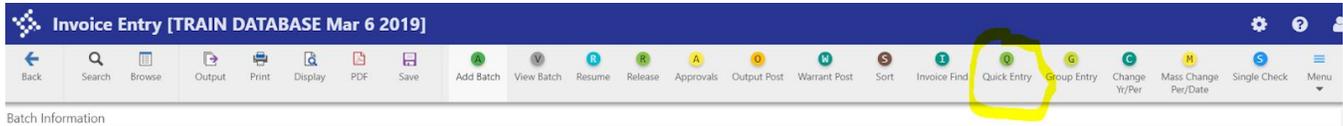# MUNIS AP Invoice Entry

Hampton City Schools Cheat Sheet

USE CHROME WEB BROWSER ONLY

THIS REPLACES K12 CHECK REQUEST

- **Open the Tyler Menu**
- **Financials**
- **Accounts Payable**
- **Invoice Processing**
- **Invoice Entry (Add to Favorites)**

1. Open **Invoice Entry**.

2. Select **Quick Entry** on the top ribbon,.

3. Fill in the batch header screen.

Batch	Auto assigned - Do not change
Effective Date	Defaulted - Do not change
Year/Period	Will default from Effective Date - Do not change
Fund	Will default Fund 50. You **MUST** change to the Fund that your invoice is being charged to. Use the field lookup to select correct Fund or type the Fund #. ==**You can NOT enter multiple Funds in the same batch.**==
Cash Account	Change the ==**FUND ONLY**==. You will need to highlight and type the Fund.
Warrant	LEAVE BLANK
Due Date	Due Date will Default - Do not change

Click **ACCEPT** on ribbon to Enter Invoices.

Quick Invoice Entry [TRAIN DATABASE Jan 9 2019]

Back   Accept   Cancel   Vendors   Add Vendor   View Address   Journal Info

Invoice

Vendor *   0 ... Name
Address   ...   Terms

Invoice *   +1   Description
Gross amount *   .00   Department   000   ...
Net amount   RFC (0)

                              Invoice date   01/28/2019   ☐ Separate check
                              Received date 01/28/2019   ☐ Include documentation
                                                              ✔ PA applied

ACCOUNTS   LINE ITEMS

Line	PA Type	Project Account	T	Account	PO	Invoice Amt	Discount amount	1099	A	Bud	Work orde

Total: Payment Amount:

Last Change

Workflow

| My Approvals | Approve | Reject | Forward | Hold | Approvers |

4. Fill in the invoice header screen (use **TAB** between fields).

Vendor	If you know the vendor #, you can type it here. If not, click lookup (which is the three dot box at the end of the field) Start typing vendor name and click **accept** on ribbon. Double click to select vendor. If you see the address you want the check mailed to, you can pick that vendor line, if not A/P will select the address when the check is processed. (You may want to keep a ready list of common vendor numbers).
Address	Leave default
Invoice	Enter the invoice number from the invoice if you have one. If no invoice number, use date. For mileage reimbursements us MI with the dates of the mileage (Ex. MI 7/1/19-7/31/19). For travel reimbursement use TR with the dates of the travel (Ex. TR 7/1/19-7/4/19).
Gross Amount	Enter gross amount of the invoice. Total amount to be paid.
Desc	Enter a brief description. (Example: Registration, Lodging, Mileage Reimbursement, Travel Reimbursement)
Invoice date	Enter actual date of the invoice if you have an invoice or accept default.

|	
Received date	Enter the date invoice received. If not known use invoice date or default.
Dept/Loc	**Enter the correct 3 digit department code <mark>WITHOUT the D, R or B designation.</mark>** If you do not change the Dept from 000, your invoice will be rejected and sent back to you for correction.

**If PA applied box is checked, uncheck box.

5. Tab down to Invoice Detail section.

GL Account	Click the lookup (three dots at the end of the Account field) to select the correct account or enter the account number. You can enter any part of the account to narrow your search, then click the lookup.
Invoice Amount	Enter the amount of the line item that should be allocated to that GL account. Typically it is the entire amount, but if split to multiple GL accounts put the correct amount for this GL account.

