



Munis Accounts Payable

*Procedural Documentation
for
The City of Fairfield, CA
Department's Copy*

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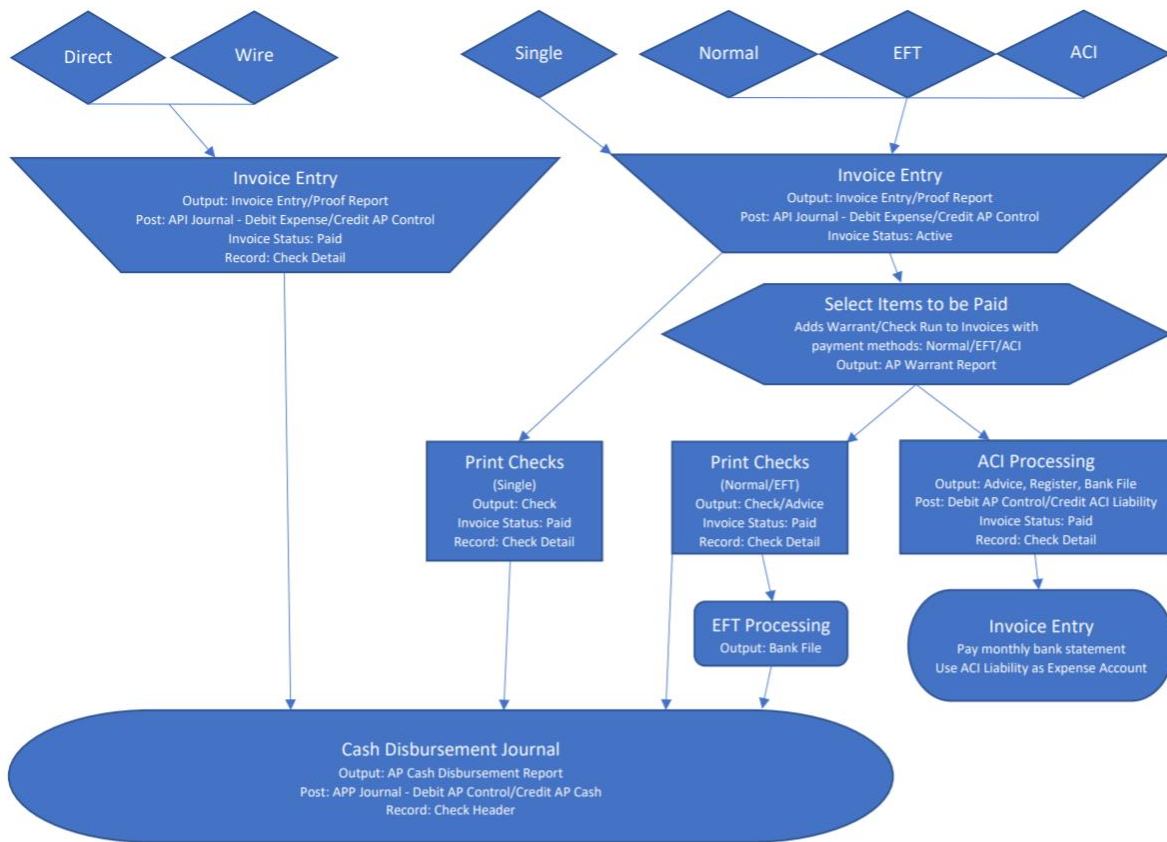
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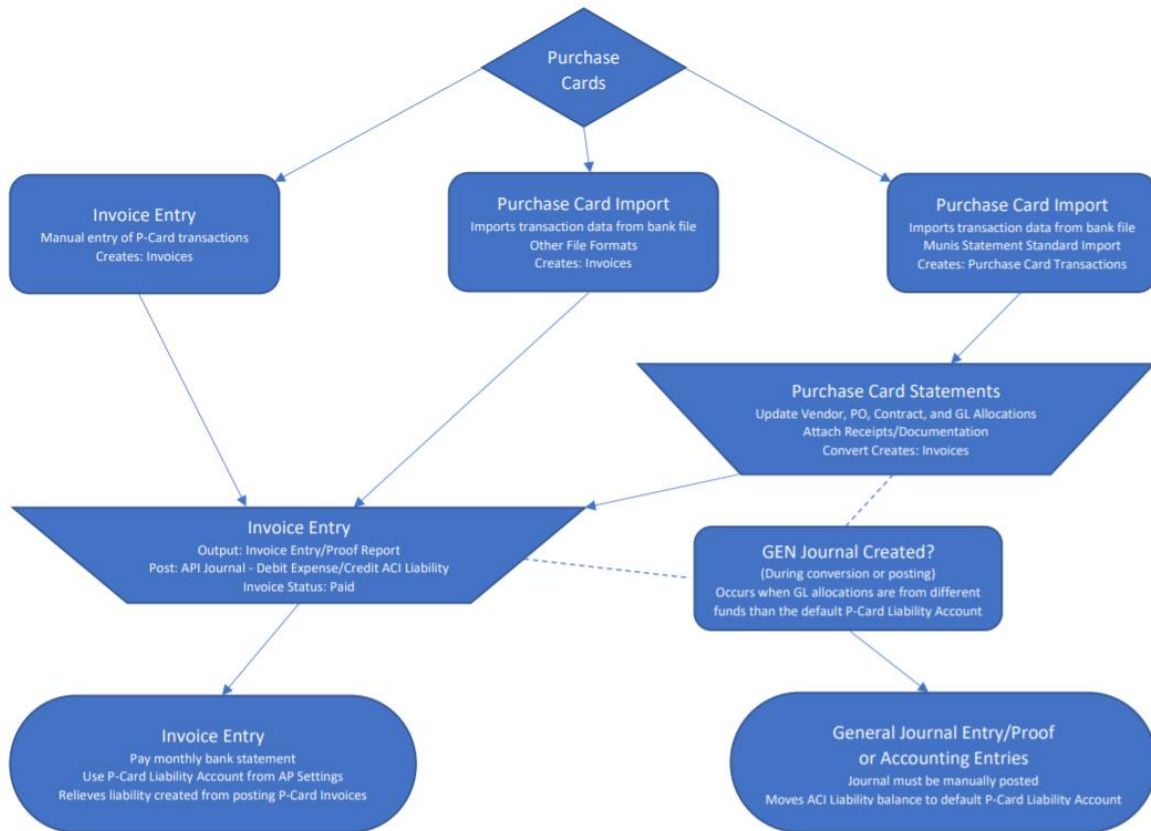
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Accounts Payable Process

Accounts Payable Payment Method Flow Chart



Accounts Payable Payment Method Flow Chart



Entering Invoices in Invoice Entry

Overview

Invoices to be entered through this program are invoices that do not have supporting purchase order or contract documents.

