

# Invoice Entry

## Objective

This document provides instructions on how to enter an invoice into Munis without referencing a purchase order or a contract. It is intended for personnel who perform invoice processing.

## Overview

Invoices to be entered through this program are invoices that do not have supporting purchase order or contract documents.

When you enter an invoice in Munis, you are requesting that funds be set aside for a service or an order that has been fulfilled, as well as initiating vendor payment. Upon entry of an invoice, the amount allocated to each general ledger account will appear as a memo balance that subtracts the net amount from the remaining available budget. The invoice will be released through an approval process driven by the accounts contained within the transaction. Upon completion of the approval process, a notification will be sent through workflow to accounts payable personnel, who will post the invoice.

## Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

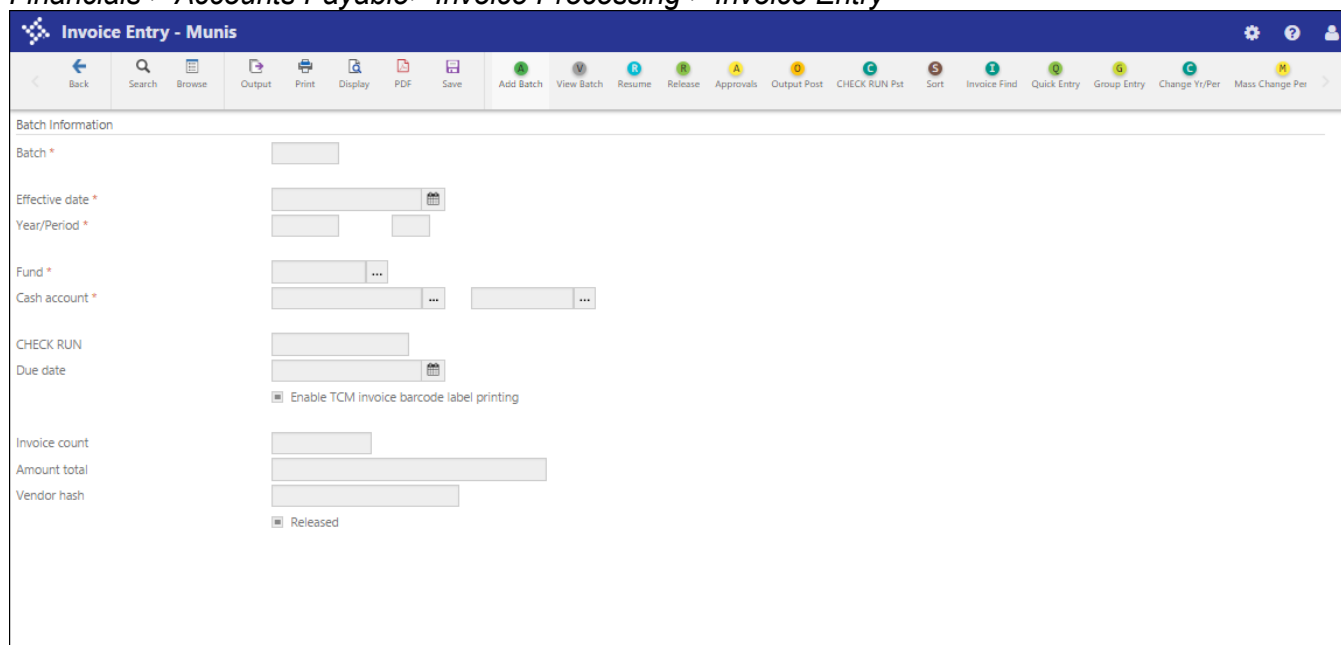
- You have access to the accounts to which the invoice will be allocated.
- You have permission to enter a direct invoice without referencing a valid purchase order.
- The Accounts Payable Invoice Workflow process is established.

## Procedure

Complete the following steps to enter an invoice in Munis:

1. Open the Invoice Entry program.

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



2. On the toolbar, click Add Batch.
3. Complete the fields, to define the batch.
4. Click Accept.  
The program displays the Invoice Entry screen.

**Invoice Entry - Munis**

Back Search Browse Add Update Delete Schedule Attach Discrepancies Change Lines Quick Entry Group Entry PO Inquiry View Address Journal Info HIS Data Subc Payments Print Label Employee Expense Claim A

Invoice

Year PO Contract Vendor \* Address Terms

Document \* Invoice \* Gross \*

Discount date Discount % Net amount Payment method Check/Wire

Receiving DBA

Description Status Voucher CHECK RUN Invoice date \* Received date \* Due date \*

Department Work order Work order task Allocation Requisition Liq method

Separate check Include document PA applied RFC (0) Comments Withhold

**ACCOUNTS** LINE ITEMS

Line	Org	Object	Proj	PO	Inv amount	Discount amount	Sales Tax	Use Tax	Total amount	1099	A
									.00		

Total Amount: Payment Amount:

Workflow

My Approvals Approve Reject Forward Hold Approvers

0 of 0

- Complete the fields, as required. Click **Accept** to save the basic invoice information and move to the Accounts tab.

**ACCOUNTS** LINE ITEMS

Line	Org	Object	Proj	PO	Inv amount	Discount amount	Total amount	1099
1					321.00	0.00		

- Verify and update the general ledger account number.  
The program completes the total invoice amount for the first line, but you can manually update this if you are allocating to more than one account. Continue to add detail lines until the invoice has been fully allocated, and the total reflects the invoice amount.
- Click Accept.
- Click Add and repeat the preceding steps to continue adding invoices to the batch. When all invoices are entered, click Back on the toolbar to return to the Invoice Entry Batch Information screen.
- Confirm the invoice count and total, as displayed on the header, to the invoices ready to be submitted for approval and posting. In the event the batch total or count does not reconcile, click the

View Batch option to display a summary list of all invoices within the batch.

Invoice Browse									
<div> <div>File Edit Tools Help</div> <div> <div>Back</div> <div>Accept</div> <div>Cancel</div> <div>Search</div> <div>Output</div> <div>Print</div> <div>Display</div> <div>PDF</div> <div>Save</div> <div>Excel</div> <div>Word</div> </div> </div>									
Vendor	Name	Remit	CHECK RUN	Document	Invoice	Type	PO	Contract	Invoice Amt / Voucher
1000	ABC SUPPLY COMPANY	0	Feb 28	5993	5993	Normal			304.95 / 218
1129	LeTourneau Power Equ	0	Feb 28	5994		Normal			452.99 / 219
222	SULLIVAN POOL	0	Feb 28	5995	5995	Normal			250.00 / 220

- Double-click a record to select it, and the program displays it on the Invoice Entry screen. Update the record, as necessary, and return to the Invoice Entry Batch Header screen.

At any point prior to releasing your batch, you can make changes to the invoices:

- From the Invoice Entry Batch Information Screen, click Resume.  
The program displays the Invoice Entry screen.
- Navigate to the invoice record to modify.
- Click Update, and update the information, as required.
- Click Accept, and then click Return on the toolbar to return to the batch header screen.

To release the batch when reconciliation is complete:

- Click Release.  
The Released check box on the Invoice Entry Batch Information screen is selected to indicate the Released status.
- Click Approvals to initiate the approval process.  
To view the status of each invoice's approval process, click Approvers while viewing a record.  
The program displays a list of all required approvers, as well as where the action is pending.

For unposted invoices, the Re-Liquidate option displays in the toolbar. Use this option to modify purchase order liquidation details.

