

HOW TO ENTER AN INVOICE AGAINST A PURCHASE ORDER

tyler works.

Implementation

Tyler Technologies, Inc.

MUNIS® Division

370 U.S. Route One

Falmouth, Maine 04105

Web: www.tyler-munis.com

HOW TO ENTER AN INVOICE AGAINST A PURCHASE ORDER	3
1.0 Invoice Against a Purchase Order - Purpose	3
2.0 Invoice Against a Purchase Order - Prerequisites	3
3.0 Invoice Against a Purchase Order - Data Flow	4
3.1 Overall	4
3.2 Invoice Against a Purchase Order	5
4.0 Invoice Against a Purchase Order - Process	5
4.1 Overview	6
4.2 Adding An Invoice Against a Purchase Order	6
4.3 Fully Liquidate a Purchase Order	8
4.4 Partial Payment Against a Purchase Order	14
4.5 Enter in the Invoice Number	15
4.6 Release/Approve/Post Batch	19
5.0 Invoice Against a Purchase Order - Self-Study Exercises	20

HOW TO ENTER AN INVOICE AGAINST A PURCHASE ORDER

1.0 Invoice Against a Purchase Order - Purpose

The MUNIS Invoice program main objectives:

- To Fully liquidate an open Purchase Order
- To Partially liquidate an open Purchase Order

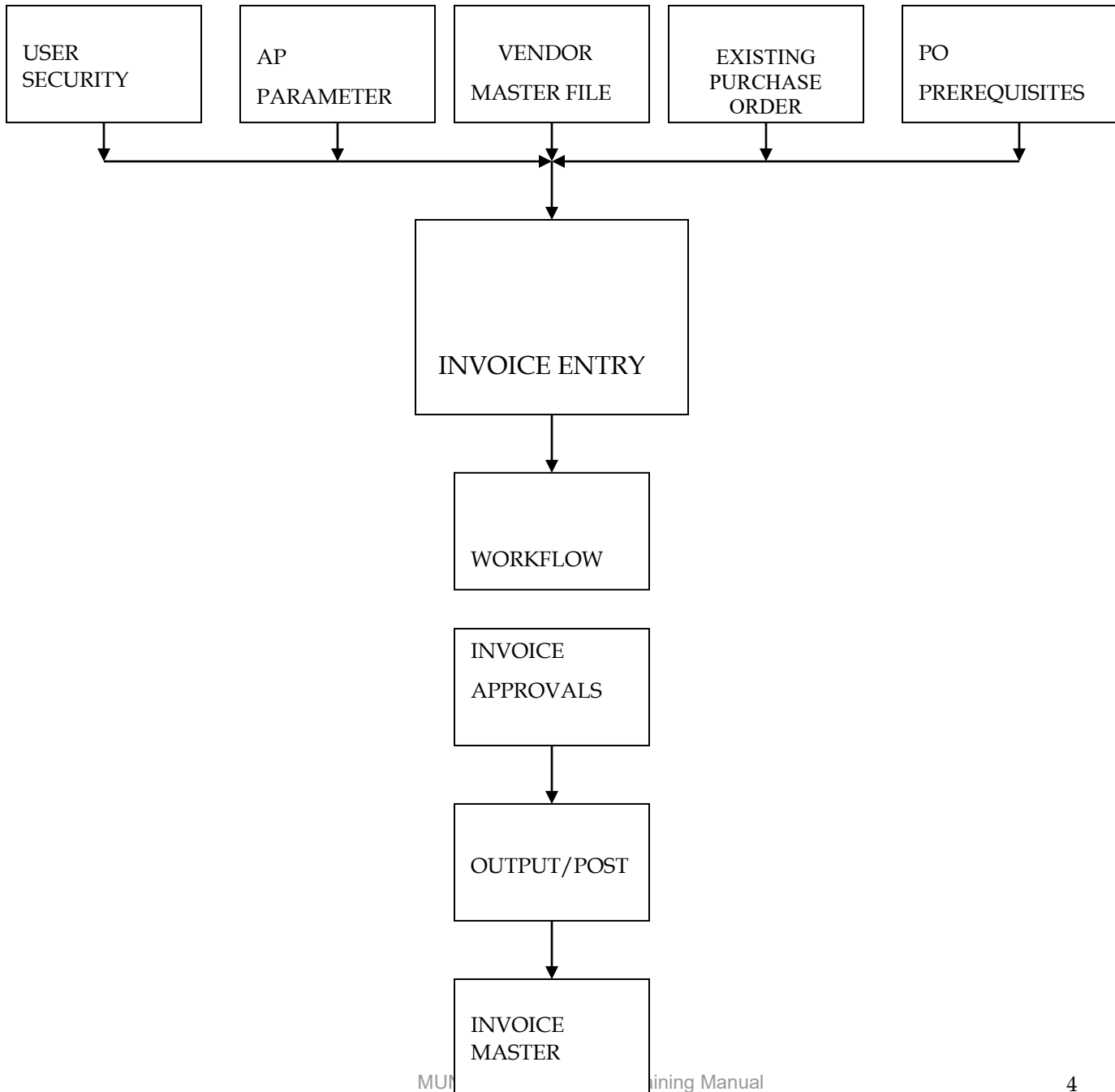
2.0 Invoice Against a Purchase Order - Prerequisites

The following database tables must be populated prior to the entry of an invoice against a PO:

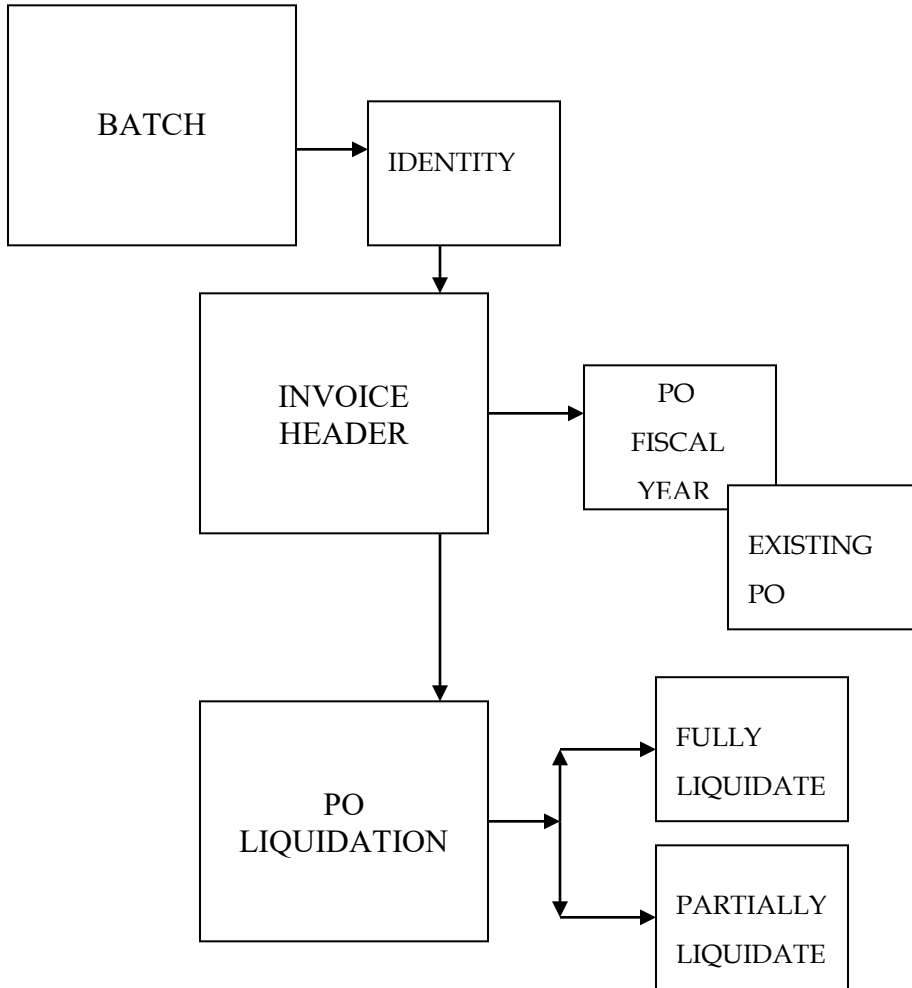
- User Security
- AP Parameter Table
- Vendor Master File
- Existing PO
- PO Prerequisites (NOTE: Please refer to PO processing docs.)

3.0 Invoice Against a Purchase Order - Data Flow

3.1 Overall



3.2 Invoice Against a Purchase Order



4.0 Invoice Against a Purchase Order - Process

IMPORTANT POINT: There are couple options available when processing Invoices against Purchase Orders. For example, we could Fully Liquidate and close an existing Purchase Order or we can make multiple partial payments against purchase Orders.

4.1 Overview


Invoice Entry requires a Batch for all Invoices to reside in. Batches are a way to establish all invoices for a particular check run. Once a Batch is identified, Invoices are created inside of them. There are two options to create Invoices against a Purchase Order: Option 1, to Fully Liquidate and close Purchase Order; Option 2, to make a Partial Payment against a Purchase Order.

4.2 Adding An Invoice Against a Purchase Order

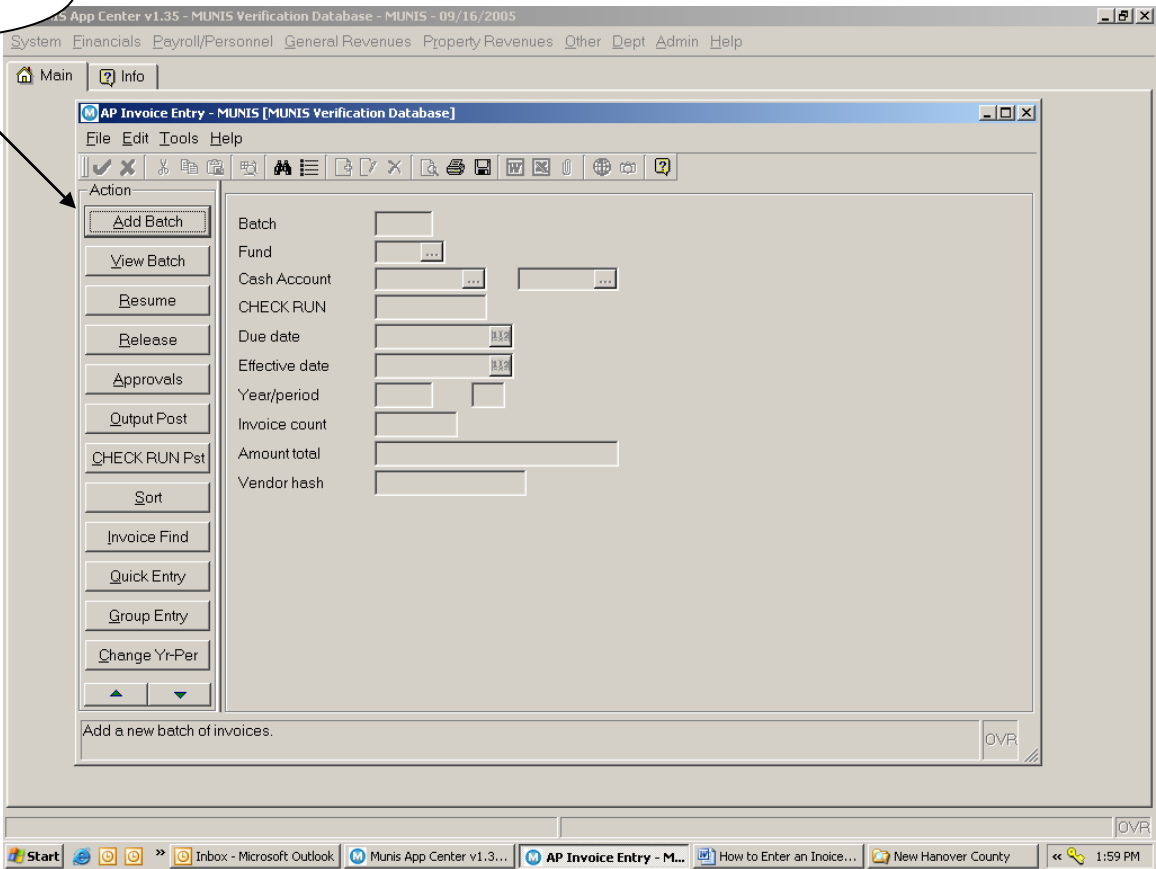
STEPS:

Click on Add Batch button located on the side Bar

Fill Out appropriate Batch info.