When you enter an invoice in Munis, you are requesting that funds be set aside for a service or an order that has been fulfilled, as well as initiating vendor payment. Upon entry of an invoice, the amount allocated to each general ledger account will appear as a memo balance that subtracts the net amount from the remaining available budget. The invoice will be released through an approval process driven by the accounts contained within the transaction. Upon completion of the approval process, a notification will be sent through workflow to accounts payable personnel, who will post the invoice.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

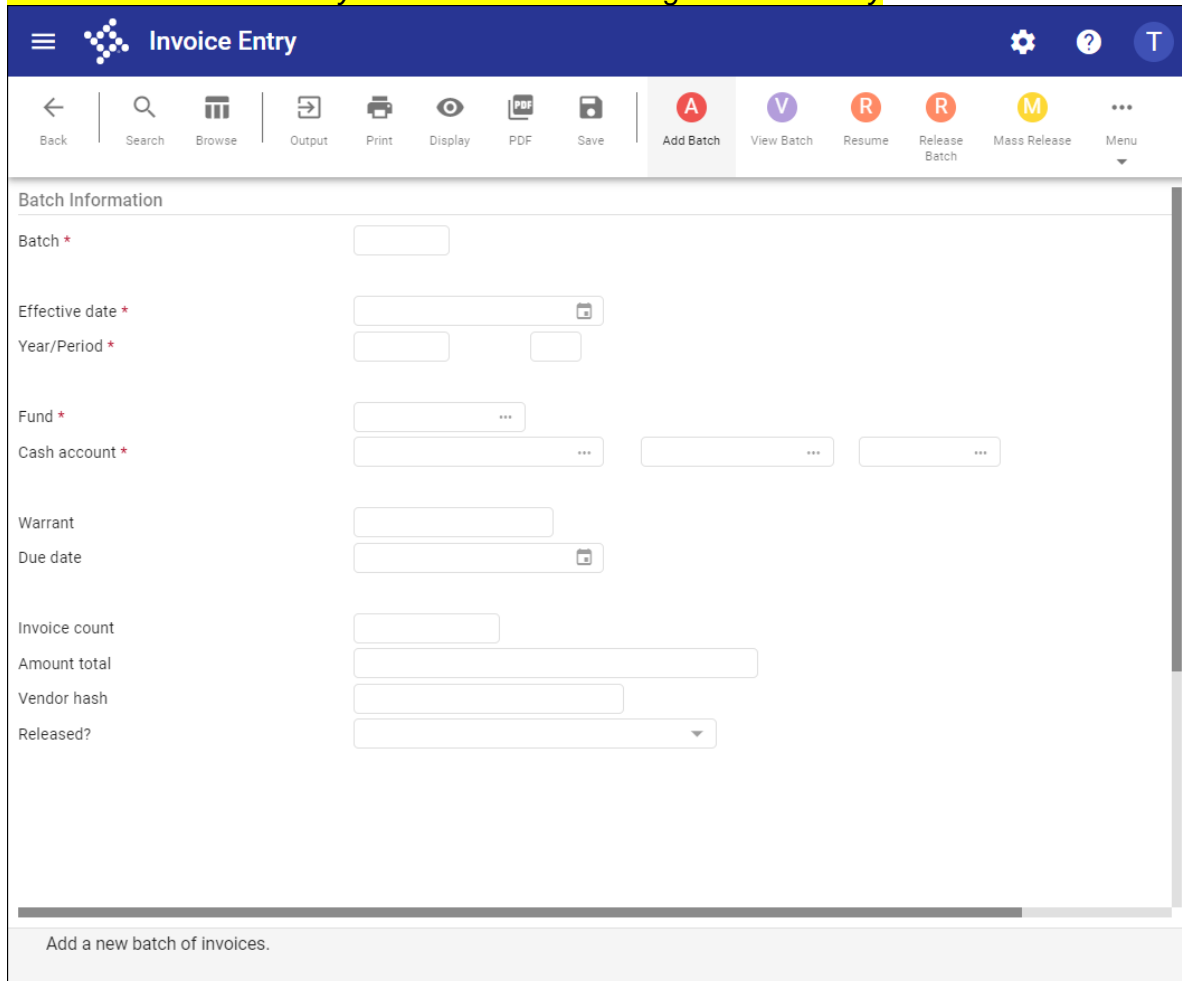
- You have access to the accounts to which the invoice will be allocated.
- **You have permission to enter a direct invoice without referencing a valid purchase order.**
- The Accounts Payable Invoice Workflow process is established.

Procedure

To enter an invoice in Munis:

1. Open the Invoice Entry program.

Financials > Accounts Payable > Invoice Processing > Invoice Entry



2. On the toolbar, click Add Batch.
3. Complete the fields, using the following table as a guide, to define the batch.

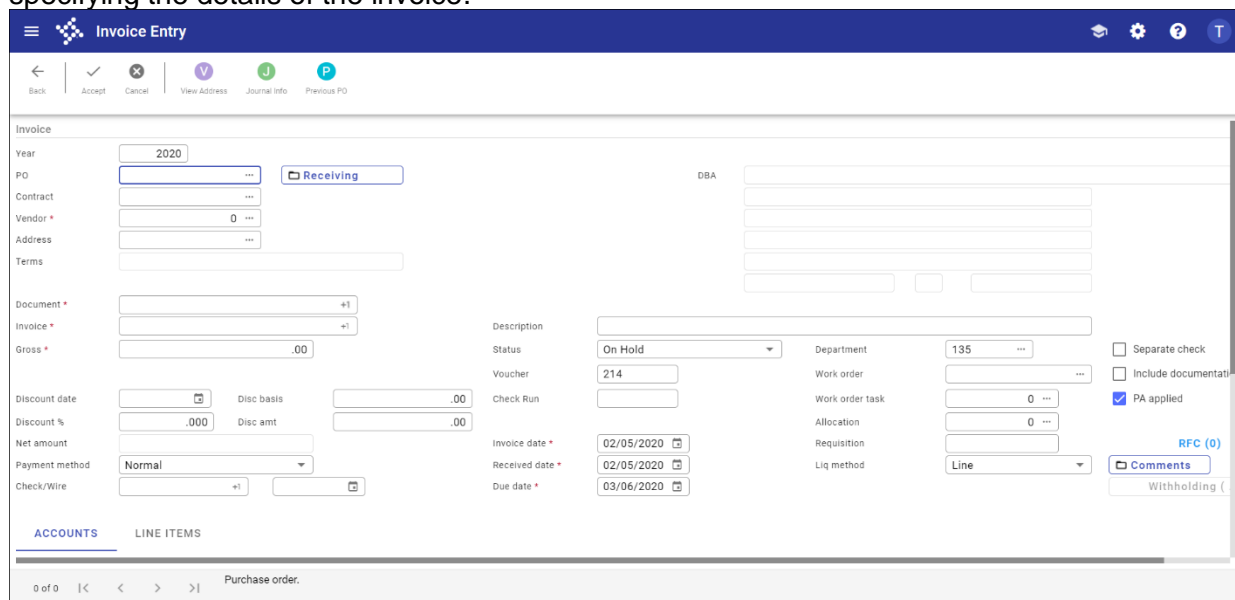
Field	Description	Fairfield, CA
Batch Information		
Batch	Stores the unique number assigned to identify this group of invoices. The program automatically assigns the next available batch number according to the default value in the Accounts Payable Settings program.	Tab through the Batch field and allow the system to generate the Batch number.
Effective Date	Specifies the date the invoice affects the general ledger.	Use the current date of Batch creation. Tab through Date field.
Year/Period	Define the fiscal year and period for the batch. The default values are	Use the default Year and Period. Tab through field.

Field	Description	Fairfield, CA
	completed according to the General Ledger Settings program	
Fund	Specifies the fund to be used with this batch. The program completes this field with the default value entered in the Accounts Payable Settings program.	This will not change and will be greyed out. Can only be changed with permissions.
Cash Account	Provide the org and object codes that identify the cash account used to pay invoices in this batch. The program completes this field with the default value entered in the Accounts Payable Settings program.	This will not change and will be greyed out. Can only be changed with permissions.
Check Run [Warrant]	Stores the warrant or check run number to be assigned to all invoices in the batch. This is a method of grouping invoices to be included in a check run. The warrant or check run number can be up to eight alphanumeric characters. This field is optional. Note: The name of this field can be customized to suit your organization's practices by changing the value stored in the Invoice/Check Grouping Label on the Check Settings tab of Accounts Payable Settings.	Leave blank AP staff will take care of this field. Tab through field.
Due Date	Specifies the due date for invoices within this batch. This is another method by which Munis can select to include invoices in a check run. The default value is the current date.	Use current date. Tab through field. **Note: New Batch creation will jump directly to the Invoice Entry Screen. Skip to Step #4.
Enable TCM Invoice Barcode Label Printing	Directs the program to print Tyler Content Manager bar code labels for ease of scanning and attaching printed copies of each invoice, when this check box is selected.	N/A – City will upload files into TCM instead of using TCM printers throughout the City.
Invoice Count	Displays the total number of invoices in the current batch. This field is for display only.	Tab through field.
Amount Total	Provides the total dollar amount of all invoices in the batch. This field is for display only.	Tab through field.
Vendor Hash	Supplies the total of all vendor numbers added together, producing a hash total which may be used as a control number or reconciliation tool when entering a batch of invoices. For example, if a batch of two invoices includes one invoice from vendor number 1000 and one invoice from vendor number 2000, the vendor hash is 3000 (1000 + 2000).	Tab through field.

Field	Description	Fairfield, CA
	By manually adding vendor numbers to all invoices and comparing that number to the vendor hash, invoices missing from the batch can be detected.	
Released?	<p>Indicates the release status of the invoices in the batch.</p> <ul style="list-style-type: none"> All Released—All invoices in the batch have been released. Some Released—Some invoices in the batch have been released and some have not. None Released—None of the invoices in the batch have been released. <p>The program updates this field automatically and you cannot access it.</p>	Tab through field.

4. Click Accept.

The program refreshes the screen and displays the Invoice group of the Invoice Entry screen for specifying the details of the invoice.



5. Complete the fields, as required. Refer to the following table for specific field details.

Field	Description	Fairfield, CA
Invoice		
Year	Indicates the fiscal year of the purchase order or contract to be liquidated. Valid years are current or prior year. When the Holding Current Year Open check box is selected in the General Ledger Settings program, valid options include the current year and the next year.	Auto populated and cannot be changed without permissions.
PO	Identifies the Munis purchase order number that this invoice is to liquidate.	If a PO is associated with an invoice, you would enter in the

Field	Description	Fairfield, CA
	<p>Enter the purchase order number or click the field help button to select a purchase order from a list of open purchase orders.</p> <ul style="list-style-type: none"> If your organization has existing APT workflow business rules, the Enter P-Card Invoice option is available in the toolbar when your cursor is active in this field and you are adding an invoice. The Enter P-Card Invoice toolbar option allows you to create a single invoice for an imported P-card transaction. 	<p>PO number here or look in the Field Help button (...) to find the PO associated with the vendor. By selecting a PO number other fields will then auto populate on the form.</p>
Contract	<p>Specifies the Munis contract number, if this invoice is to liquidate a contract. If the PO selected is associated with a contract, the program completes the default value for the contract number.</p>	<p>No Contract number is needed if a PO is selected above. If there is an Open Contract or it is a Service Contract, a number must be entered here. Or You can search and select the contract by using the Field Help button (...). Otherwise Tab through this field.</p>
Vendor	<p>Identifies the vendor for the invoice. Enter the number or click the field help button to search by Vendor Alpha. The program completes this field according to the information included on the selected purchase order.</p>	<p>When paying a direct invoice with no PO or Contract, enter the vendor number. If unknown, use the Field Help button (...) to search for the Vendor.</p> <p>If it is a new vendor, you must first add the Vendor in the system by clicking on the "A" (add Vendor) in the menu bar and proceed to enter all the information for the Vendor, plus uploading the W-9 into TCM (if it is readily available). Then release the Vendor into workflow. You must wait until the Vendor is approved in AP before proceeding with entering the Invoice into the system.</p> <p>Once approved, you can proceed with your batch and Invoice Entry.</p>
Address	<p>Identifies the appropriate vendor remittance address. The default remit address displays in the Address fields. Click the field help button to choose from</p>	<p>Need to verify the address of the invoice if this field reflects 2 or more addresses (ie. Solano County)</p>

