REFUNDS

(QUICK ENTRY)

End User Documentation

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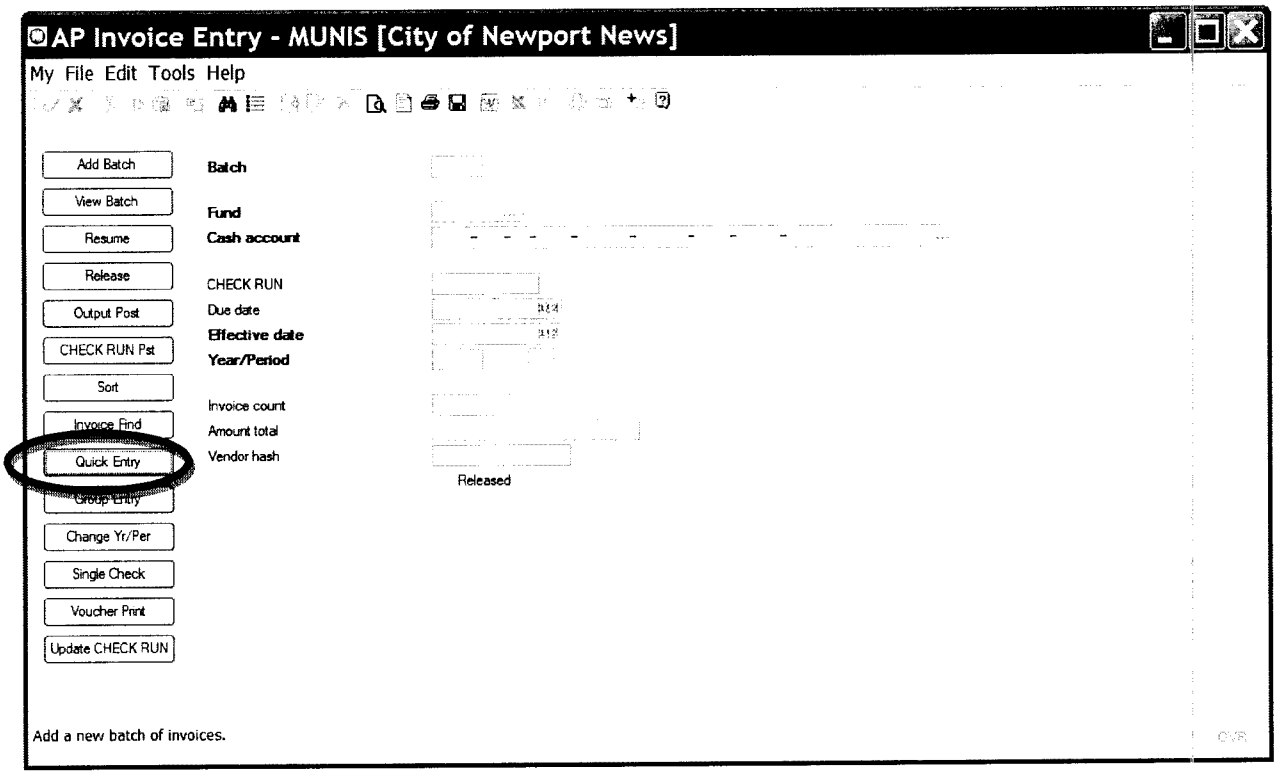
The Quick Entry option provides access to the most commonly used fields to speed up entry of an invoice. This method is for all departments' entering in Refund invoices.

I. CREATING A REFUND

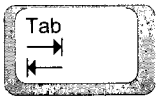
A. Entering a Batch Header Information for Refunds

Financials ▶ (D) Accounts Payable ▶ (B) Invoice Processing Menu ▶ (A) Invoice Entry/Proof

➢ Click [Quick Entry] from the side menu (see below)



NOTE: The "AP Invoice Entry" batch header fields will become accessible.

➢ 

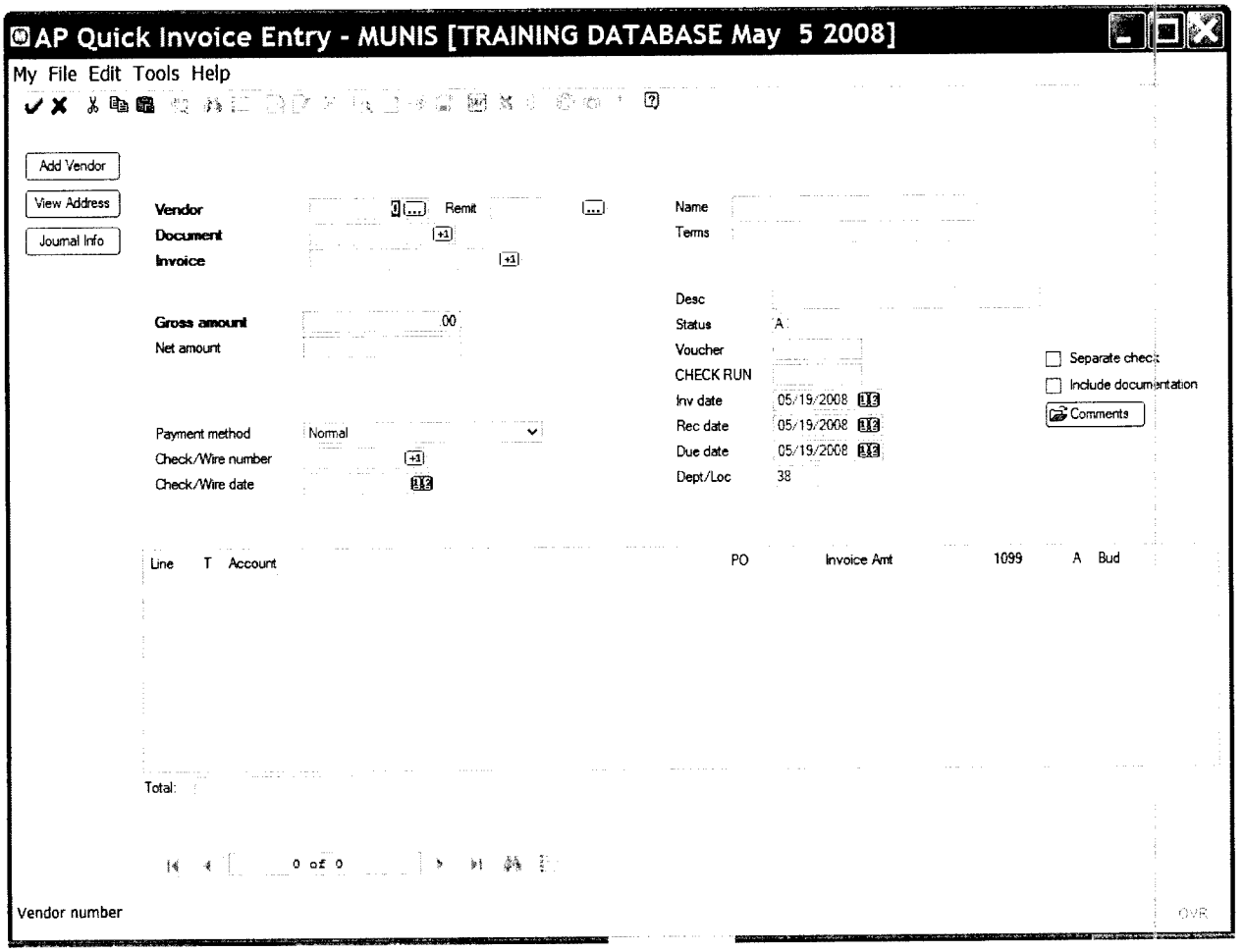
to each of the AP Invoice Entry Header fields, entering the following information as described below:

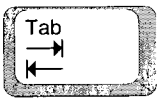
IMPORTANT NOTE: Enter information in all CAPS

FIELD		DESCRIPTION
Batch *(Required)*		**Accept the default Batch number.**
Fund *(Required)*		**Accept the "0000" default.** *NOTE: This is the Pooled Cash Fund.*
Cash Account *(Required)*		**Accept the "0000-000-00-0000-100001-000000-0000-00000-" default.** *NOTE: This is the Cash Account.*
Check Run		**Leave this field blank.**
Due Date *(Required)*		**Accept the default date**
Effective Date *(Required)*		**Enter the date the refund affects the general ledger.**
Year/Period *(Required)*		**Accept the Fiscal Year and Period default**
Invoice Count		***This field is not accessible.*** *NOTE: This field represents the total number of invoices entered in the current Batch.*
Amount Total		***This field is not accessible.*** *NOTE: This field represents the total net dollar amount of all the invoices entered in the Batch.*
Vendor Hash		***This field is not accessible.*** *NOTE: This field is the sum of all MUNIS vendor numbers of the invoices entered in the Batch. The vendor hash is used as a control number when entering a Batch of invoices.*

NOTE: After tabbing past the "Year/Period" field, the "AP Invoice Entry" detail screen will appear (see below).

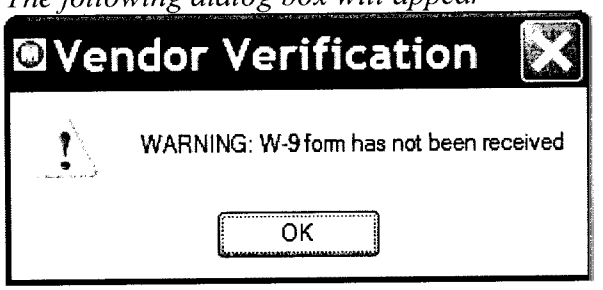
B. Entering Detail Information for Refunds

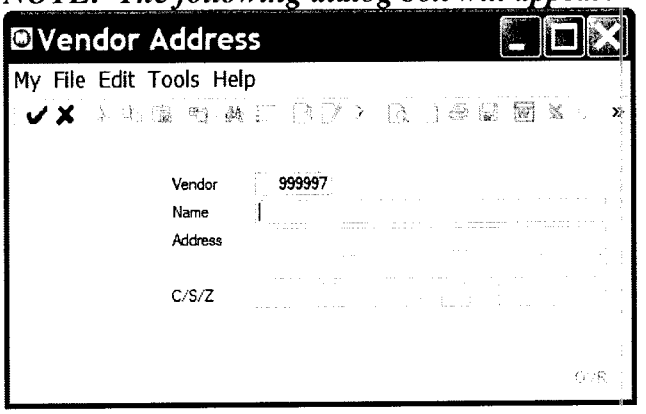
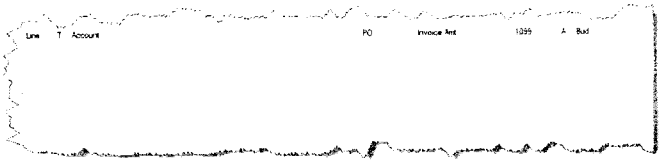


➢ 

to each of the "AP Invoice Entry" detail fields, entering the following information as described below:

<u>IMPORTANT NOTE:</u> Enter information in all CAPS

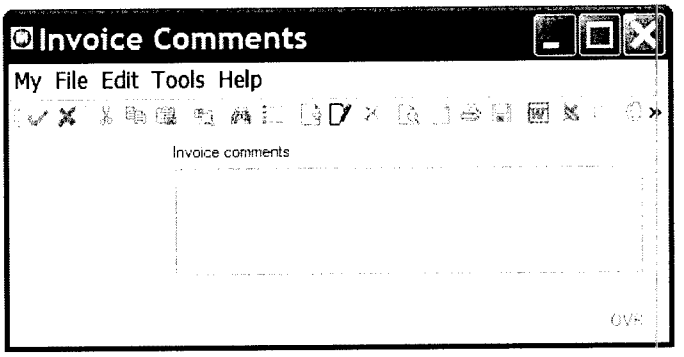
FIELD	DESCRIPTION
Vendor ***(Required)***	**Enter "999997"** *(This number represents one time pay vendors)* *NOTE: The following dialog box will appear*  ➢ *Click* OK

FIELD	DESCRIPTION
Remit	***This field is not accessible.***
Document ***(Required)***	***This field is not accessible.***
Invoice ***(Required)***	**Click** [+1] ***NOTE: The following dialog box will appear:***  ➢ *Enter the following information about the person receiving the refund:* • *Name* • *Address* • *City, State, Zip* ➢ Click ACCEPT ✔ from the toolbar.
Gross Amount ***(Required)***	**Enter the amount of the refund**
Net Amount	***This field is not accessible.*** *NOTE: This is the total amount of all accounts listed in the "Cost Center" Lines section (see below)* 
Payment Method	**Accept the "Normal" default.** *NOTE: Generates a paper check.*
Check/Wire Number	***Leave this field blank.***
Check/Wire Date	***Leave this field blank.***
Name	***This field is not accessible.*** *NOTE: This field is automatically populated with the name provided in the "Vendor Address" dialog box (see above).*
Term	***This field is not accessible.***

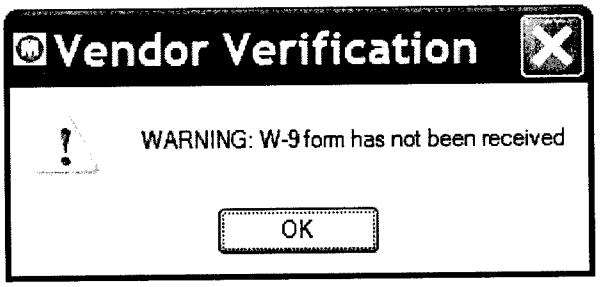
FIELD	DESCRIPTION
Desc ***(Required)***	**Enter "REFUND" and any additional information relative to this line.** *NOTE: This is a 30character field.* *Example: Refund – Crystal Thombs*
Status	**Accept the "A" default.** *NOTE: The status is "active".*
Voucher	***This field is not accessible.***
Check Run	***Leave this field blank.***
Inv date	**Accept the current date default.** *NOTE: This is the date the refund is entered into the system.*
Rec date	**Accept the current date default.** *NOTE: This is the date the refund request was received.*
Due date	**Accept the current date default.**
Dept/Loc	**Accept the department default.** *NOTE: This is the department requesting the refund.*
Separate check	***This field is not accessible.***
Include documentation	***If documentations is to be inserted into the check envelope*** ➢ **Check the box** ***If NO documentations to be inserted into check envelope*** ➢ **Accept the unchecked box default.**

IMPORTANT NOTE:

If additional information is required click on the [Comments] **(see below)**

FIELD	DESCRIPTION
Comments	**The following screen will appear:**  ➢ **Click UPDATE.** ➢ **Type comments in the Invoice Comments section.** *NOTE: You can type up to 250 alphanumeric characters. Only the first line of comments displays in Automated Checks.* ➢ **Click ACCEPT from the toolbar.** ➢ **Click EXIT.** *NOTE: This will take you back to the "AP Quick Invoice Entry" screen and "comment" button will be highlighted (see below)* Comments

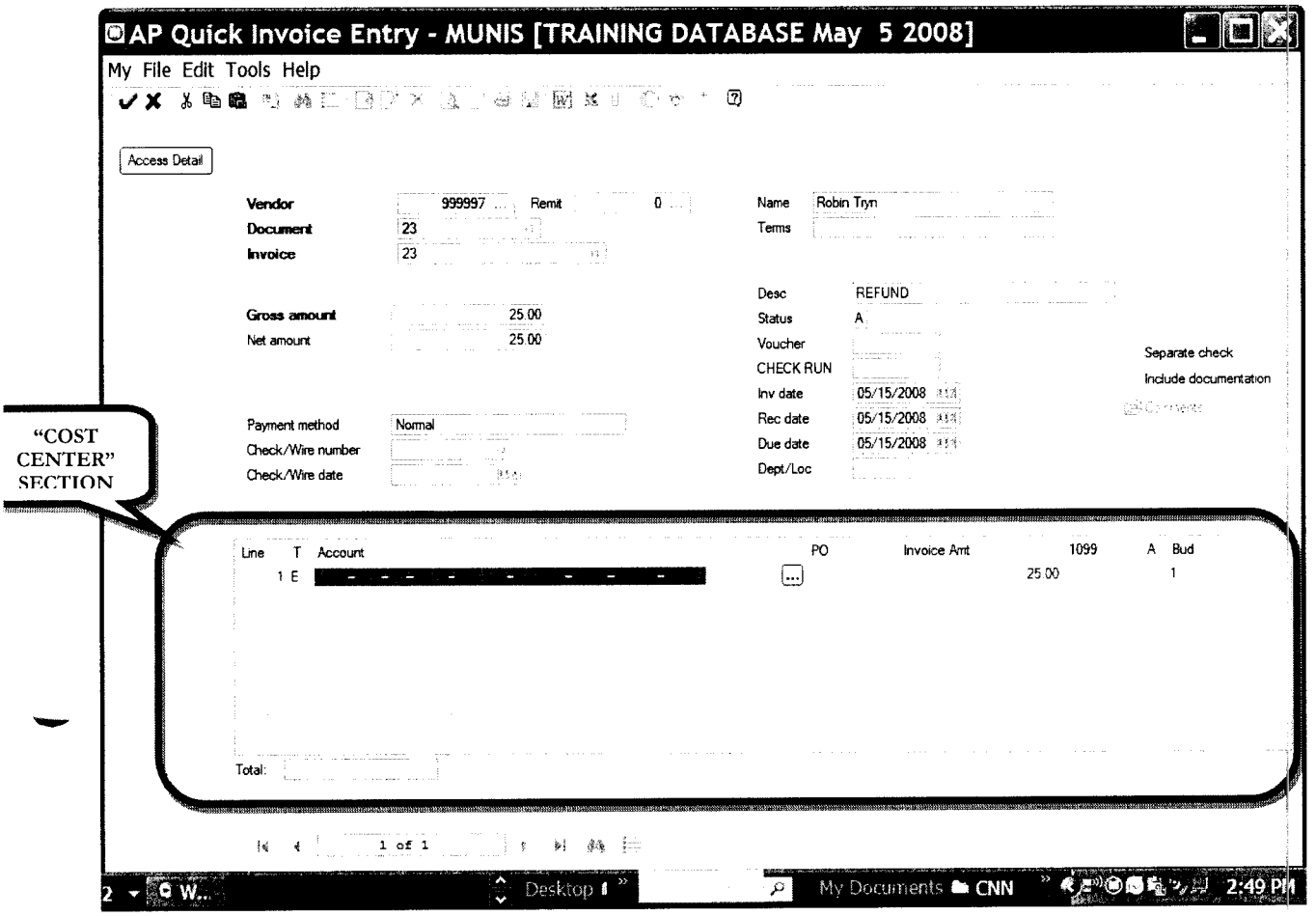
NOTE: After you have finished entering this information, the following dialog box will appear

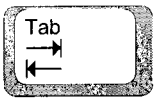


➢ *Click* OK

C. Entering Cost Center Information for Refunds

NOTE: After you have completed the refund detail information, the Cost Center section (see below) will become accessible.



