

# MUNIS Correcting Rejected Invoices

## Hampton City Schools Cheat Sheet

Go to **Invoice Entry**.

Select **Browse** to find your batch.

Double Click on batch to open.

Batch Information

Batch *	36
Effective date *	04/08/2019
Year/Period *	2019 10 APR
Fund *	50 School Operating Fund
Cash account *	50-5510-9-906-000-61310-02200-0000000- Milea
Warrant	
Due date	05/08/2019
	<input checked="" type="checkbox"/> Enable TCM invoice barcode label printing
Invoice count	1
Amount total	71.49

Select **Resume**

Batch Information

Select **Update**

Change the Status from "Rejected" to "On Hold".

Make your corrections.

Invoice Entry [Hampton City Schools, VA]

Contract: 15123, Vendor: Deedra Lydia Smallwood, Address: Deedra L Smallwood, Terms: net 30 days

Invoice: TR Feb 20-23, 2019, Gross: 213.98

Discount date: .000, Disc basis: .00, Disc amt: .00

Net amount: 213.98, Payment method: Normal

Description: Beyond School Hours Conference, Status: On Hold, Voucher: , Warrant: , Invoice date: 04/08/2019, Received date: 04/08/2019, Due date: 05/08/2019

Line	T	Account	PO	Inv amount	1099	A	Description
1	E	60-5501-3-650-400-61100-00000-0000000-65018		213.98		N	Beyond School Hours Conference

Select **ACCEPT**

Go **BACK** to the BATCH HEADER

Select approvals and release into workflow again.

# Invoice Entry [Hampton City Schools, VA]

## Batch Information

Batch *	55
Effective date *	04/08/2019
Year/Period *	2019 10 APR
Fund *	50
Cash account *	50-0100-0-000-00 ... Cash
Warrant	
Due date	05/08/2019
	<input checked="" type="checkbox"/> Enable TCM invoice
Invoice count	1
Amount total	213.98
Vendor hash	15,123
	<input checked="" type="checkbox"/> Released

 **Post Batch**

This will initiate the approval process.  
Do you wish to continue?

Yes  No