Field	Description	Fairfield, CA
	available remittance addresses associated with this vendor.	
Terms	Displays the terms for the purchase. The program completes this information based on the vendor identified in the Vendor field. Vendor terms are established and maintained on the General tab of the Vendors program.	Will be greyed out and will be skipped over
Document	Identifies the document number that can be referenced in report and inquiry programs. The program generates the next sequential number as determined by the Accounts Payable Settings program.	Click on the +1 to generate the next sequential number if one does not auto-populate.
Invoice	Identifies the invoice number as displayed on the invoice.	Use the Invoice number printed on the invoice. If there is no invoice, please click on the +1 icon to generate the next system generated invoice number. Please do not use your own invoice schema.
Gross	<p>Contains the gross amount of the invoice, excluding discounts or freight charges.</p> <ul style="list-style-type: none"> You can enter a positive or negative amount. If you type a negative amount, a credit memo is created. You can enter an amount of 0 if you have selected the 'Not required, and if entered, can be invalid' option for the PO Number Entry on Invoices field in Accounts Payable Roles. If the value of this field is changed during an Update action, the program places your cursor in the line detail table. You must update the detail amounts to match the gross amount. If your organization has sales tax enabled and existing APT workflow business rules, the Enter P-Card Amounts option is available in the toolbar when your cursor is active in this field and you are adding an invoice. This option allows you to enter amounts from a P-card receipt for an invoice to match with a P-card transaction. 	Enter in the entire amount of the invoice.
Taxable Invoice	Indicates that the system calculates sales tax for this invoice. The Taxable Invoice check box displays only if your organization's system is configured to use sales tax. If so, this box is selected by	This field will be greyed out and will only be able to be changed with certain permissions. Need to change setting in AP.

Field	Description	Fairfield, CA
	default. If you clear the check box, tax rates for the invoice are automatically set to zero and the Sales Tax screen does not display.	
Discount Date	Specifies the date before which the invoice must be paid to receive the discount percentage entered in the Disc % box. Enter the date or click the calendar button to select a date.	Tab through this field.
Disc Basis	Specifies the amount of the invoice that is subject to discount. This field is only accessible if you enter a Discount Date.	Tab through this field.
Discount %	Determines the percentage amount for the discount to be applied to this invoice. This may default from the vendor file. This field is only accessible if you enter a Discount Date.	Tab through this field.
Disc Amt	Contains the total discount amount. The program calculates the value in the box by multiplying the Discount Basis by the Discount %. If you do not enter a Discount Percent, you can manually enter the discount amount as a flat value.	Tab through this field.
Net Amount	Contains the gross amount of invoice less any discounts applied.	Auto populated and greyed out.
Payment Method	Identifies the payment method. The program completes this value according to the selected vendor's preferred method of payment. Available options include direct disbursement, wire transfer, electronic funds transfer (EFT), normal, single check payment, active card integration (ACI) transfer, or purchase card (P-card). The default value can be changed, if necessary.	Tab through this field. This will auto-populate per the Vendor file. If changes are needed notify AP staff immediately. Can only be changed with permissions.
Check/Wire	Contains the check or wire transfer number if the payment method is a direct disbursement or wire transfer. Click +1 to assign the next available number.	Will be greyed out.
Check/Wire Date	Indicates the date of the wire transfer or direct disbursement.	Will be greyed out.
Description	Contains the general description of the invoice. Depending on the file layout, the description displays up to 30 characters in the Print Checks program. When the Default Invoice Line Description from Header Description check box is selected on the Invoice Settings tab of the Accounts Payable Settings program, the program uses this description as the	Describe what the invoice is paying for., (ie. What type of service or equipment being purchased.) If a PO is associated with the invoice, the description of the PO will populate this field.

Field	Description	Fairfield, CA
	default description of each line of the invoice.	
Status	<p>Indicates the status of the invoice throughout the approval process: A-Active, D-Discrepancy, H-On Hold, P-Pending, R-Rejected, or T-Awaiting Three-Way Match.</p> <p>A status of H-On Hold indicates the invoice is currently held and must be approved before it can be posted. A status of A-Active means the invoice has been processed. If you use three-way matching, the program automatically sets the T-Awaiting Three-Way Match status if you enter a PO and no receiving records exist.</p>	<p>Will be greyed out. Informational only. It will reflect "On-Hold" until the invoice is processed through workflow and the status will change.</p>
Check Run [Warrant]	<p>Indicates the check run in which the invoice will be included. This field is not accessible.</p> <p>Note: The name of this field can be customized to suit your organization's practices by changing the value stored in the Invoice/Check Grouping Label on the Check Settings tab of Accounts Payable Settings.</p>	This field will be greyed out.
Invoice Date	Identifies the date on the invoice. Enter a date or click the calendar button to select a date.	Enter the date of the Invoice
Received Date	Displays the date the invoice was received.	Enter when invoice was received
Due Date	Specifies the date the invoice is due.	Enter Due date of Invoice
Department	Identifies the department code associated with this invoice. The program completes the default value with the purchase order department, but you can change this.	Will default to the user's defined department. Can be changed if needed but most likely user will tab through this field.
Work Order	Identifies a work order number associated with the invoice. Enter a work order number or select the field help button to select an available number, if applicable. This box applies if your organization uses Asset Maintenance.	N/A - tab through field
Work Order Task	Identifies a work order task number, which applies if you have entered a work order number. This box applies if your organization uses Asset Maintenance.	N/A - tab through field
Allocation	Indicates the allocation code associated with the invoice. Enter an allocation code or click the field help button to select a code from a list of available numbers.	N/A - tab through field