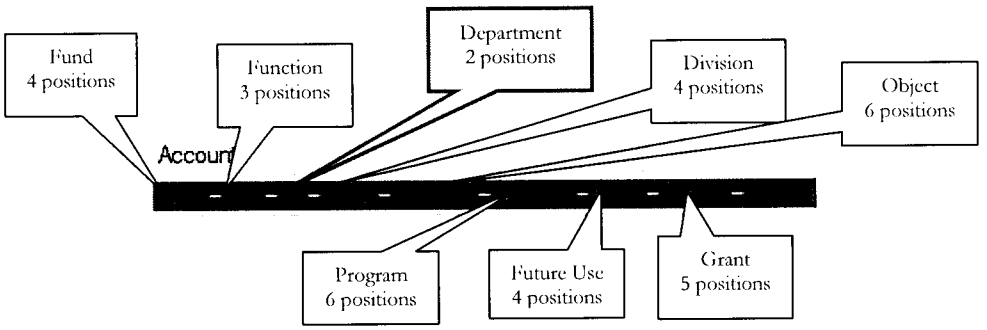
➢ 

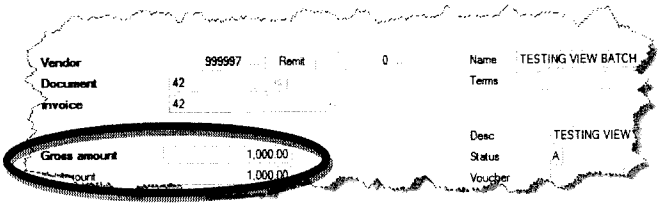
to each of the "Cost Center" fields, entering the following information as described below:

<u>IMPORTANT NOTE:</u> Enter information in all CAPS

FIELD		DESCRIPTION
Lines		***This field is not accessible.*** *NOTE: This is the line item number. MUNIS automatically assigns this number.*
T (Account Type) ***(Required)***		**Accept the "E" default.** *NOTE: This is an Expense account.*

FIELD	DESCRIPTION
Account ***(Required)***	➢ **Enter the department issuing the refund (see below) and as much of the Account Number as possible.** ➢ **Click on the [...] button to search for a valid account number.** ***IMPORTANT NOTE:*** • *To decrease the amount of search time enter at least your department number and complete as much of the account number as possible (see below for account number layout)* • *A pop-up window will appear* • *Double click on the appropriate account*



PO	***This field is not accessible.***
Invoice Amt ***(Required)***	***Accept the default amount*** *NOTE: The default amount is the same as the "Gross Amount" located in the detail section of the "AP Quick Invoice Entry" screen (see below)* 
1099	***Leave this field blank.***
A (Asset)	***Accept the "N" default.*** *NOTE: Indicates this is not an asset.*

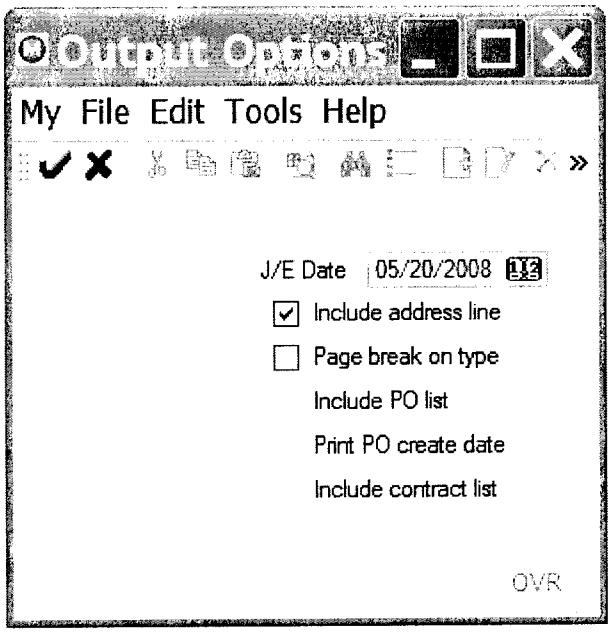
FIELD		DESCRIPTION
Bud (Budget)		**Enter one of the following Budget Codes:** ***Enter "1" – (Default)*** Indicates the expense relates to the current year budget. ***Enter "2"*** – Indicates the expense relates to last years budget ***IMPORTANT NOTE*** **After tabbing pass the "Bud " field, you will be taken to the next refund invoice line. At this point if you have completed entering all "Cost Center" information, click ACCEPT ✔ from the toolbar.**

- Click ADD from the toolbar to add another Refund Invoice.
- After you have finished entering all Refund Invoices for this batch, click EXIT ✘.
  NOTE: This will return you to the "AP Invoice Entry" batch header screen.

D. Create "Invoice Entry Proof List" Report

- Click "FILE" from the "AP Invoice Entry" tool bar and choose an output option (see below)

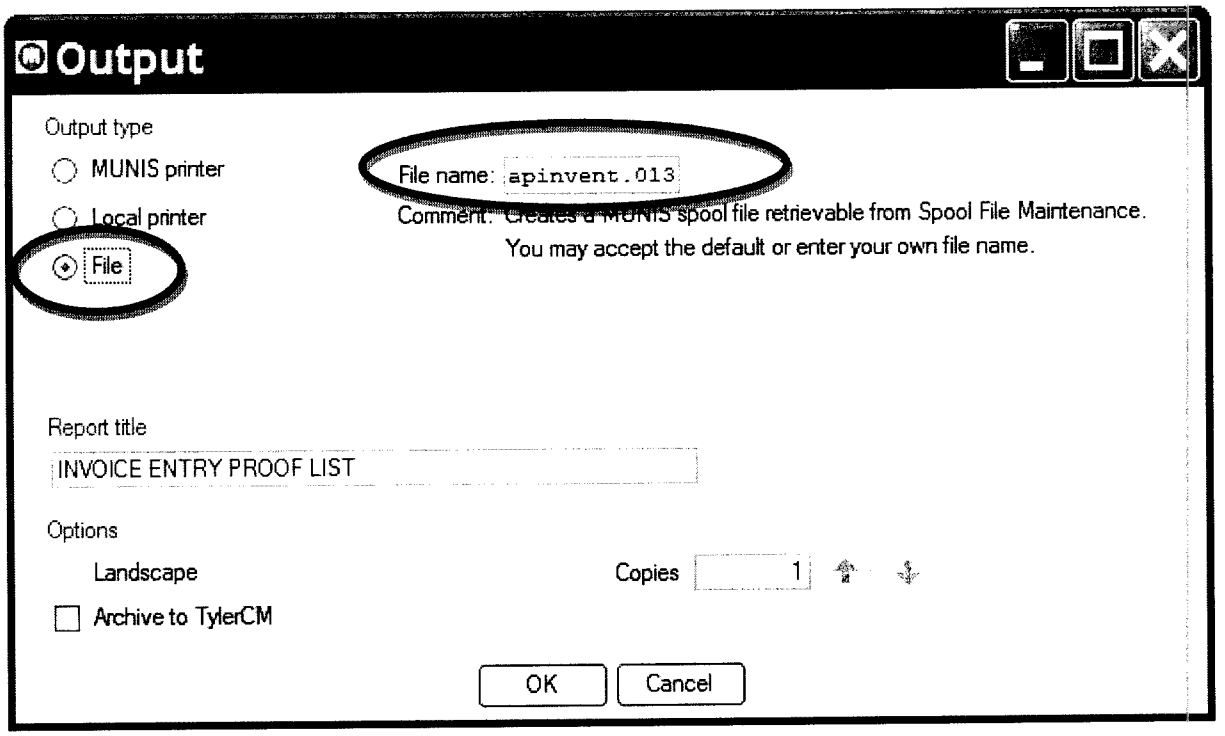
- Click File from the toolbar on the "AP Invoice Entry" batch header screen
- Click Output Ctrl+P and the following "Output Options" dialog screen will appear:



FIELD		DESCRIPTION
J/E Date		**Accept the current default date** *NOTE: This is the date that will be used as the journal effective date for all of the invoices in the batch.*
Include address line		**Check box this box** *NOTE: The vendor address in the New Invoices list report.*

FIELD		DESCRIPTION
Page Break on type		**Accept the unchecked box default** *NOTE: Prints each invoice type (approved, held, rejected, or pending) on a separate page.*
Include PO list		***This check box is not accessible.***
Print PO create list		***This check box is not accessible.***
Include contract List		***This check box is not accessible.***

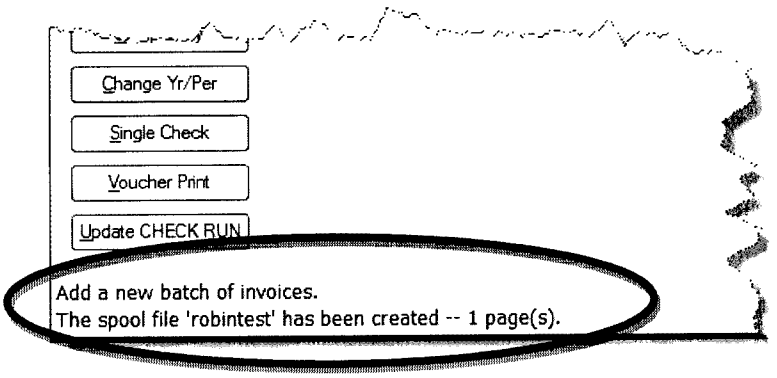
- Click ACCEPT ✔ from the toolbar on the "Output Options" dialog box and the following report will display.



- Select File (see above)
- Enter a "File name" (see above)
  NOTE: This field is 12 characters long. The file name should be descriptive.

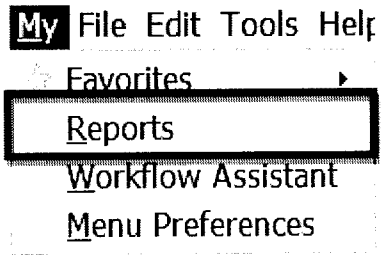
- Click [OK]

NOTE: You will return to the "AP Invoice Entry" screen and a message will appear in the lower left corner of the screen (see below).

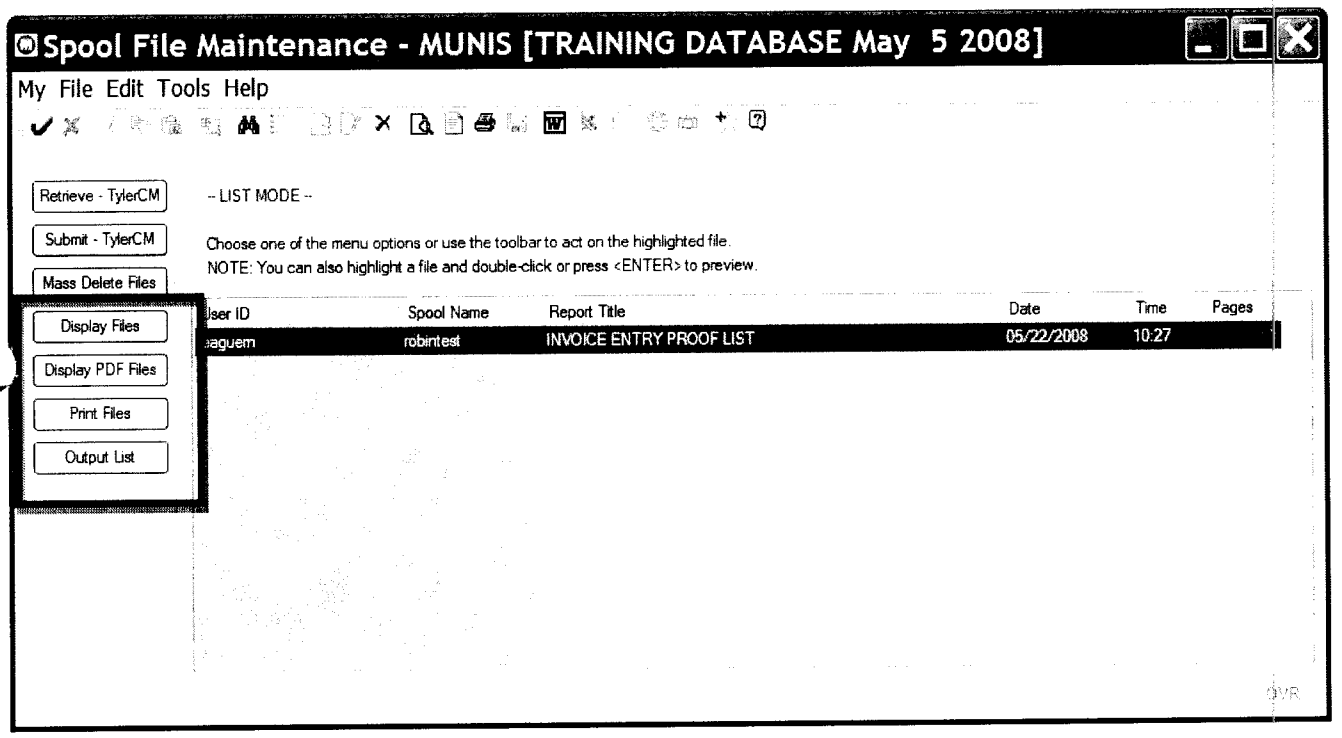


E. Printing "Invoice Entry Proof List"

- Click My from the "AP Invoice Entry" tool bar and choose the reports option (see below)



and the following screen will appear:

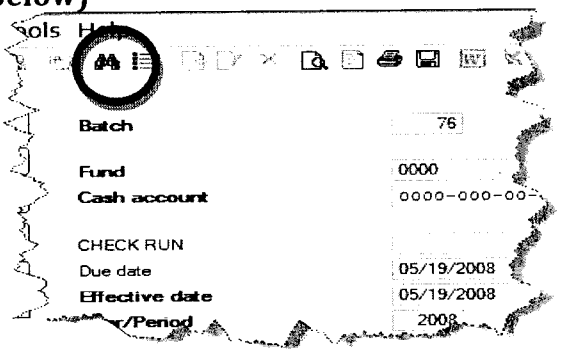
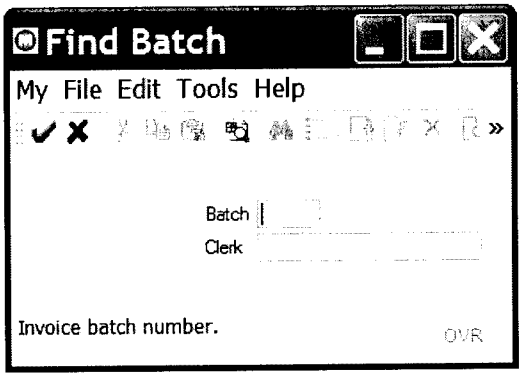
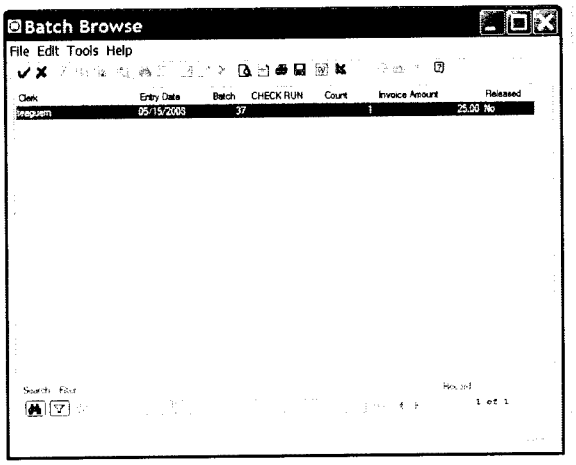


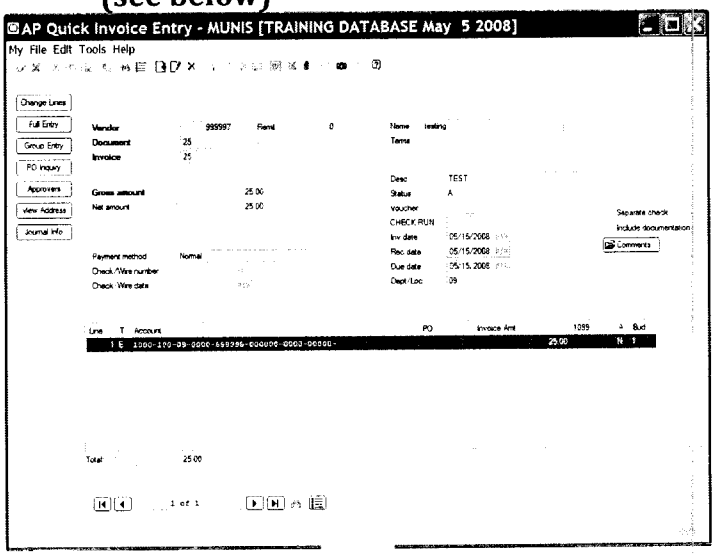
Choose one of the Action Buttons (see above).