When complete, click the accept button, 
The system will roll straight into Invoice Entry mode.

Add Batch



MUNIS App Center v1.35 - MUNIS Verification Database - MUNIS - 09/16/2005

System Financials Payroll/Personnel General Revenues Property Revenues Other Dept Admin Help

Main Info

AP Invoice Entry - MUNIS [MUNIS Verification Database]

File Edit Tools Help

OK (Enter)

Batch 53

Fund 000 Pooled Cash

Cash Account 000 10100 Cash

CHECK RUN 091605

Due date 09/16/2005

Effective date 09/16/2005

Year/period 2006 3

Invoice count 0

Amount total .00

Vendor hash 0

Default warrant/group for invoices in the batch. OVR

Start Inbox - Microsoft Outlook Munis App Center v1.3... AP Invoice Entry - M... How to Enter an Invoice... New Hanover County 2:00 PM

4.3 Fully Liquidate a Purchase Order

When creating an Invoice against a PO, the invoice header must reflect the Fiscal Year of the PO and the PO number. The system populates the Invoice Header with the PO information.

AP Invoice Entry - MUNIS [MUNIS Verification Database]

File Edit Tools Help

View Address
Journal Info
Previous PO

Year / PO: 2006

Contract: [Field help (F9)] Address: []

Vendor: 1 ... Remit: []

Vendor Name: []

Terms: [] C/S/Z: []

Invoice: [+] Desc: []

Gross amt: [] .00

Disc date: []

Disc basis: [] .00

Disc percent: [] .000

Net amount: []

Payment Meth: Normal

Chk/Wire No: []

Chk/Wire Date: []

Status: H Alloc: []

Voucher: [] Req: []

CHECK RUN: 091605 Liq Meth: []

Inv date: 09/16/2005

Due date: 09/16/2005

Work order: []

Dept/Loc: []

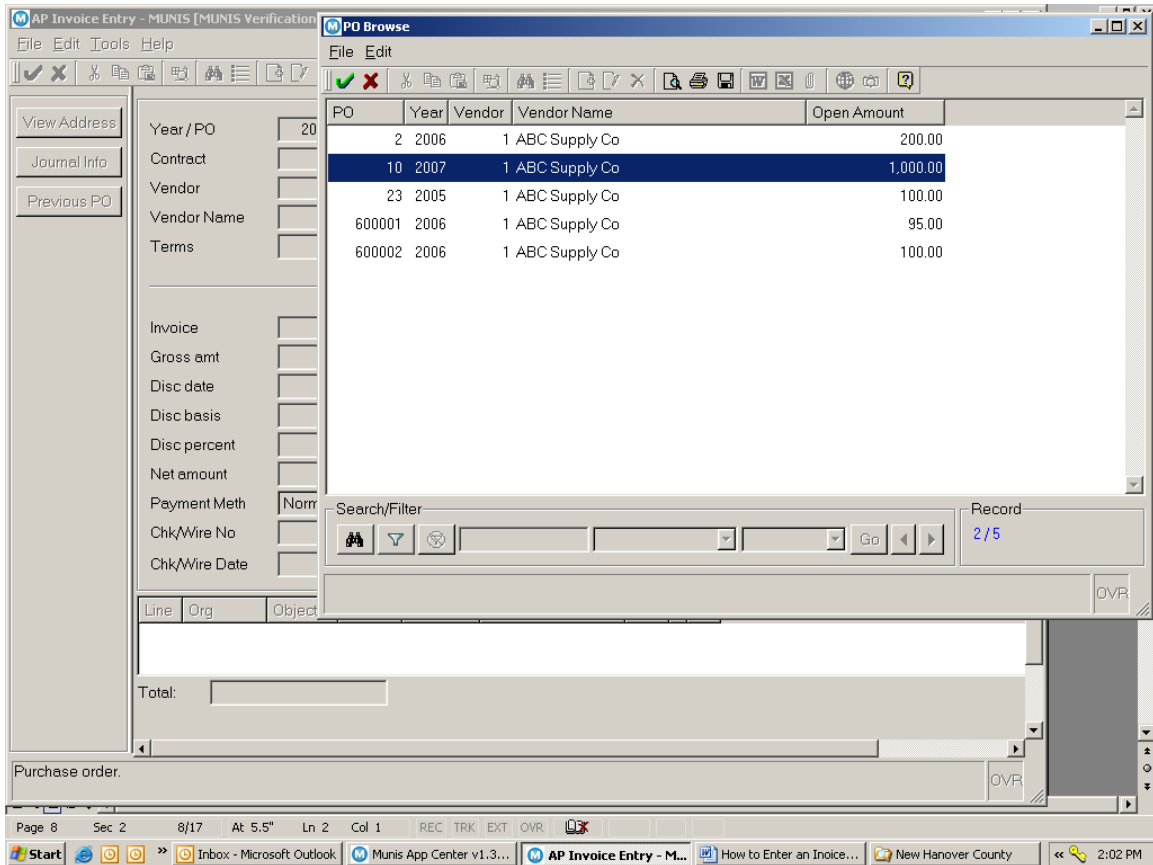
Include docum: []

Line	Org	Object	Proj	PO	Invoice Amount	1099	A	Bud
Total: []								

Purchase order. OVR


Page 7 Sec 2 7/16 At 6.4" Ln 7 Col 57 REC TRK EXT OVR

Start | Inbox - Microsoft Outlook | Munis App Center v1.3... | AP Invoice Entry - M... | How to Enter an Invoice... | New Hanover County | 2:02 PM

**STEPS:**

Click the Add New Record button .

Enter PO Fiscal Year, tab.

Enter PO number, NOTE: Click on the Browse Screen button  to retrieve and select desired PO. Tab, the system will populate the Invoice Header with the existing PO information.