6. If additional GL Accounts are being allocated, press tab to go to the next line.

7. Once all GL accounts are in, click the Accept button in the top ribbon.

8. Attach a copy of the invoice or other documentation to the invoice record. (See TCM Instructions)

The ATTACH function is available from the Ribbon in all entry screens.
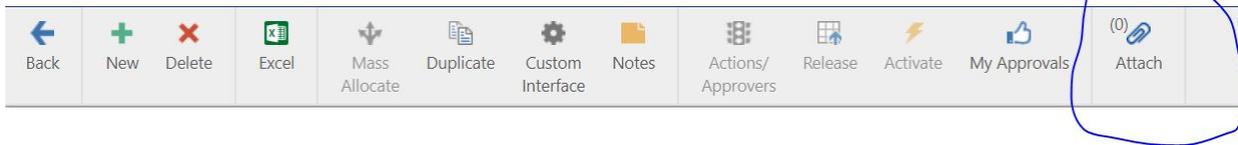
Go to the ribbon at the top of the screen and select **ATTACH.**

This opens the link to TCM (Tyler Content Manager)

Double Click the link for **AP INVOICE** (Not AP Invoice Attachment) for the attachment type. This opens TCM (Tyler Content Manager)

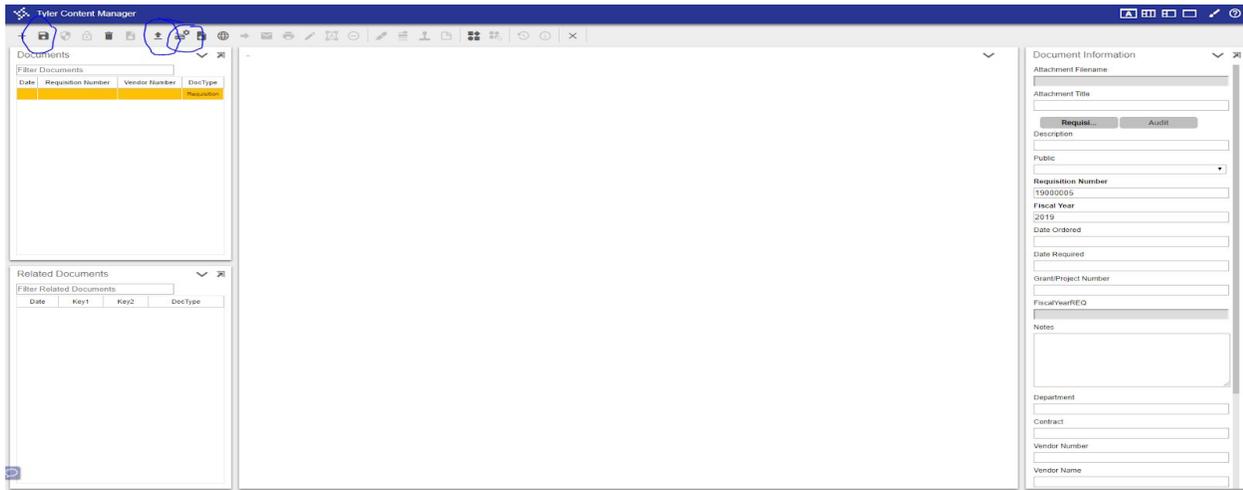From the ribbon, select the "**+**" to add a new document.

