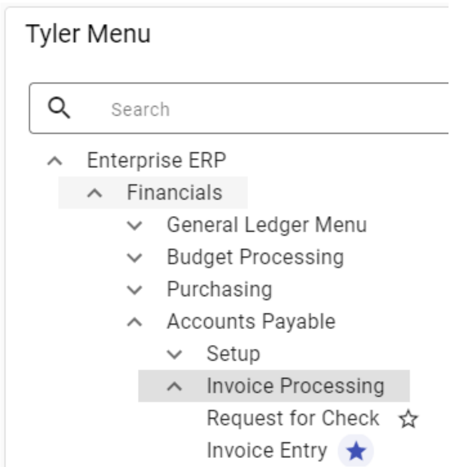
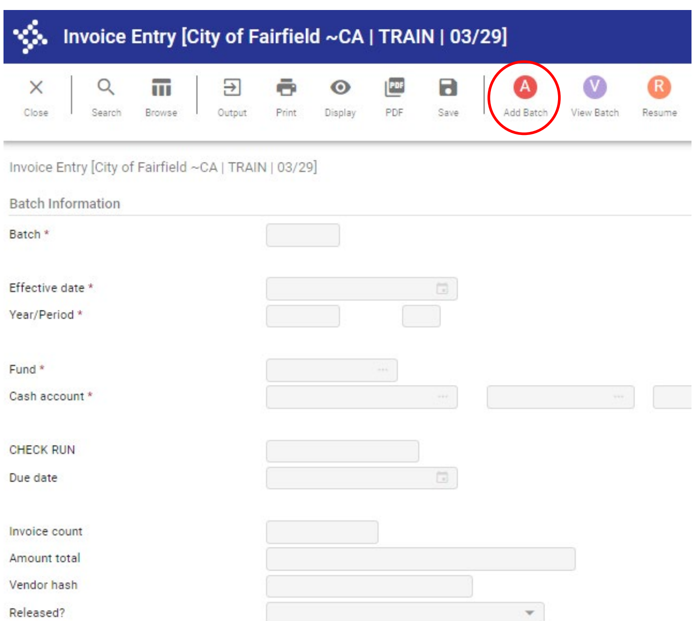
Tyler Topic: Invoice Entry

How to enter create a batch and enter invoices in Tyler Munis:

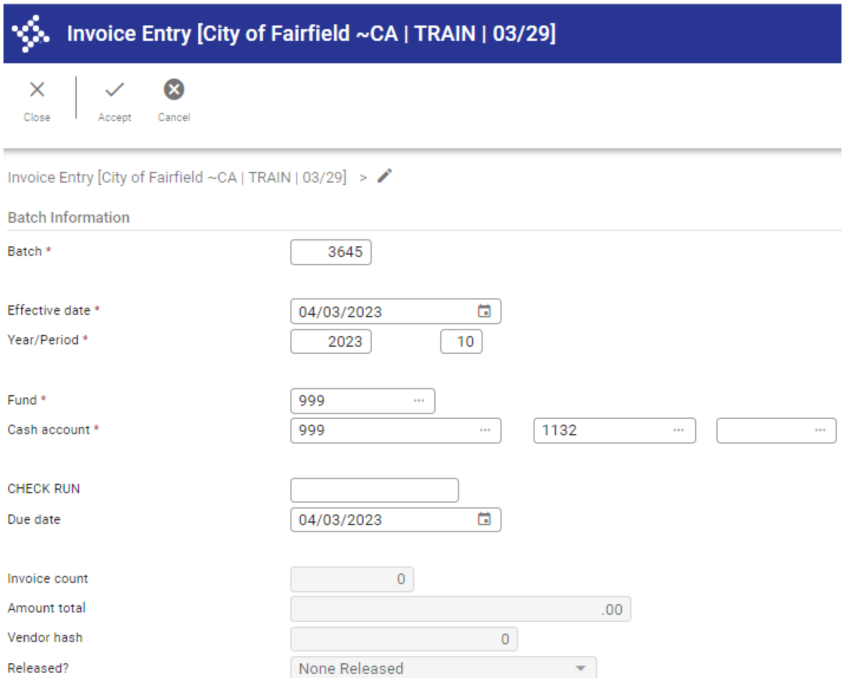
1.) From the Tyler Menu, go to Financials>Accounts Payable>Invoice Processing>Invoice Entry