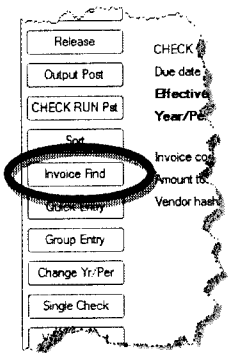
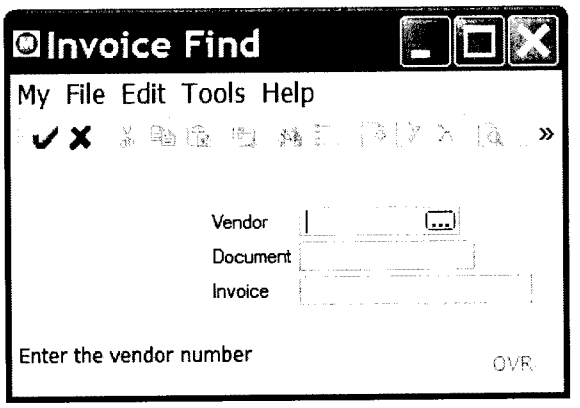
II. Modifying a Refund Entry

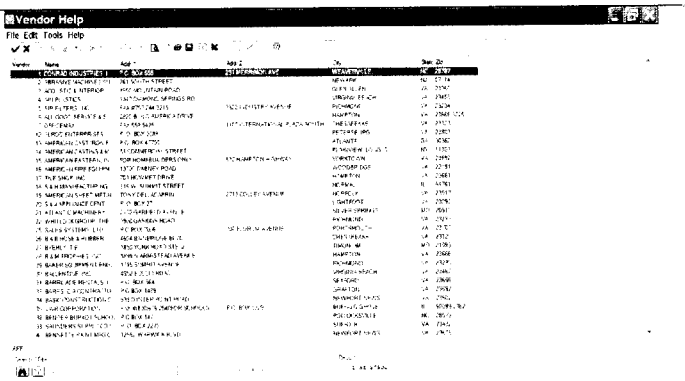
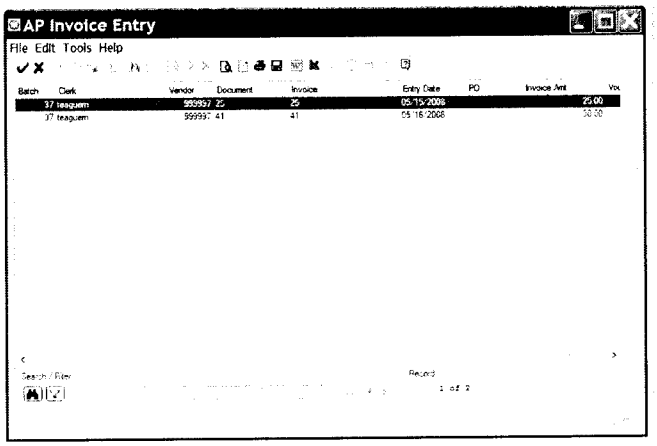
A. Find a Refund Entry

ACTION		STEPS

ACTION		STEPS
Find an invoice by batch		• **Click FIND from the toolbar on "AP Invoice Entry" batch header screen (see below)**  **and the following "Find Batch" dialog screen will appear**  • **Complete the Batch box, the Clerk box, or both, as search criteria.** • **Click ACCEPT from the toolbar and the following "Batch Browse" dialog screen will appear** 

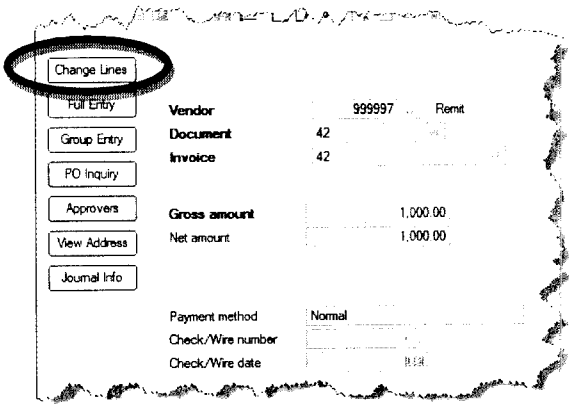
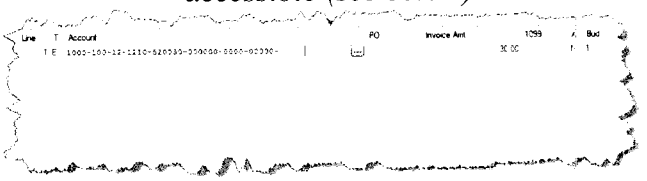
ACTION		STEPS
		• **Hi-light the appropriate Refund batch.** • **Click ACCEPT ✔ from the toolbar** ***NOTE: This will return you to the "AP Invoice Entry" Batch header screen.*** • **Click Resume and the "AP Quick** • **Invoice Entry" detail screen will appear (see below)** 

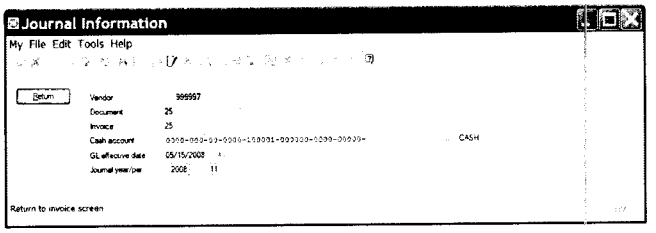
ACTION		STEPS
Find an invoice by vendor or invoice number		• **Click [Invoice Find] from the side menu (see below)**  **And the following "Invoice Find" dialog box will appear**  • **Complete one or more of the boxes (Vendor, Invoice, or Document).** ***NOTE: If the VENDOR NUMBER is UNKNOWN but the VENDOR NAME is KNOWN, click on the [...] button to search for a vendor; and the following "Vendor Help" browser screen will appear (see below)***

ACTION		STEPS
		 • **Hi-light the appropriate Refund Invoice** • **Click ACCEPT ✔ from the toolbar** *NOTE: This will take you back to the "Invoice Find" dialog box.* • **Click ACCEPT ✔ from the toolbar and the following "AP Invoice Entry" browser screen will appear**  • **Hi-light the appropriate Vendor** • **Click ACCEPT ✔ from the toolbar** *NOTE: This will take you to the "AP Quick Invoice Entry" screen.*

B. Modify Refund Entry

- Decide what **ACTION** is required and click on the appropriate **ACTION BUTTON.**

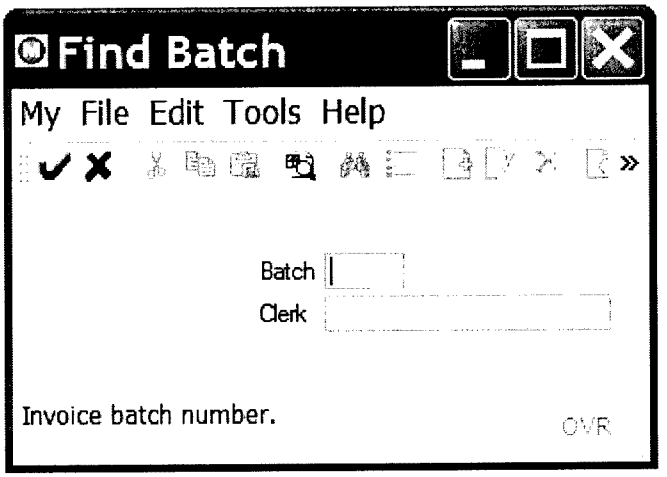
ACTION		ACTION BUTTON
Change the "Cost Center" Lines for an existing refund		• **Click** Change Lines **from the side menu of the "AP Quick Invoice Entry" screen (see below)**  *NOTE: The "Cost Center" section of the "AP Quick Entry" screen will become accessible (see below)*  • **Make the changes as required** • **Click ACCEPT ✔ from the toolbar and you will return to the "QP Quick Invoice Entry" screen.**

ACTION		ACTION BUTTON
Changing Cash Account, GL Effective Date, or Journal Year and Period AFTER Refund has been saved		• **Click** Journal Info **and the following Journal Information screen will appear**  • **Click UPDATE** • **Make the changes as required** • **Click ACCEPT ✔ from the toolbar and you will return to the "QP Quick Invoice Entry" screen.**

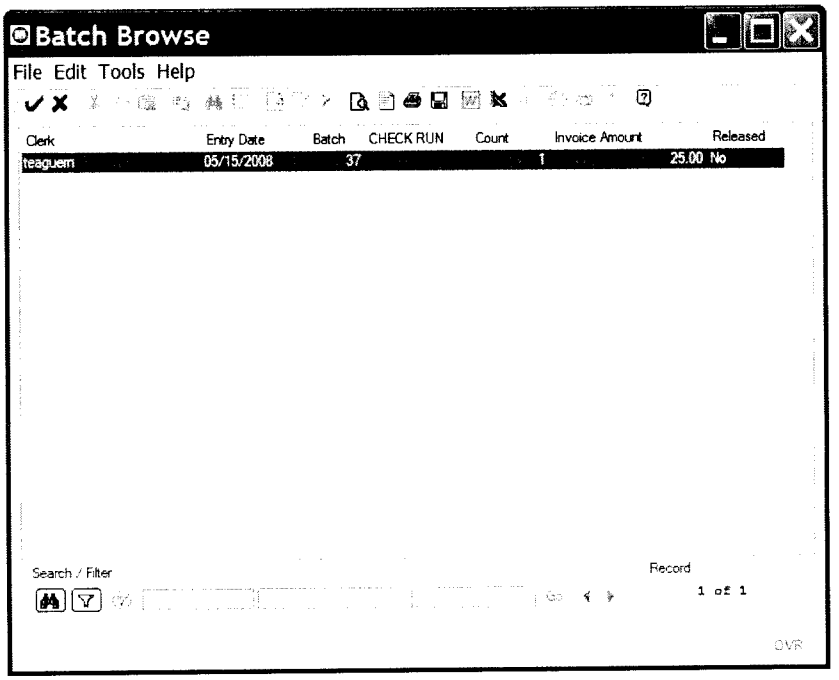
III. Modifying an Existing Refund Batch

A. Find the Existing Refund Batch

- Click FIND from the toolbar and the following "Find Batch" dialog screen will appear



- Complete the Batch box, the Clerk box, or both, as search criteria.
- Click ACCEPT from the toolbar and the following "Batch Browse" dialog screen will appear