From the ribbon, select the **UP ARROW** to attach a saved file from your computer.
If you have a TWAIN compliant scanner attached to your computer, you can contact the IT Department to set your scanner up, then you will be able to select the SCAN button from the ribbon and scan your documents directly into Munis.
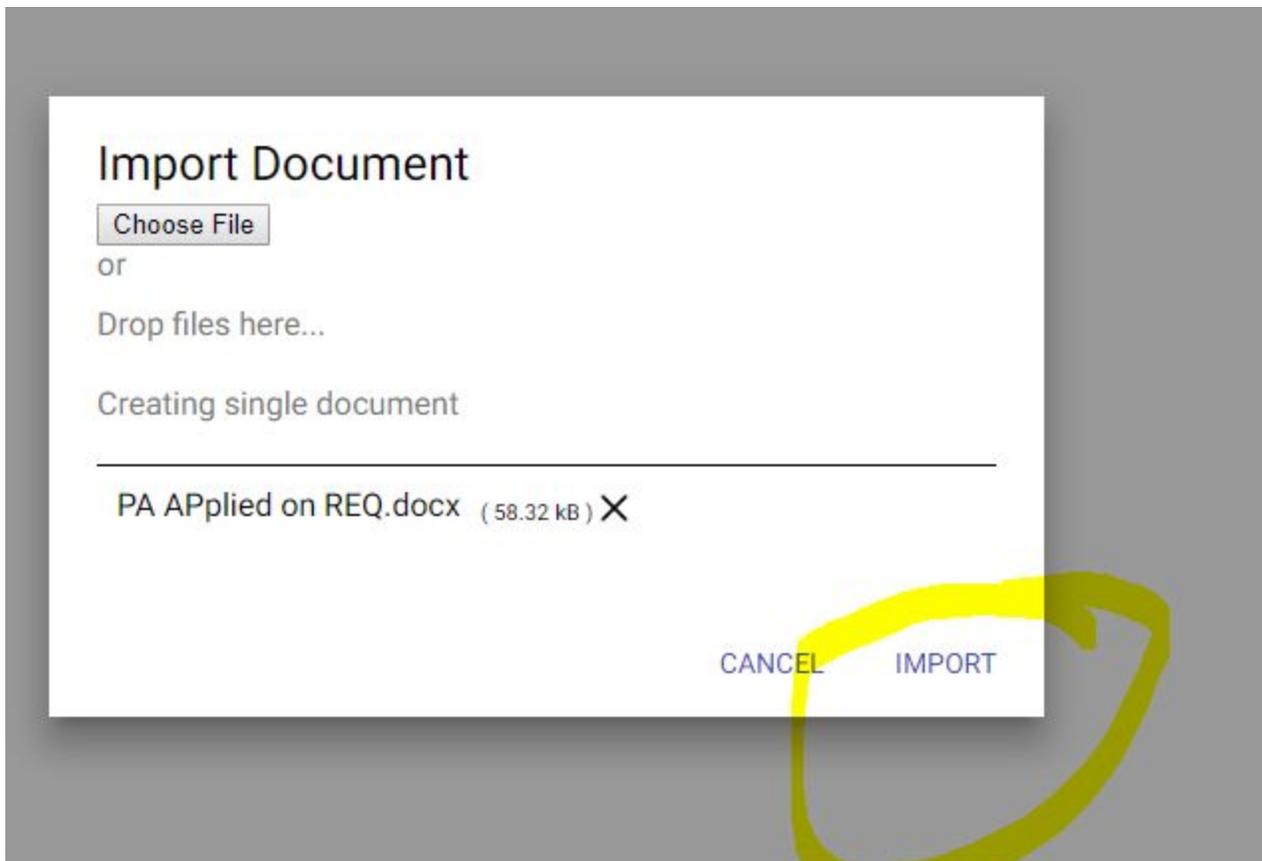
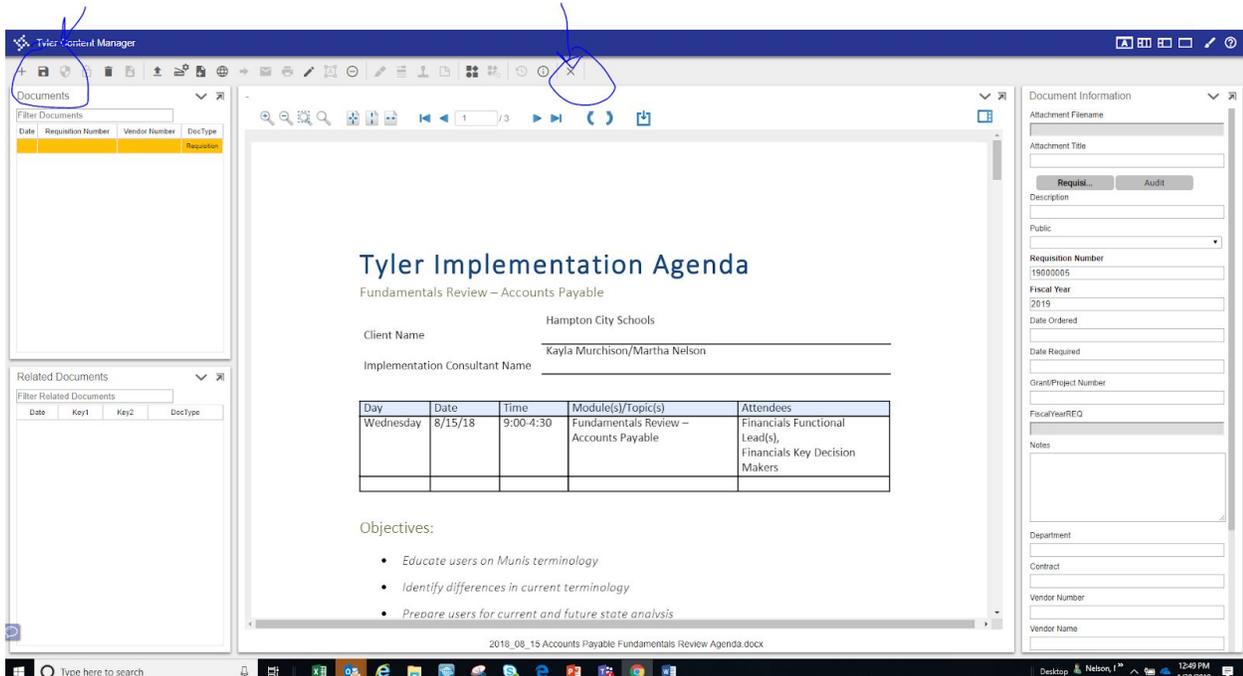If importing from a stored document from your computer, the following box appears:
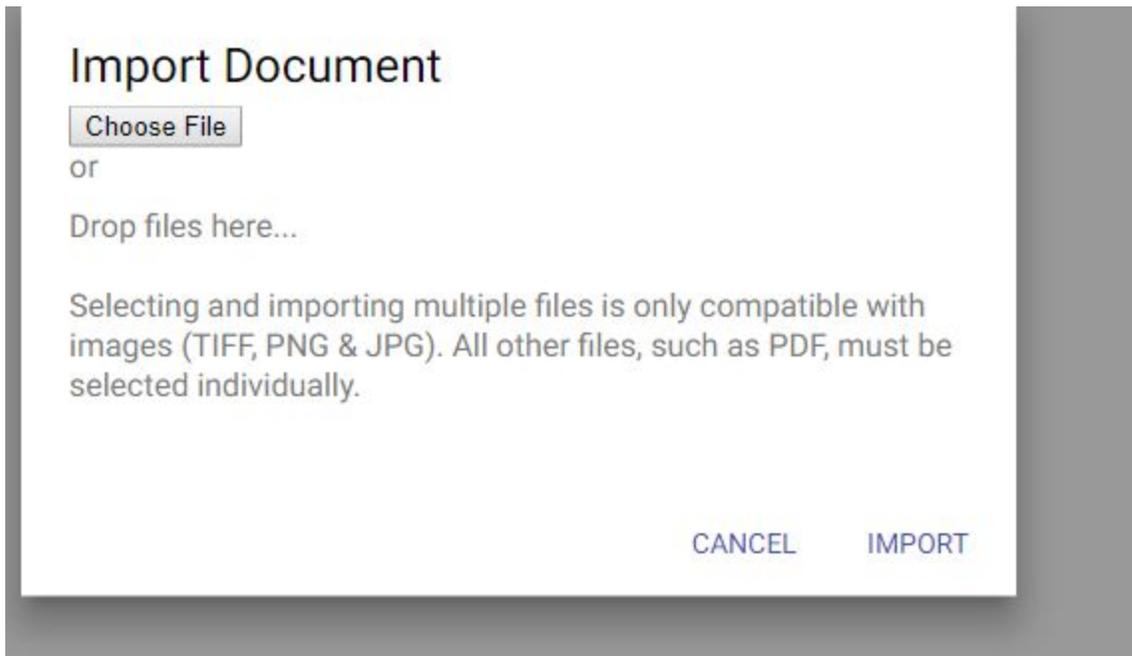
Select **Choose File** to open your Browser to select your file/document.
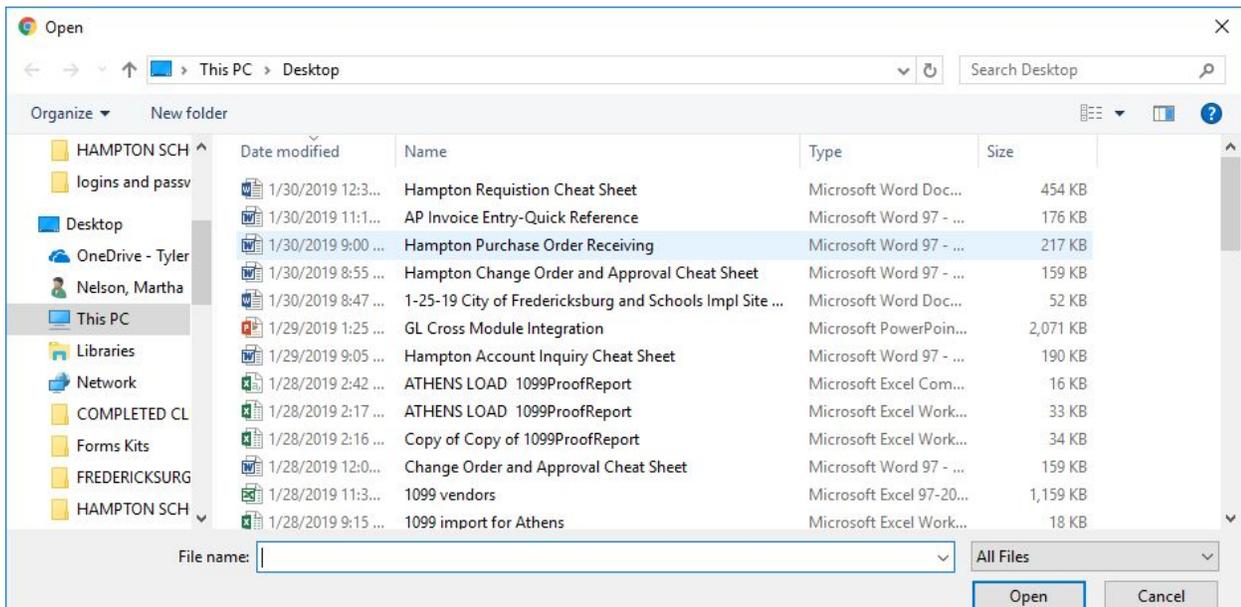
Select the file/document by double clicking or single click and select **OPEN** at lower right hand side.