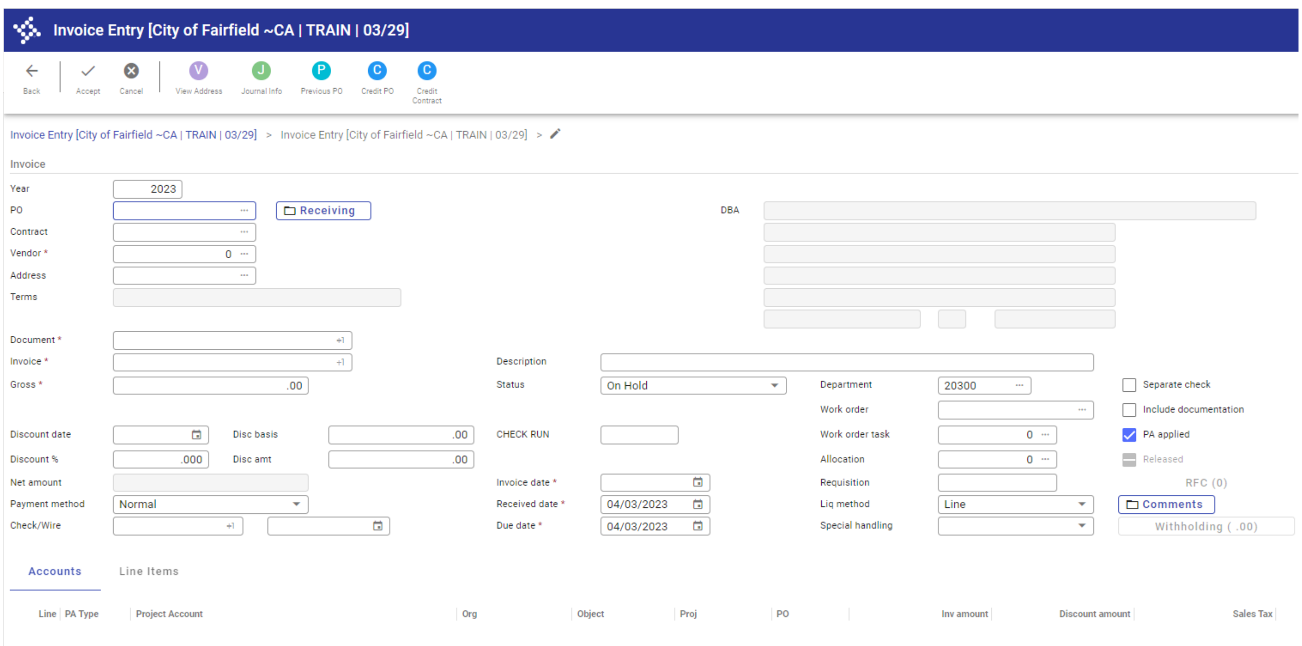
2.) In the toolbar, click the “A” Add Batch skittle.



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.



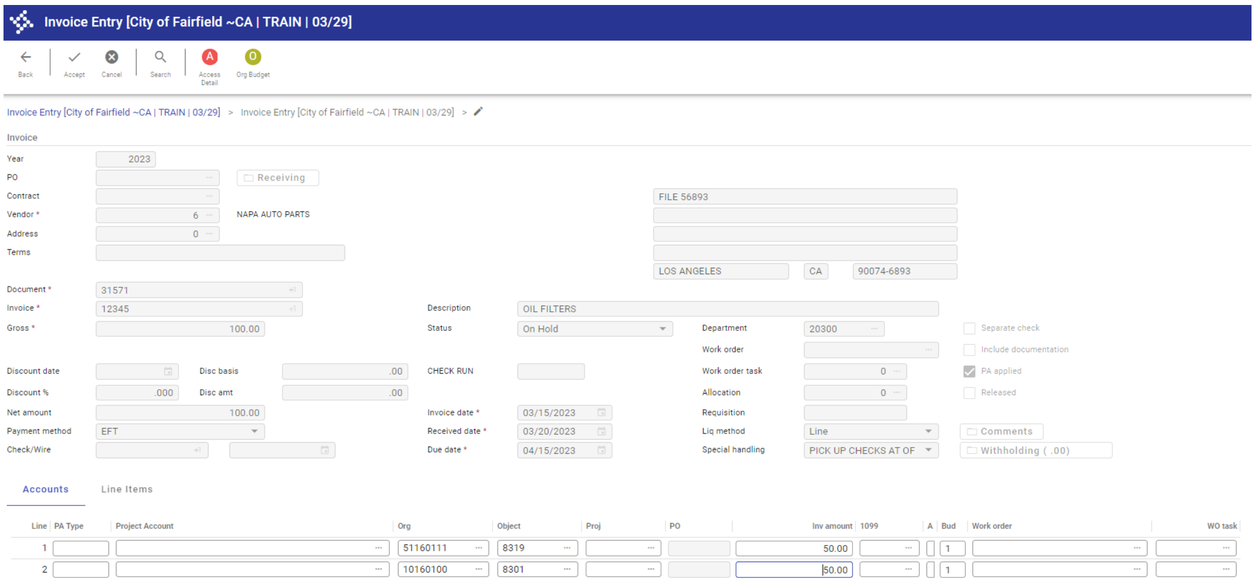
4.) The below screen will appear, complete the fields according to the below.



<u>Year</u>: this will default to the current fiscal year.
<u>PO</u>: If an invoice is associated with a PO, enter the PO number here. The 3 dots in this field can be used to Search for the correct PO by Vendor. When selecting a PO, other fields in Invoice Entry (such as Vendor, Description and Department) will auto populate. See below for more information on entering an invoice with a PO.