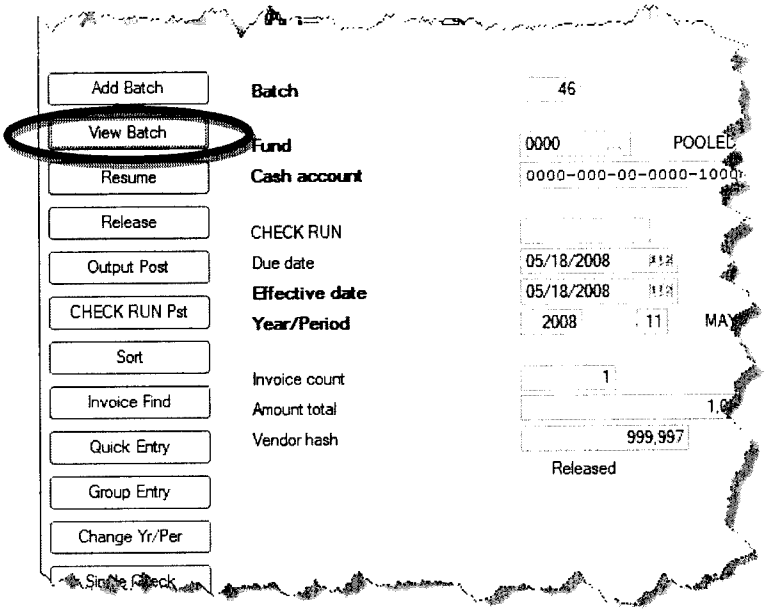


- Hi-light the appropriate Refund entry.
- Click ACCEPT from the toolbar

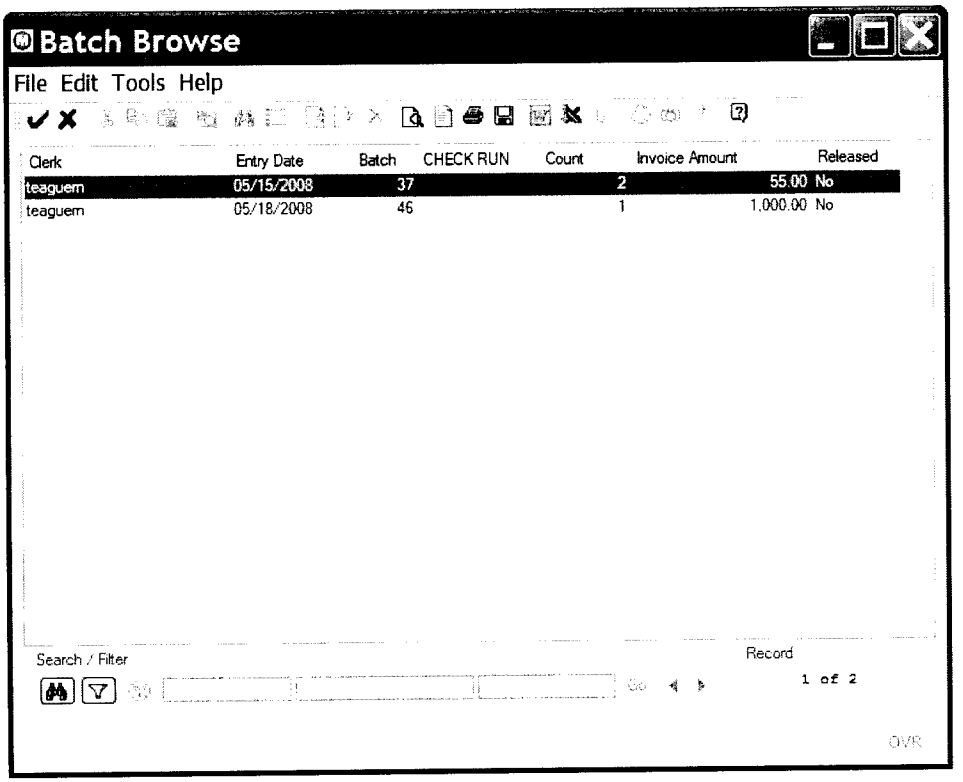
NOTE: This will return you to the "AP Invoice Entry" Batch header screen.

B. View the Existing Refund Batch

- Click [View Batch] from the side menu of the "AP Invoice Entry" batch header screen.



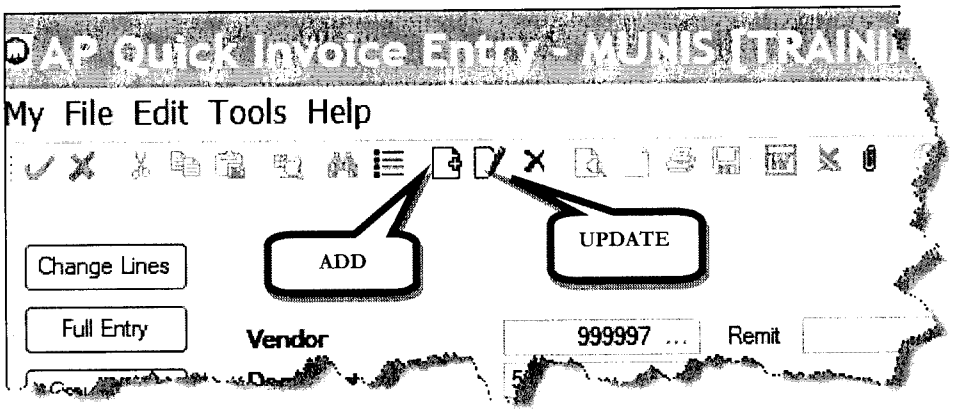
And the following "Invoice Browser" will appear

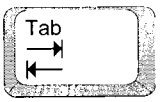


- Hi-light the appropriate Refund Invoice
- Click ACCEPT ✔ from the toolbar
  NOTE: This will take you to the "AP Quick Invoice Entry" screen.

C. Modify the Existing Batch

- After (1) Finding the desired batch and (2) viewing the desired batch (previously explained within this "Modify a Refund Batch" section.), decide what ACTION is required and click on the appropriate BUTTON located on the "AP Quick Invoice Entry" detail screen.

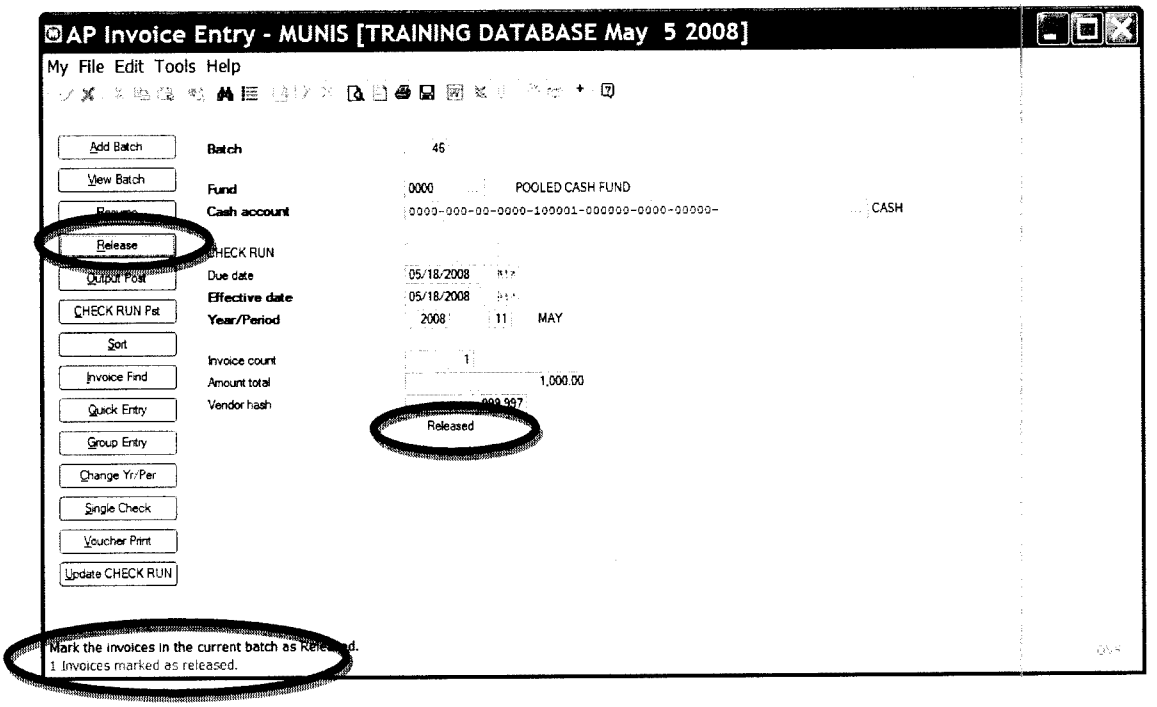


ACTION		BUTTON
Update the Refund Invoice detail information		• **Click UPDATE on the "AP Quick Invoice Entry" detail screen.** •  **to each of the "AP Invoice Entry" detail fields and make the necessary modifications.** *NOTE: For information about each field, see "Entering Detail Information for Refunds" and "Entering Cost Centers for Refunds" within this document.* • **After all modifications have been completed, Click ACCEPT from the toolbar** • **Click EXIT .** *NOTE: This will take you back to the "AP Quick Invoice Entry" batch header screen.*

