

MUNIS – Receive Payment on a General Billing Invoice

Cheat Sheet

To Receipt in a GB Invoice

1. Open the Tyler Menu, then...
 - a. **General Revenues.**
 - b. **Payment Processing.**
 - c. **Payment Entry**
2. On the **Payment Entry** screen, click on **Add** in the MUNIS ribbon.
 - a. Ensure Receipt Option is 1-INDIV ONLY
 - b. Note the **Batch Number.**
 - c. Input the **Deposit Number.**
 - d. Click **Accept** in the MUNIS Ribbon.
3. Click on **Search** in the MUNIS Ribbon.
4. Select how you wish to search from the MUNIS Menu.
 - a. **General** for general info
 - b. **Bill** for Invoice Number
 - c. Etc...
5. Enter the amount being paid as the **Payment amount.**
6. Click **Apply Pmt** found in the Menu pane.
7. Choose the **Payment method.**
8. Ensure the **Receipt option** is "**1 – INDIV ONLY**".
9. Select the **TF GB Receipt** printer.
10. Fill out the remaining fields if needed. Click **Accept**
11. Click the **Return** button once to bring you back to the **Payment Entry** batch screen.

To Print the Receipt

1. Open the Tyler Menu, then...
 - a. **General Revenues.**
 - b. **Payment Processing.**
 - c. Select **Receipts.**
2. Click on **Search.**
3. Tab 4 times to **Receipt**, and input Receipt number.
4. Click **Accept.**
5. Click on the **Paper Clip** (Attach).
6. Double click on **Accounts Receivable Receipt** or select the **View Documents** button on the bottom.
7. Select **Print.**