

HOW TO ENTER AN INVOICE USING QUICK ENTRY

tyler works.

Implementation

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HOW TO ENTER AN INVOICE USING QUICK ENTRY

1.0 Invoice Entry: Quick Entry - Purpose

The objective of the MUNIS Invoice Quick Entry program option is to provide access to the most commonly used fields in Invoice Entry in a method that speeds up entry.

The Quick Entry screen may be modified to show/hide desired fields to make entry easier. The following fields are always shown on the screen: Vendor Number, Remit Address, Invoice Number, Gross Amount, Net Amount, Vendor Name, Terms, Org, Object, and Project.

Other fields that can be added/removed from the screen through Forms Definition F/M are: Contract, PO Information, Discount Information, Check/Wire Information, Description, Invoice Status, Voucher, Group/Warrant, Invoice Date, Due Date, Dept/Loc, Allocation, Req, Separate Check, Comments, Work Order, Liquidation Method, Include Documentation, Default Liquidation/Invoice Amounts, Budget Distribution Code, Fixed Assets Indicator, 1099 Box Code and Sales & Use Tax Information.

Regardless of which fields are populated with optional information, the Invoice Entry program creates the following journal entries:

After *Output/Post*, the following journal entry is made (ex. invoice for \$100):

DEBIT Expense Account 100
DEBIT Expense Control Account 100
CREDIT Accounts Payable 100

When a Purchase Order is liquidated to create an invoice, not only are the journal entries (above) made, but the journal entries created during the purchase order entry process are reversed.

DEBIT Budgetary Fund Balance-Reserve for Encumbrances
CREDIT Expense Account (Encumbrance)
CREDIT Encumbrances Control Account

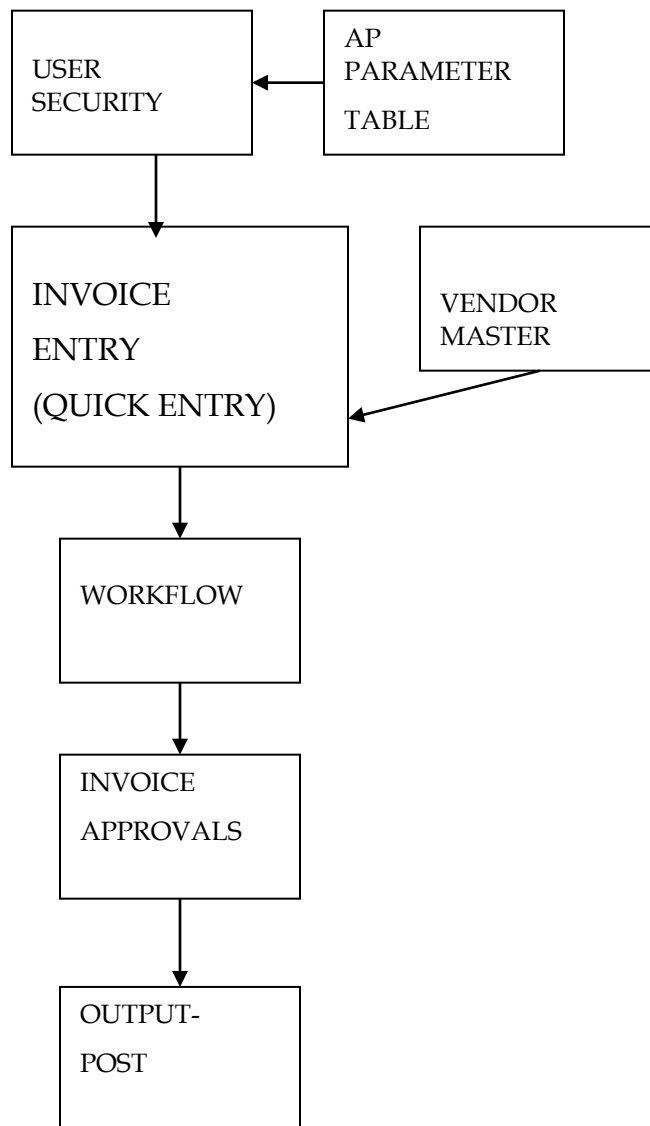
2.0 Invoice Entry: Quick Entry - Prerequisites

The following database tables must be populated prior to the entry of an invoice through the Quick Entry method (recommended tables are not required but strongly recommended).

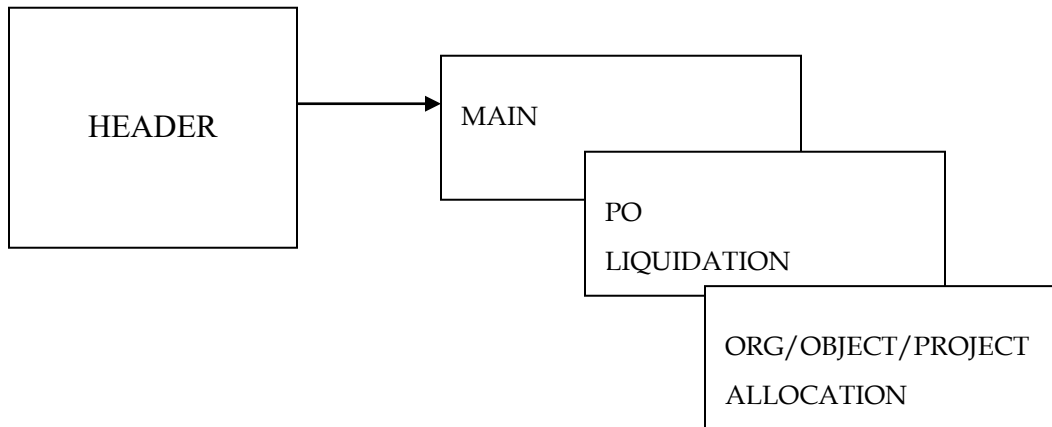
1. Chart of Accounts
2. AP Parameter Table
3. User ID Permissions & Parameters for Accounts Payable
4. Vendor Master
5. Workflow Business Rules for Invoice Entry (Optional)
6. Forms Definition F/M (Optional)

