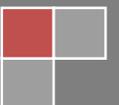


2014

# General Billing

## Monroe County, WI

The Invoice Entry/Proof program allows you to enter General Billing invoices in a batch mode and subsequently proof and post the invoices to bill customers for general revenue receivables.

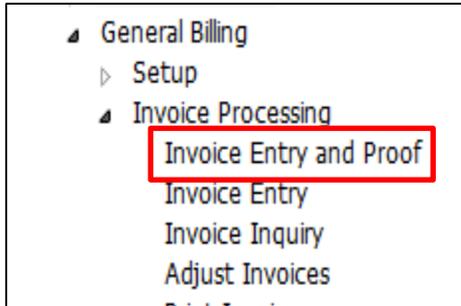


### Procedure

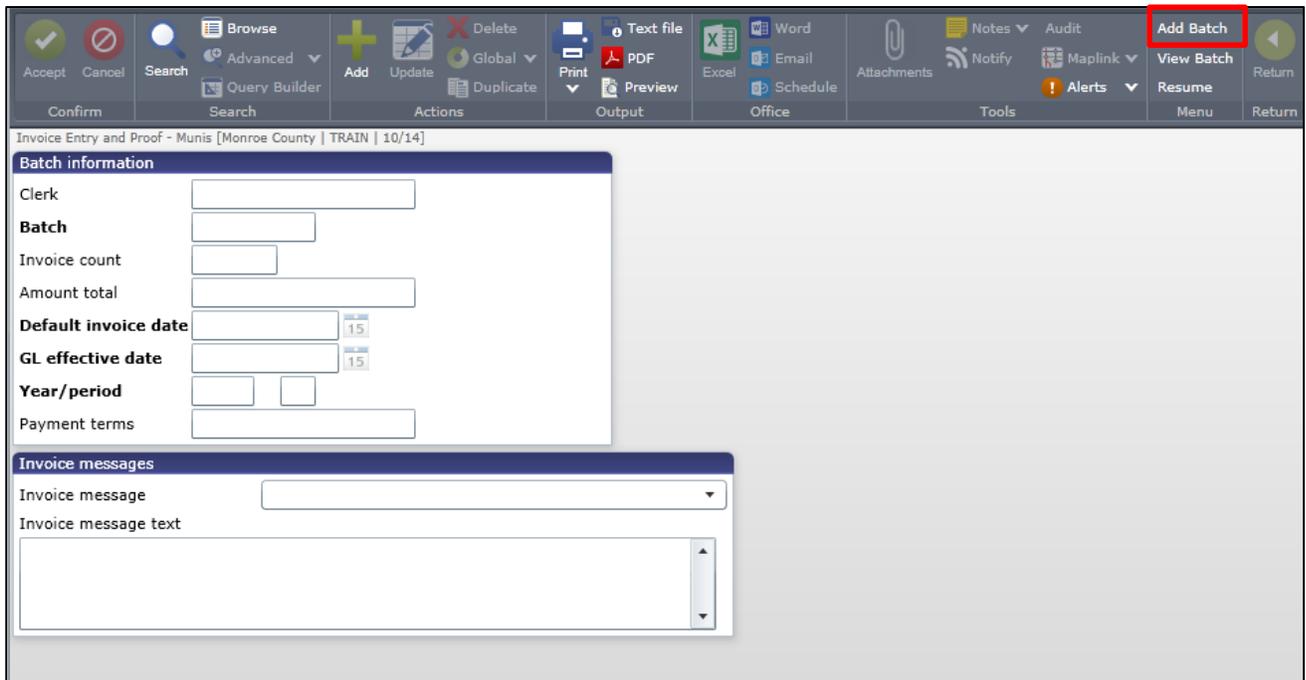
Use the following steps to enter a Receipt into Munis

Open Invoice Entry/Proof

*General Revenues > General Billing > Invoice Processing > Invoice Entry/Proof*



The Invoice Batch Header screen will open. Click **Add Batch**





## General Billing Invoice Entry

Monroe County, WI

The Batch Header information including the Clerk, Batch Number, Default Invoice Date, GL Effective Date, and Year/Period will all default. Choose 

Batch information	
Clerk	8516impl
Batch	1
Invoice count	0
Amount total	.00
Default invoice date	10/20/2014
GL effective date	10/20/2014
Year/period	2014 10 OCT
Payment terms	NET 30 DAYS

