

MUNIS QSG

QUICK START GUIDE

Activity: **Invoice Quick Entry (Not from a Contract)**
Munis > Financials > Accounts Payable > Invoice Processing > Invoice Entry

Batch header page

1. Click **More** and select **Quick Entry** from the drop down arrow
 - a. The system assigns the next available batch number
2. Click **Accept**, individual invoice entry opens

Individual Invoice Fields

1. Tab to **Vendor** and enter vendor number **or** search for the vendor by clicking ...(ellipsis icon)
 - a. Type in part of the vendor's name in the **Vendor Name** field, click **Accept**
 - b. Highlight the vendor line and click **Accept**
 - c. The selected vendor number is populated on invoice entry screen
2. Tab to **Invoice** and do one of the following
 - a. Type in the **invoice number**, if one is provided **or**
 - b. Type the **date** and the **users initials**
3. Tab to **Gross Amount** and input the dollar amount
4. Tab to **Description** and input a brief description
5. Tab to **Invoice date** and amend as needed
6. Tab to **Department**, system defaults the users cost center number in
7. Tab to **Account** and input the account information
8. Click **Accept**
9. Click **Attach** (paper clip icon) and upload all back-up documentation for this invoice. **All** back-up documentation needs to be **signed and approved** by an **Administrator** prior to uploading.
 - a. Under Document Mappings, select **AP Invoice**
10. To enter another invoice click, **Add** and repeat steps **#1 through #9**
11. Click **Return**, system returns to the batch header page
12. Click **Release**
 - a. This will place a check mark in the box next to Release within the batch header screen
13. Click **Approvals**
 - a. The system generates the following message: **This will initiate the approval process. Do you wish to continue?**
 - b. Click **Yes**
 - c. After the approval process is complete, the invoice will be posted to the G/L by the Finance Department



All required back-up documentation must be attached to the individual invoice (do not attach to batch header).



Pressing the Shift key and tab at the same time will return the cursor back to the previous field.



If an invoice is rejected, make the corrections requested by the approver and contact Munis Help at munishelp@pasco.k12.fl.us to request the invoice status be updated and re-released.