3.0 Invoice Entry: Quick Entry - Data Flow

3.1 Overall



3.2 Invoice



4.0 Invoice Entry: Quick Entry - Process

4.1 Overview

Entering invoices is done in batches. Batches of invoices are then approved through workflow approvals and output-posted. Once the Quick Entry button is clicked and the batch information populated, the Quick Entry screen displays in Add mode. The Invoice Entry – Quick Entry program is made up of three main areas – header information, PO Liquidation and G/L allocation detail.

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

File Edit Tools Help

Action

Add Batch
View Batch
Resume
Release
Output Post
Warrant Post
Sort
Invoice Find
Quick Entry
Group Entry
Change Yr-Per
Single Check
Voucher Print

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 3 SEP
Invoice count: 3
Amount total: 2,250.00
Vendor hash: 102

Batch Information

Add a new batch of invoices. OVR

The Batch screen contains fields that, when populated, will apply to each invoice entered.

The screenshot shows the 'AP Invoice Entry' window. The header information section includes the following fields:

- Year / PO: 2005 / 21
- Contract: [Empty]
- Vendor: 34
- Vendor Name: Dell Computer
- Terms: 2.000% 10 days, net 30 days
- Address: 103 Dell Way
- Remit: 0
- C/S/Z: Austin TX 03210
- Invoice: 2002075
- Gross amt: 997.00
- Disc date: [Empty]
- Disc basis: .00
- Disc percent: .000
- Net amount: 997.00
- Payment Meth: Normal
- Chk/Wire No: [Empty]
- Chk/Wire Date: [Empty]
- Desc: [Empty]
- Status: H
- Voucher: 11016
- Warrant: [Empty]
- Inv date: 09/10/2005
- Due date: 09/10/2005
- Work order: [Empty]
- Dept/Loc: 135
- Alloc: 0
- Req: [Empty]
- Liq Meth: Line
- Sep check: [Unchecked]
- Include documentation: [Unchecked]

The table below shows the invoice lines:

Line	Org	Object	Proj	PO	Invoice Amount	1099	A	Bud
1	011352	52020		21	997.00	N	2	

Total: 997.00

Page: 1 of 3

Header Information

The Header section of the invoice contains fields that, when populated, will apply to the entire invoice.

Vendor 4452 PRICE WATERHOUSE Close PO when fully liquidating

Invoice 2002097 Net amount 25.00

PO	Yr	Line	Open Qty	Open Amt	Recv Qty	Liq Amount	Inv Amount
28	05	1	1.0	100.00	0.0	0.00	0.00

Total Liq Amt 0.00 Total Inv Amt 0.00

Invoice Lines

Line	Org	Object	Proj	PO	Amount
------	-----	--------	------	----	--------

Total

PO Liquidation

The PO Liquidation screen allows for full or partial liquidation of a PO as part of the invoice entry.

Yr PO PO Amt Open Amt

Vendor Remit Name

Invoice Terms

Gross amt Voucher

Net amount

Payment Method

Check/Wire Number

Check/Wire Date

Line	Org	Object	Proj	PO	Invoice Amount	1099	A	Bud	Sales Tax
1	0001	10100			25.00		N	1	
2	0001	10100			.00			1	

Total:

1 of 1

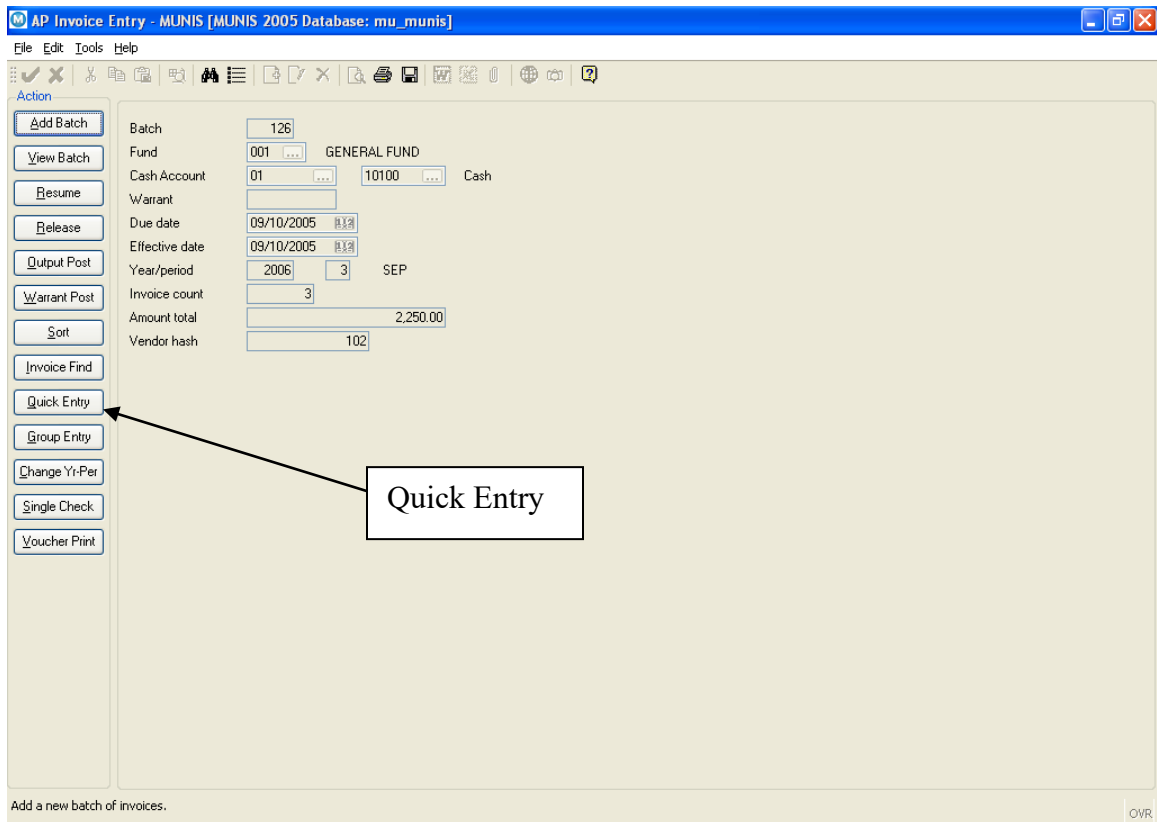
GL account org code

OVR

The G/L Allocation Detail section of the screen contains account allocation detail for the invoice.

4.2 Adding a Batch of invoices

Click the Quick Entry button from the Batch screen.



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

File Edit Tools Help

Batch 164

Fund 001

Cash Account 01 101.00

Warrant

Due date 11/02/2005

Effective date 11/02/2005

Year/period 2006 6

Invoice count 0

Amount total .00

Vendor hash 0

Invoice batch number or code.

OVR

NOTE: The Batch number field will populate automatically with the next available batch number found in the AP Parameters program. This batch number can be a maximum of 4 characters, and is a numeric value that can be overridden if you so choose. Once all invoices in the batch have been Output-Posted, the batch number can be reused.


Fund and Cash Account will populate automatically with the Default Cash Account entered in the AP Parameters Program.

The Warrant number can be entered, if user permissions allow, or left blank.

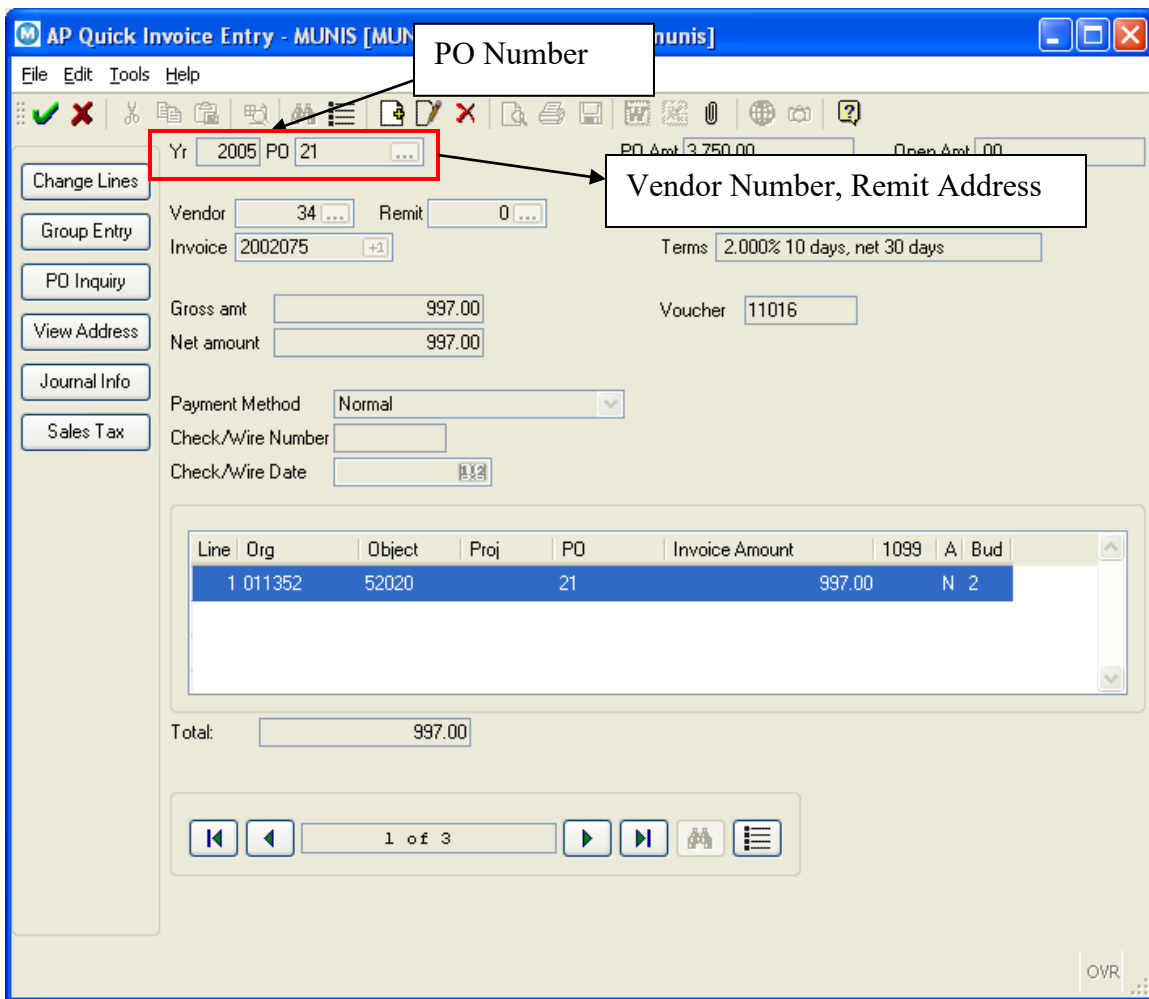
Due Date and Effective Date default to the current day's date, but can be overridden, if necessary. NOTE: The G/L Effective Date for the batch can be overridden at the time the batch is posted.