## Results

The batch has been released and the approval process has been initiated. Each record will need to be reviewed and updated by the required approvers. Once the record is approved, it will be posted to the general ledger. Once an invoice has been posted, it is no longer available for viewing in the Invoice Entry program. Invoice detail can be viewed using the GL Inquiry, Vendor Invoice Inquiry, Year to Date Budget Reports, and Vendor Central programs.

## Status Change

A released invoice has a status of H-Held indicating it is pending approval. Once the final approver has taken action, the record status is updated to A-Approved.

## What's Next?

Required approvers receive notification that they have a record pending their approval. The invoices will flow through the approval process until the final step has been completed, at which time the invoice

will be posted by the accounts payable clerk. Once posted, detail records are available for these transactions under the general ledger accounts affected and the invoice is ready to be included in the next check run.

# Invoice Entry–Full PO/Contract Liquidation

## Objective

This document provides instructions on how to enter an invoice against a purchase order or contract in total.

## Overview

When you fully liquidate an invoice against a purchase order (PO) or contract in Munis, you are fully relieving existing encumbrances, closing the PO or contract, recognizing actual expenses once an order has been fulfilled, as well as initiating vendor payment.

Invoice batches should be created and submitted on a regular basis. Upon entry of an invoice, the amount allocated to each general ledger (GL) account appears as a memo balance, which subtracts the net amount from the remaining available budget without displaying supporting invoice detail information when reviewing the account. The invoice will be released through an approval process driven by the accounts contained within the transaction. Upon completion of the approval process, the invoice is posted. At this time, the detail information for this transaction is available under the respective general ledger accounts, and the invoice is ready to be included in the next check run.

## Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

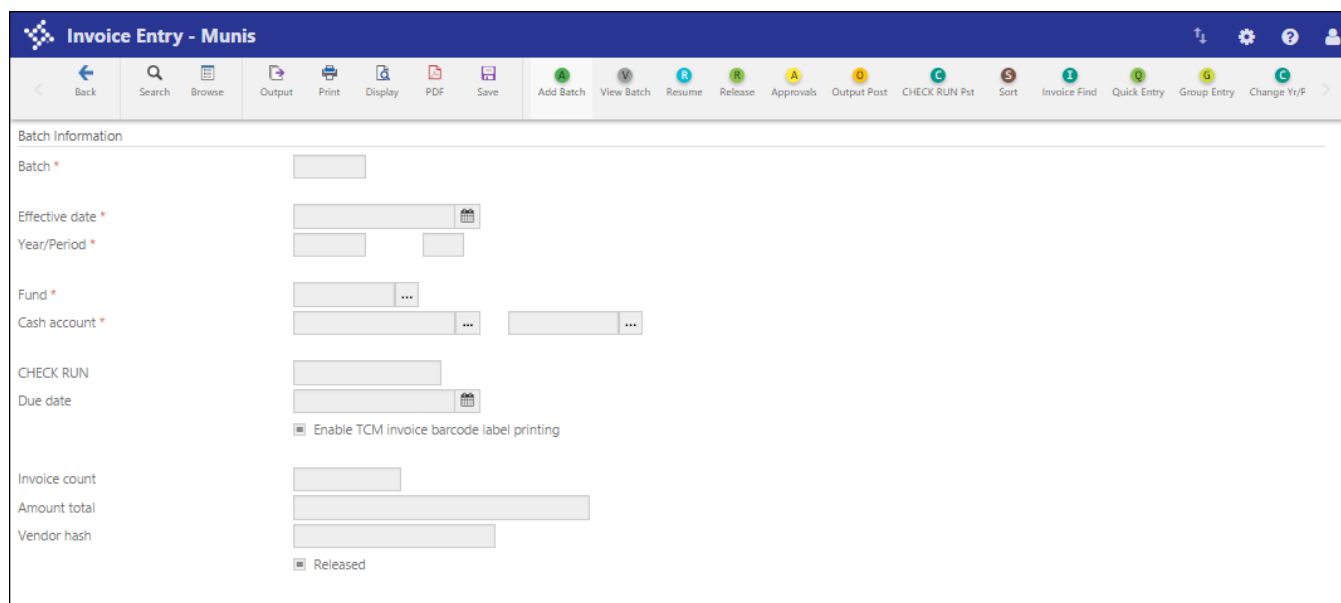
- You have access to the accounts to which the invoice will be allocated.
- A purchase order or contract exists against which the invoice is to be paid.
- Purchase order or contract receiving records have been entered by the individual departments.
- The Accounts Payable Invoice Workflow process is established.

## Procedure

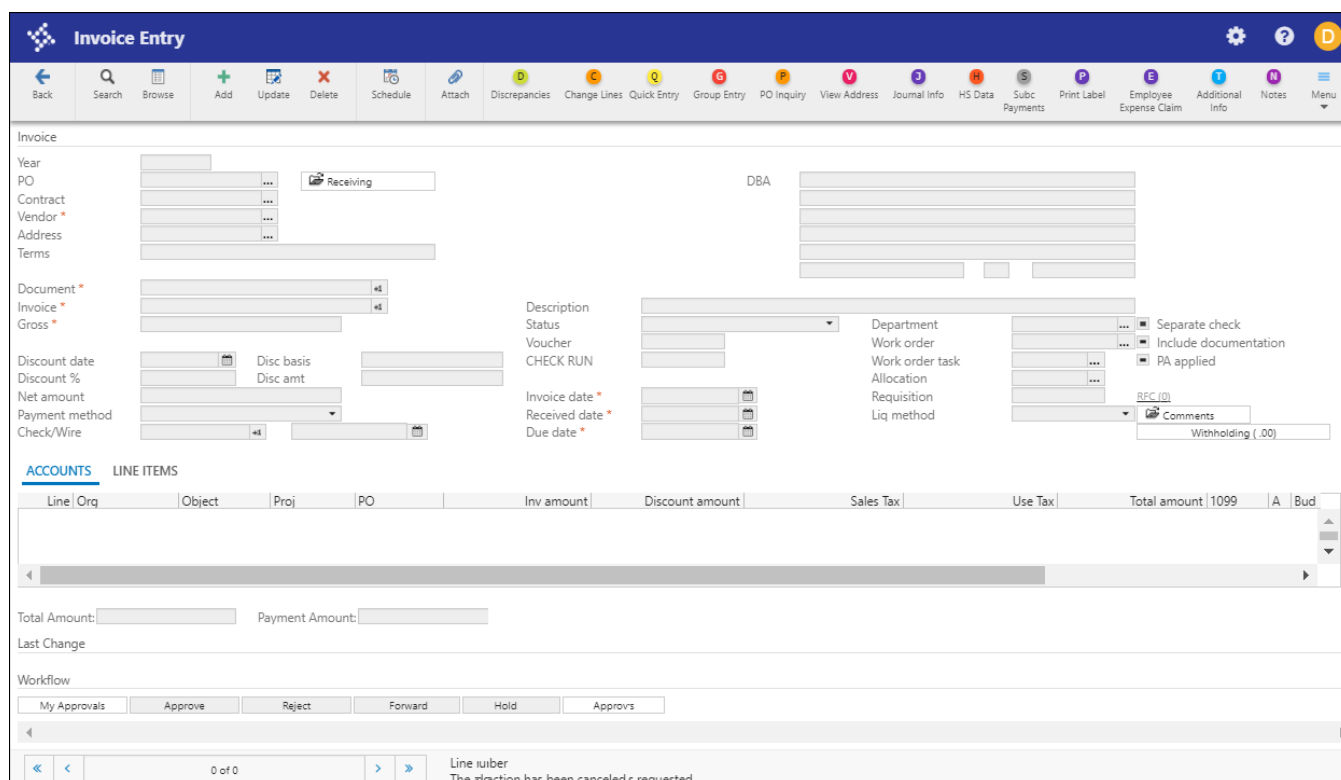
Complete the following steps to enter an invoice against a purchase order in Munis:

1. Open the Invoice Entry program.

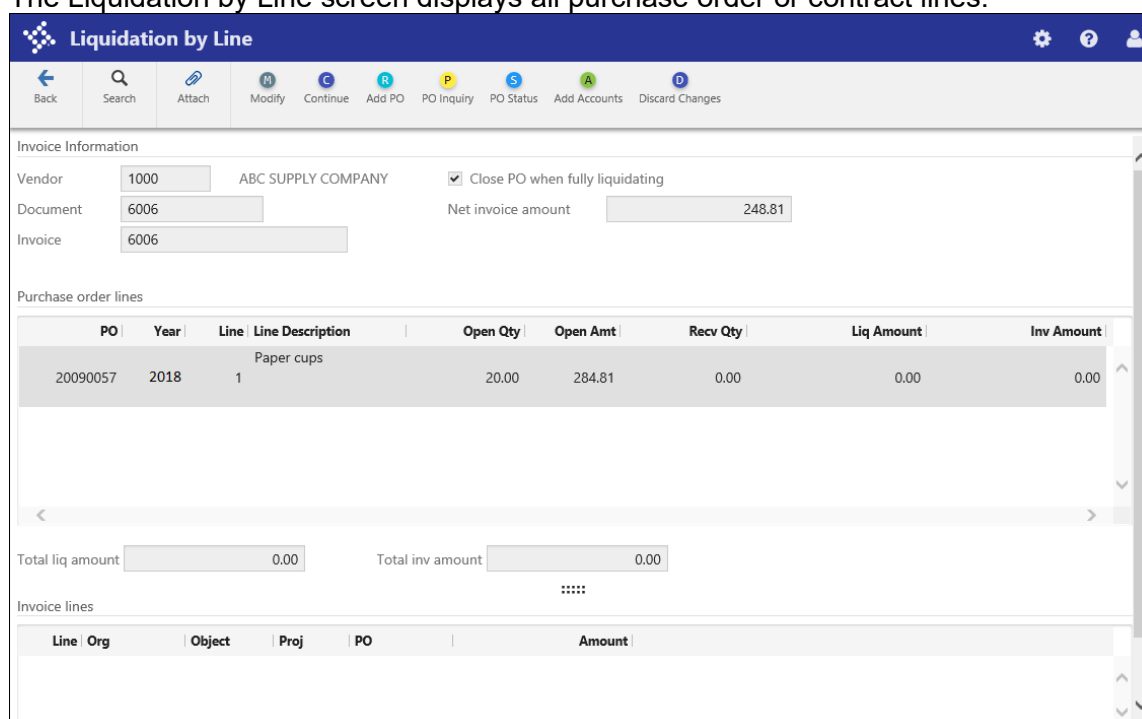
*Financials > Accounts Payable> Invoice Processing > Invoice Entry*



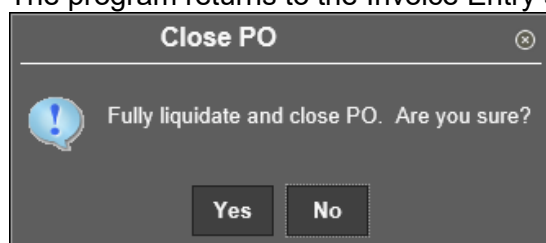
2. Click Add Batch.
  3. Complete the fields, as required.
  4. Click Accept.
- The program displays the Invoice Entry screen.



5. Complete the fields, as required Press **Tab** to display the PO Liquidation screen. The Liquidation by Line screen displays all purchase order or contract lines.



6. Click Full Liquidate to fully liquidate and close the purchase order or contract. The program displays a Close PO confirmation message.
7. Click Yes. The program returns to the Invoice Entry screen.



8. Confirm all invoice information, as well as the general ledger accounts to be charged based on the purchase order or contract distribution are correct.
9. Click Accept.
10. Click Add and repeat the preceding steps to continue adding invoices to the batch. When all invoices are entered, click Return on the toolbar to return to the Invoice Entry Batch Header screen.
11. Confirm the invoice count and total, as displayed on the header to the invoices ready to be submitted for approval and posting. In the event the batch total or count does not reconcile, click the View Batch option to display a summary list of all invoices within the batch.
12. Double-click a record to select it; the program displays it on the Invoice Entry screen.
13. Update the record, as necessary, and return to the Invoice Entry Batch Header screen.

At any point prior to releasing your batch, you can make changes to the invoices:



1. From the Invoice Entry Batch Header Screen, click Resume.  
The program displays the Invoice Entry screen.
2. Use the navigation arrows at the bottom of the Invoice Entry screen to find the record to modify.
3. Click Update, and modify the information, as required.
4. Click Accept to save the changes, and then click Return on the toolbar to return to the batch header screen.

When reconciliation is complete, the batch is ready for submission.

To release the batch when reconciliation is complete:

1. Click Release.  
The Release check box on the Invoice Entry Batch Header screen is selected to indicate the Released status.
2. Click Approvals to initiate the approval process.
3. To view the status of each invoice's approval process, click Approvers while viewing a record.  
The program displays a list of all required approvers, as well as the status and actions taken on the invoice.

## Results

This batch has been released and the approval process has been initiated. Each record will need to be reviewed and updated by the required approvers. After all approvals are received, the invoice is posted. Once an invoice has been posted, it is no longer available for viewing in the Invoice Entry program. Invoice detail will be available under GL Inquiry, Vendor Invoice Inquiry, Year to Date Budget Reports, and Vendor Central.

## Status Change

A released invoice has a status of H-Held indicating it is pending approval. Clicking the Approvers button will indicate where in the process this record stands. Once the final approver has taken action, this record will be updated to a status of A-Approved.

The selected purchase order has been fully liquidated and closed.

## What's Next?

Required approvers will receive notification that they have a record pending their approval. The invoices will flow through the approval process until the final step has been completed, at which time the invoice will be posted. Once posted, detail records are available for these transactions under the general ledger accounts affected.

# Invoice Entry–Partial PO/Contract Liquidation

## Objective

This document provides instructions on how to enter an invoice that partially liquidates a purchase order or a contract.

## Overview

When you choose to enter an invoice against a purchase order or contract with in Munis, you are relieving existing encumbrances to recognize actual expenses. The purchase order or contract amount can retain encumbrance amounts and be used throughout the fiscal year for multiple payments provided the total amount of the encumbrance on the purchase order or contract is not exceeded. An increase to a purchase order's or contract's encumbrance will require purchase order or contract maintenance on the original encumbrance.

Invoice batches should be created and submitted on a daily basis. Upon entry of an invoice, the amount allocated to each general ledger (GL) account will appear as a memo balance, which subtracts the net amount from the remaining available budget without displaying supporting invoice detail information when reviewing the account. The invoice will be released through an approval process driven by the accounts contained within the transaction. Upon completion of the approval process, the invoice is posted, and can potentially be included in the next check run.

## Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

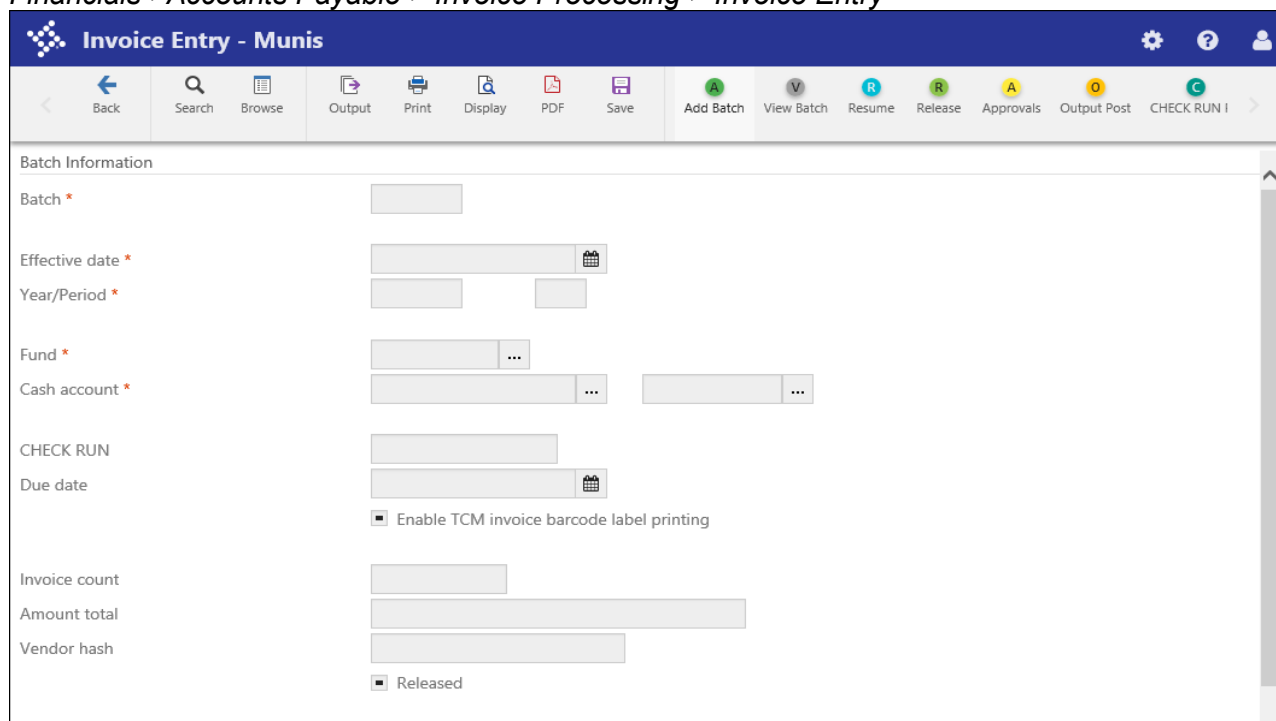
- You have access to the accounts to which the invoice will be allocated.
- A purchase order or contract against which the invoice is to be paid exists.
- PO or contract receiving records have been entered by the individual departments.
- The Accounts Payable Invoice Workflow process is established.

## Procedure

Complete the following steps to enter an invoice against purchase order lines in Munis:

1. Open the Invoice Entry program.

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



**Invoice Entry - Munis**

Batch Information

Batch \*

Effective date \*

Year/Period \*

Fund \*

Cash account \*

CHECK RUN

Due date

☐ Enable TCM invoice barcode label printing

Invoice count

Amount total

Vendor hash

☐ Released

2. Click Add Batch.
3. Complete the fields to define the batch.
4. Click Accept.  
The program displays the Invoice Entry screen.

**Invoice Entry - Munis**

Back Accept Cancel View Address Journal Info Previous PO

Invoice

Year: 2018

PO: [Field] Receiving

Contract: [Field]

Vendor: 0

Address: [Field]

Terms: [Field]

DBA: [Field]

Document: [Field]

Invoice: [Field]

Gross: .00

Discount date: [Field] Disc basis: [Field] Disc amt: .00

Discount %: .000

Net amount: [Field]

Payment method: Normal

Check/Wire: [Field]

Description: [Field]

Status: On Hold

Voucher: 235

CHECK RUN: 002

Invoice date: 03/10/2018

Received date: 03/10/2018

Due date: 04/09/2018

Department: CO

Work order: [Field]

Work order task: 0

Allocation: 0

Requisition: [Field]

Liq method: Line

Separate check: [Field]

Include documentation: [Field]

PA applied: [Field]

REC (0)

Comments: [Field]

Withholding (.00)

**ACCOUNTS** **LINE ITEMS**

Line	PA Type	Project Account	Org	Obj	Proj	Inv amt	Discount amount	Sales Tax
0 of 0								

- Complete the fields, as required, Press **Tab** to display the PO Liquidation screen. The Liquidation by Line screen displays all purchase order or contract lines.

**Liquidation by Line**

Back Search Attach Full Liquidate Modify Continue Add PO PO Inquiry PO Status Add Accounts Discard Changes

Invoice Information

Vendor: 1000 ABC SUPPLY COMPANY

Document: 6008

Invoice: 2,137.50

Net invoice amount: 2,137.50

Close PO when fully liquidating: [X]

Purchase order lines

PO	Year	Line	Line Description	Open Qty	Open Amt	Recv Qty	Liq Amount	Inv Amount
20090045	2018	1	10 police uniforms	15.00	2,137.50	0.00	0.00	0.00

Total liq amount: 0.00

Total inv amount: 0.00

Invoice lines

Line	Org	Object	Proj	PO	Amount

Total amount: [Field]

- To enter a partial payment, click Modify. The received quantity displays in the Rec'v Qty column.
- Enter the dollar amount to liquidate from each line in the Liq Amount column. Press **Tab** to move to the Inv Amount column; the program completes the amount to be invoiced based on the liquidation

amount entered. Continue until the liquidated and invoice amounts total the invoice amount.

**Liquidation by Line**

Back Accept Cancel Search PO Accounts

Invoice Information

Vendor: 1000 ABC SUPPLY COMPANY ☒ Close PO when fully liquidating

Document: 6008 Net invoice amount: 2,137.50

Invoice: 2,137.50

Purchase order lines

PO	Year	Line	Line Description	Open Qty	Open Amt	Recv Qty	Liq Amount	Inv Amount
20090045	2018	1	10 police uniforms	15.00	2,137.50	10.00 x	1,800.00	1,800.00

Total liq amount: 1,800.00 Total inv amount: 1,800.00

Invoice lines

Line	Org	Object	Proj	PO	Amount
1	11135000	5400		20090045	1,800.00

Total amount: 1,800.00

8. Click Accept.  
The program displays the accounts to be charged based on the liquidation and invoice amounts entered in the Invoice Lines group.
9. Click Continue to return to the Invoice Entry screen.
10. Confirm all invoice information, as well as the general ledger accounts to be charged based on the line liquidation selected, is correct.
11. Click Accept.
12. Click Add and repeat the preceding steps to continue adding invoices to the batch. When all invoices are entered, click Return on the Munis toolbar to return to the Invoice Entry Batch Header screen.
13. Confirm the invoice count and total, as displayed on the header to the invoices ready to be submitted for approval and posting. In the event the batch total or count does not reconcile, click the View Batch option to display a summary list of all invoices within the batch.

**Invoice Browse**

File Edit Tools Help

Back Accept Cancel Search Output Print Display PDF Save Excel Word

Vendor	Name	Remit	CHECK RUN	Document	Invoice	Type	PO	Contract	Invoice A
1000	ABC SUPPLY COMPANY	1	002	6008	2,137.50	Normal	20090045		2,030.

14. Double-click a record to select it; the program displays it on the Invoice Entry screen.

15. Update the record, as necessary, and return to the Invoice Entry Batch Header screen.

At any point prior to releasing your batch, you can make changes to the invoices:

1. From the Invoice Entry Batch Header Screen, click Resume.  
The program displays the Invoice Entry screen.
2. Use the navigation arrows at the bottom of the Invoice Entry screen to find the record to modify.
3. Click Update and modify the information, as required.
4. Click Accept, and then click Return on the toolbar to return to the batch header screen.