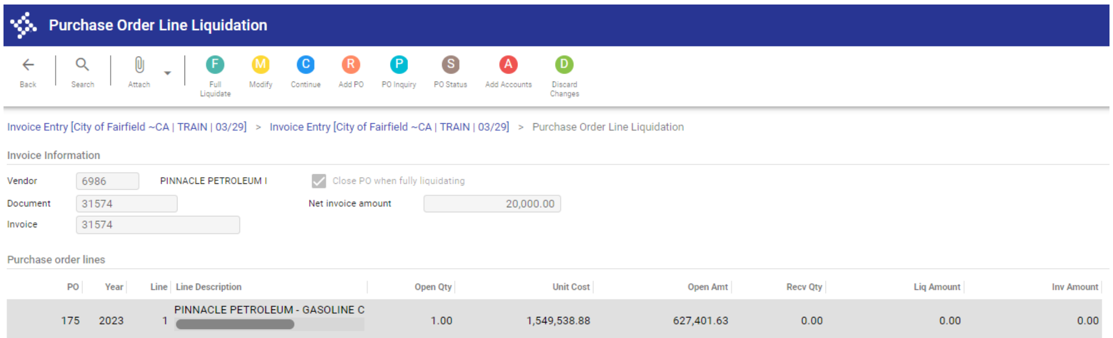
Contract: If an invoice is associated with a Contract, enter the Contract number here. The 3 dots in this field can be used to Search for the Contract number. When selecting a Contract, other fields in Invoice Entry (such as Vendor, Description and Department) will auto populate.
Vendor: If the invoice is not associated with a PO or Contract, enter the Vendor number here. The 3 dots can be used to Search for the vendor.
Address: Will auto-populate to a vendor's default address based on the vendor number entered. Verify the address matches the remit to address on the invoice. Note: some vendors can have multiple addresses and this field can be changed by click on the 3 dots and selecting the correct remit address.
Document: The system will automatically generate this, do not change.
Invoice: Enter the invoice number exactly as it appears on the vendor invoice. If no invoice number exists (like for an employee reimbursement), the document number can be used by clicking the +1 in the right of the field.
Gross: Enter the total amount of the invoice, including all shipping and sales tax.
Discount date, Disc basis, Discount %, Disc amt, and Payment method: Do not change - tab through these fields. Payment method is determined by the vendor's settings. If this needs to be changed, contact accountspayable@fairfield.ca.gov.
Net amount, Check/Wire: These will be greyed out.
Description: Describe what is being purchased or the service being provided. Please be as specific as possible as this does print on the check stub and show in the financial reports. PLEASE TYPE IN ALL CAPS! If a PO or Contract number was entered, this field will auto populate, but can be overridden and changed to a different description.
Status: This will be greyed out and show as "On Hold" when entering an invoice.
Check run: Tab through, AP staff fills out this field.
Invoice date: Enter the invoice date from the vendor invoice. If it for an employee reimbursement, today's date can be used.
Received date: Enter the date the invoice was received by your department.
Due date: Enter the due date from the vendor invoice.
Department: This field will auto populate based on the user's default department code set in the system. If a PO or Contract was entered, it will override this field to the department code listed on that PO or Contract. This field can be overridden based on where the invoice needs to be routed in Workflow. The 3 dots can be used to find the correct department code.
Work order, Work order task, Allocation, Requisition (will populate if a PO was selected), Liq method: Tab through.
Special handling: If a check needs to be held for pick-up, Select the Pick Up Checks at OF option in the drop down. Otherwise, leave blank if the check is to be issued as normal.
Separate check: Check this box if you want this invoice printed on it's own separate check (for example, there are multiple invoice for the same vendor and separate checks are to be printed for every invoice rather than paying all the invoice on the same check).
Include documentation: Check this box if a document needs to be mailed with the check (such as a voucher or remittance stub).
PA applied: Leave this box checked.
Released: Will be greyed out.
Comments: Clicking on the Comments box and hitting the Update button will allow the user to add any notes for the AP staff. If the check is to be held for pick-up, please enter the staff contact and extension number in the Comments section. Notes can be added here as well if there are documents that need to be mailed with the check.

5.) Invoice with No PO or Invoice with a Contract: Hit Accept when finished. This will open up the Accounts fields to enter the GL account codes. Enter the Org, Object, and Project for the invoice (the 3 dots can be used in the right of these fields to lookup the correct account code). Multiple account codes can be used by changing the Inv Amount field and tabbing to create another line. Hit Accept when finished.