Enter in the Invoice Number

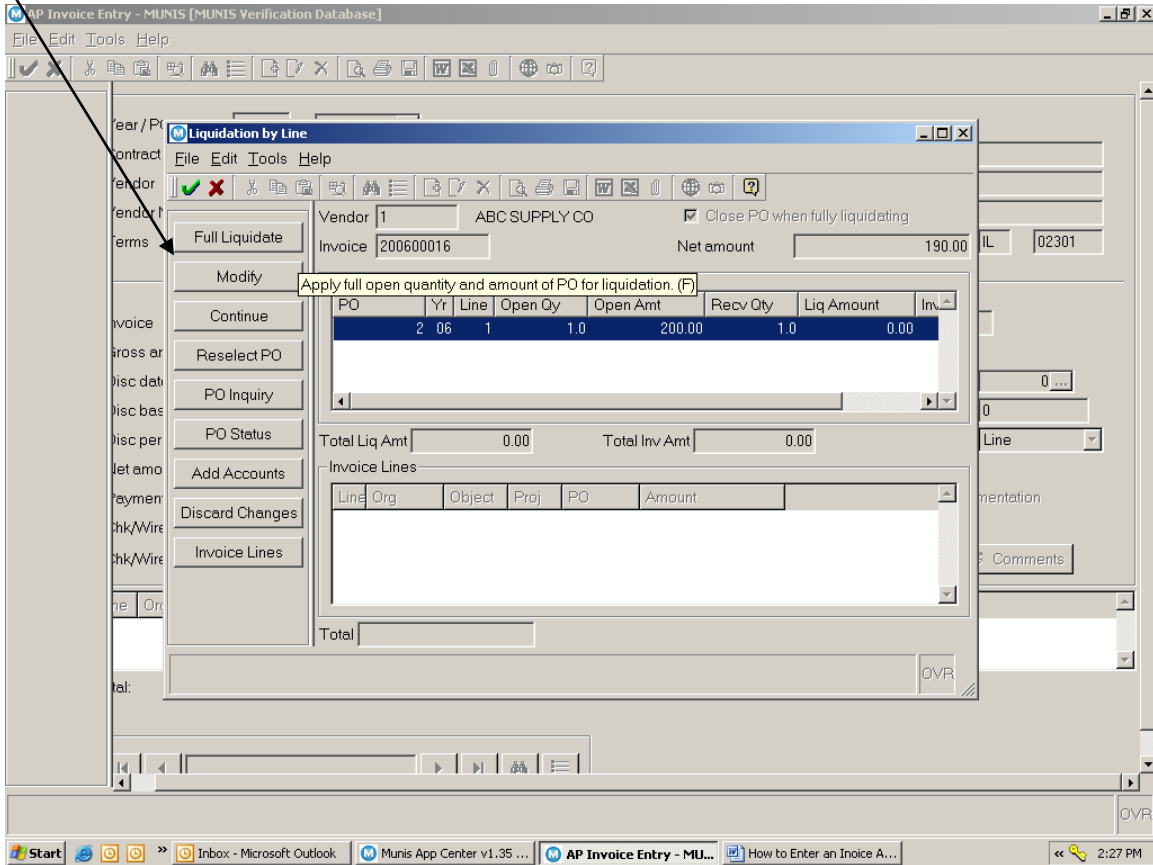
Enter in the Gross Amount (Full PO Amount)

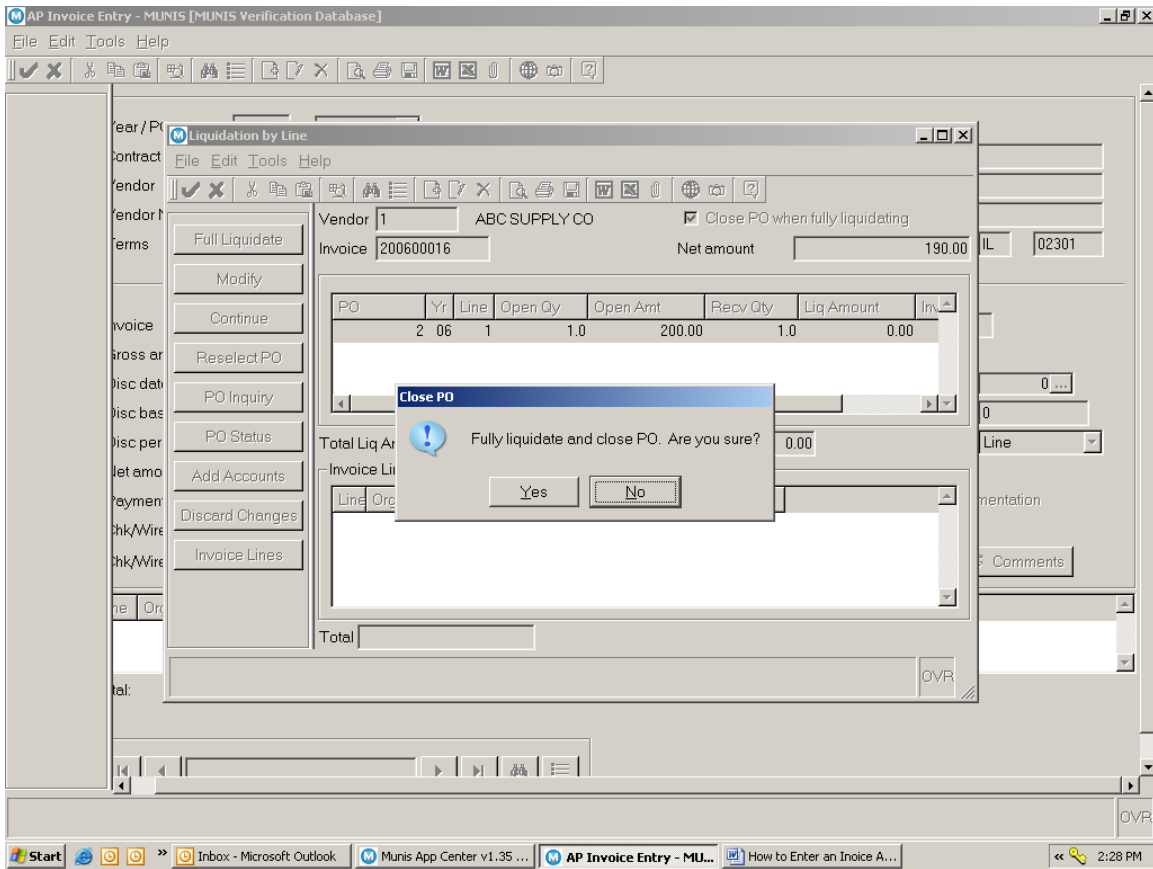
Tab through and verify each populated field.

Tab once past the Sep Check field, the system will prompt a message to verify that all is correct. If No, then the system will return back to the

Invoice Header page. If Yes, then the system will roll into the Liquidation Screen.

Fully Liquidate





AP Invoice Entry - MUNIS [MUNIS Verification Database]

File Edit Tools Help

Access Detail
Org Budget

Year / PO: 2006 2 200.00 Remit Name: ABC Supply Co
 Contract: _____ Address: _____
 Vendor: 1 Remit: 1 34 Elm St
 Vendor Name: ABC Supply Co
 Terms: 5.000% 15 days, net 20 days C/S/Z: Chicago IL 02301

Invoice: 200600016 Desc: OFFICE SUPPLIES
 Gross amt: 200.00
 Disc date: 10/01/2005 Status: H Alloc: 0
 Disc basis: 200.00 Voucher: _____ Req: 0
 Net percent: 5.000 CHECK RUN: 091605 Liq Meth: Line
 Net amount: 190.00 Inv date: 09/16/2005 Sep check
 Payment Meth: EFT Due date: 10/06/2005 Include documentation
 Chk/Wire No: _____ Work order: _____
 Chk/Wire Date: _____ Dept/Loc: 135

Line	Org	Object	Proj	PO	Invoice Amount	1099	A	Bud
1	011353	543210		2	190.00		N	1

Total: 190.00

1 of 1


GL account org code OVR

Start | Inbox - Microsoft Outlook | Munis App Center v1.35 ... | AP Invoice Entry - MU... | How to Enter an Invoice A... | 2:42 PM

Click on Full Liquidate button, located on the side bar.

Depending on parameter settings, the system will prompt a fully liquidate question. If answered NO, the system will return to its original state. If answered YES, the system will liquidate and Close the Purchase Order.

The system will also populate the budgetary expense account previously defined on the PO in the G/L Allocation Section. If permissions permit, then changes can be made to those accounts.

If all looks great and complete, then click the accept button 

4.4 Partial Payment Against a Purchase Order

When creating an Invoice against a PO, the invoice header must reflect the Fiscal Year of the PO and the PO number. The system populates the Invoice Header with the PO information.

AP Invoice Entry - MUNIS [MUNIS Verification Database]

File Edit Tools Help

View Address
Journal Info

Year / PO: 2006 600001 ... 95.00 Remit Name: ABC Supply Co
 Contract: Address:
 Vendor: 1 ... Remit: 1 ... 34 Elm St
 Vendor Name: ABC Supply Co
 Terms: 5.000% 15 days, net 20 days C/S/Z: Chicago IL 02301

Invoice: 200600017 Desc: OFFICE SUPPLIES
 Gross amt: 50.00
 Disc date: 10/01/2005 Status: H Alloc: 0 ...
 Disc basis: 50.00 Voucher: Req: 0
 Disc percent: 5.000 CHECK RUN: 091605 Liq Meth: Line
 Net amount: 47.50 Inv date: 09/16/2005 Sep check
 Payment Meth: Normal Due date: 10/06/2005 Include documentation
 Chk/Wire No: Work order: ...
 Chk/Wire Date: Dept/Loc: 135 ... Comments

Line	Org	Object	Proj	PO	Invoice Amount	1099	A	Bud
Total:								


Invoice description

Start | Inbox - Microsoft Outlook | Munis App Center v1.35 ... | AP Invoice Entry - MU... | How to Enter an Invoice A... | 3:20 PM

STEPS:

Click the Add New Record button .

Enter PO Fiscal Year, tab.

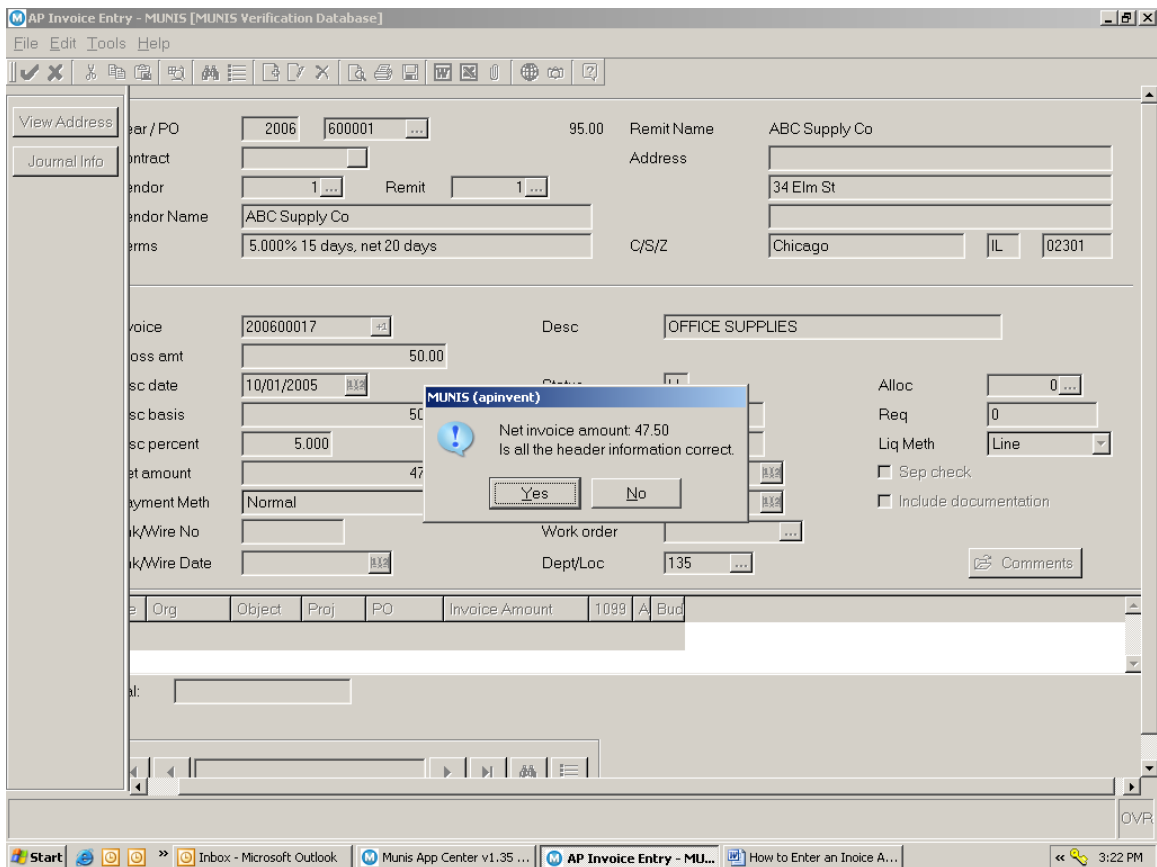
Enter PO number, NOTE: Click on the Browse Screen button  to retrieve and select desired PO. Tab, the system will populate the Invoice Header with the existing PO information.