When reconciliation is complete, the batch is ready for submission.

To release the batch when reconciliation is complete:

1. Click Release.  
The Release check box on the Invoice Entry Batch Header screen is selected to indicate the Released status.
2. Click Approvals to initiate the approval process.  
To view the status of each invoice's approval process, click Approvers while viewing a record.  
The program displays a list of all required approvers, as well as actions taken on the invoice.

## Results

This batch has been released, and the approval process has been initiated. Each record will need to be reviewed and updated by the required approvers. After receiving the required approvals, the invoice will be posted. Once an invoice has been posted, it is no longer available for viewing in the Invoice Entry program. Invoice detail is available from the GL Inquiry, Vendor Invoice Inquiry, Year to Date Budget Reports, and Vendor Central programs.

## Status Change

A released invoice has a status of P-Pending indicating it is pending approval. Once the final approver has taken action, this record will be updated to a status of A-Approved. If the invoice does not contain sufficient receiving information, the invoice status will be T-Three Way Match. The invoice remains at this status until adequate receiving records are added.

## What's Next?

Required approvers will receive notification that they have a record pending their approval. The invoices will flow through the approval process until the final step has been completed, at which time the invoice will be posted. Once posted, detail records are available for these transactions under the general ledger accounts affected.

# Invoice Approval

## Objective

This document outlines the process for approving invoices.

## Overview

Workflow approval rules are established based on specific department and general ledger accounts from which an invoice is being paid. The accounts payable clerk releases invoices for approval after scanning and attaching printed invoices. After all approvals are complete, the accounts payable clerk is notified so the invoices may be posted to the general ledger.

## Prerequisites

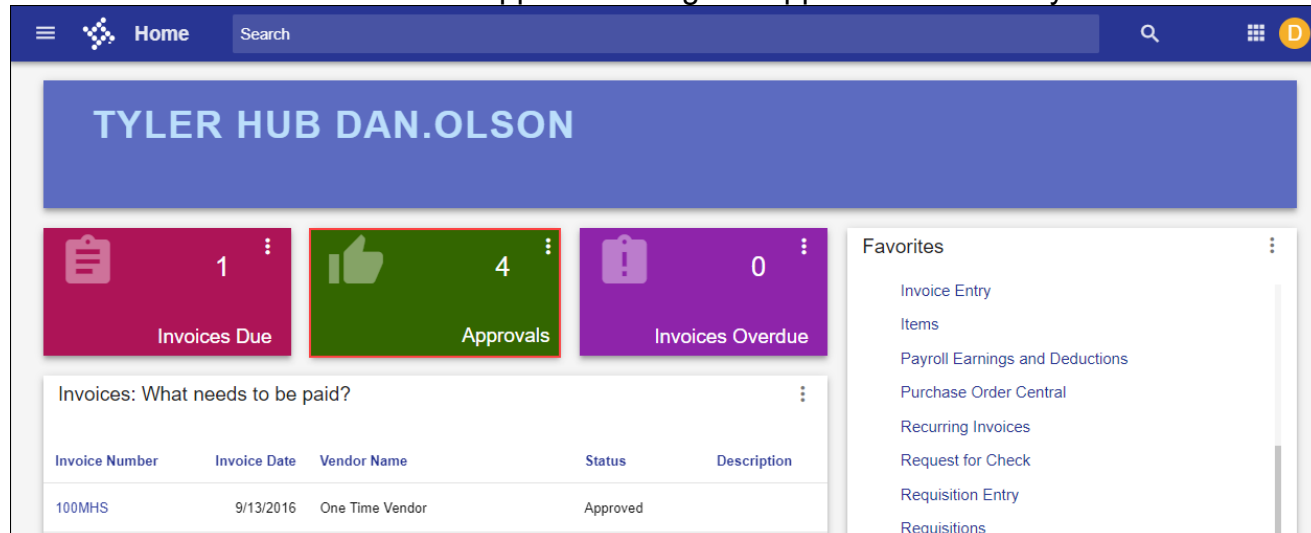
Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

- You have permission to view department batches.
- You have access to the Approvals card on Tyler Hub.
- You are included in the Workflow User Attributes program as an approver.
- Accounts Payable business rules are established to define required approval paths.
- Pending approval records exist.

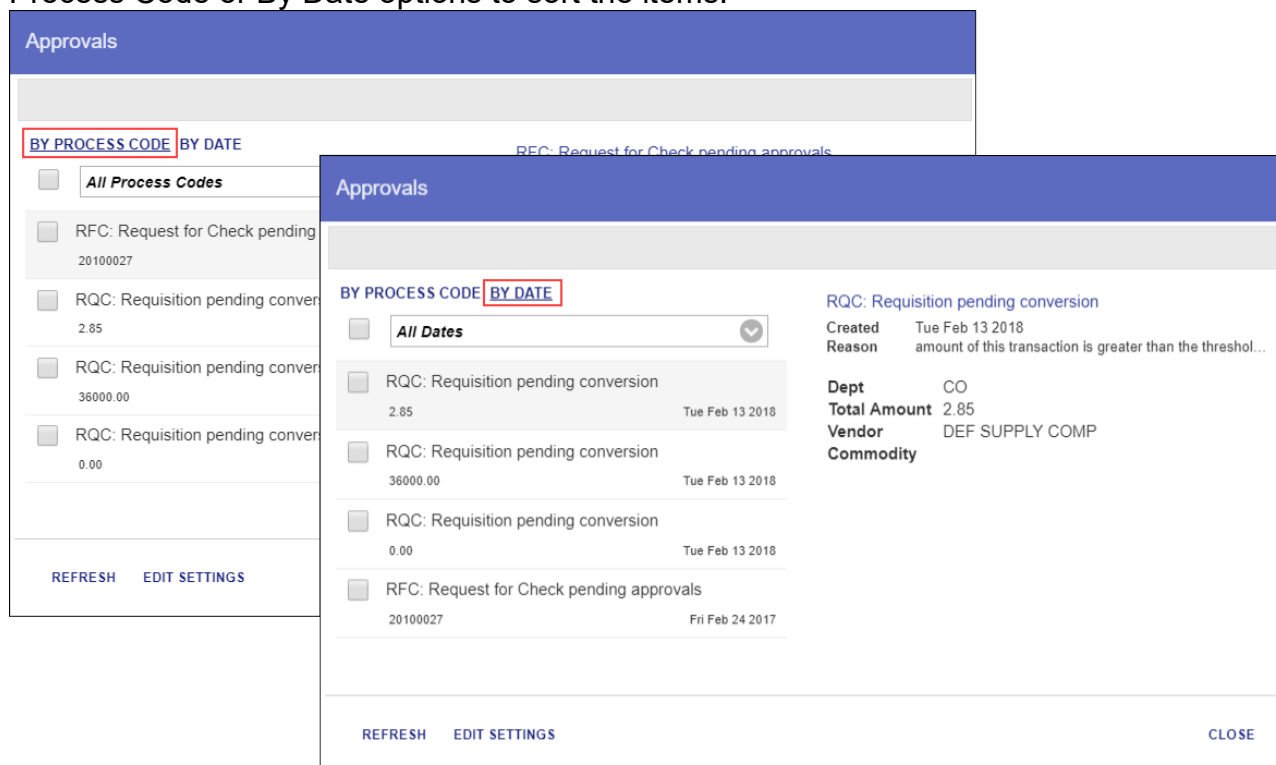
## Procedure

Munis Workflow transactions are approved using the Approvals card on Tyler Hub.