Invoice messages	
Invoice message	0
Invoice message text	

The Invoice Header screen will open



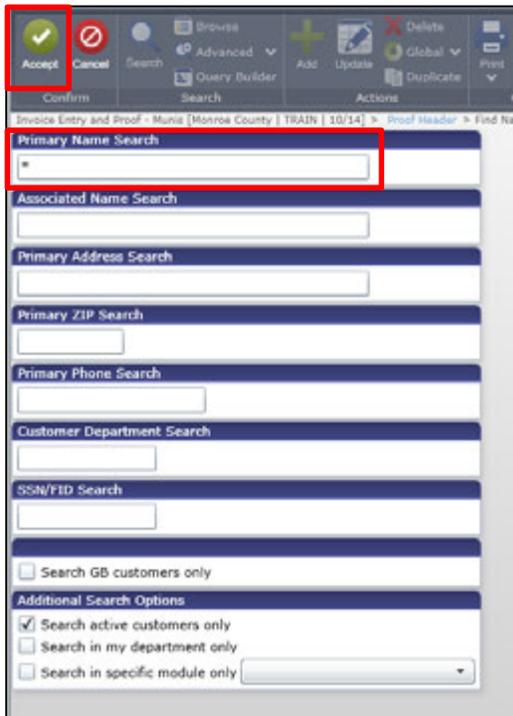
# General Billing Invoice Entry

Monroe County, WI

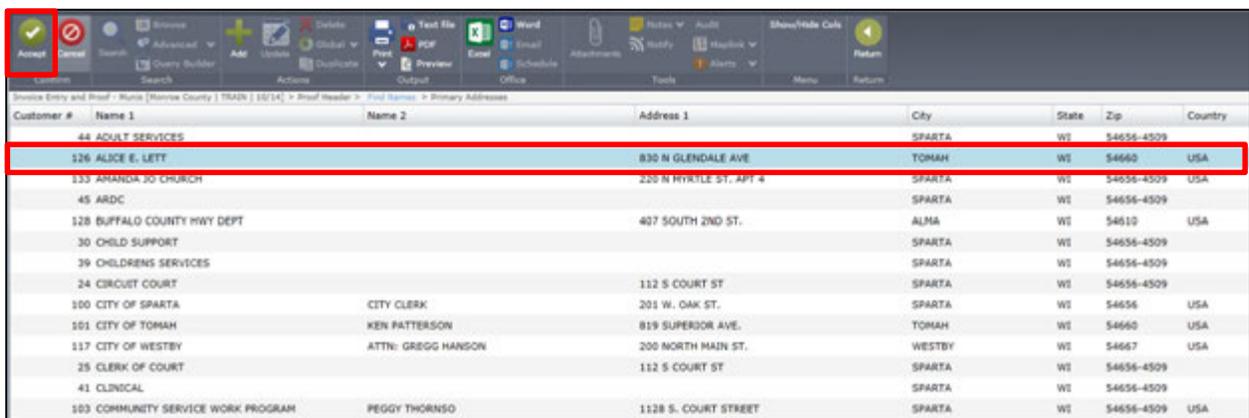
Choose a customer from the  field help. The Customer Search screen will open. To search on all customers, enter in an asterisk into the Primary name search area, or search by the customer's name and click