Field	Description	Fairfield, CA
Requisition	For invoices that reference a purchase order, this box reflects the requisition number from which the selected purchase order was converted. This field is not accessible.	Cannot change – greyed out
Liq Method	Determines the liquidation method: Line or Account. The program completes this value according to the Accounts Payable Settings program.	Cannot change – greyed out
Special Handling	This allows user to select from a dropdown of choices. Don't Not Mail, Pick Up Check, Pre-Issue	Select the appropriate payment method of delivery. Don't Not Mail, Pick Up Check, Pre-Issue
Separate Check	If selected, indicates that a separate check is required in the event multiple invoices are included for this vendor in a check run. The program will complete this value if this is included on the vendor record or if a one-time pay vendor is selected.	Check box if this Vendor needs to have separate checks for each payment. Normally will not check box and would tab through this field.
Include Documentation	Indicates that documentation is to be included with the payment, if selected. This allows payments with documentation requirements to be grouped together, enhancing production efficiency and speed. The Print Checks program groups checks by this option when the Check Format is X-AP Check Export File. When you create invoices using the Recurring Invoices program, this box is not selected by default.	Check the box if a copy of the invoice needs to be included with the payment to the Vendor.
PA Applied	Indicates that project accounts are applied to this transaction, if selected.	The Project Accounting (PA) account structure can be entered for payment on the invoice. If no PA is available, use the Org, Object, and Project (if needed) account codes for the payment.
RFC	Displays a request for check associated with the current invoice, if applicable.	N/A
Comments	Stores any comments for this invoice.	Add comments if needed
Withholding	Opens the Withholding Information screen for this invoice.	N/A

6. Tab through PA applied. If PO is being utilized then the Purchase Order Line Liquidation screen will pop up. The invoice will need to be liquidated on the correct PO line item. If it is a partial liquidation, the user will need to select the “modify” button in the ribbon and enter the liquidated amount in the “Liq Amount”. Then select “C” for Continue to partially liquidate the PO and pay the invoice. If fully liquidating the PO, the user would select the “Full Liquidate” button in the ribbon and the PO would be fully liquidated with the invoice amount and closed automatically. The accounts

associated with the PO will auto populate on the Invoice entry screen. PLEASE REFER TO PAGE 28 FOR FURTHER INFORMATION.

7. Verify and update the general ledger account number.
The program completes the total invoice amount for the first line if a PO has been utilized, but you can manually update this if needed. If a PO is not associated with an Invoice, then the user must enter either the Project Accounting code or the Org, Object, and Project (if applicable) into each line needed for the payment. Continue to add detail lines until the invoice has been fully allocated, and the total reflects the invoice amount.
8. Click Accept.
9. Click Add and repeat the preceding steps to continue adding invoices to the batch. When all invoices are entered, click Back on the toolbar to return to the Invoice Entry Batch Information screen.
10. Confirm the invoice count and total, as displayed on the header, to the invoices ready to be submitted for approval and posting. If the batch total or count does not reconcile, click the View Batch option to display a summary list of all invoices within the batch.



Vendor Name	Remit	Check Run	Document	Invoice	Payment Method	PO	Contract
1126 KNM SUPPLY	0	KNM630	5988	4560	Normal	20090059	
1126 KNM SUPPLY	0	KNM630	5990	4560	Normal		

11. Double-click a record to select it and view it on the Invoice Entry screen. Update the record, as necessary, and return to the Invoice Entry Batch Header screen.

Before releasing your batch, you can make changes to the invoices as follows:

1. From the Invoice Entry Batch Information screen, click Resume.
The program displays the Invoice Entry screen.
2. Navigate to the invoice record to modify.
3. Click Update, and update the information, as required.
4. Click Accept, and then click Back on the toolbar to return to the batch header screen.

To release the batch once reconciliation is complete:

1. Click Release.
The Released check box on the Invoice Entry Batch Information screen is selected to indicate the Released status.
2. Click Approvals to initiate the approval process.
To view the status of each invoice's approval process, click Approvers while viewing a record.
The program displays a list of all required approvers, as well as where the action is pending.

For unposted invoices, the Re-Liquidate option is available in the toolbar. Use this option to modify purchase order liquidation details.

Results

The batch has been released and the approval process has been initiated. Each record will need to be reviewed and updated by the required approvers. Once the record is approved, it will be posted to the general ledger. Once an invoice has been posted, it is no longer available for viewing in the Invoice

Entry program. Invoice detail can be viewed using the GL Inquiry, Vendor Invoice Inquiry, Year to Date Budget Reports, and Vendor Central programs.

Status Change

A released invoice has a status of H-On Hold while it is pending approval. Once the final approver has approved it, the record status is updated to A-Approved.

What's Next?

Required approvers receive notification that they have a record pending their approval. The invoices will flow through the approval process until the final step has been completed, at which time the invoice will be posted by the accounts payable staff. Once posted, detail records are available for these transactions under the general ledger accounts affected and the invoice is ready to be included in the next check run.

Using Request for Check

Overview

The Request for Check program defines requests for checks to be used to pay vendors without a purchase order or contract. Once approved, check requests are converted into accounts payable invoices to generate checks. If the Vendor is new, this program will not work and you must use Invoice Entry to be able to create a Vendor on the Fly (ie. new vendor). If a PO or Contract is associated with the invoice you must use Invoice Entry as well.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

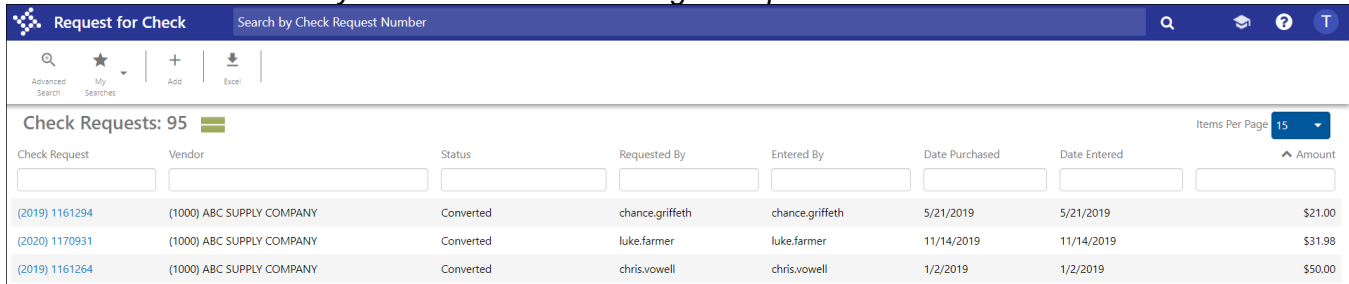
Confirm the following:

- You have access to the accounts to which the invoice will be allocated.
- You have permission to enter a direct invoice without referencing a valid purchase order.
- The Accounts Payable Invoice Workflow process is established.

Procedures

Open the Request for Check program.

Financials > Accounts Payable > Invoice Processing > Request for Check



Check Request	Vendor	Status	Requested By	Entered By	Date Purchased	Date Entered	Amount
(2019) 1161294	(1000) ABC SUPPLY COMPANY	Converted	chance.griffeth	chance.griffeth	5/21/2019	5/21/2019	\$21.00
(2020) 1170931	(1000) ABC SUPPLY COMPANY	Converted	luke.farmer	luke.farmer	11/14/2019	11/14/2019	\$31.98
(2019) 1161264	(1000) ABC SUPPLY COMPANY	Converted	chris.vowell	chris.vowell	1/2/2019	1/2/2019	\$50.00

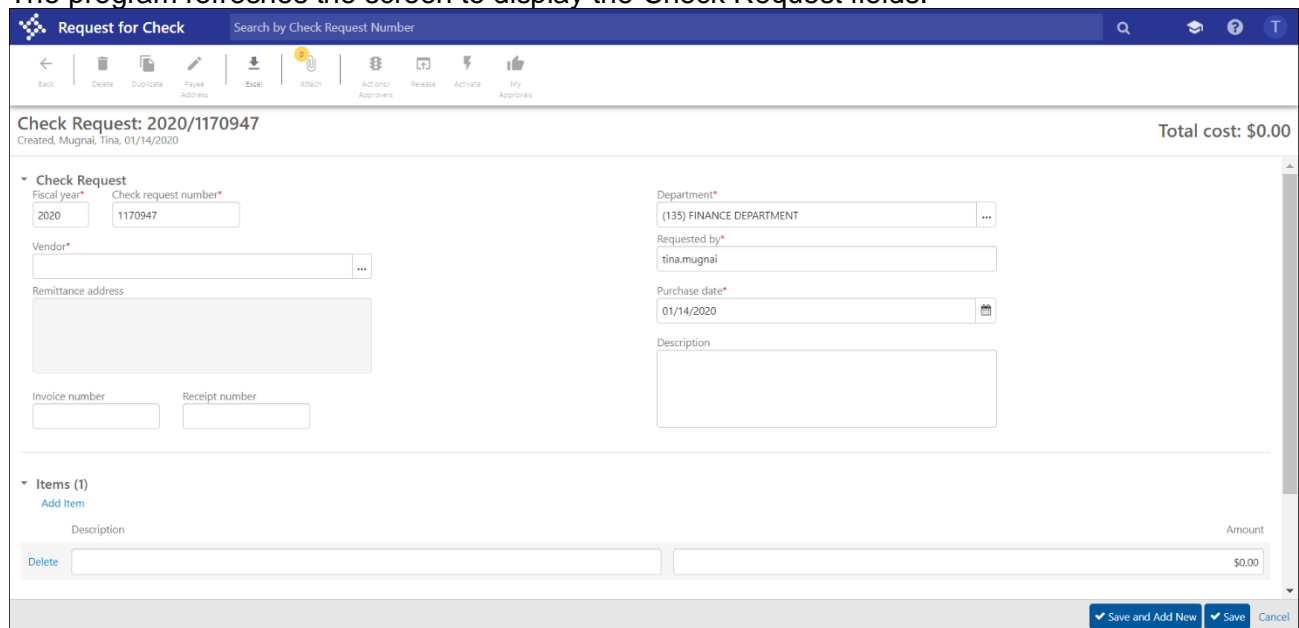
The program initially displays the most recent requests made for your user ID. This list, as well as any list created by using the Search feature, can be exported to Microsoft Excel by clicking the Excel button on the toolbar.

Adding a Check Request

To create a new check request: **The Check Number starts off with a PR request (ie 12300035) with 1 being a PR, 23 being the FY, and the last being a check.**

1. Click Add on the toolbar.

The program refreshes the screen to display the Check Request fields.



Request for Check | Search by Check Request Number

Check Request: 2020/1170947 | Total cost: \$0.00

Created: Mugnai, Tina, 01/14/2020

Check Request

Fiscal year*: 2020 | Check request number*: 1170947 | Department*: (135) FINANCE DEPARTMENT

Vendor*: | Requested by*: tina.mugnai

Remittance address: | Purchase date*: 01/14/2020

Invoice number: | Receipt number: | Description:

Items (1)

Description	Amount
Delete	\$0.00

Save and Add New | Save | Cancel

2. Complete the fields on the screen, referring to the following table as necessary.

Field	Description	Fairfield, CA
Check Request		
Fiscal Year	Indicates the fiscal year in which the check request is made. The program completes this field automatically.	Auto-populates. Defaults to Vendor field.
Check Request Number	Indicates the record number for this request. The program assigns this number automatically.	Auto-populates. Defaults to Vendor field.

Field	Description	Fairfield, CA
Vendor	Indicates the vendor to be paid by the check request. You can select a vendor from the list or use the field help button to select a vendor from a detailed list. The vendor must exist in the Munis database to be a valid selection. <u>You cannot create vendors on-the-fly in the Request for Check program.</u>	Start typing the Vendor name and select the correct vendor to be paid. Or use the field help (...) to search for vendor. If the Vendor is not setup in the system then you must use the Invoice Entry program.
Remittance Address	Displays the vendor address to which the check is sent. The program completes the address automatically. Vendor addresses are established in the Vendors program.	Should populate and match to Invoice or Backup. There could be multiple addresses (ie. Solano County), please select the correct address if applicable.
Invoice Number	Indicates the invoice number to which the check applies, if any. Entry of an invoice number is not required. If you enter an invoice number, the program attempts to use this number when creating an invoice during the conversion of the request to an invoice. If you do not enter an invoice number, the program uses the receipt number as the invoice number on the created invoice.	Use invoice number on invoice if available. If no invoice number is available, you can leave this field blank and a document number will be created when converted into the Invoice Entry batch.
Receipt Number	Defines the number of the receipt associated with the check request. When the check request is converted to an invoice, the receipt number is used as the invoice number if no invoice number is entered on the request.	N/A – Tab through field
Department	Determines the department code from which the check will be issued. The default value is drawn from your Munis user ID.	Tab through this field.
Requested By	Contains the name or Munis user ID of the person who requested the check. The default value is your Munis user ID.	Tab through this field.
Purchase Date	Defines the date of the purchase to which the check request applies. You must enter a date for which your user role has permission to post transactions, as defined in General Ledger Roles.	Enter purchase date of items or goods or Invoice date.
Description	Contains a description of the check request.	Provide a brief description of the purchase
Items		

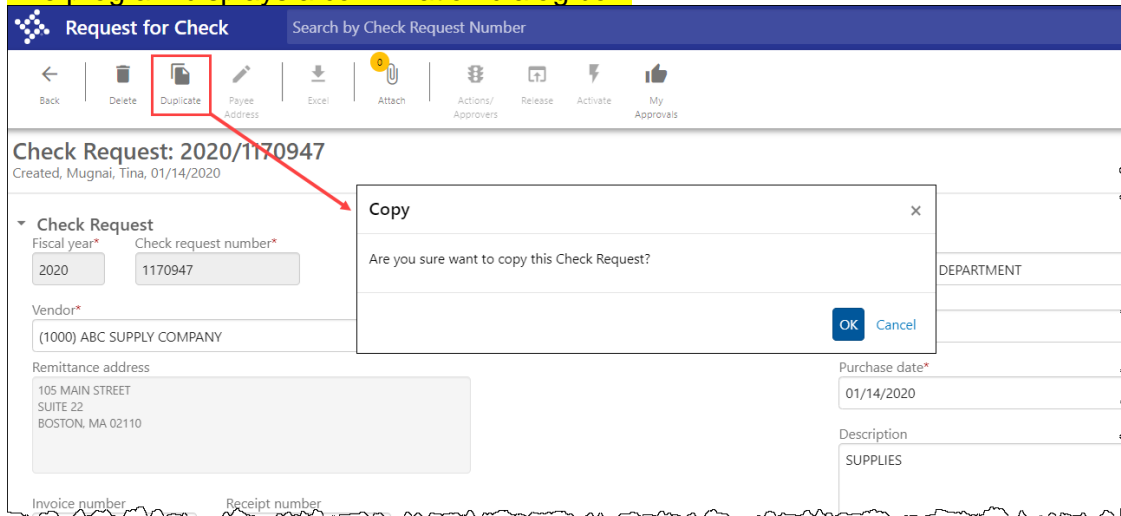
Field	Description	Fairfield, CA
Description Amount	Contain a description of items paid for by the check request and the amount of each item. Click Add Item to add additional lines. Click Delete to remove a line.	Add an item by adding a Description, Quantity (1), measure (each), and unit price of goods purchased.
Allocations		
Project String Account	Indicate the project strings and general ledger accounts to which the check request is allocated. If you enter a project string that has a default general ledger account associated with it, the program automatically completes the Account column.	Click "Add Allocation" first: If this related to Project with a Project string this is where you enter this number. If Project is on the GL then use the GL account area for the account code entry.
Percent	Determines the percentage of the total request amount to apply to each allocation line. The total percentage of all allocation lines must equal 100.	Enter in the amount to be allocated to each account code listed. It must total 100%.
Amount	Specifies the total amount for the allocation.	Auto-populated by allocated amount.

3. After completing the fields, click Save to save the check request and attach the backup to the check request by selecting the "Paperclip" icon on the toolbar. Once uploaded, click "Save and Add New" button if there are multiple check requested needed or the "Save" button for one item entry. The program saves your entries and examines the field values for errors. If the program encounters any errors, it displays the Errors button at the bottom of the screen.
4. If errors exist, click the Errors button to view a list of the errors that must be corrected before you can process the check request.
Once all errors have been resolved, click Save again.
5. Click Release on the toolbar to release the request to your organization's workflow system.

Copying a Check Request

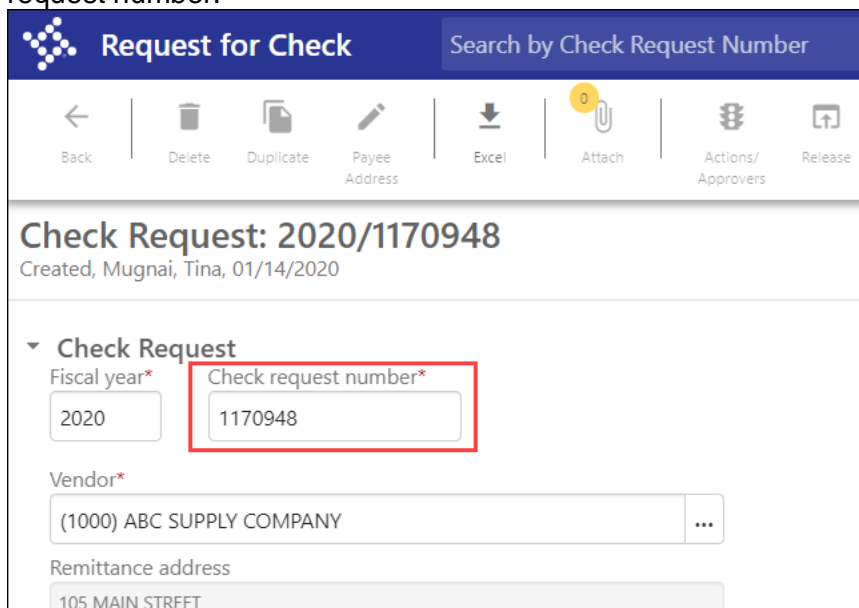
Use the following steps to copy an existing check request:

1. Click the Check Request # on the main program screen for the request to copy.
The program opens the check request.
2. Click Duplicate on the toolbar.
The program displays a confirmation dialog box.