To approve an item:

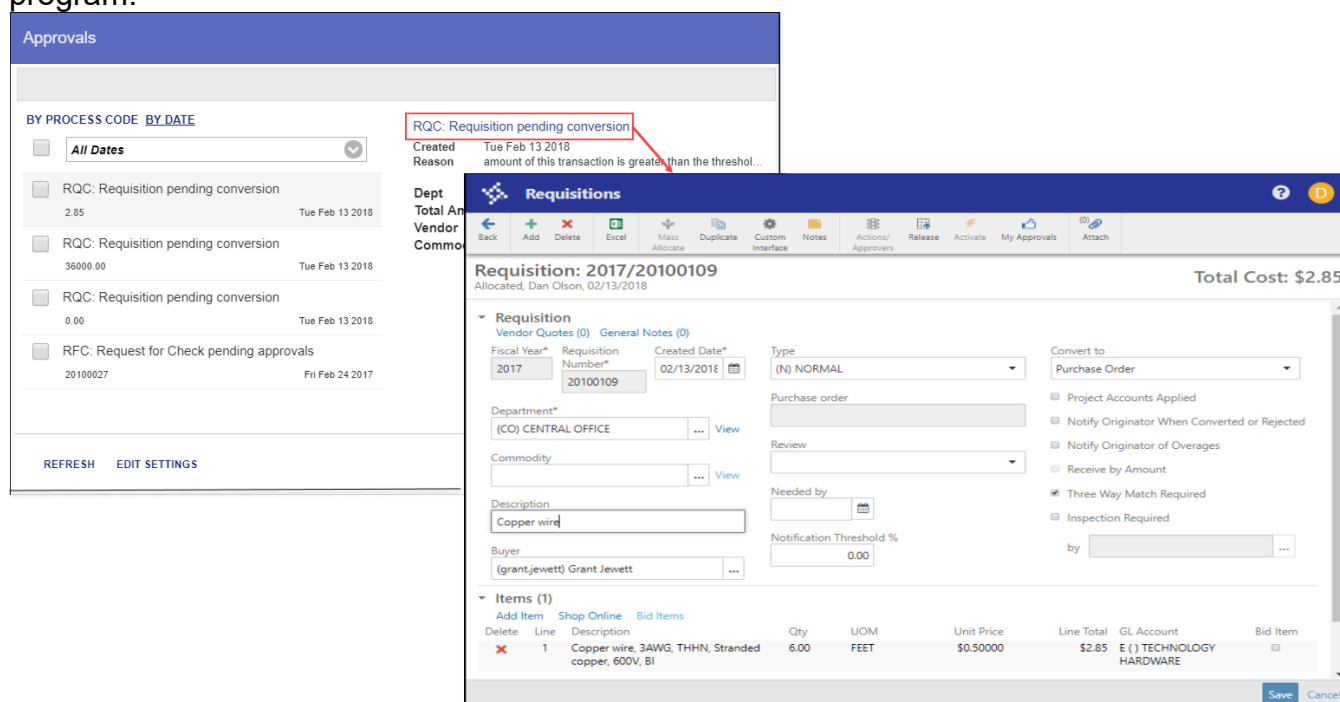
1. Double-click the Approvals card to list all items currently awaiting approval. Use the By Process Code or By Date options to sort the items.



2. Review the items awaiting approval.



- To view additional information, click the Detail link to view the item in the applicable Munis program.



**Approvals**

BY PROCESS CODE BY DATE

☐ All Dates

☐ RQC: Requisition pending conversion 2.85 Tue Feb 13 2018

☐ RQC: Requisition pending conversion 36000.00 Tue Feb 13 2018

☐ RQC: Requisition pending conversion 0.00 Tue Feb 13 2018

☐ RFC: Request for Check pending approvals 20100027 Fri Feb 24 2017

REFRESH EDIT SETTINGS

**Requisitions**

Requisition: 2017/20100109  
Allocated, Dan Olson, 02/13/2018

Total Cost: \$2.85

**Requisition**

Vendor Quotes (0) General Notes (0)

Fiscal Year\* 2017 Requisition Number\* 20100109 Created Date\* 02/13/2018

Type (N) NORMAL

Convert to Purchase Order

Department\* (CO) CENTRAL OFFICE

Commodity

Description Copper wire

Buyer (grant.jewett) Grant Jewett

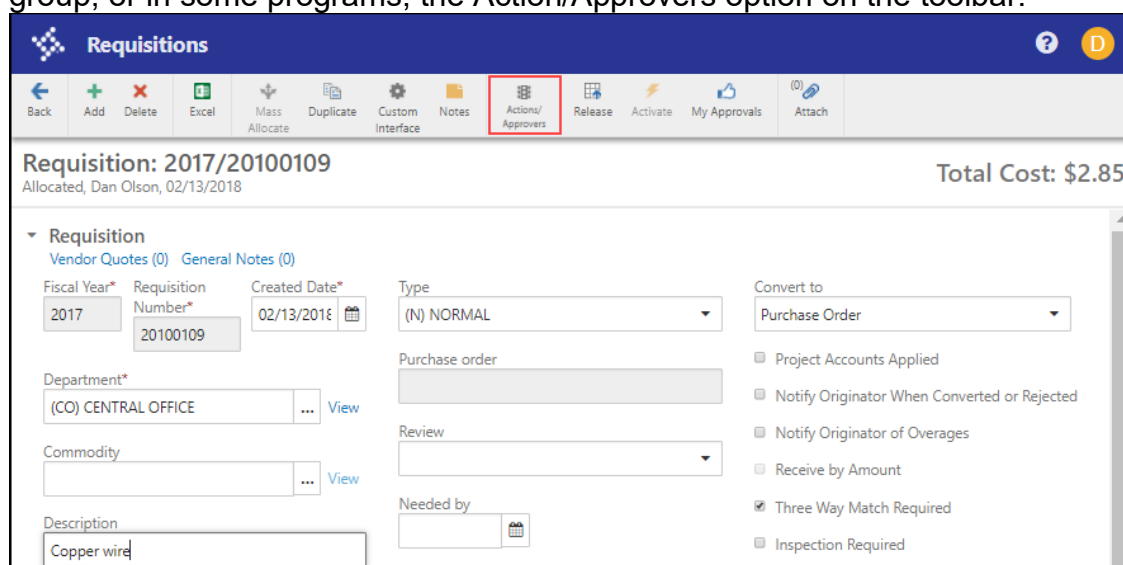
Notification Threshold % 0.00

**Items (1)**

Delete	Line	Description	Qty	UOM	Unit Price	Line Total	GL Account	Bid Item
<input checked="" type="checkbox"/>	1	Copper wire, 3AWG, THHN, Stranded copper, 600V, BI	6.00	FEET	\$0.50000	\$2.85	E ( ) TECHNOLOGY HARDWARE	<input type="checkbox"/>

Save Cancel

- To approve the item from the Munis program, select the Approve option in the Workflow group, or in some programs, the Action/Approvers option on the toolbar.



**Requisitions**

Requisition: 2017/20100109  
Allocated, Dan Olson, 02/13/2018

Total Cost: \$2.85

**Requisition**

Vendor Quotes (0) General Notes (0)

Fiscal Year\* 2017 Requisition Number\* 20100109 Created Date\* 02/13/2018

Type (N) NORMAL

Convert to Purchase Order

Department\* (CO) CENTRAL OFFICE

Commodity

Description Copper wire

Buyer (grant.jewett) Grant Jewett

Notification Threshold % 0.00

**Items (1)**

Delete	Line	Description	Qty	UOM	Unit Price	Line Total	GL Account	Bid Item
<input checked="" type="checkbox"/>	1	Copper wire, 3AWG, THHN, Stranded copper, 600V, BI	6.00	FEET	\$0.50000	\$2.85	E ( ) TECHNOLOGY HARDWARE	<input type="checkbox"/>

- To approve the item from the Approvals card, select the item to display the Workflow options, and then select the appropriate action.

