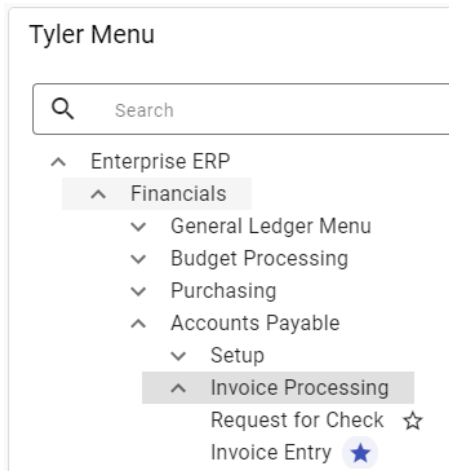


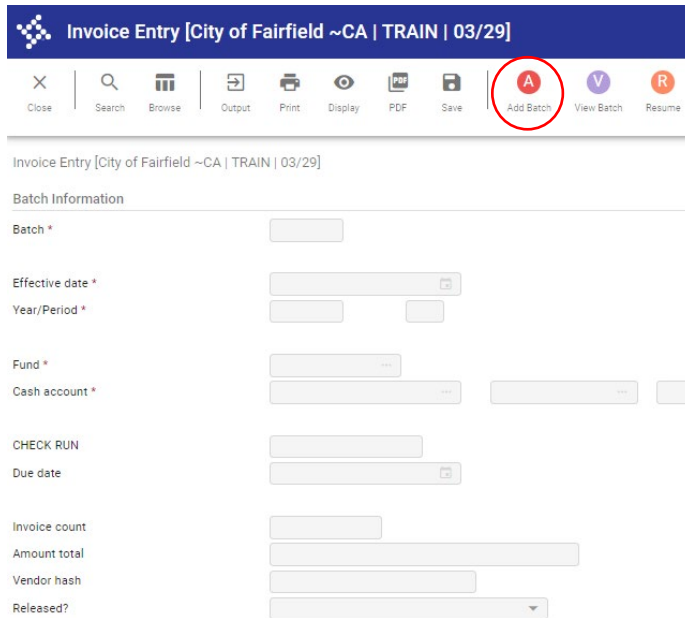
# Tyler Topic: Credit Memo/Invoice with a PO

If entering a credit memo/invoice that has a PO, follow the below steps so that the amount is re-encumbered to the open amount on the PO:

1.) From the Tyler Menu, go to Financials>Accounts Payable>Invoice Processing>Invoice Entry



2.) In the toolbar, click the “A” Add Batch skittle.



3.) The system will automatically generate a Batch number, as well as the Fund and Cash Account. DO NOT CHANGE THESE! For the effective date, use the current date. The Year/Period will default to match the current date. For the due date, use the date the checks should be issued (based on the Accounts Payable processing schedule). All other fields can remain blank. Click Accept.

**Invoice Entry [City of Fairfield ~CA | TRAIN | 03/29]**

Close | Accept | Cancel

Invoice Entry [City of Fairfield ~CA | TRAIN | 03/29] >

**Batch Information**

Batch \*

Effective date \*

Year/Period \*

Fund \*

Cash account \*

CHECK RUN

Due date

Invoice count

Amount total

Vendor hash

Released?

4.) The below screen will appear, and before entering any information in the Invoice Entry screen, click the "C" Credit PO skittle in the Toolbar.

**Invoice Entry [City of Fairfield ~CA | TRAIN | 03/29]**

Back | Accept | Cancel | View Address | Journal Info | Previous PO | **C** Credit PO | Credit Contract

Invoice Entry [City of Fairfield ~CA | TRAIN | 03/29] > Invoice Entry [City of Fairfield ~CA | TRAIN | 03/29] >

Invoice

Year

PO

Contract

Vendor \*

Address

Terms

DBA

Document \*

Invoice \*

Gross \*

Description

Status

Department

Work order

Work order task

Allocation

Requisition

Liq method

Special handling

Discount date  Disc basis

Discount %  Disc amt

CHECK RUN

Invoice date \*

Received date \*

Due date \*

Payment method

Check/Wire

Separate check

Include documentation

PA applied

Released

RFC (0)

Withholding (.00)

Accounts | Line Items

Line	PA Type	Project Account	Org	Object	Proj	PO	Inv amount	Discount amount	Sales Tax
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5) The below message in red should appear: "Credit Memo to Re-Encumber PO." After this, you would continue to enter the invoice as usual (see Invoice Entry if you need further instructions), using negatives for the gross amount and in the PO Liquidation screen so that the funds get put back on the open amount of the PO.



# Invoice Entry [City of Fairfield ~CA | TRAIN | 03/29]

← Back

✓ Accept

✗ Cancel

V Vendors

A Add Vendor

V View Address

J Journal Info

P Previous PO

C Credit PO

C Credit Contract

Invoice Entry [City of Fairfield ~CA | TRAIN | 03/29] > Invoice Entry [City of Fairfield ~CA | TRAIN | 03/29] >

## Invoice

Year

2023

PO

Receiving

CREDIT MEMO TO RE-ENCUMBER PO

Contract

Vendor \*

0

Address

Terms