Add additional Refund Invoices		• **Click ADD and a blank "AP Quick Invoice Entry" detail screen will appear.** *NOTE: For information about each field, see "Entering Detail Information for Refunds" and "Entering Cost Centers for Refunds" within this document.* • **After all information has been entered, Click ACCEPT ✔ from the toolbar** • **Click EXIT ✘.** • *NOTE: This will take you back to the "AP Quick Invoice Entry" batch header screen.*

IV. Release a "Refund" Batch

- Click [Release] from the side menu of the "AP Invoice Entry" batch header screen (see below)

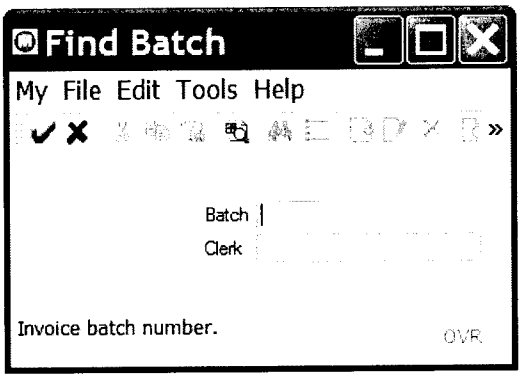
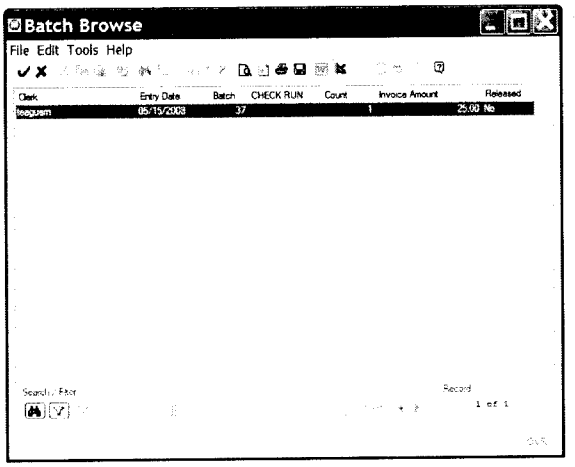


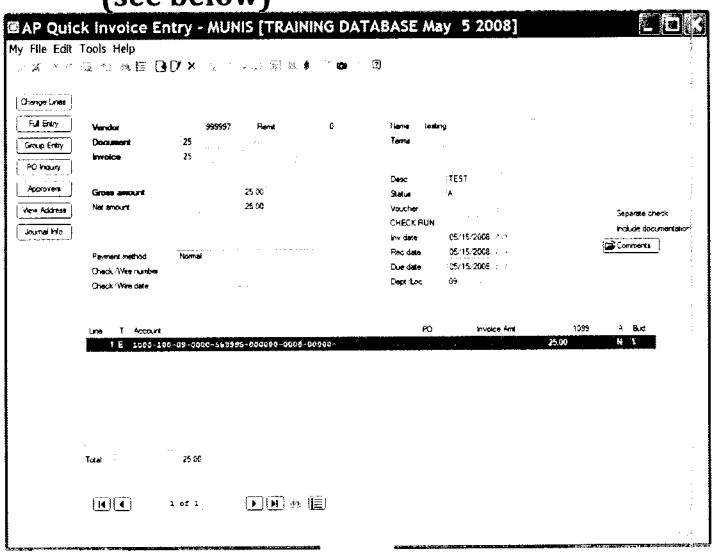
NOTE: Once you have released the "Refund Invoice Batch", the "Released" box will automatically be checked and the number of invoices released will be noted (see above).

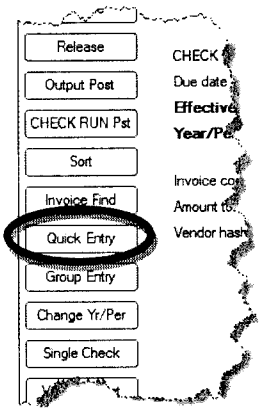
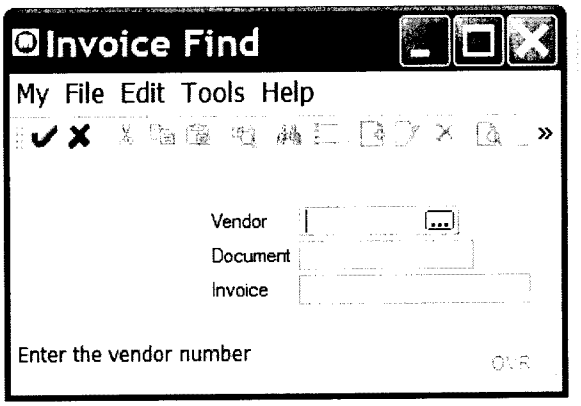
- Click [Approvals] from the side menu of the "AP Invoice Entry" batch header screen

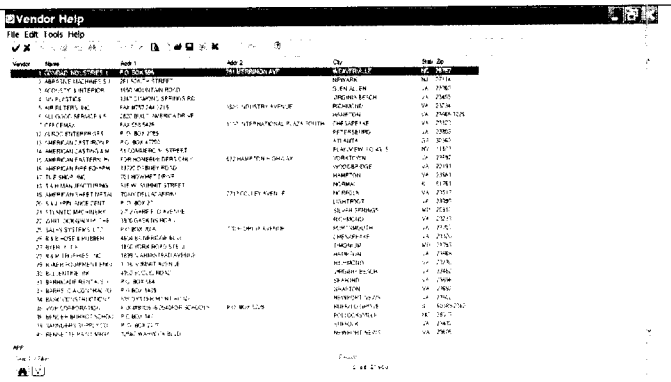
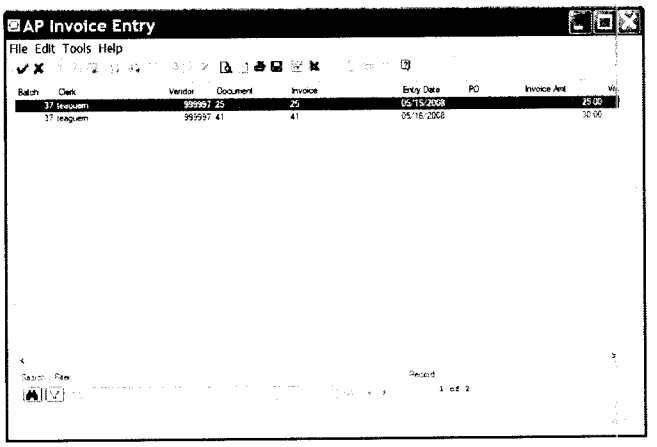
V. Finding Approver(s) & Status for "Refund" Invoice Entry

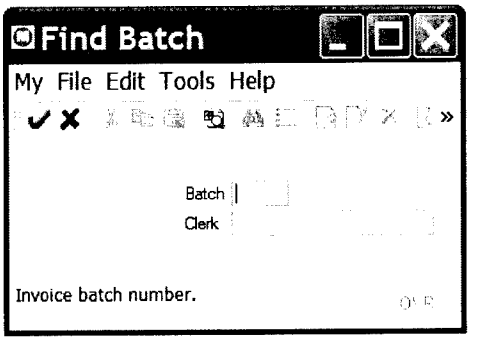
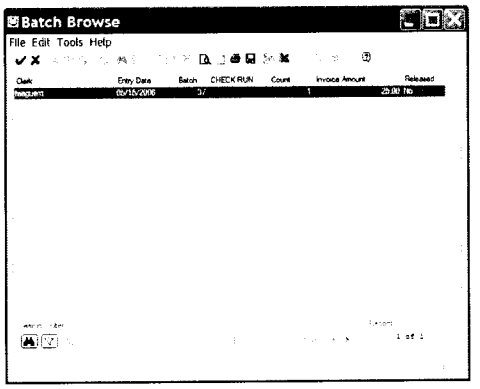
➢ Choose one of the following **METHOD**s *[(1) Find an invoice by batch (2) Find an invoice by vendor or invoice number or (3)]* (see table below) and follow the **STEPS** for finding an "Refund" Invoice Entry:

METHOD	STEPS
Find an invoice by batch	• **Click FIND from the toolbar and the following "Find Batch" dialog screen will appear**  • **Complete the Batch box, the Clerk box, or both, as search criteria.** • **Click ACCEPT from the toolbar and the following "Batch Browse" dialog screen will appear**  • **Hi-light the appropriate Refund batch.** • **Click ACCEPT from the toolbar** ***NOTE: This will return you to the "AP Invoice Entry" Batch header screen.***

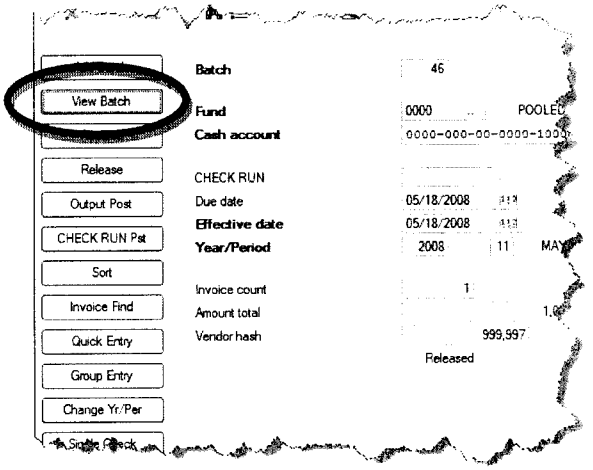
METHOD		STEPS
Find an invoice by batch (con't)		• **Click** [Resume] **and the "AP Quick Invoice Entry" detail screen will appear (see below)** 