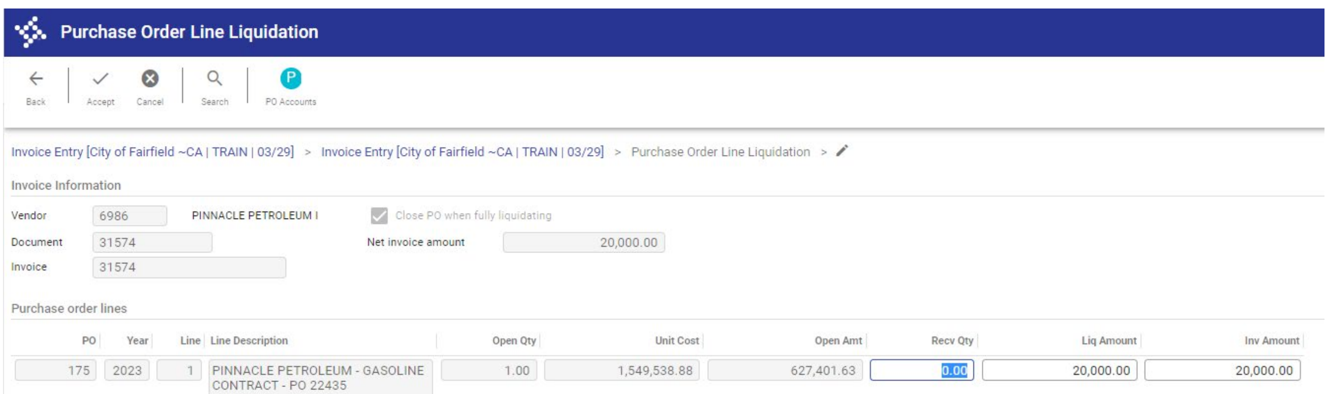


For example purposes, the above invoice was entered without a PO and two account codes were charged on this invoice, each for half of the invoice amount. The same steps can be followed if the invoice was entered with a Contract number.

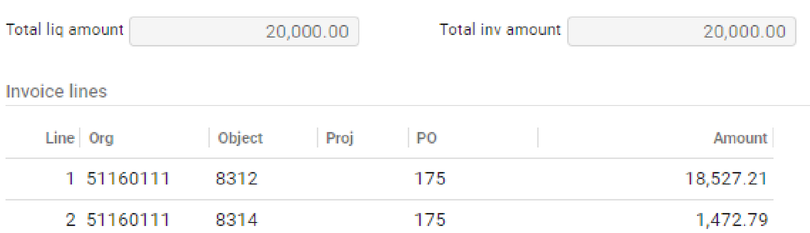
Invoice with a PO:
If a PO was entered, the system will take you to a Purchase Order Line Liquidation screen after completing all the fields in Step 4 and hitting Accept.



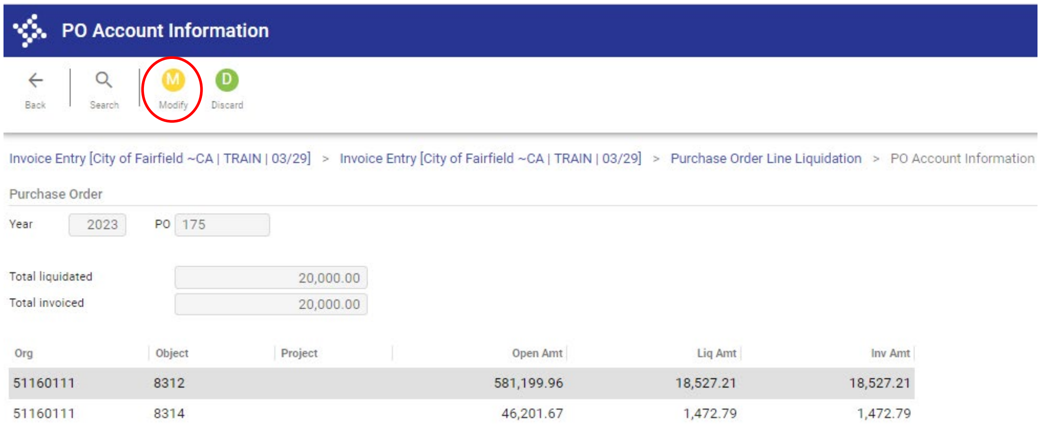
6) To **Partially Liquidate** an Invoice with a PO, follow the below steps:
A) Click the "M" Modify skittle on the Toolbar. This will open up the lines on the Purchase Order.
B) Enter the dollar amount to liquidate from each line in the Liq Amount and Inv Amount fields. In this example, there is only one line.



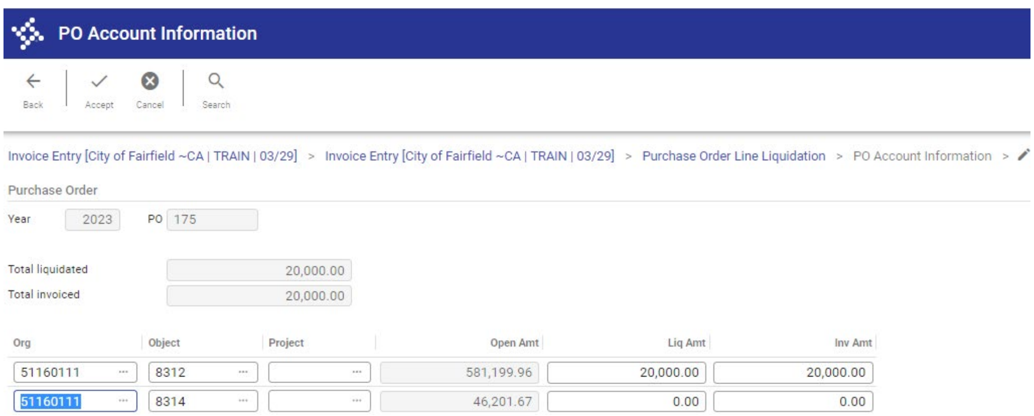
C) The PO will automatically allocate the invoice amount to the account codes listed on the PO (see bottom of screen). If these allocations need to be changed, hit the "P" PO Accounts skittle on the Toolbar. For example, this PO has two account codes associated with the one PO line. Let's say that we only want to use the first account code for this invoice so click the PO Accounts skittle.