# General Billing Invoice Entry

# Monroe County, WI

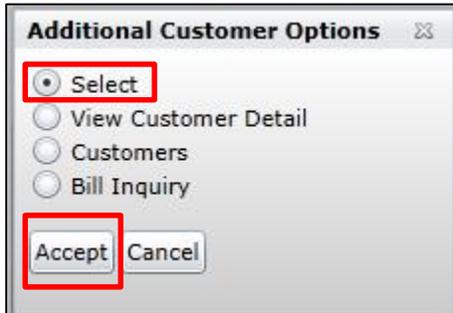


A list of customers will open. Highlight the correct customer and choose

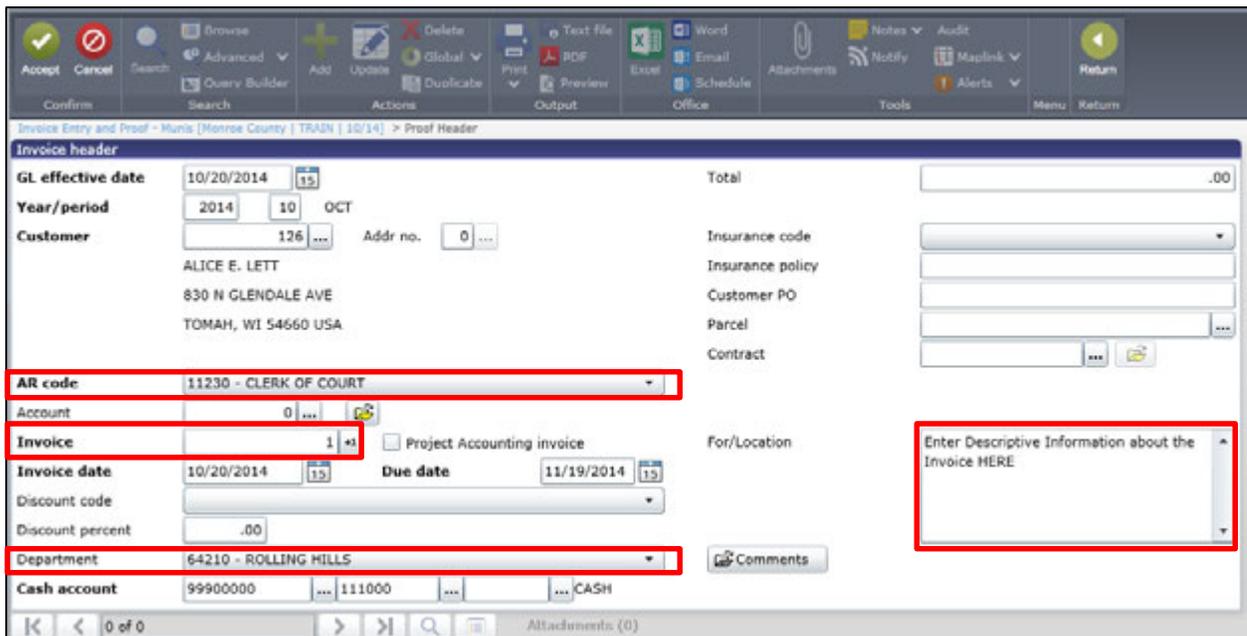



Customer #	Name 1	Name 2	Address 1	City	State	Zip	Country
44	ADULT SERVICES			SPARTA	WI	54656-4509	
126	ALICE E. LETT		830 N GLENDALE AVE	TOMAH	WI	54660	USA
133	AMANDA JO CHURCH		220 N NYRITLE ST. APT 4	SPARTA	WI	54656-4509	USA
45	ARDC			SPARTA	WI	54656-4509	
128	BUFFALO COUNTY HWY DEPT		407 SOUTH 2ND ST.	ALMA	WI	54610	USA
30	CHILD SUPPORT			SPARTA	WI	54656-4509	
39	CHILDRENS SERVICES			SPARTA	WI	54656-4509	
24	CIRCUIST COURT		112 S COURT ST	SPARTA	WI	54656-4509	
100	CITY OF SPARTA	CITY CLERK	201 W. OAK ST.	SPARTA	WI	54656	USA
101	CITY OF TOMAH	KEN PATTERSON	819 SUPERIOR AVE.	TOMAH	WI	54660	USA
117	CITY OF WESTBY	ATTN: GREGG HANSON	200 NORTH MAIN ST.	WESTBY	WI	54667	USA
25	CLERK OF COURT		112 S COURT ST	SPARTA	WI	54656-4509	
41	CLINICAL			SPARTA	WI	54656-4509	
103	COMMUNITY SERVICE WORK PROGRAM	PEGGY THORNSO	1128 S. COURT STREET	SPARTA	WI	54656-4509	USA

Choose Accept to select the customer



The Invoice Header screen will reopen. Enter the rest of the Invoice Header information by using the tab key to move through the fields.