Year and Period default to the Default Year and Period found in the G/L Parameters program.

Invoice Count, Amount Total and Vendor Hash are calculated by the system once invoices have been entered into the batch. There is no entry allowed in these fields.

Once you have completed the fields on the batch screen, click the accept button . You will be taken to the Quick Entry screen...


4.3 Header Information




The screenshot shows the 'AP Quick Invoice Entry - MUNIS [MUNIS]' window. The 'Yr' field is set to '2005' and the 'PO' field is set to '21'. A red box highlights these two fields, with an arrow pointing to a callout box labeled 'PO Number'. Another arrow points from the 'PO' field to a callout box labeled 'Vendor Number, Remit Address'. The 'Vendor' field is set to '34' and the 'Remit' field is set to '0'. The 'Invoice' field is set to '2002075'. The 'Terms' field is set to '2.000% 10 days, net 30 days'. The 'Gross amt' and 'Net amount' fields are both set to '997.00'. The 'Voucher' field is set to '11016'. The 'Payment Method' is set to 'Normal'. The 'Check/Wire Number' and 'Check/Wire Date' fields are empty. The table below shows one line item:

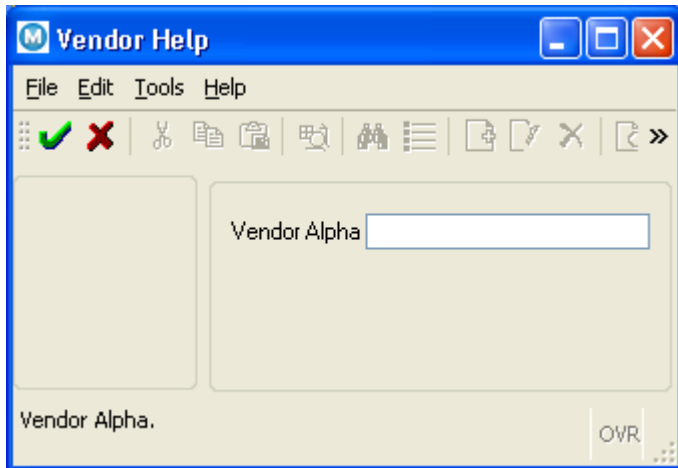
Line	Org	Object	Proj	PO	Invoice Amount	1099	A	Bud
1	011352	52020		21	997.00		N	2


The 'Total' field shows '997.00'. The page indicator at the bottom shows '1 of 3'.

A PO number may be required, depending upon user permissions and parameters. If you are entering a PO number, click the  button and select a PO from the list, or simply type in the number of the PO you wish to liquidate with this invoice. If you are not liquidating a PO, you may leave the field blank. <<TAB>> to the next field.

If you have entered a valid PO number, the Vendor number and Remit address number field will populate from the PO. They may be overridden if necessary. If a PO has not been entered, you may type in the vendor number or click the  button within the field to select a vendor.

You will see the following dialog box:



Enter the first character (or several characters) of the vendor's name. This will make searching for the vendor faster and easier. You can leave this blank and search the entire vendor database. When complete, click the accept button . You will be brought to the Vendor Search screen.

Vendor	Alpha Sort	Address 1	Address 2	City	State	Zip
4456 ABC SUPPLY						
1 ABC SUPPLY CO			1 Main St	Chicago	IL	02301
58 ABLE CONCRETE		3610 North Elm St		High Point	NC	
430 Absolute Auto Body		2100 Linberg St		Greensboro	NC	27419
10 Adams R Adams		40 Mayberry Ln		East Chester	IL	05403
30 Adams Tree Service		137 Woodbine Dr		Greensboro	NC	
73 Advantage Paper		45 Fore St		Hendersonville	NC	03122
2 Alliance Inc		101 Commercial St		Buffalo	NY	03210
83 Alliance Protection		302 Unity St		Raleigh	NC	03801
31 ANDREWS, SUSAN		8 MAPLE LN		Raleigh	NC	03802
201 ARS & Associates		210 Dennett St		Portsmouth	MA	
23 AUAC		943 Industrial Ave		Charlotte	NC	04401
5715 BB&T State Credit Un		2100 Wharf St		Boston	MA	04310
99 BOISE CASCADE		100 LINCOLN STREET		BILLINGS	MT	05991
1000 CALIFORNIA POWER CO			130 COMMERCIAL ST	LOS ANGELES	CA	04302
230 Cane Kieth		35 Andover St		Havard	MA	04302
4443 CAP AUTO SUPPLY		3450 WILLIAMS BLVD		MONTROSE	CO	
29 Carter Jannette		5409 Maple St		Charlotte	NC	05403
4423 COCO COLA		1 MAIN ST		ATLANTA	GA	01221
1701 Colonial Insurance C		389 Union Hwy		Albany	NY	03211

Search/Filter: [Search Icon] [Filter Icon] [Search Box] [Dropdown] [Go] [Left Arrow] [Right Arrow] Record 1 / 80

Select your vendor by double-clicking on the vendor name. You will then return to the Quick Entry screen. <<TAB>> to the Invoice Number field.