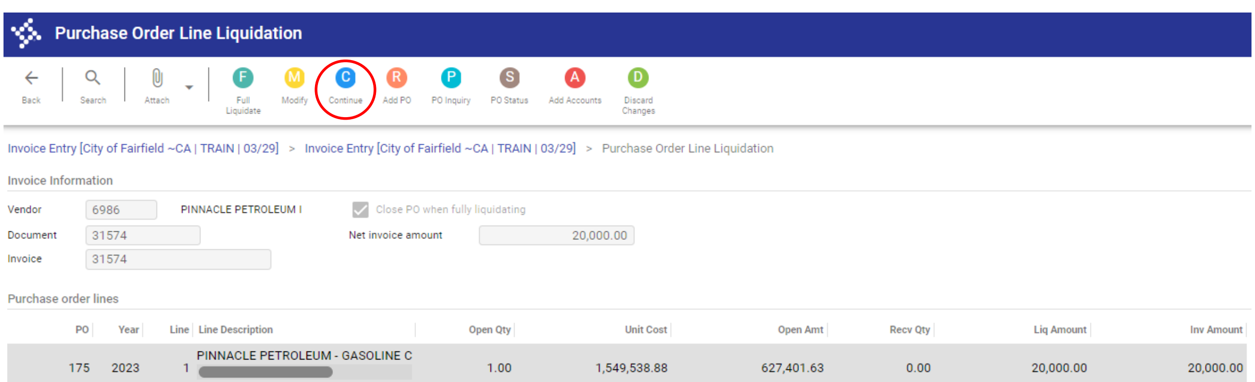
D) The PO Account Information screen with appear. Click the “M” Modify skittle.



E) Update the Liq Amount & Inv Amount for each account code. In this example, the entire invoice is being liquidated from the first account code. Click Accept, then the Back arrow.



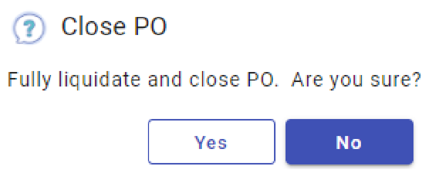
F) Back at the Purchase Order Line Liquidation screen, click Accept to keep the changes.
G) Click the “C” Continue skittle.



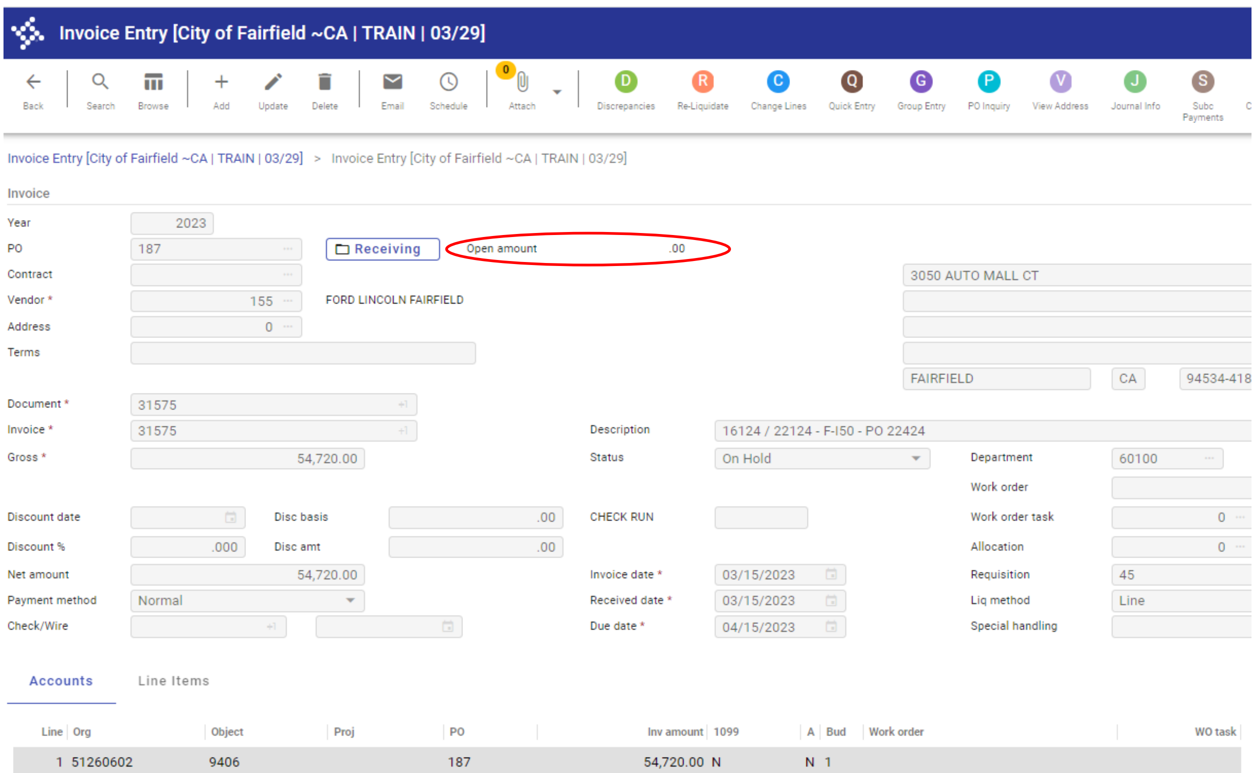
H) This will take the user back to the Invoice Entry screen, and the account codes and amounts will be auto populated in the Accounts fields. Click Accept.