4.5 Enter in the Invoice Number

Enter in the Gross Amount (Partial PO Amount)

Tab through and verify each populated field.

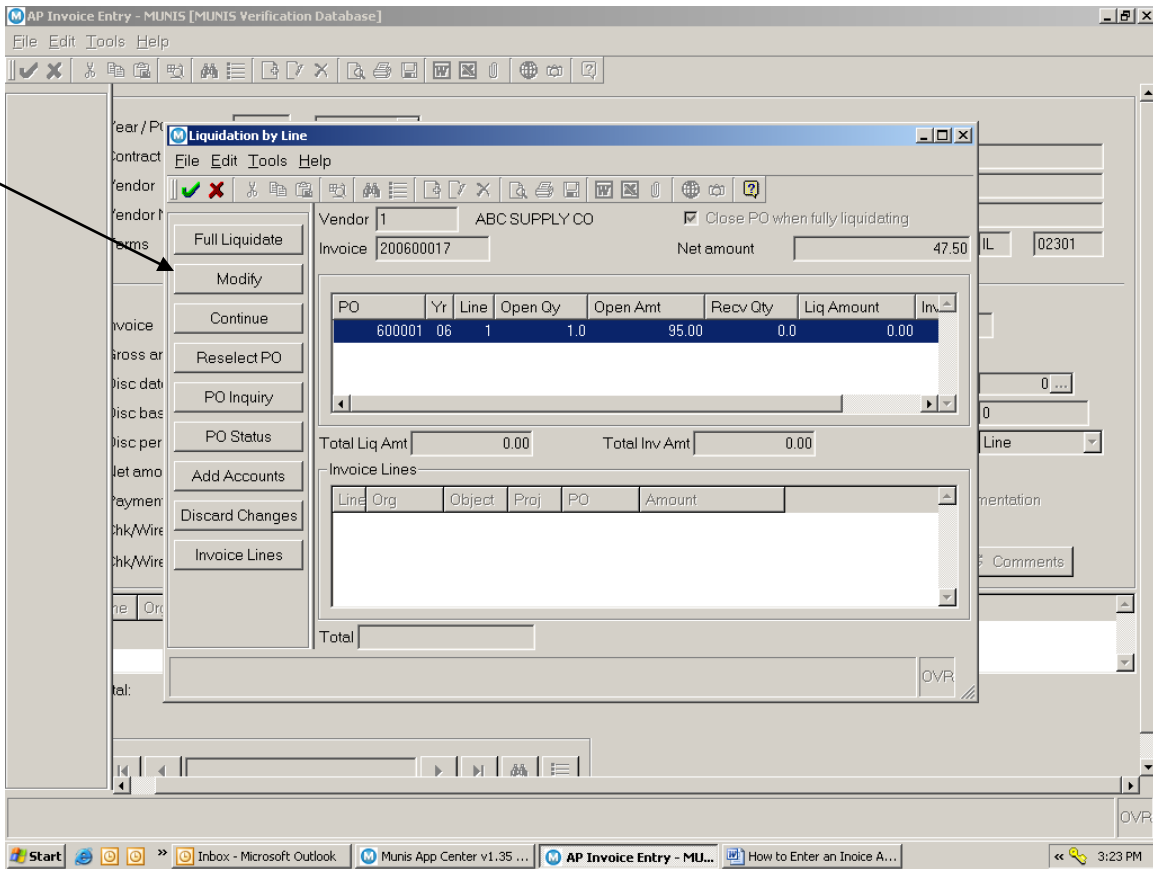
Tab once past the Sep Check field, the system will prompt a message to verify that all is correct. If No, then the system will return back to the Invoice Header page. If Yes, then the system will roll into the Liquidation Screen.

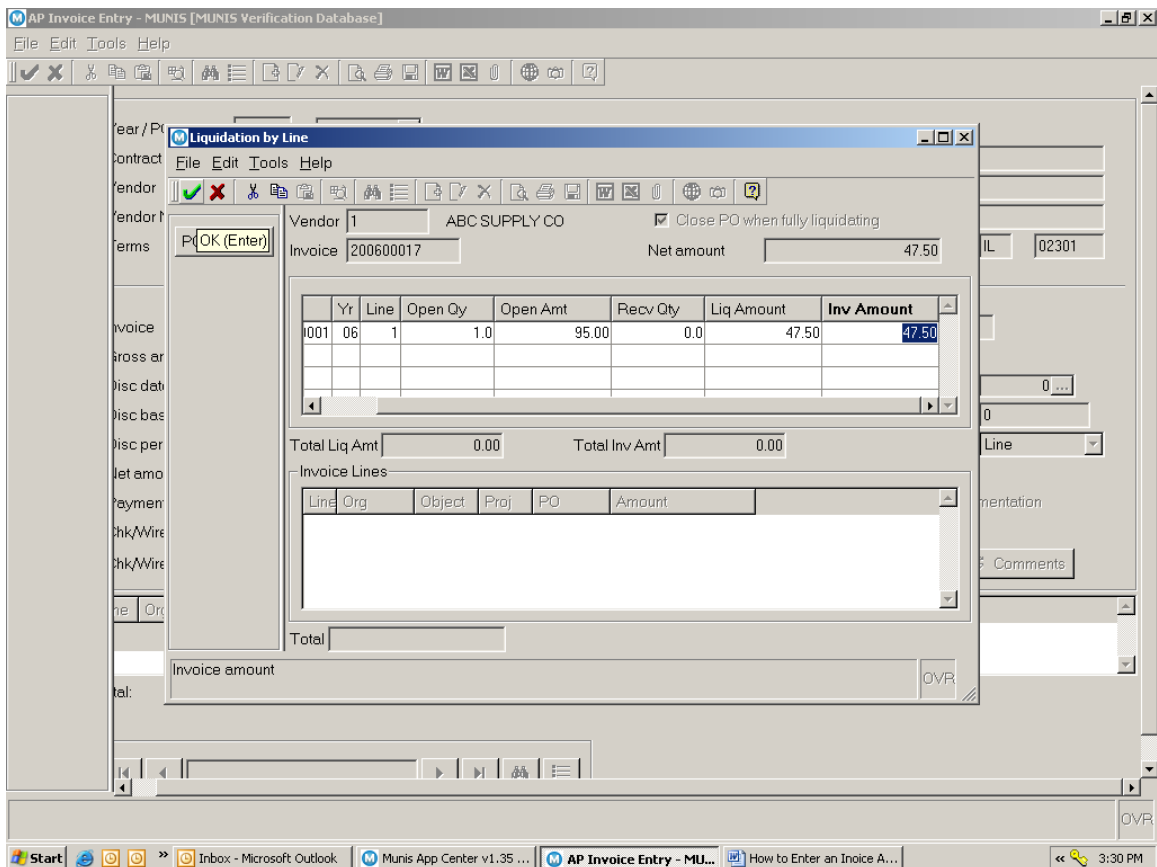


The screenshot displays the 'AP Invoice Entry' application window. The main form contains the following fields and values:

- Year/PO:** 2006, 600001
- Gross Amount:** 50.00
- Invoice Number:** 200600017
- Description:** OFFICE SUPPLIES
- Remit Name:** ABC Supply Co
- Address:** 34 Elm St
- Remit:** 1
- Supplier Name:** ABC Supply Co
- Terms:** 5.000% 15 days, net 20 days
- City/State/Zip:** Chicago, IL, 02301
- Invoice Date:** 10/01/2005
- Net Invoice Amount:** 47.50
- Payment Method:** Normal
- Work Order:** (empty)
- Dept/Loc:** 135


A dialog box titled 'MUNIS (apinvent)' is overlaid on the form, displaying the message: 'Net invoice amount: 47.50 Is all the header information correct?' with 'Yes' and 'No' buttons.

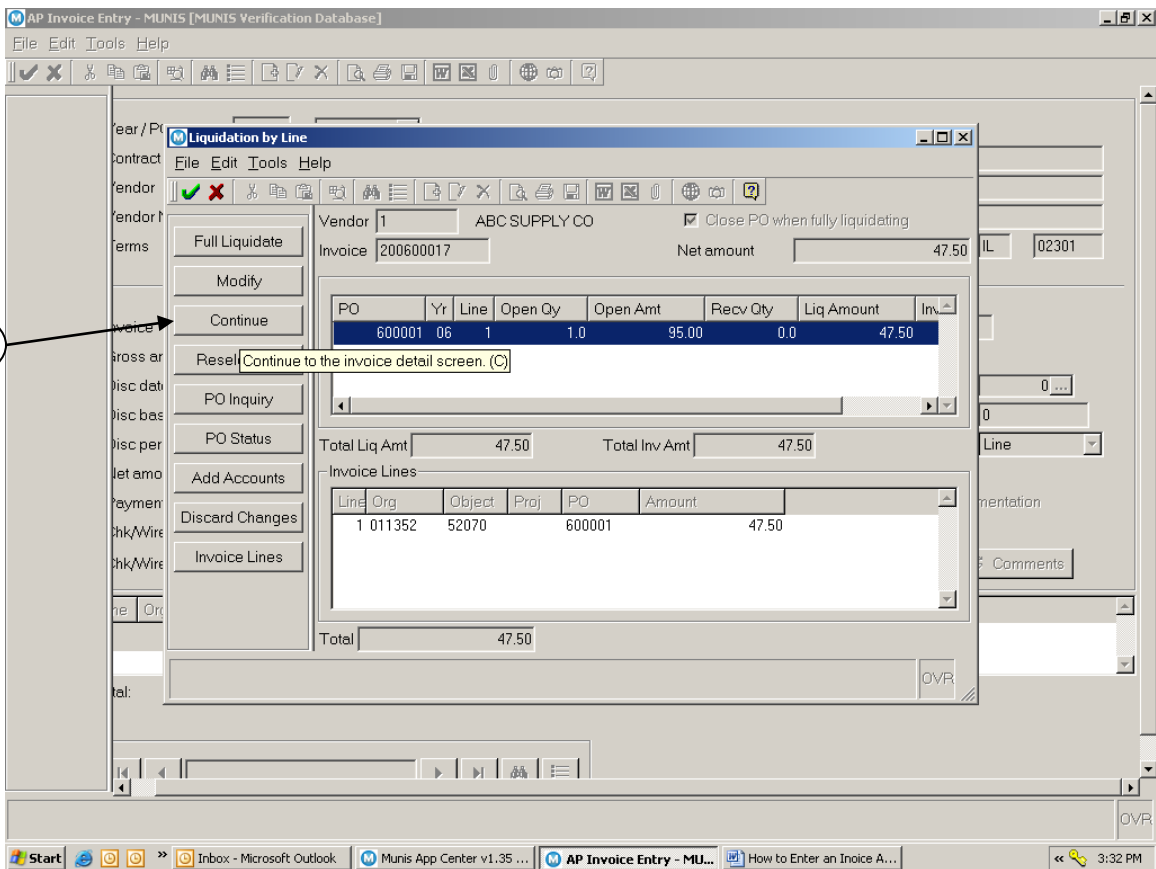




Click on the Modify button, located on the side bar

Enter the amount to be liquidated and the invoice amount.