Yr 2005 PO 21 PO Amt 3,750.00 Open Amt .00

Vendor 34 Remit 0 Name Dell Computer
 Invoice 2002075 Terms 2.000% 10 days net 30 days

Gross amt 997.00
 Net amount 997.00

Payment Method Normal


Check/Wire Number
 Check/Wire Date

Line	Org	Object	Proj	PO	Invoice Amount	1099	A	Bud
1	011352	52020		21	997.00		N	2


Total: 997.00

1 of 3

The Invoice Number field is a required, 12 character alphanumeric field.

You may enter a specific invoice number or use the  button to assign the next numeric invoice number available. This number is maintained by the system and the Next Available number can be found in the AP Parameters program. Once an Invoice number has been entered, <<TAB>> to the next field.

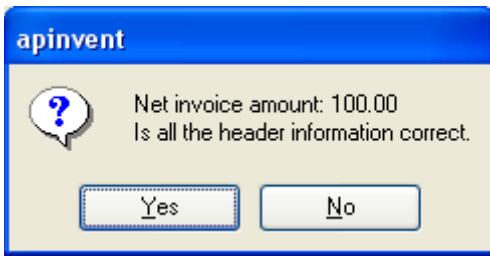
Type in the Gross Amount for the Invoice and <<TAB>> to the next field.

Complete the remaining fields, as necessary, in the Quick Entry header section of the screen and click the accept button .

If you have not entered a valid PO number, proceed to G/L Allocation Detail.

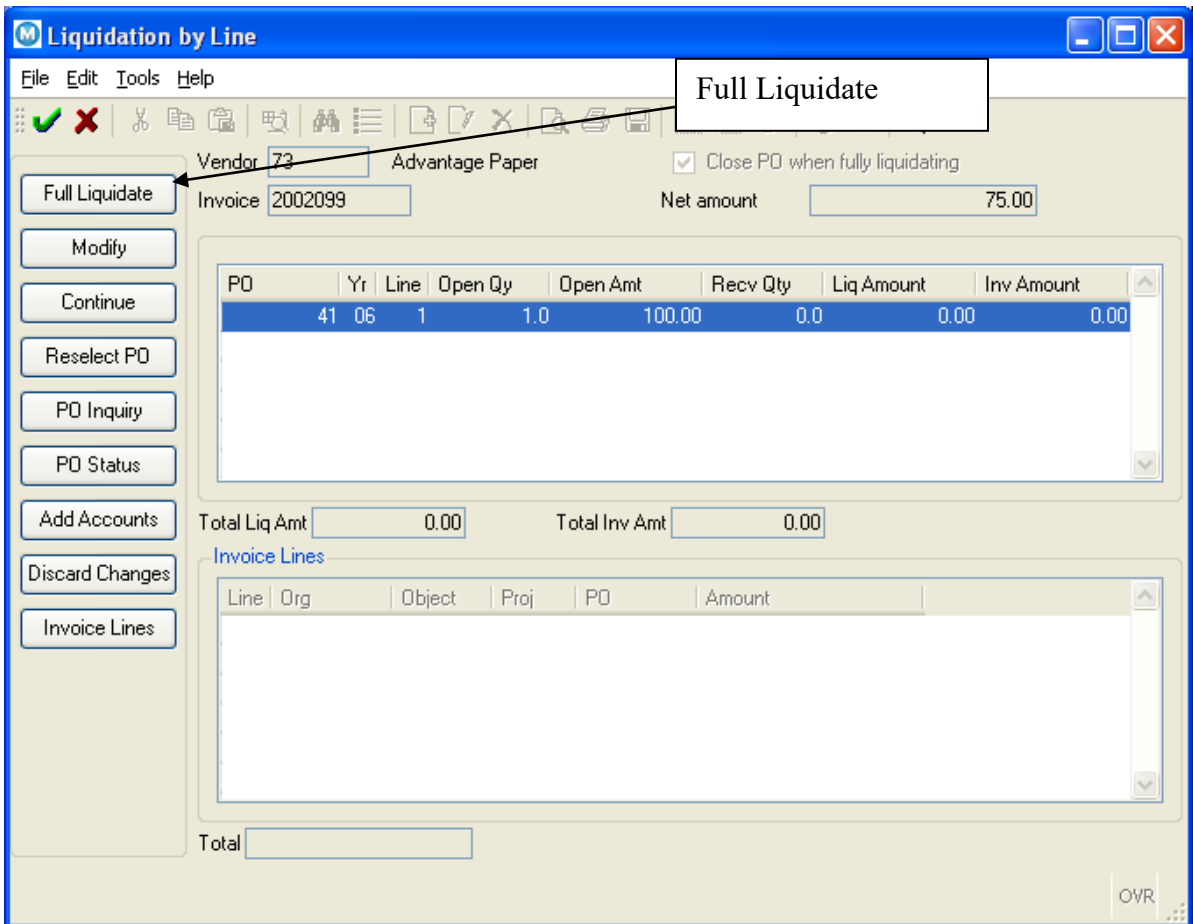
4.4 PO Liquidation

If have entered a valid PO number, a message will appear verifying the Net Invoice Amount.