7) To **Fully Liquidate** an Invoice, follow the below steps (this is usually done when there is a single invoice for a large purchase or for the final payment on a project):

A) Click the “F” Full Liquidate skittle on the toolbar. The below message will appear, click Yes as the system will then automatically close the PO if this is the last invoice to be paid with it.



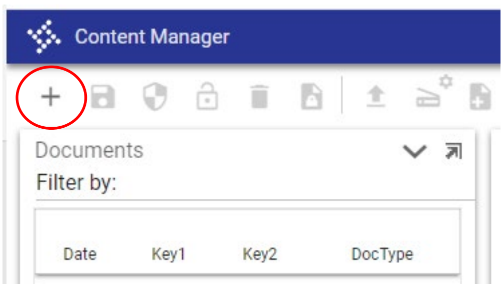
B) The system will take you back to the Invoice Entry screen, with the account codes and amounts already populated. The account codes can be changed, if needed. Note that the Gross amount of the invoice does not necessarily need to match the Open amount of the PO. The PO will still be closed and any unused money will be re-encumbered to the budget for the account codes on the PO. Click Accept when finished. The Open amount on the PO will now show as “0” since it was fully liquidated.



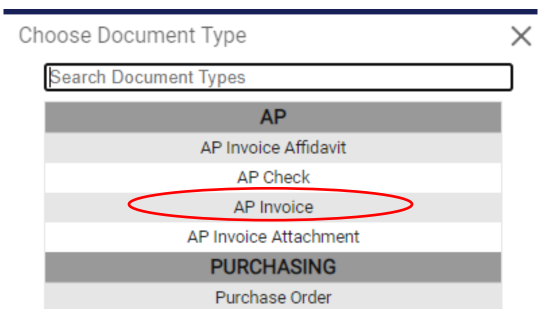
Attachments in TCM:

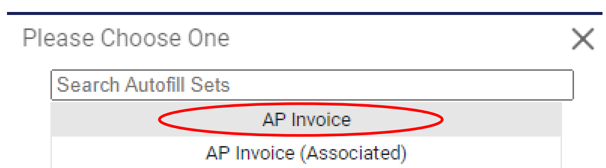
1) After an invoice has been entered, the attachment needs to be added in TCM. Click the Attach paperclip icon on the Toolbar.

2) Click the Plus sign button in the top left corner.

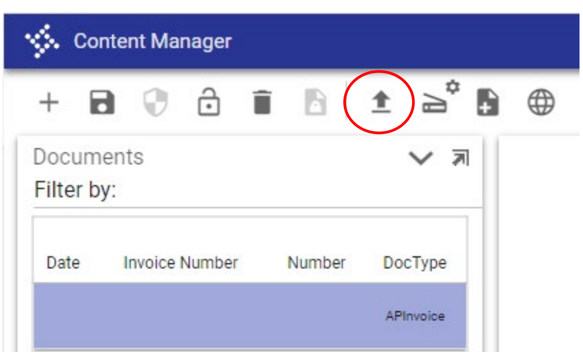


3) Select AP Invoice as the Document Type, and then AP Invoice again.

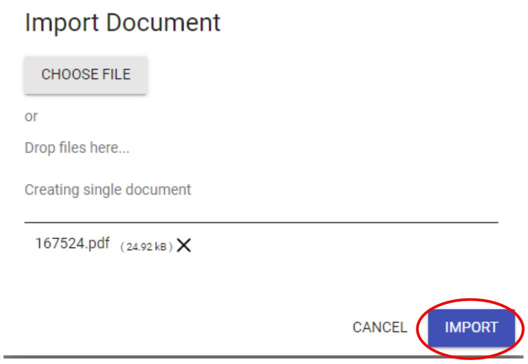




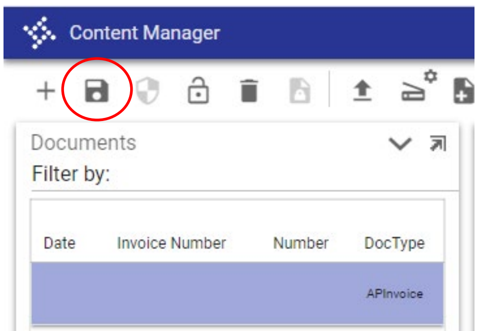
4) Click the Up Arrow to Import attachment.