Approvals

BY PROCESS CODE
BY DATE

☐ All Dates

☐ RQC: Requisition pending conversion  
2.85 Tue Feb 13 2018

☒ RQC: Requisition pending conversion  
36000.00 Tue Feb 13 2018

☐ RQC: Requisition pending conversion  
0.00 Tue Feb 13 2018

☐ RFC: Request for Check pending approvals  
20100027 Fri Feb 24 2017

RQC: Requisition pending conversion  
Created Tue Feb 13 2018  
Reason amount of this transaction is greater than the threshol...  
  
Dept PR  
Total Amount 36000.00  
Vendor JOHN DEERE  
Commodity

REFRESH EDIT SETTINGS

APPROVE REJECT HOLD FORWARD CLOSE

When you select Accept, Reject, Forward, or Hold, the card provides an Optional Comment (Accept) or Required Comment (Reject, Forward, or Hold) box. For required comments, enter the reason for the action.

Button	Description
Approve	Identifies the record as approved, and sends notification to the next approver in sequence.
Reject	Rejects the item. You must enter a rejection reason. The program notifies the originator of the rejection and reason. The originator determines the next course of action (alteration and resubmission or deletion).
Forward	Allows you to choose another Munis user to review this pending record. If you are approving an item that has been forwarded to you, the Forward option is not available.
Hold	Retains an item in your approval queue for additional review. It will remain here until further action is taken.

## Results

Depending on the action selected for each record, the status results differ.

## Status Change

If approved, the invoice is routed to the next approver until all approvals have been satisfied. A notification is then sent to accounts payable personnel indicating that the invoice can be posted

Rejected invoices are returned to accounts payable personnel with a note regarding the reason for rejection. The accounts payable personnel will need to take the next appropriate action, whether that be updating the transaction and resubmitting for approval, or deleting records that will not be resubmitted.

Any held transaction remains in the queue until further action is taken by the required approver.

Forwarded transactions will remain in the queue of the recipient indicated. The new recipient will be required to approve or reject the invoice.

## What's Next?

Once accounts payable transactions have reached the final approver, they will be posted. A workflow notification will be sent to accounts payable personnel indicating that the invoice can be posted.

# Post Invoices

## Objective

This document provides instructions on how to post approved invoices.

## Overview

Workflow approval rules will be set based on specific department and general ledger accounts from which an invoice is being paid. After all approvals are received, accounts payable personnel will be notified so the invoices may be posted to the general ledger.

## Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

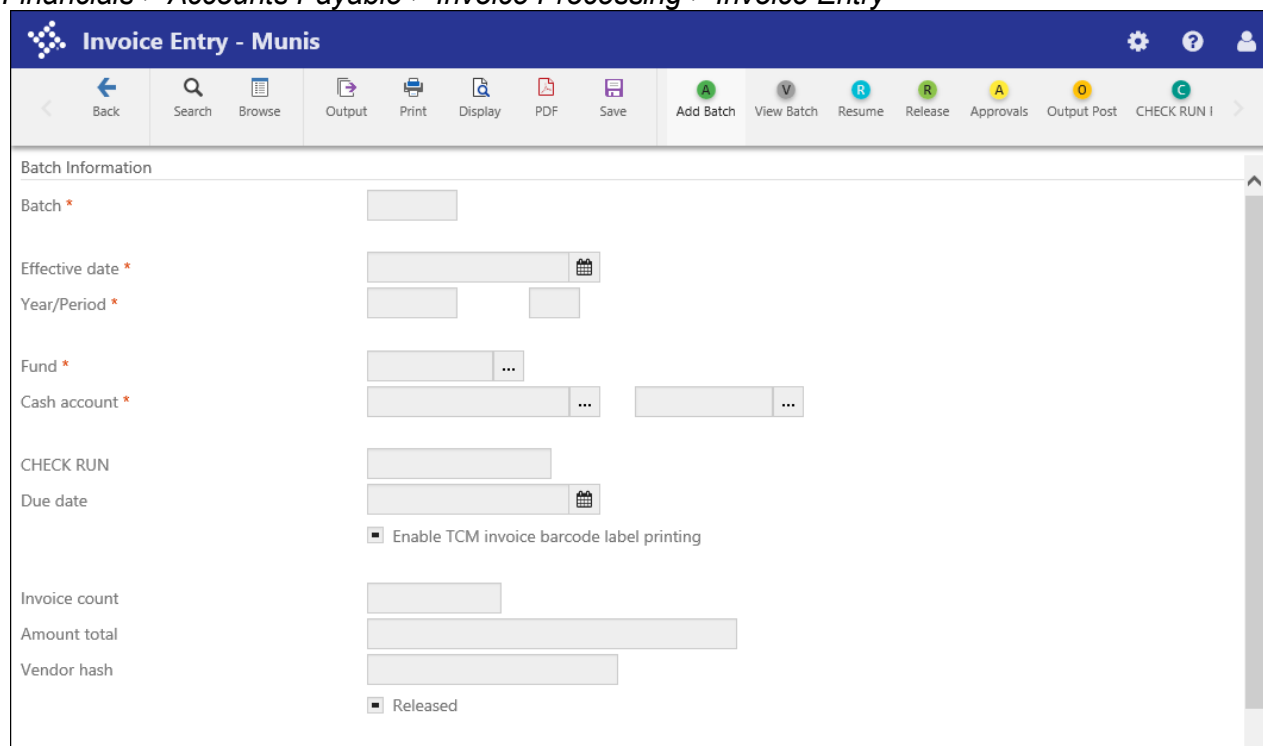
- All approvals on the invoice are complete.

## Procedure

Complete the following steps to post accounts payable invoices:

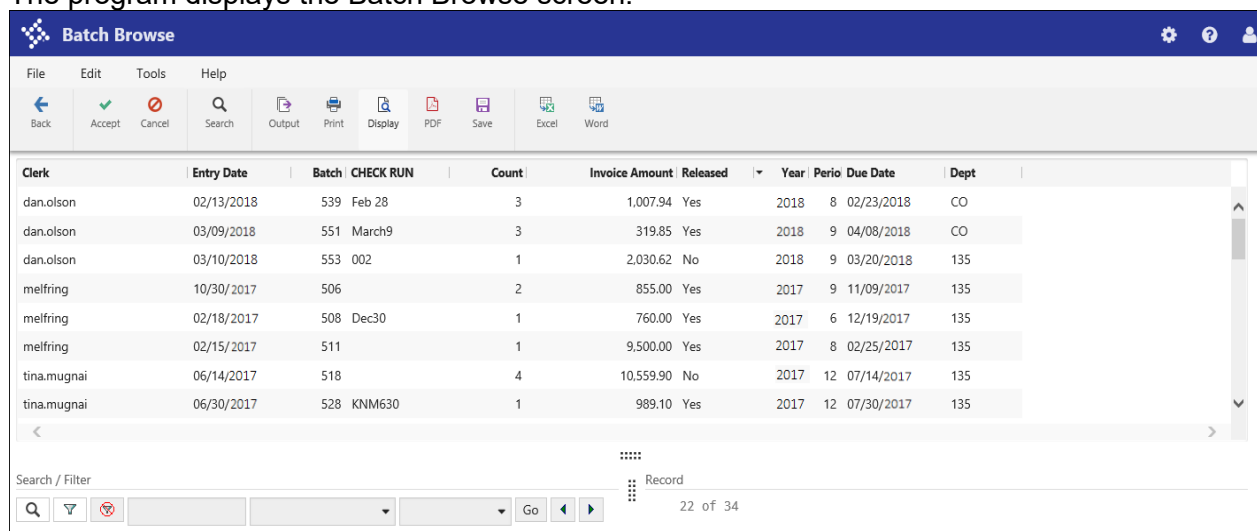
1. Open the Invoice Entry program.