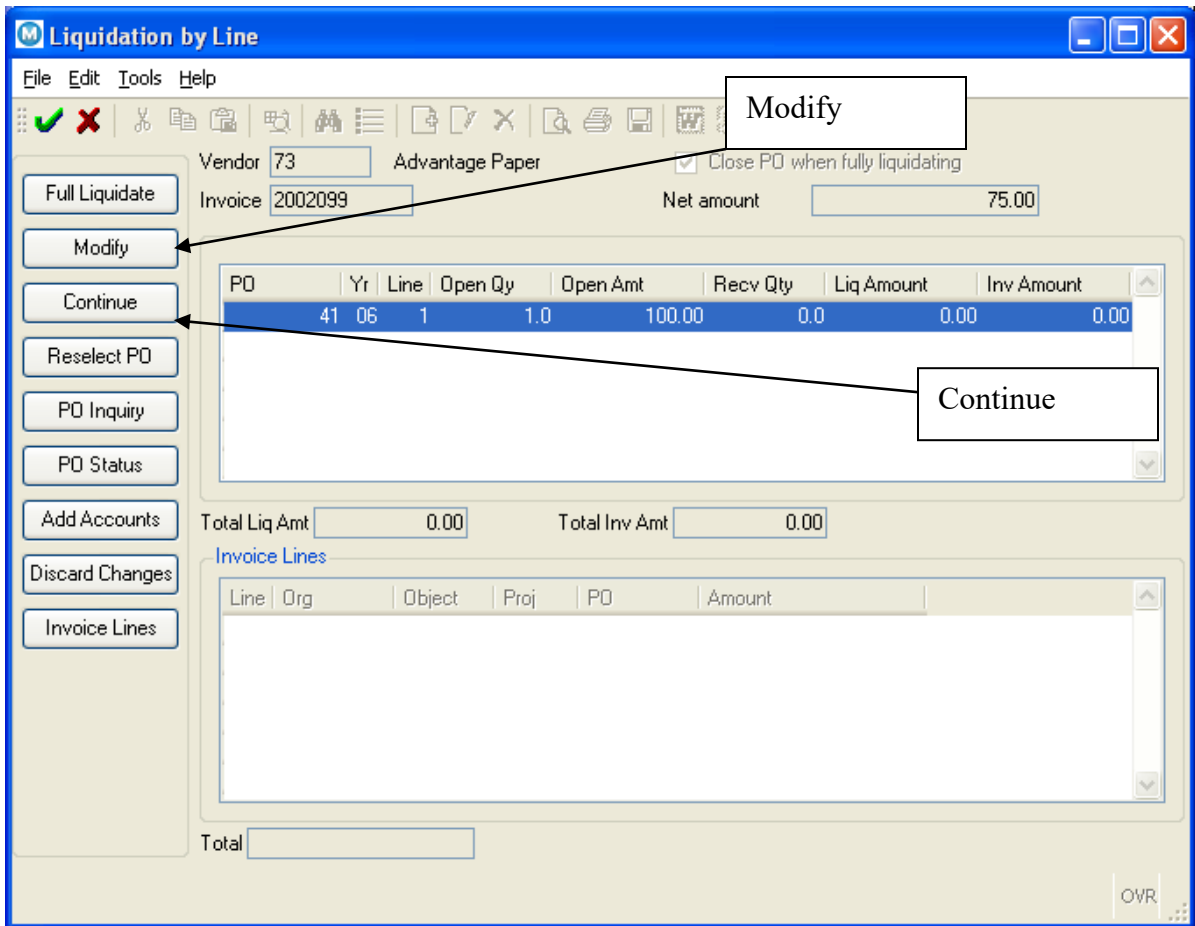
Click Yes if the Amount is correct. Click No to return to the Quick Entry screen to update the invoice amount.


Next, you will arrive at the PO Liquidation screen. From this screen you may fully liquidate the PO by clicking the Full Liquidate button...



OR...

You may partially liquidate the PO by clicking the Modify button...



Once you have clicked the Modify button, fill in the Liquidation Amount and Invoice Amount and click the accept button . To proceed through the liquidation and return to the Quick Entry screen, click the Continue button.