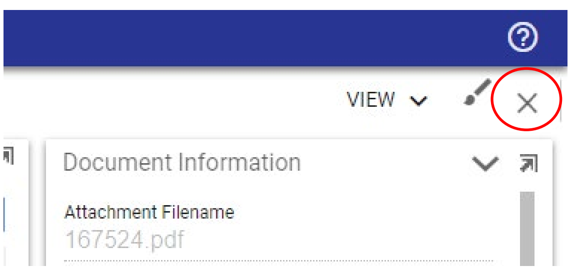
5) Either choose a file from your computer or drag and drop in a file. Click Import.



6) The invoice should load to TCM. Click the Save icon in the top left corner.

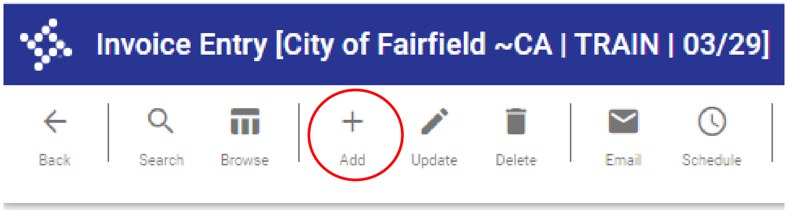


7) Click the "X" button in the top right corner to close out of TCM (Do not close out of the entire tab in Chrome). The Invoice Entry screen will re-appear.



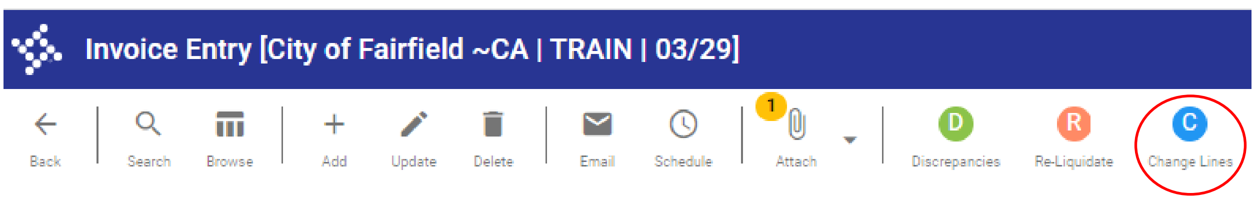
Next Steps:

Adding more invoices to the same batch- If multiple invoices are being entered for the same batch, click the Add Plus sign in the Invoice Entry screen to open a new blank Invoice Entry record.



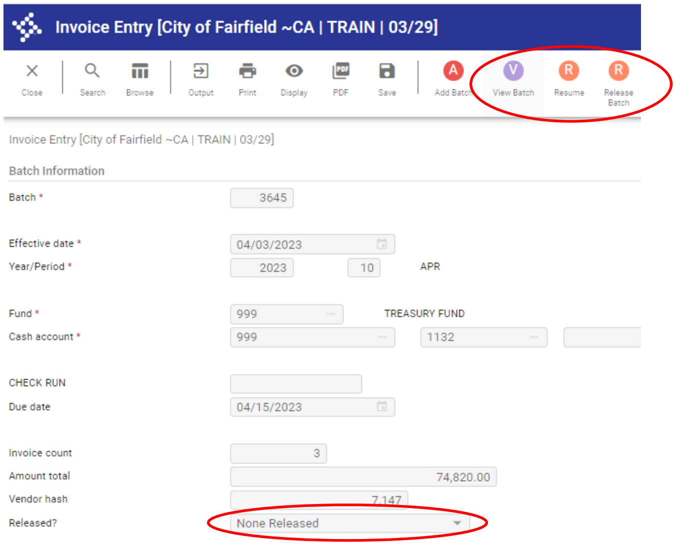
Updating an Invoice- If something was entered incorrectly and needs updating hit the Update Pencil icon in the Invoice Entry screen. This will open up the Gross amount, Description, Dates, etc. fields. Click Accept when updates are complete.

Updating the Accounts fields on an Invoice- If the account codes need to be changed on an Invoice, click the "C" Change Lines skittle on the toolbar. Click Accept when finished.



Releasing a Batch/Invoice:

1) To Release a Batch of invoices- After entering all the invoices for one batch, click the Back arrow to go back to the main Invoice Entry screen with the Batch Information.