When complete, then click the accept button 



Click on the Continue button, located on the side bar, the system will return to the Invoice screen and populate the budgetary expense account previously defined on the PO in the G/L Allocation Section. If permissions permit, then changes can be made to those accounts.

AP Invoice Entry - MUNIS [MUNIS Verification Database]

File Edit Tools Help

Year / PO 2006 600001 95.00 Remit Name ABC Supply Co

Contract

Vendor 1 Remit 1 Address 34 Elm St

Vendor Name ABC Supply Co

Terms 5.000% 15 days, net 20 days C/S/Z Chicago IL 02301

Invoice 200600017 Desc PO APPROVAL TST

Gross amt 50.00

Disc date 10/01/2005 Status H Alloc 0

Disc basis 50.00 Voucher

Disc percent 5.000 CHECK RUN 091605 Req 0

Net amount 47.50 Inv date 09/16/2005 Sep check

Payment Meth EFT Due date 10/06/2005 Include documentation

Chk/Wire No Work order

Chk/Wire Date Dept/Loc 135 Comments


Line	Org	Object	Proj	PO	Invoice Amount	1099	A	Bud
1	011352	52070		600001	47.50	A	N	1

Total: 47.50

2 of 2

GL account org code OVR

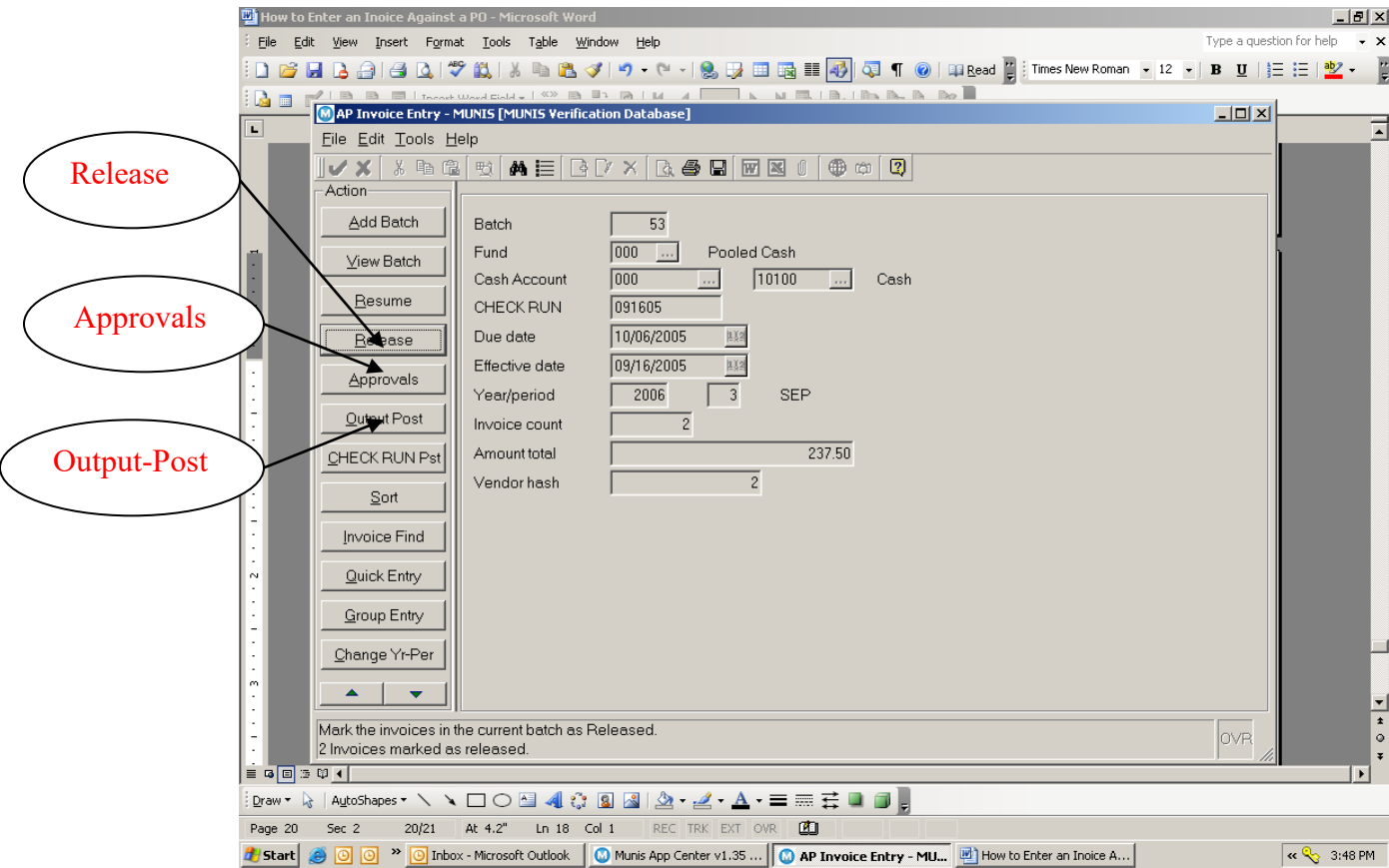
Start Inbox - Microsoft Outlook Munis App Center v1.35... AP Invoice Entry - MU... How to Enter an Invoice A... 3:41 PM

If the invoice is complete, then click the accept button 

4.6 Release/Approve/Post Batch

When batches are ready for approval, the system will require the following process to occur: Release, Approve, Output-Post. This will also depend on permission and workflow business rules settings.

From inside of the batch, click on File Exit, the system will return to the batch header. From the Batch Header, in the following order click on Release, this will mark invoices as released and ready to be submitted through the approval process. Then click on Approvals, this will send those invoices to the Invoice Approval program (if workflow business rules are set up). Finally, once approved, Click on Output-Post. Output Post is two functions built into one button. Output is the audit trail (proof list) of all invoices in a current batch and Post will create the journal entries. Note: Posting rights are contingent on user permissions.



5.0 Invoice Against a Purchase Order - Self-Study Exercises

1. Create a Batch.
2. Add an invoice to the batch and fully liquidated a purchase order.
3. Add another invoice to the existing batch and make a partial payment against a purchase order.
4. Post the Batch