4.5 G/L Allocation Detail

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

File Edit Tools Help

Yr PO PO Amt Open Amt

Access Detail

Org Budget

Vendor Remit Name

Invoice Terms

Gross amt Voucher

Net amount

Payment Method

Check/Wire Number


Check/Wire Date

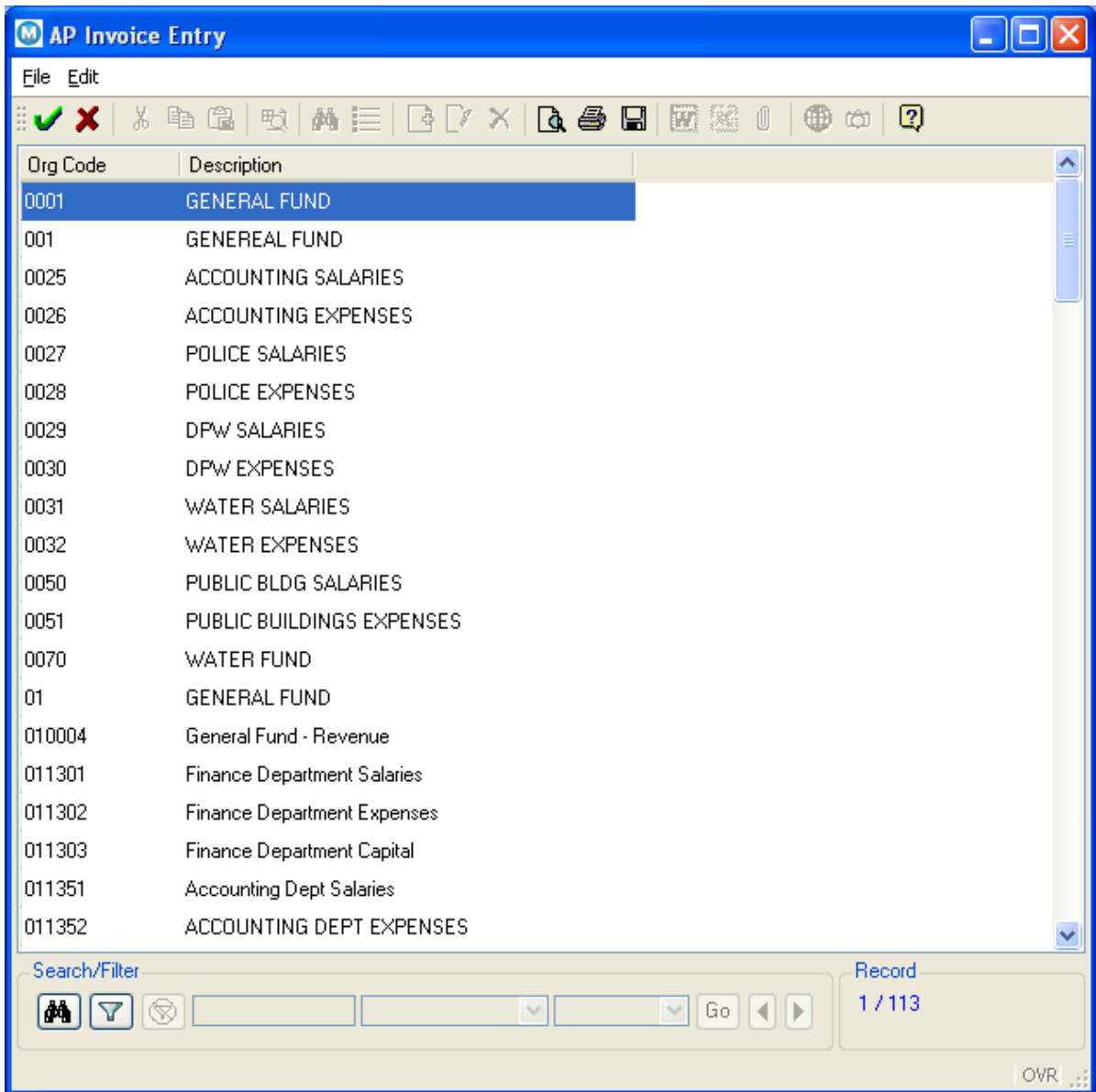
Line	Org	Object	Proj	PO	Invoice Amount	1099	A	Bud	Sales Tax
1	0001	10100			25.00		N	1	
2	<input type="text" value="0001"/>	<input type="text" value="10100"/>			.00			1	

Total:


1 of 1

GL account org code OVR

While in the Org field, you may type in the correct Org for the account allocation or click on the  button to open the Org Help list.




Select the desired Org by double-clicking the Org number. You will return to the Detail section.


<<TAB>> to the Object field and type in the Object number. You may also click on the  button to open the Object Help list. You may select the desired Object by double-clicking the Object number. You will return to the Detail section.

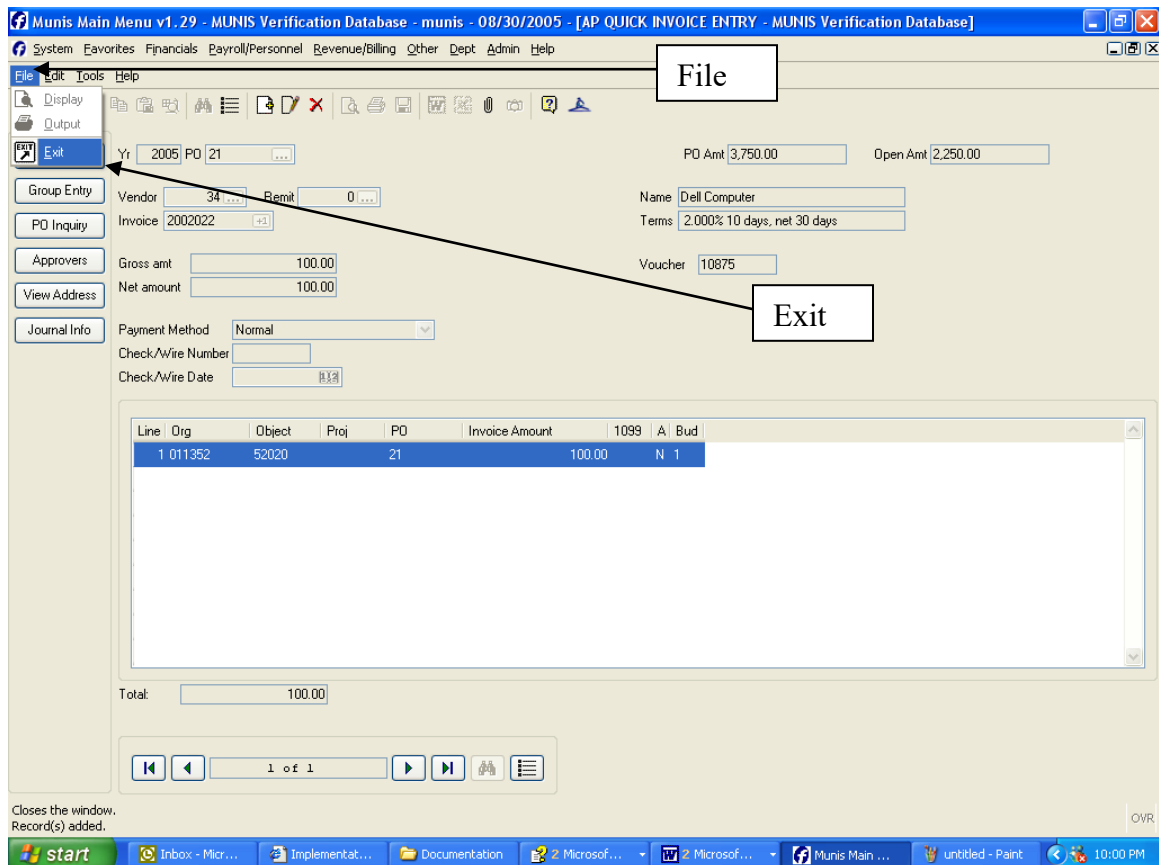
<<TAB>> to the Project field and enter the Project code or select from the Project Code help list, if necessary.