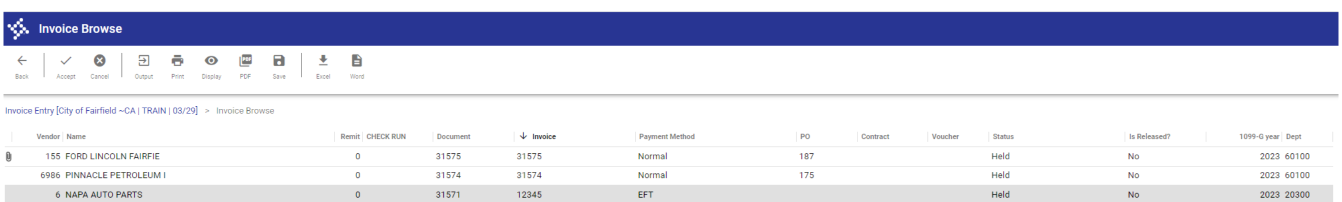


This will show the invoice count and the total amount of all the invoices in this batch. The Released? field shows as None Released.

2) From here, the below options are available:

-Resume the batch using the “R” Resume skittle (if you have more invoices to enter or need to update an invoice).

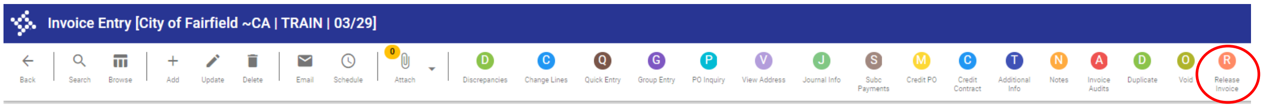
-View Batch using the “V” View Batch skittle. This will list out the invoices in the batch and allow users to double click into each invoice.



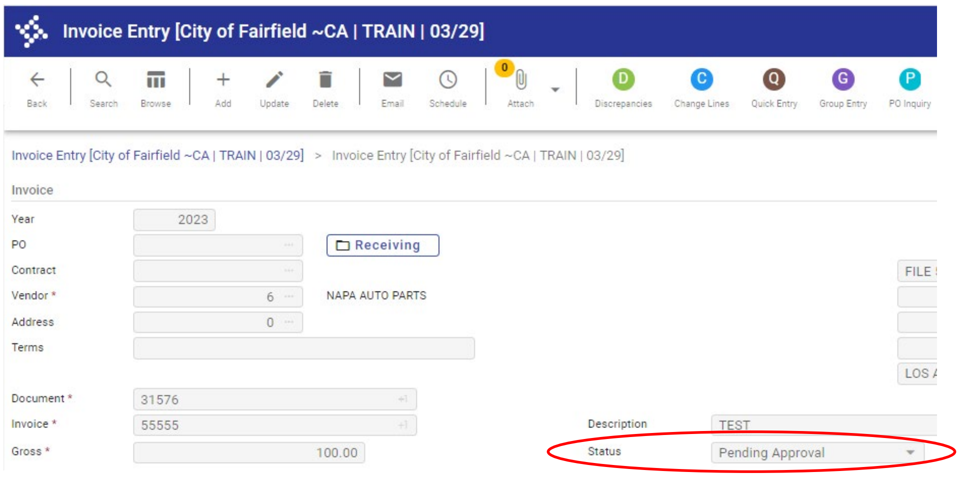
-Release Batch using the “R” Release Batch skittle. This will release the invoices out into Workflow for approval. After clicking the “R” Release skittle, the below message will appear. Click Yes.

The Released? field should change to “All Released” as long as there were no issues/errors.

3) To Release a single Invoice- Click on View Batch, and double click it to view the invoice that is to be released. This will bring up the Invoice Entry screen for the single invoice. Click the "R" Release Invoice skittle on the Toolbar.



4) The status in the middle of the Invoice Entry screen should have changed from "On Hold" to "Pending Approval."



5) To view where the invoice is going to in Workflow, click the Approvers button in the bottom right corner.

6) Click the + Expand All button to see all the approval steps.

7) This will show the originator of the invoice (who released it), the approval steps and the approvers, and any comments that were entered during the approval process. The step with the Status as "In Progress" is where the invoice currently is in workflow. After that person approves, the Status will change to "Complete" and move to the next step. Once all workflow steps have been completed, the status of the invoice will update from "Pending Approval" to "Approved."

Work Flow Status

Back | Search

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

Originator

Name	Comment
Weihe, Kristan	

Edit

Approvers' comments

Name	Action taken date	Action takei	Action	Comment

Steps

Step	Status	Activated Date	Activated Ti
25	In Progress		
By source business rule - Any	Group Current		
Dixon, Myles		04/03/2023	10:27
34	Not started		
Any approver from this group c			
Christianson, Shawn			
O'Gara, Sean			
60	Not started		
By source business rule - Any			
Gangnay, Tenzin			
Dixon, Myles			
Weihe, Kristan			
de Guzman, Julie			
80	Not started		
Any approver from this group c			
Nuval, Jesadelle			
Garcia, Kelly			
Guitron-Castro, Karen			
Rendon, Ruth			