Select **IMPORT.**

Import Document

Choose File
or

Drop files here...

Creating single document

_____

PA APplied on REQ.docx (58.32 kB) ✕

CANCEL   IMPORT

When loaded, the attachment will appear on the screen. If this is not the correct attachment, you can close the TCM tab at the top of the screen and start over. Please note that once you save the attachment you will not be able to delete it. If you attach and save an incorrect document by mistake, please contact the Accounts Payable office to delete your attachment.
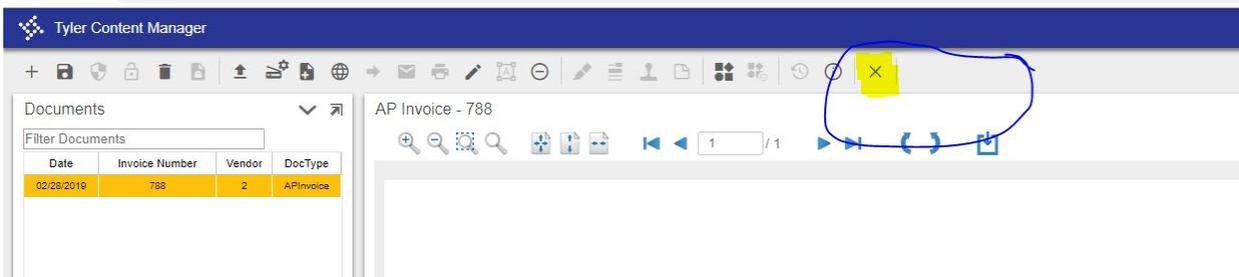
After the document has loaded, enter a description of the attachment in **Attachment Title** to the right of the screen. Please make sure the description matches what is being attached. For example Registration Form, Mileage Form, Hotel Confirmation).
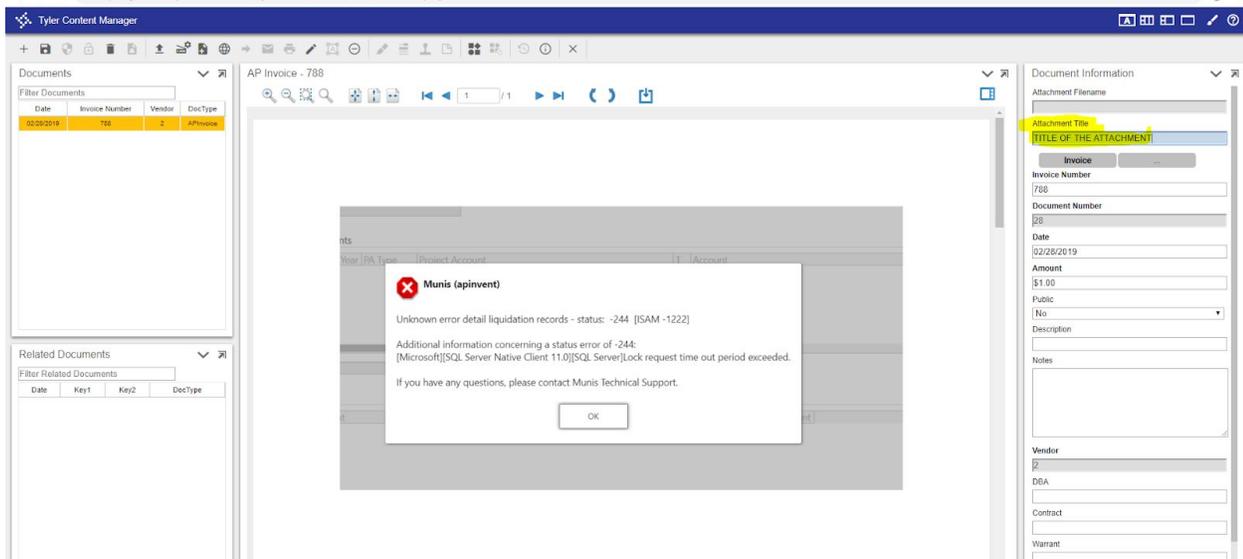
SELECT the **SAVE** button on the left side of the ribbon.
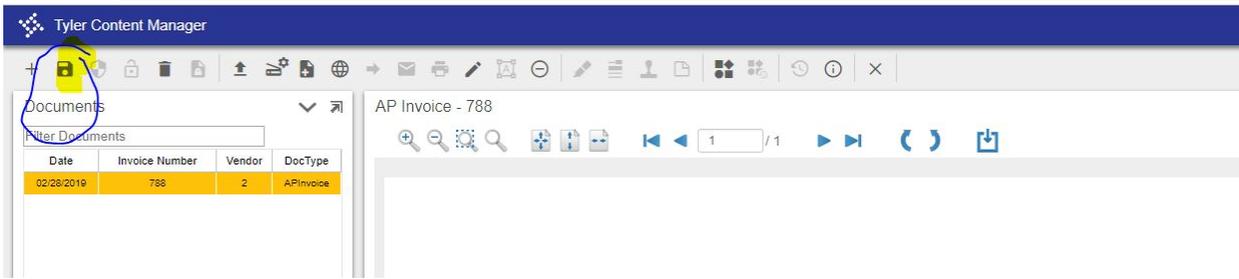
Then close using the "X" on the ride side of the ribbon.

If adding additional invoices to your batch, select the **Add** button in the ribbon to continue entering additional invoices.

9. When you are done entering your invoices, select the **Back** button in the upper left of the ribbon to go back to the batch header screen.

10. Select the **Release** button in the ribbon to release the batch. If you need to make a change to your batch, you can click on Release again to unrelease your batch to make the correction. After making your changes, you will need to select the **Release** button again. You can tell if your batch is in released or unreleased status by looking in the bottom corner of your screen or by the check box at the bottom of the batch header.

11. Select the **Approvals** button in the ribbon to send the invoice into workflow for approval. Select **YES** in the box to continue.

12. Send your original paperwork to Accounts Payable along with a copy of the necessary paperwork that should be included with the check when it is mailed. If your documentation does not already have the GL account number on it, please write the **Fund #** and **Batch #** at the top of your paperwork.

   To check the status of your invoices, go back to **Invoice Entry** on your Tyler Menu.

Select **Browse** on the top ribbon.
Double click on the appropriate batch.
Select **Resume** on the top ribbon.
At the bottom of the screen under **Workflow**, select **Approvers**. This will show the next approver in the workflow. If you have multiple invoices in your batch, you can scroll through them by using the forward arrow at the bottom of the screen.