<<TAB>> to the Amount field. The amount will default in from the account allocation of the PO if a valid PO number was entered. If a valid PO was not entered, the amount will default to the amount of the invoice. This may be overridden if the invoice amount is to be allocated across more than one account number.

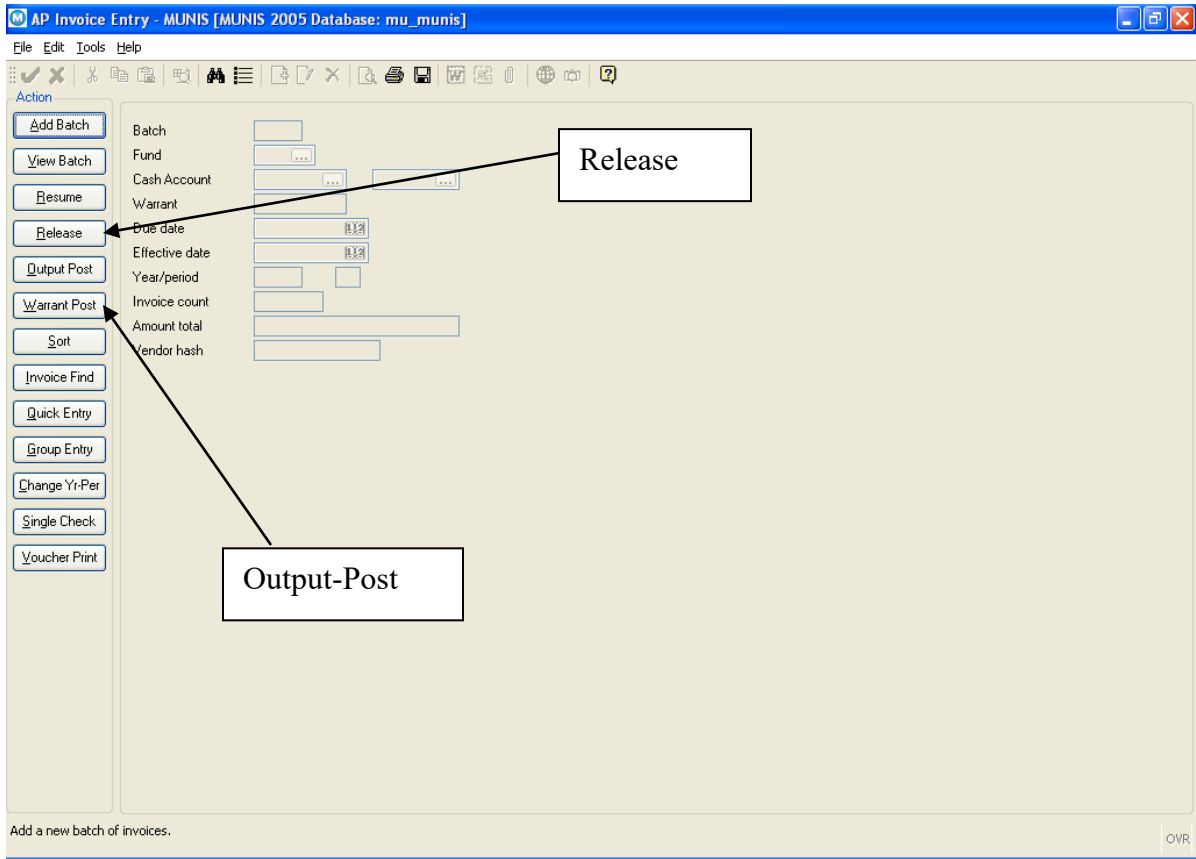
NOTE: If the expense should be split across multiple accounts, <<TAB>> to the next detail line and repeat the steps above to allocate the remaining invoice amount.

Once the entire invoice amount has been allocated to the appropriate G/L accounts, click on the accept button .

You have now completed the invoice. Click on the  button to add another invoice to the batch. Repeat steps and continue until all invoices are added to the batch. Once all desired invoices have been entered, you may select the Exit option from the File menu to return to the batch screen.



4.6 Processing Data



To send the batch of invoices to Workflow approvers, click the Release button and then the Approvals button.

This batch of invoices has now been submitted for approval(s) at level specified in Workflow Business Rules if they exist. Once the invoices have been approved they will need to be Output-Posted to create and post the G/L journal entry.

5.0 Invoice Entry: Quick Entry - Self Study Exercises

1. Enter an invoice charged to a single ledger account
2. Enter an invoice charged to multiple ledger accounts
3. Make a change to a previously entered invoice prior to Proof and Post