

**WCS Bookkeepers’ Blogs**

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# Current Forum questions/Topics:

**Using Excel in Munis to total blanket invoices and/or liquidated amounts**

# Solutions:

**I discovered a helpful tool in Munis, yes there is such a thing. If you need to know how many invoices have been paid under a blanket PO and you do not want to total them up individually. I found a simple solution.**

* **Pull up the PO in Munis under Purchase Order Inquiry and click on the “Invoices” tab located under the General description” box**
* **Click the Excel icon in the ribbon section then select the column(s) you would like to total**
* **Click accept, then click open and give Excel a few seconds to open.**
* **Once the spreadsheet opens, go to the first cell below the last number in the column you want to total and click in that cell**
* **Click the formulas tab in the ribbon, click AutoSum. (The entire range that you would like to total should be highlighted.) Press enter. Wah Lah, your column is totaled!**

**I hope this is helpful and will save you some time!**



## **Additional Comments**: