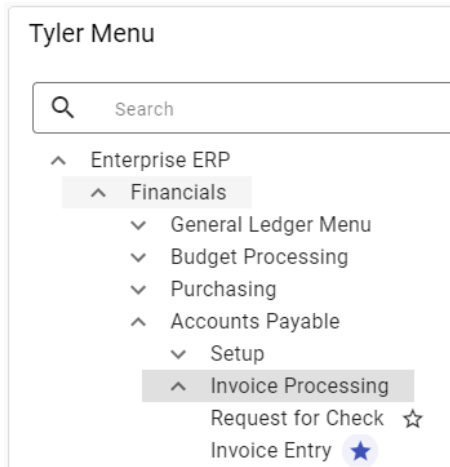


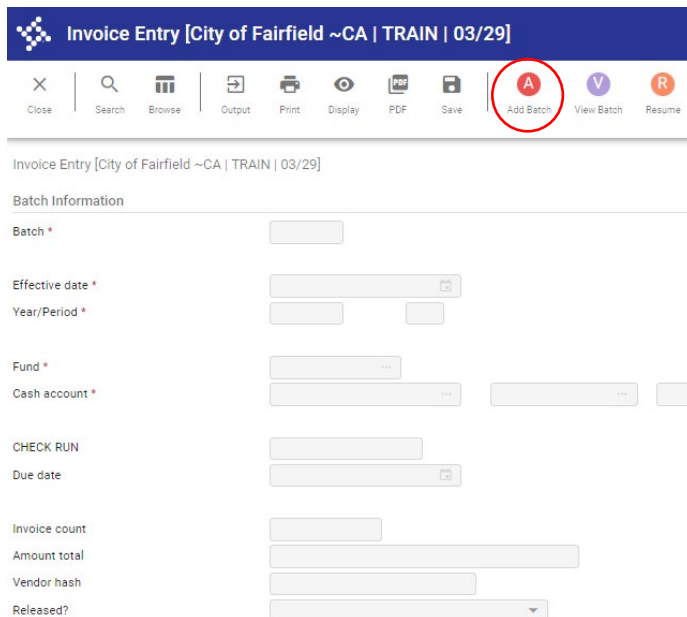
Tyler Topic: Invoice Entry

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.

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, complete the fields according to the below.

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

Back | Accept | Cancel | View Address | Journal Info | Previous PO | 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

Document *

Invoice *

Gross *

Description

Status

Department

Work order

Work order task

Allocation

Requisition

Liq method

Special handling

Disc basis

Disc date

Disc basis

Disc %

Disc amt

CHECK RUN

Invoice date *

Received date *

Due date *

Separate check

Include documentation

PA applied

Released

RFC (0)

Comments

Withholding (.00)

Accounts

Line Items

Line	PA Type	Project Account	Org	Object	Proj	PO	Invt amount	Discount amount	Sales Tax
------	---------	-----------------	-----	--------	------	----	-------------	-----------------	-----------

Year: this will default to the current fiscal year.

PO: 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.

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

Back | Accept | Cancel | Search | Access Detail | Orig Budget

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

Invoice

Year: 2023

PO: [] Receiving

Contract: [] FILE 56893

Vendor *: 6 NAPA AUTO PARTS

Address: 0

Terms: []

Document #: 31571

Invoice #: 12345

Gross *: 100.00

Description: OIL FILTERS

Status: On Hold

Department: 20300

Work order: []

Work order task: 0

Allocation: 0

Requisition: []

Liq method: Line

Special handling: PICK UP CHECKS AT OF

Check RUN: []

Invoice date *: 03/15/2023

Received date *: 03/20/2023

Due date *: 04/15/2023

Discount date: [] Disc basis: .00 CHECK RUN: []

Discount %: .000 Disc amt: .00

Net amount: 100.00

Payment method: EFT

Check/Wire: []

Accounts | Line Items

Line	PA Type	Project Account	Org	Object	Proj	PO	Inv amount	1099	A	Bud	Work order	WO task
1			51160111	8319			50.00			1		
2			10160100	8301			50.00			1		

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.

Total liq amount Total inv amount

Invoice lines

Line	Org	Object	Proj	PO	Amount
1	51160111	8312		175	18,527.21
2	51160111	8314		175	1,472.79

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

PO Account Information

Back Search **M** Discard

Invoice Entry [City of Fairfield ~CA | TRAIN | 03/29] > Invoice Entry [City of Fairfield ~CA | TRAIN | 03/29] > Purchase Order Line Liquidation > PO Account Information

Purchase Order

Year: 2023 PO: 175

Total liquidated: 20,000.00
Total invoiced: 20,000.00

Org	Object	Project	Open Amt	Liq Amt	Inv Amt
51160111	8312		581,199.96	18,527.21	18,527.21
51160111	8314		46,201.67	1,472.79	1,472.79

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.

PO Account Information

Back Accept Cancel Search

Invoice Entry [City of Fairfield ~CA | TRAIN | 03/29] > Invoice Entry [City of Fairfield ~CA | TRAIN | 03/29] > Purchase Order Line Liquidation > PO Account Information >

Purchase Order

Year: 2023 PO: 175

Total liquidated: 20,000.00
Total invoiced: 20,000.00

Org	Object	Project	Open Amt	Liq Amt	Inv Amt
51160111	8312		581,199.96	20,000.00	20,000.00
51160111	8314		46,201.67	0.00	0.00

F) Back at the Purchase Order Line Liquidation screen, click Accept to keep the changes.

G) Click the “C” Continue skittle.

Purchase Order Line Liquidation

Back Search Attach Full Liquidate Modify **C** Add PO PO Inquiry PO Status Add Accounts Discard Changes

Invoice Entry [City of Fairfield ~CA | TRAIN | 03/29] > Invoice Entry [City of Fairfield ~CA | TRAIN | 03/29] > Purchase Order Line Liquidation

Invoice Information

Vendor: 6986 PINNACLE PETROLEUM I Close PO when fully liquidating
Document: 31574 Net invoice amount: 20,000.00
Invoice: 31574

Purchase order lines

PO	Year	Line	Line Description	Open Qty	Unit Cost	Open Amt	Recv Qty	Liq Amount	Inv Amount
175	2023	1	PINNACLE PETROLEUM - GASOLINE C	1.00	1,549,538.88	627,401.63	0.00	20,000.00	20,000.00

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.

Close PO

Fully liquidate and close PO. Are you sure?

Yes No

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.

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

Back Search Browse Add Update Delete Email Schedule Attach
Discrepancies Re-Liquidate Change Lines Quick Entry Group Entry PO Inquiry View Address Journal Info Sub Payments

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

Invoice

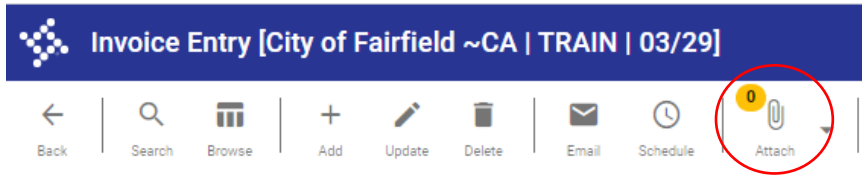
Year	2023				
PO	187	<input checked="" type="checkbox"/> Receiving	Open amount	.00	
Contract					
Vendor *	155	FORD LINCOLN FAIRFIELD			3050 AUTO MALL CT
Address	0				
Terms					
Document *	31575				FAIRFIELD CA 94534-418
Invoice *	31575				
Gross *	54,720.00				
Description	16124 / 22124 - F-I50 - PO 22424				
Status	On Hold				Department 60100
Work order					
Work order task					0
Allocation					0
Discount date		Disc basis .00	CHECK RUN		Requisition 45
Discount % .000		Disc amt .00	Invoice date *	03/15/2023	Liq method Line
Net amount 54,720.00			Received date *	03/15/2023	Special handling
Payment method Normal			Due date *	04/15/2023	
Check/Wire					

Accounts Line Items

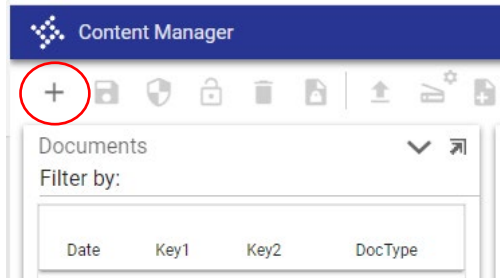
Line	Org	Object	Proj	PO	Inv amount	1099	A	Bud	Work order	WO task
1	51260602	9406		187	54,720.00	N	N	1		

Attachments in TCM:

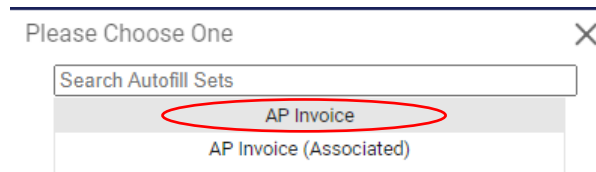
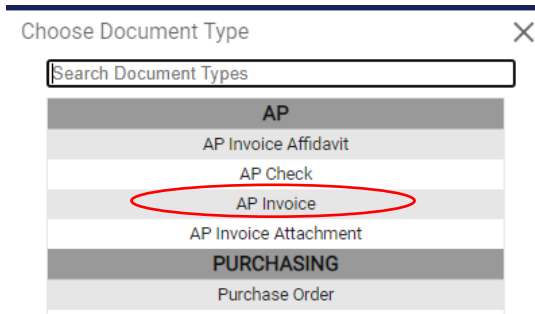
1) After an invoice has been entered, the attachment needs to be added in TCM. Click the Attach paperclip icon on the Toolbar.



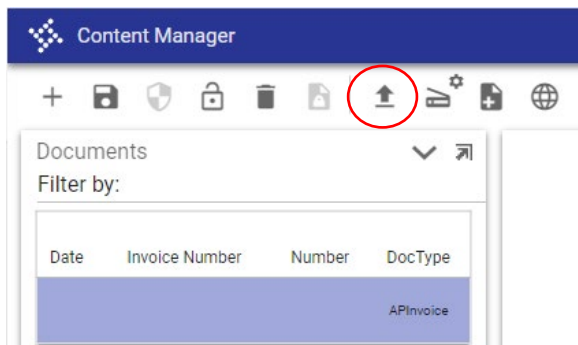
2) Click the Plus sign button in the top left corner.



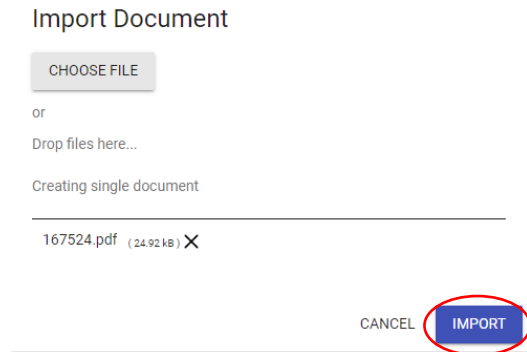
3) Select AP Invoice as the Document Type, and then AP Invoice again.



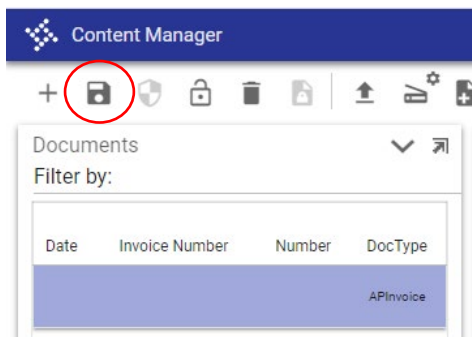
4) Click the Up Arrow to Import attachment.



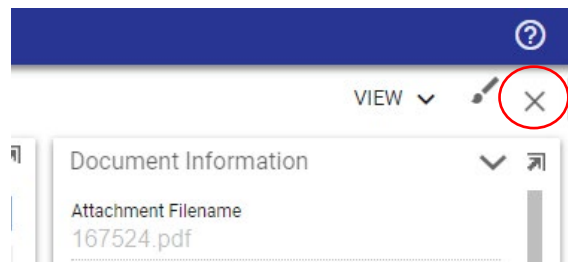
5) Either choose a file from your computer or drag and drop in a file. Click Import.



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

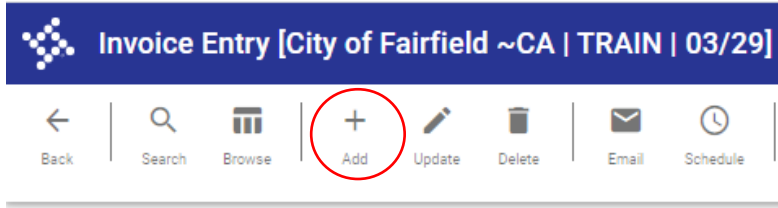


7) Click the "X" button in the top right corner to close out of TCM (Do not close out of the entire tab in Chrome). The Invoice Entry screen will re-appear.



Next Steps:

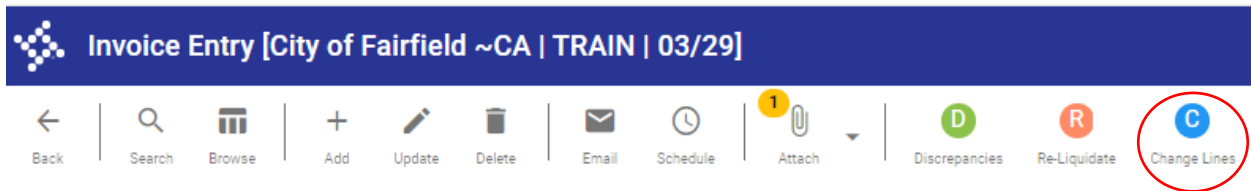
Adding more invoices to the same batch- If multiple invoices are being entered for the same batch, click the Add Plus sign in the Invoice Entry screen to open a new blank Invoice Entry record.



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.

The screenshot shows the 'Invoice Entry [City of Fairfield ~CA | TRAIN | 03/29]' interface. The top navigation bar includes icons for Close, Search, Browse, Output, Print, Display, PDF, Save, Add Batch, View Batch, Resume, and Release Batch. The 'View Batch', 'Resume', and 'Release Batch' icons are circled in red. Below the navigation bar, the 'Batch Information' section contains the following fields:

- Batch #: 3645
- Effective date: 04/03/2023
- Year/Period: 2023, 10, APR
- Fund: 999, TREASURY FUND
- Cash account: 999, 1132
- CHECK RUN: [Empty]
- Due date: 04/15/2023
- Invoice count: 3
- Amount total: 74,820.00
- Vendor hash: 7,147
- Released?: None Released (circled in red)

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.

The screenshot shows the 'Invoice Browse' screen with a table of invoices. The table has the following columns: Vendor Name, Remit, CHECK RUN, Document, Invoice, Payment Method, PO, Contract, Voucher, Status, Is Released?, and 1099-G year / Dept.

Vendor Name	Remit	CHECK RUN	Document	Invoice	Payment Method	PO	Contract	Voucher	Status	Is Released?	1099-G year / Dept
155 FORD LINCOLN FAIRFIE	0		31575	31575	Normal	187			Held	No	2023 60100
6986 PINNACLE PETROLEUM I	0		31574	31574	Normal	175			Held	No	2023 60100
6 NAPA AUTO PARTS	0		31571	12345	EFT				Held	No	2023 20300

-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 screenshot shows a 'Post Batch' dialog box with the following text:

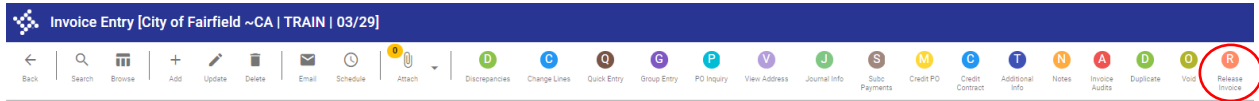
Post Batch
This will initiate the approval process.
Do you wish to continue?

Yes No

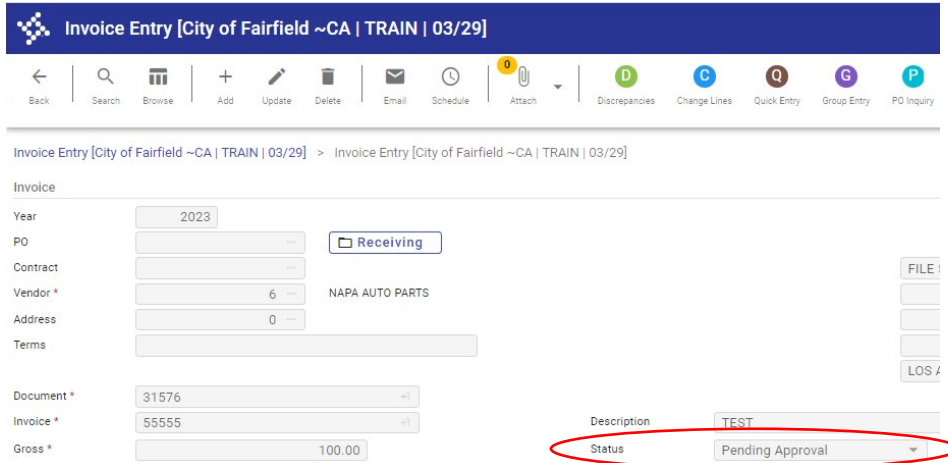
The Released? field should change to “All Released” as long as there were no issues/errors.

The screenshot shows the 'Released?' field with a dropdown menu set to 'All Released'.

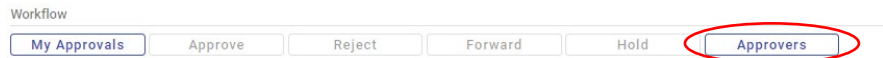
3) To Release a single Invoice- Click on View Batch, and double click it to view the invoice that is to be released. This will bring up the Invoice Entry screen for the single invoice. Click the “R” Release Invoice skittle on the Toolbar.



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	<input type="text"/>

Edit

Approvers' comments

Name	Action taken date	Action taken	Action	Comment
------	-------------------	--------------	--------	---------

Steps

Step	Status	Activated Date	Activated Time
▼ 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			