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



2. Click Browse.

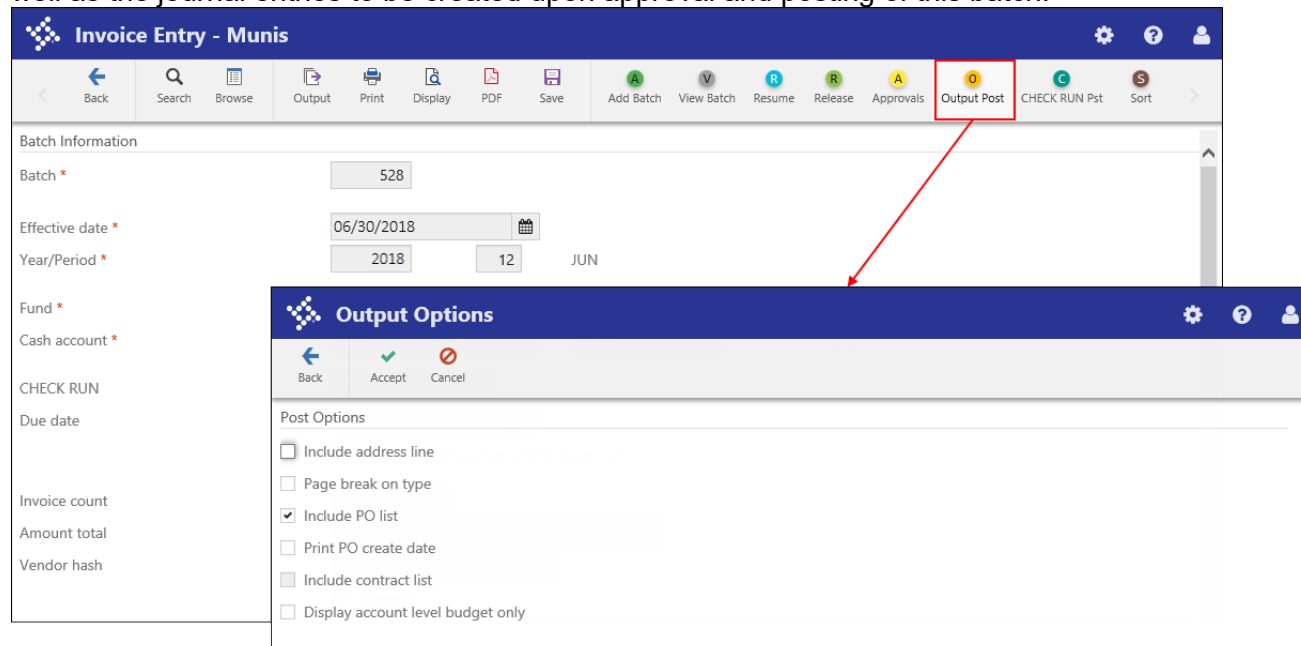
The program displays the Batch Browse screen.



Clerk	Entry Date	Batch	CHECK RUN	Count	Invoice Amount	Released	Year	Perio	Due Date	Dept
dan.olson	02/13/2018	539	Feb 28	3	1,007.94	Yes	2018	8	02/23/2018	CO
dan.olson	03/09/2018	551	March9	3	319.85	Yes	2018	9	04/08/2018	CO
dan.olson	03/10/2018	553	002	1	2,030.62	No	2018	9	03/20/2018	135
melfring	10/30/2017	506		2	855.00	Yes	2017	9	11/09/2017	135
melfring	02/18/2017	508	Dec30	1	760.00	Yes	2017	6	12/19/2017	135
melfring	02/15/2017	511		1	9,500.00	Yes	2017	8	02/25/2017	135
tina.mugnai	06/14/2017	518		4	10,559.90	No	2017	12	07/14/2017	135
tina.mugnai	06/30/2017	528	KNM630	1	989.10	Yes	2017	12	07/30/2017	135

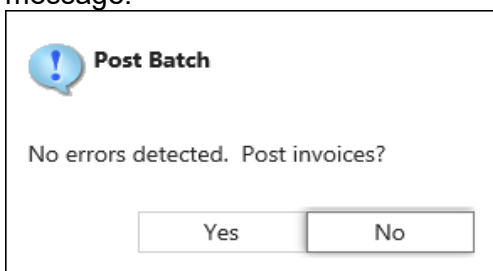
3. Double-click the batch number to display the batch information on the Invoice Entry screen.
4. Click Output Post to display the Output Options screen. This screen provides the ability to generate a proof report that provides purchase order (PO) liquidation information, a detailed invoice listing, as

well as the journal entries to be created upon approval and posting of this batch.



The screenshot shows the 'Invoice Entry - Munis' application interface. The top toolbar contains various icons, with 'Output Post' highlighted by a red box and a red arrow pointing to the 'Output Options' dialog box. The 'Batch Information' section shows 'Batch \*' as 528, 'Effective date \*' as 06/30/2018, and 'Year/Period \*' as 2018, 12, JUN. The 'Output Options' dialog box is open, showing 'Post Options' with checkboxes for 'Include address line', 'Page break on type', 'Include PO list' (checked), 'Print PO create date', 'Include contract list', and 'Display account level budget only'. The 'Accept' button is highlighted with a green checkmark.

5. Select the check boxes for the items to include in the proof report. Click Accept. The program displays the Output dialog box.
6. Select the output options and click OK. The program prints the proof report and does one of the following:
  - If no errors were found during processing, the program displays the Post Batch confirmation message:



The screenshot shows a 'Post Batch' confirmation message dialog box. It features a blue exclamation mark icon and the text 'No errors detected. Post invoices?'. Below the text are two buttons: 'Yes' and 'No'.

- a) Prior to clicking Yes, you must review the proof report for errors. The report includes all approved invoices first followed by the invoices that are pending approval, and lastly invoices that have a T status. T status invoices are those that do not have adequate receiving records.
- b) Once you are sure that the report is correct, click Yes to post the invoices to the general ledger.
- If errors are found during processing, the program displays an error message.
  - a) Click Yes to print the report without posting or click No to cancel.
  - b) If you click Yes, review the report for any errors and make any corrections.
  - c) Once errors are fixed, click Output Post again to print the report and then post approved invoices to the general ledger.

**Note:** Any unapproved invoices within the invoice entry batch remain in the batch until approved. The invoice status will remain as approved; however, the invoice will no longer be

accessible through the Invoice Entry program. The invoice can be viewed through the Vendor or Invoice Inquiry programs.

## Results

The invoices are posted to the general ledger. Any unapproved invoices within the invoice entry batch will remain in the batch until approved.

## Status Change

The invoice status will remain approved; however, the invoice will no longer be accessible through the AP Invoice Entry program. The invoice can be viewed using the Vendor Inquiry or Invoice Inquiry programs.

## GL Impact

A journal entry is created with the source code API, debiting the expense accounts charged on the invoice and crediting accounts payable. If an encumbered contract or purchase order was liquidated through the process, the journal will also include a POL journal that credits the expense account and debits the reserve for encumbrance account.

## What's Next?

Invoices can now be selected for a check run using the Select Items to be Paid program.