METHOD		STEPS
Find an invoice by vendor or invoice number		• **Click** Invoice Find **from the side menu (see below)**  **And the following "Invoice Find" dialog box will appear**  • **Complete one or more of the boxes (Vendor, Invoice, or Document).** ***NOTE: If the VENDOR NUMBER is UNKNOWN but the VENDOR NAME is KNOWN, click on the ... button to search for a vendor; and the following "Vendor Help" browser screen will appear (see below)***

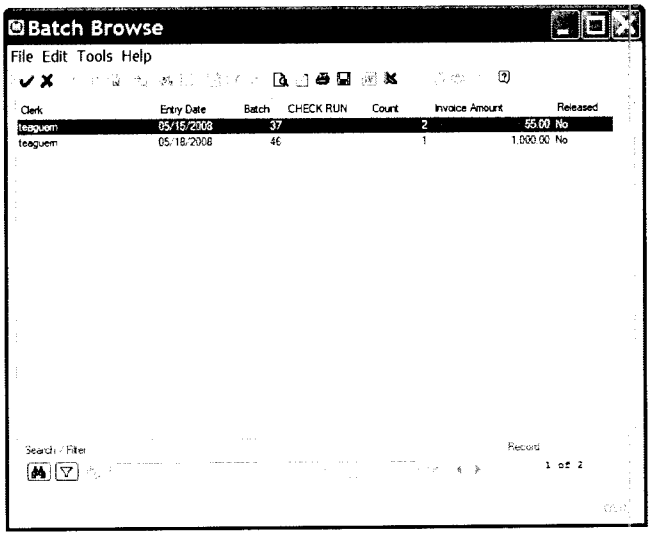
METHOD		STEPS
Find an invoice by vendor or invoice number (con't)		 • **Hi-light the appropriate Refund Invoice** • **Click ACCEPT ✔ from the toolbar** ***NOTE: This will take you back to the "Invoice Find" dialog box.*** • **Click ACCEPT ✔ from the toolbar and the following "AP Invoice Entry" browser screen will appear**  • **Hi-light the appropriate Vendor** • **Click ACCEPT ✔ from the toolbar** ***NOTE: This will take you to the "AP Quick Invoice Entry" screen.***

METHOD	STEPS
Find the "Refund" batch that contains the "Refund" Invoice Entry	• **Click FIND from the toolbar and the following "Find Batch" dialog screen will appear**  • **Complete the Batch box, the Clerk box, or both, as search criteria.** • **Click ACCEPT from the toolbar and the following "Batch Browse" dialog screen will appear**  • **Hi-light the appropriate Refund entry.** • **Click ACCEPT from the toolbar** *NOTE: This will return you to the "AP Invoice Entry" Batch header screen.*

METHOD		STEPS
Find the "Refund" batch that contains the "Refund" Invoice Entry (con't)		• **Click View Batch from the side menu of the "AP Invoice Entry" batch header screen**



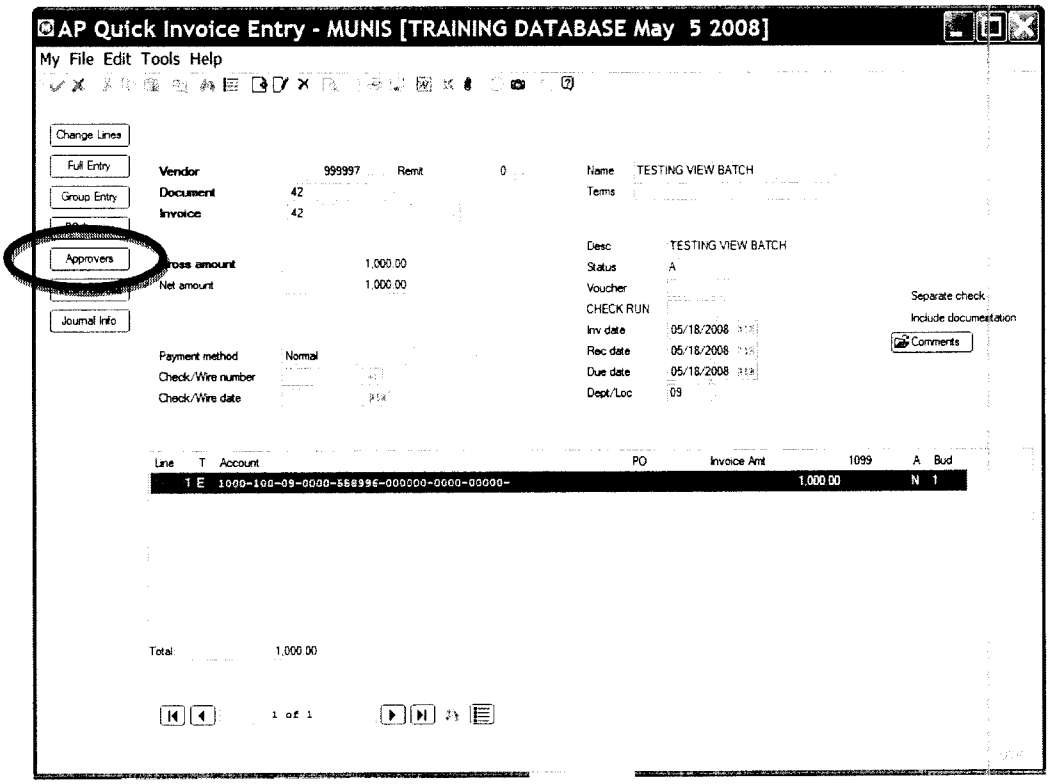
And the following "Invoice Browser" will appear



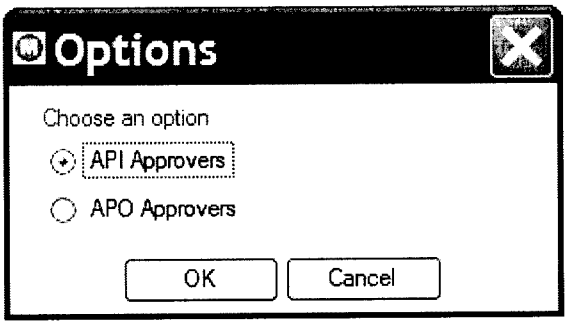
- **Hi-light the appropriate Refund Invoice**
- **Click ACCEPT ✔ from the toolbar**

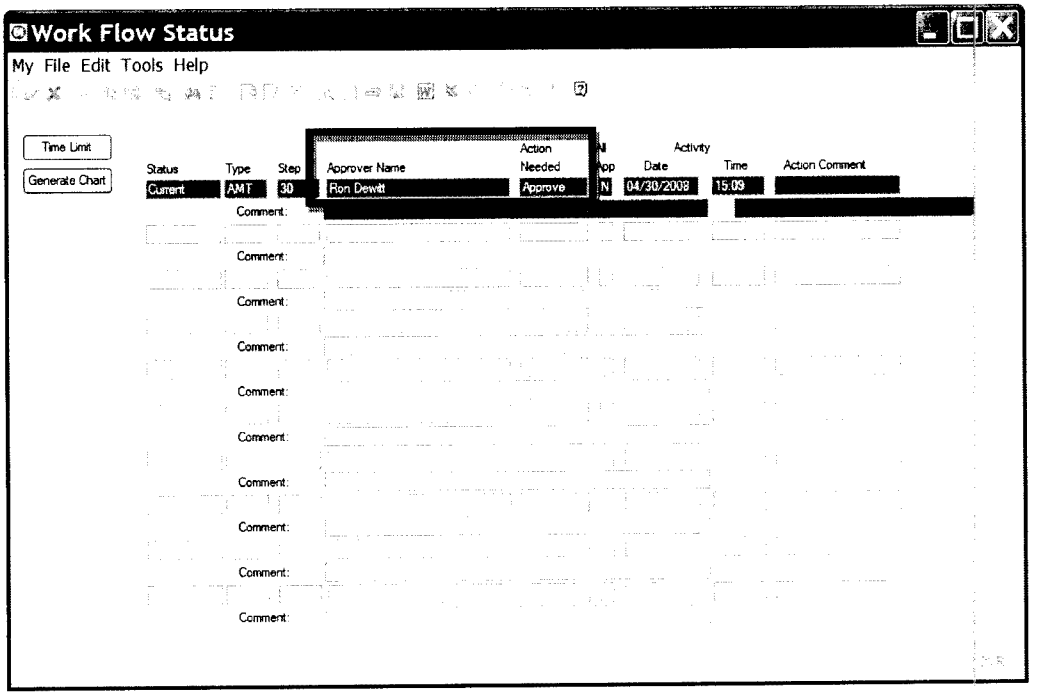
  NOTE: This will take you to the "AP Quick Invoice Entry" screen.

➢ Click [Approvers] from the "AP Quick Invoice Entry" side menu (see below)



And the following options dialog box will appear:



➢ Select "API Approvers" (see above)

➢ Click [OK] and the following screen will appear: