

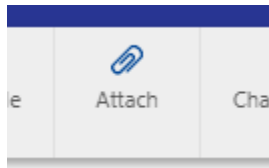
When entering individual payments into Munis, it is best to attach the scanned invoice at that point.

I have discovered TWO ways of doing it. First it by simply drag-and-dropping the invoice from my email to the location in Munis.

In this example, I am paying Century Link. I have entered all of the payment information into the Munis module, so before moving on to my next payment, I'm going to attach the relevant invoice.

Line	Org	Object	Proj	PO	Invoice Amt	1099	A	Bud	Work order	WO task
1	03564802	520200			80.76		N	1		0

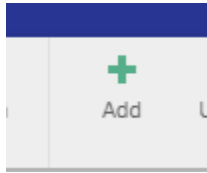
First, I click the paper clip icon 'Attach' at the top of the screen



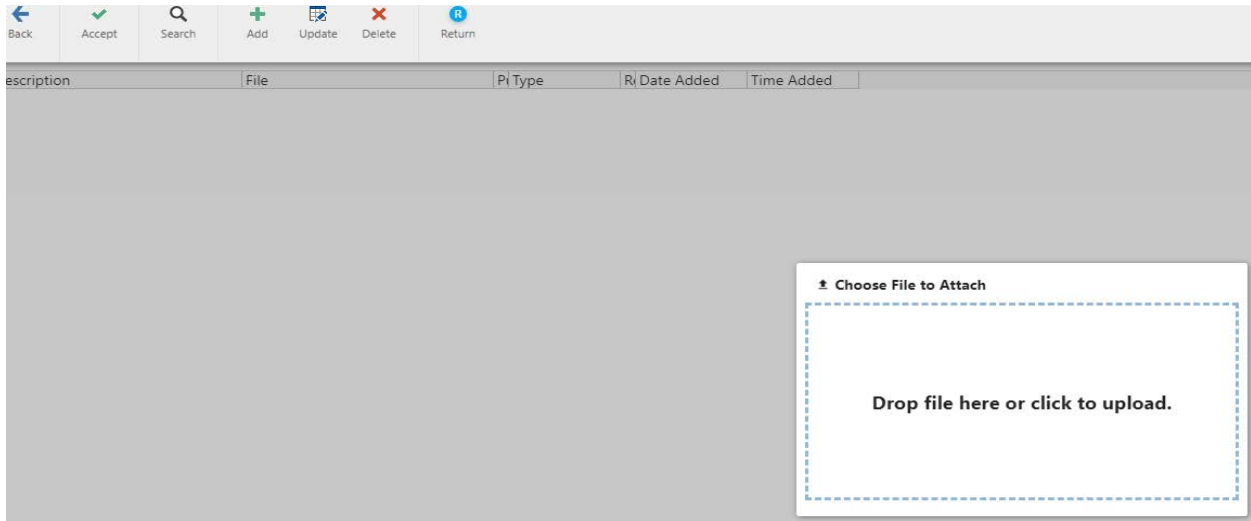
It will bring up this screen. It **will** be blank.

Description	File	Pt	Type	R	Date Added	Time Added
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Click the **Green Plus sign** “Add” at the top of the screen.

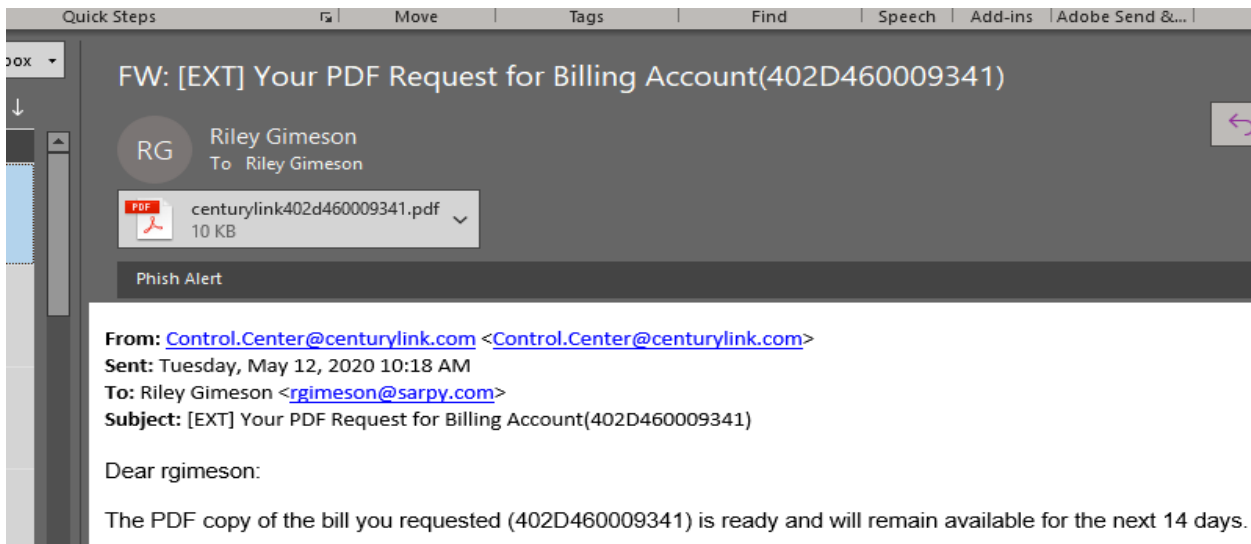


It will bring up this screen—here is where you can drag-and-drop or upload.

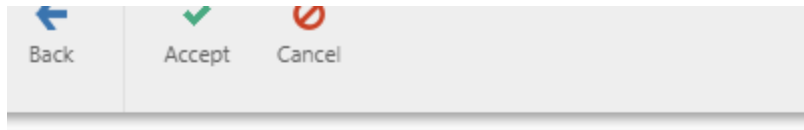


Now, depending on how you convert your invoices from paper to electronic, there are several ways to attach. I drag-and-drop from my email, however you can drag-and-drop from your DESKTOP, as well as upload from any location on your computer. Here’s my method.

I’m paying a Century Link bill, I have Century Link email all of my invoices to me. So, I simply grab the invoice attachment in my email, [[I do have TWO screens which makes it easier]



...and drag it over and then drop it into the blue dotted box shown above. It will bring up this screen.



Please enter a brief description (30 characters or less) for this Munis Attachment file.

Description
Attachment type

Type in whatever description you want next to *Description* and press 'Enter.' You **DO NOT HAVE TO CHOOSE AN ATTACHMENT TYPE**. Pressing 'Enter' after entering the description will default to the correct attachment type.

for this Munis Attachment file.

Description
Attachment type
default

The invoice will now be uploaded and attached to the payment. Clicking on the file will bring up the scanned image. You can now click the 'Back' arrow and either finalize your batch or continue making entries.

Attachments			
Back	Accept	Search	Return
Description	File	Pi	Ty
blah blah invoice blah	centurylink402d460009341.pdf	<input type="checkbox"/>	nc