



Activity: **Invoice Quick Entry (Against 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. Enter the **contract number**
 - a. The vendor information 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 **Invoice date** and amend as needed
5. Tab to **Department**, system defaults the users cost center number in
6. Tab to **Account**
 - a. For a **Not to Exceed Contract** enter account in the account field
 - b. For a **Encumbered Contract** select **Contract Accts** in the ribbon – click **accept** and the coding fills in automatically
 - i. For **multiple lines**, Tab to next line and select **Contract Accts**, highlight the line and click **Accept**. Repeat the process for each line to be included on the invoice.
7. Review and click **Accept**
8. 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**
9. To enter another invoice click, **Add** and repeat steps **#1 through #10**
10. Click **Return**, system returns to the batch header page
11. Click **Release**
 - a. This will place a check mark in the box next to Release within the batch header screen
12. 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.