Enter in the following required information:

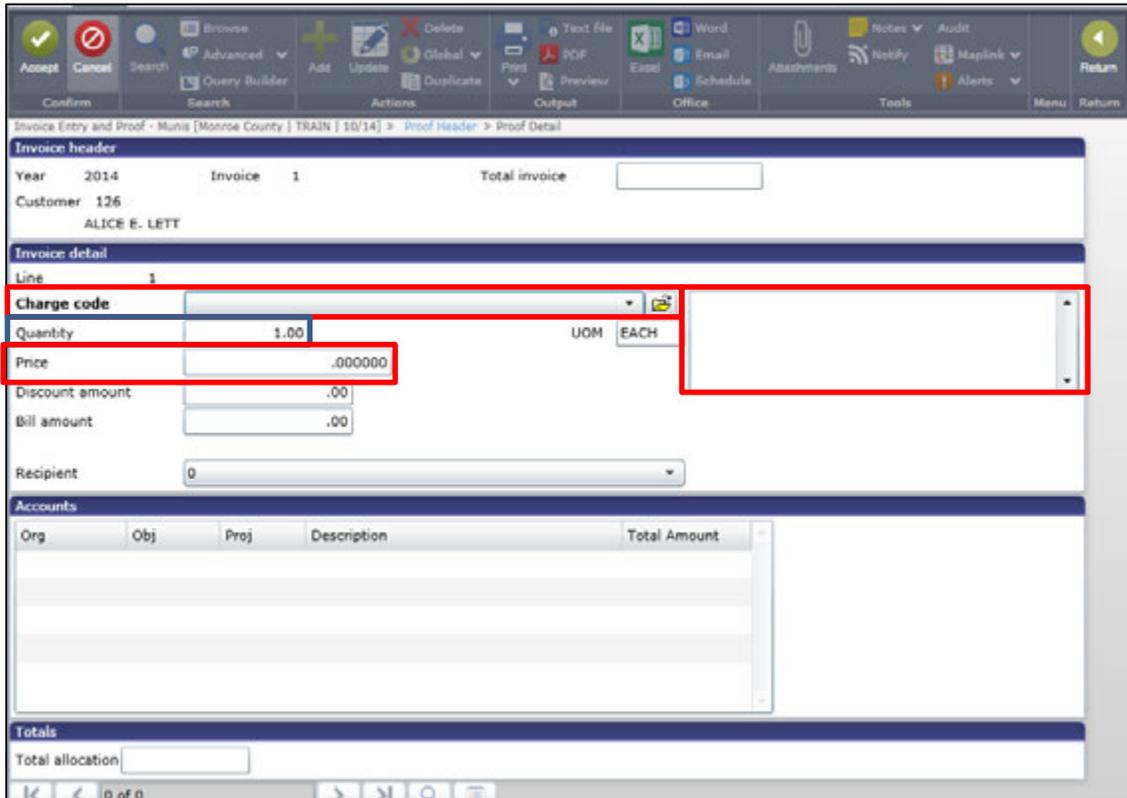
- AR Code – Choose the appropriate department
- Invoice – Choose the **+1** to select the next invoice number
- Department – Choose your department
- For/Location – Enter in a description for the invoice

Choose  once all information is entered to move on to the Invoice Detail screen.

The Invoice Detail screen will open. Enter in the charge detail

General Billing Invoice Entry

Monroe County, WI



Invoice Entry and Proof - Munis [Monroe County | TRAIN | 10/14] > Proof Header > Proof Detail

**Invoice header**

Year 2014 Invoice 1 Total invoice

Customer 126  
ALICE E. LETT

**Invoice detail**

Line 1

Charge code

Quantity 1.00 UOM EACH

Price .000000

Discount amount .00

Bill amount .00

Recipient 0

**Accounts**

Org	Obj	Proj	Description	Total Amount

**Totals**

Total allocation

Enter the following:

- **Charge Code** – This list is based off of the AR Code (or, department) chosen on the Invoice Header screen
- **Charge Code Description Box** – Will default from the Charge Code and can be updated with more information
- **Quantity/Price** – Will either default from the Charge Code, or should be entered
- **Accounts** – Will default based on the charge code. If you have permissions, you may change the revenue account to be used for this bill if necessary.



## General Billing Invoice Entry

Monroe County, WI

Once the Invoice Detail line is entered, choose  or tab through the account line to save in the information.

Choose  to enter another Invoice Detail line. If finished, choose .

The screenshot shows the 'Invoice Entry and Proof - Main' window for Monroe County. The 'Invoice header' section displays: Year 2014, Invoice 1, Total invoice \$5.00, Customer 126 (ALICE E. LETT). The 'Invoice detail' section shows Line 1 with Charge code CRS310 - FAMILY COUNSELING SERVICE FEE, Quantity 1.00, Price \$5.000000, and Bill amount \$5.00. The 'Accounts' table below shows a single entry for 'FAMILY COUNSELING SERVICE FEE' with a total amount of \$5.00. The 'Totals' section at the bottom shows 'Total allocation' as \$5.00. The interface includes a toolbar with buttons for 'Accept', 'Add', and 'Return' highlighted with red boxes.

On the Invoice Header screen, the total should now show the total amount entered on the detail lines.

A close-up of the 'Total' field in the interface, showing the text 'Total' on the left and the value '55.00' in a text box on the right.

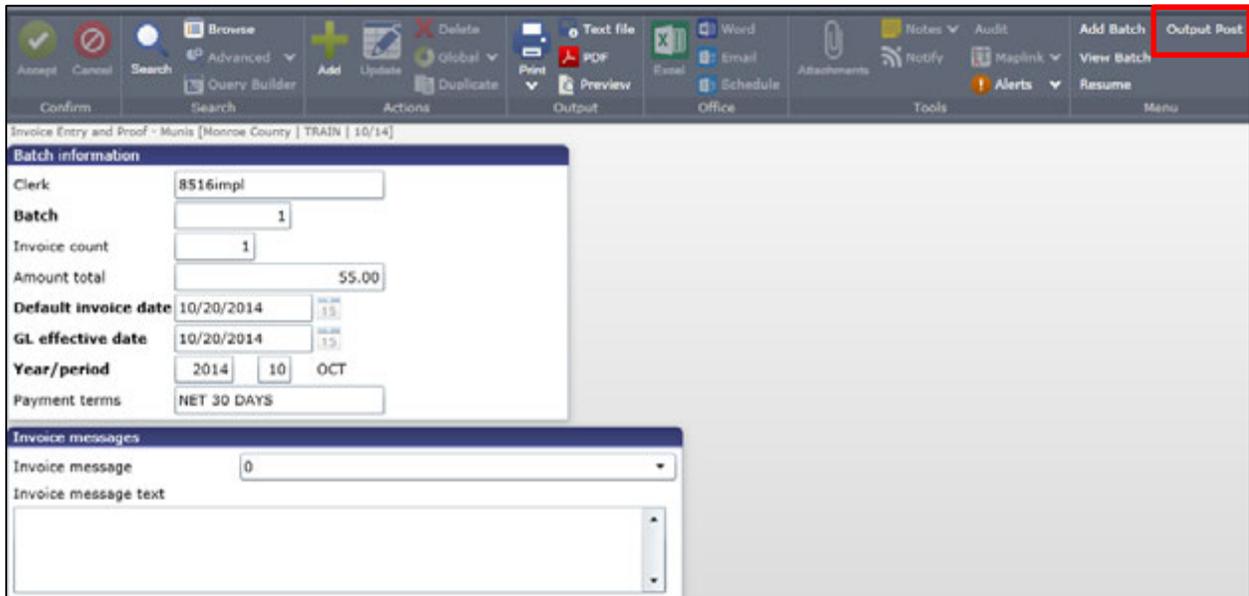
Choose  to add another Invoice to a different customer, and repeat the entry steps described above. If finished entering, choose  to return back to the Batch Header screen.



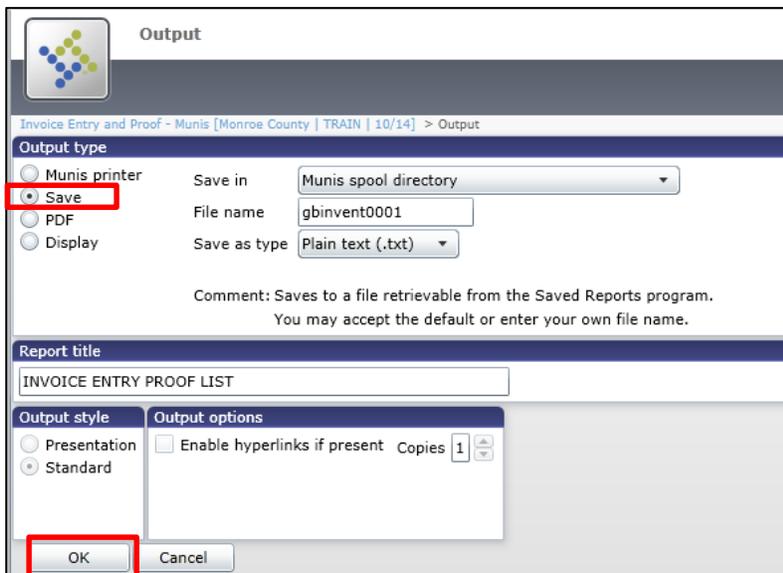
## General Billing Invoice Entry

## Monroe County, WI

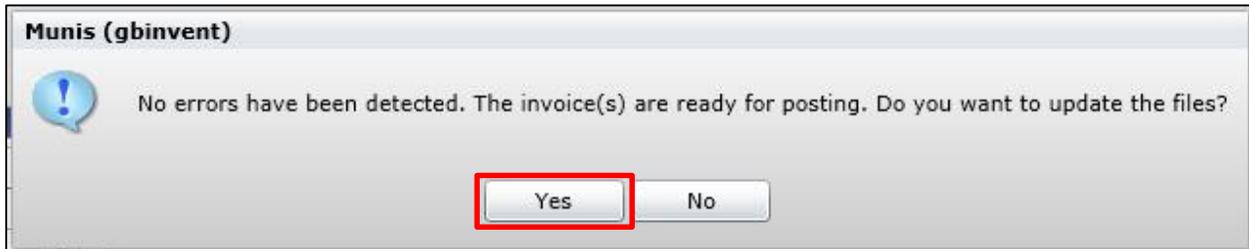
The batch header will display the total invoices and total amount of the entire batch. Choose **Output Post** to post the batch.



The output screen will open. Choose Save and OK.



The following message will appear. Choose "Yes" to continue posting.



**Munis (gbinvent)**

 No errors have been detected. The invoice(s) are ready for posting. Do you want to update the files?

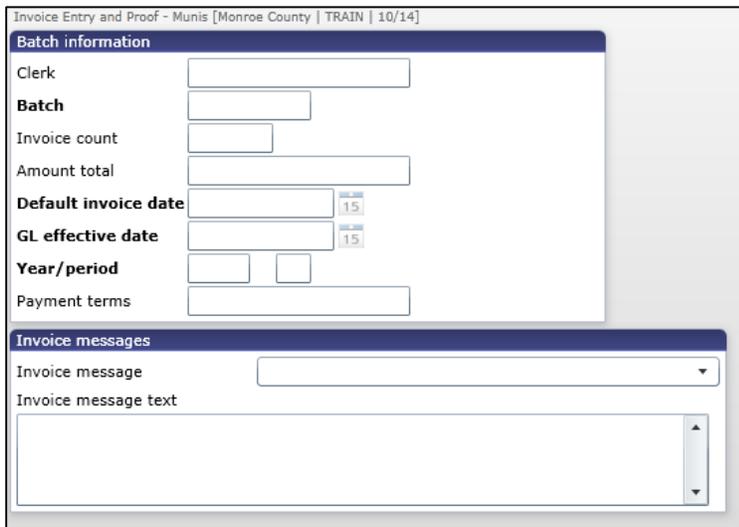
If you would like to change the message that prints on the batch, choose Yes. Otherwise, choose NO.



**Munis (gbinvent)**

 Do you want to change the message for invoices in this batch?

The batch will be posted when the screen clears.



Invoice Entry and Proof - Munis [Monroe County | TRAIN | 10/14]

**Batch information**

Clerk

**Batch**

Invoice count

Amount total

**Default invoice date**  15

**GL effective date**  15

**Year/period**

Payment terms

**Invoice messages**

Invoice message

Invoice message text



## Results

### **Status Change**

There is no status change with this process.

### **GL Impact**

Once you post the invoice batch, the program makes journal entries, posts them to the general ledger, and commits amounts to the accounts receivable and general billing revenue accounts.

### **Other Modules Impact**

No other modules are affected by this process.

### **What's Next?**

Print invoices.