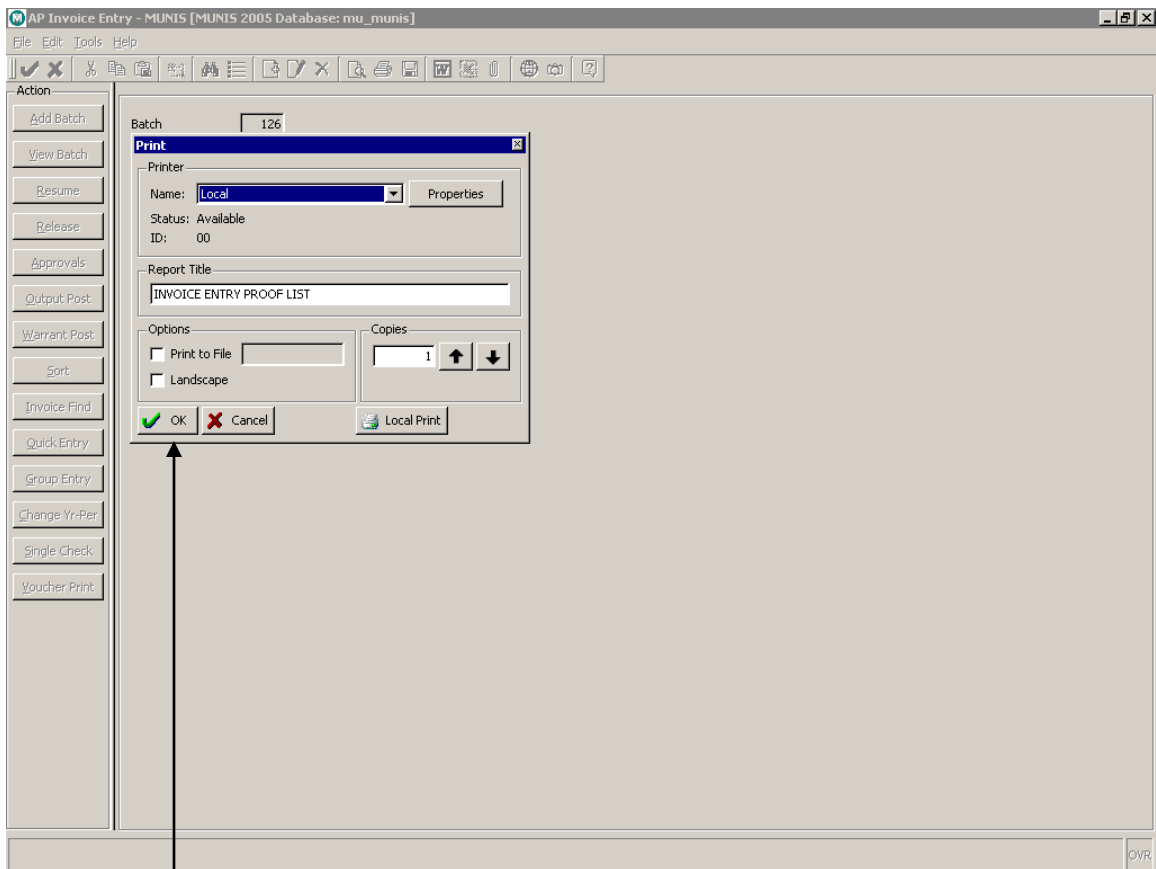
Click the button labeled “Release” to release the current batch of invoices. This will release the batch for other actions outside of editing the record. Further actions upon releasing the batch involve the processing of the data.

Click the button marked “Output Post” to post the current batch. This will process the invoices tied to the purchase order and make the necessary changes to the purchase order record.




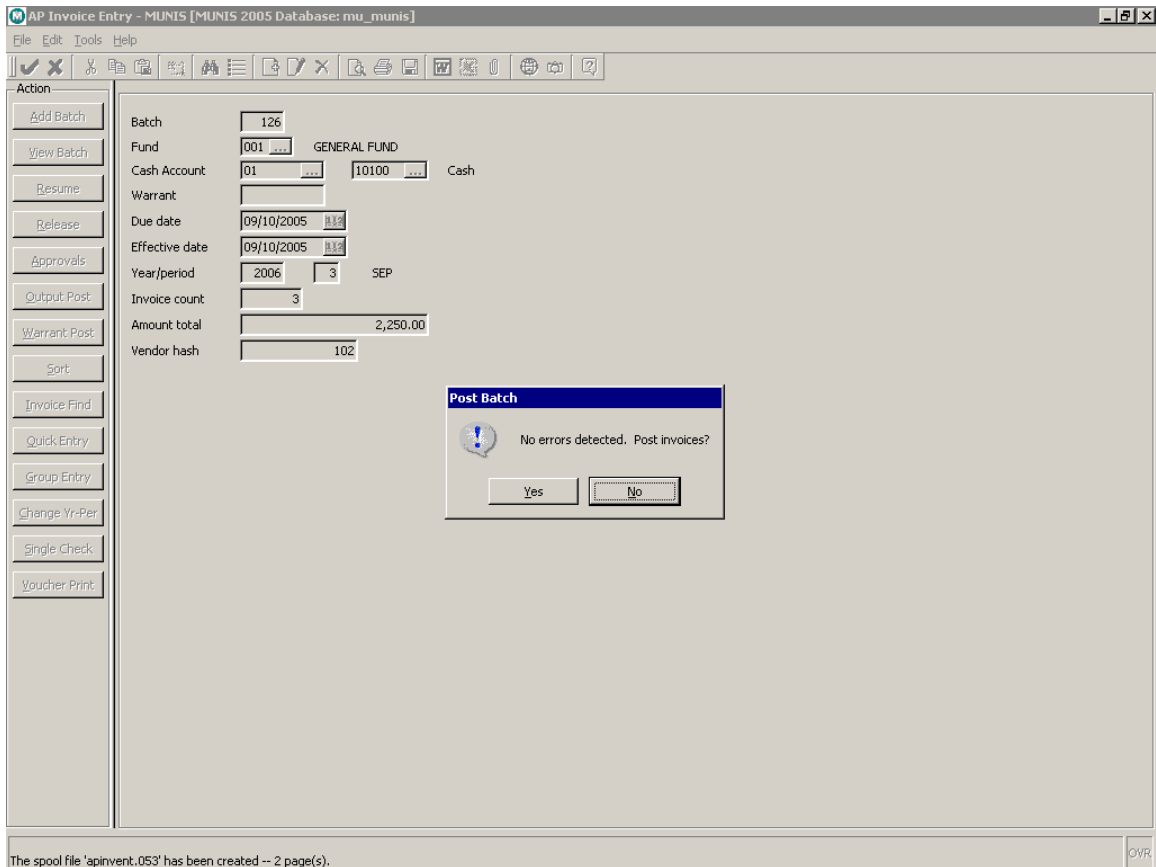
The Output Options screen gives several choices for outputting the data. Make any changes to the date if necessary and click the check box next to the desired output option.

Click the  button to continue.



The print window will appear giving you a choice of printer, print options and number of copies. Select a printer from the drop-down box, an additional print option (if necessary), and enter the number of copies to print.

—When finished, click the  button to continue.



If any errors have been detected, we will be informed by a dialog box, and ask if we wish to make any changes. If none are detected, then it will ask if we wish to post the invoices. Click “Yes” to continue.

At this point, a batch has been created, the invoices have been entered, they have been tied to the purchase order, and the batch has been processed. Group entry of invoices is now complete.

5.0 Invoice Entry: Group Entry - Self-Study Exercises

1. Review the steps and procedures for entering invoices as well as the data flow for the Invoice Entry program.
2. Enter 3 invoices against the PO using the Group Entry method. Make sure the 3 invoices total the amount on the purchase order. Release and output/post the batch that the invoices were created in.

3. If no open purchase orders exist, create a purchase order for attaching invoices to, by going into PO Entry/Proof and adding a new PO. Be sure to release and output/post the batch that the new PO was created in. If open purchase orders with amounts greater than \$0 already exist in the browse list, skip this step.
4. Print your Invoices upon output/posting of the batch.