The screenshot shows the 'Request for Check' interface. At the top, there is a search bar and a toolbar with icons for Back, Delete, Duplicate, Payee Address, Excel, Attach, Actions/Approvers, Release, Activate, and My Approvals. The main content area displays 'Check Request: 2020/1170947' with the creation date '01/14/2020'. Below this, there are input fields for 'Fiscal year*' (2020), 'Check request number*' (1170947), 'Vendor*' ((1000) ABC SUPPLY COMPANY), and 'Remittance address' (105 MAIN STREET, SUITE 22, BOSTON, MA 02110). A 'Copy' dialog box is overlaid on the screen, asking 'Are you sure want to copy this Check Request?' with 'OK' and 'Cancel' buttons. A red arrow points from the 'Duplicate' icon in the toolbar to the dialog box.

When you click OK, the screen refreshes to display the check details with the next available check request number.



The screenshot shows the 'Request for Check' interface after the check request has been copied. The main content area displays 'Check Request: 2020/1170948' with the creation date '01/14/2020'. Below this, there are input fields for 'Fiscal year*' (2020), 'Check request number*' (1170948), 'Vendor*' ((1000) ABC SUPPLY COMPANY), and 'Remittance address' (105 MAIN STREET). The 'Duplicate' icon in the toolbar is highlighted with a red box.

3. Review the data in the fields and update any information that should be changed for the new request.
4. After completing the fields, click Save to save the check request.
The program saves your entries and examines the field values for errors. If the program encounters any errors, it displays the Errors button at the bottom of the screen.
5. If errors exist, click the Errors button to view a list of the errors that must be corrected before you can process the check request.

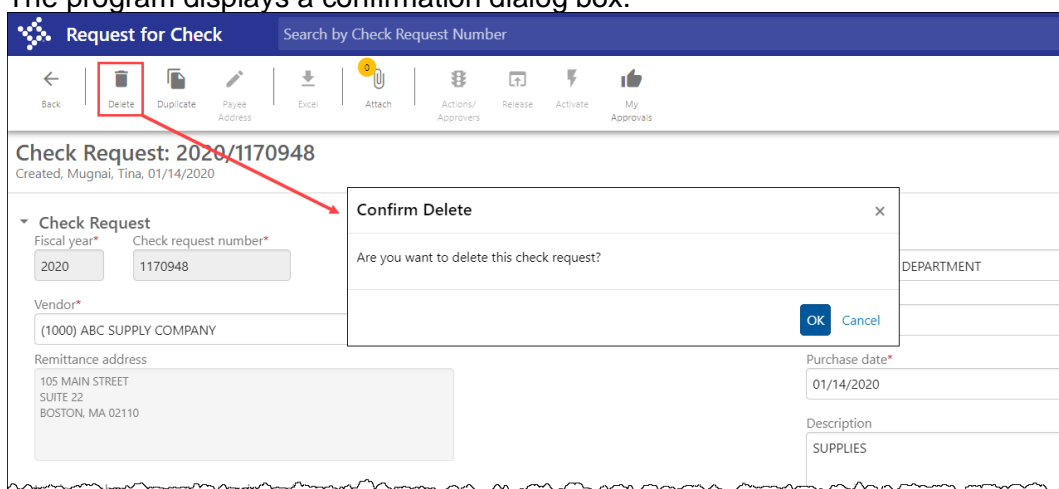
6. Once all errors have been resolved, click Save.
7. Click Release on the toolbar to release the request to your organization's workflow system.

Deleting a Check Request

The Request for Check program only allows you to delete check requests that have a status of Created, Allocated, or Rejected. Requests that have been converted to invoices or that have a status of Released cannot be deleted. Requests that have a status of Released are awaiting workflow approval. Once approval is granted or rejected, these requests can be successfully deleted.

Use the following steps to delete a check request:

1. On the main program screen, click the number of the check request to delete. The program refreshes the screen to display the request details.
2. On the toolbar, click Delete. The program displays a confirmation dialog box.



3. Click OK. The program removes the check request from your Munis database.

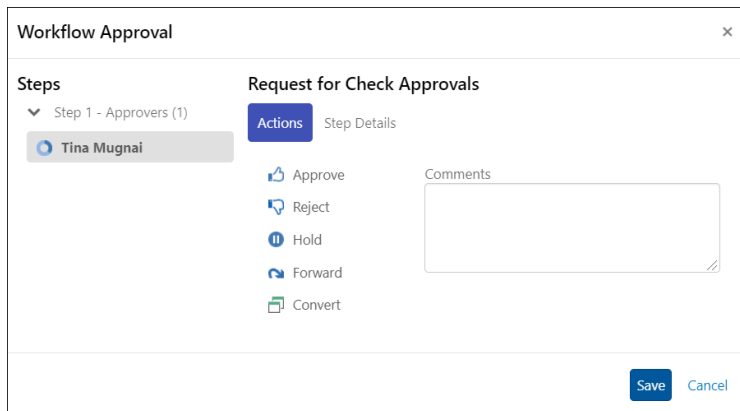
Viewing and Processing Workflow

Check requests are controlled by the RFC–Request for Check Approvals business rule. If this business rule is not set up, the program automatically creates an accounts payable invoice from the check request. MIGHT NOT NEED THIS RULE

- To process workflow for check requests, you must be a workflow approver for the RFC business rule. You can only process workflow for requests with a status of Released. For all other request statuses, the Request for Check program only displays informational data.
- You can view workflow details for a check request regardless of your status as a workflow approver. Only requests with a status of Released include workflow details.

To view or process workflow for check requests:

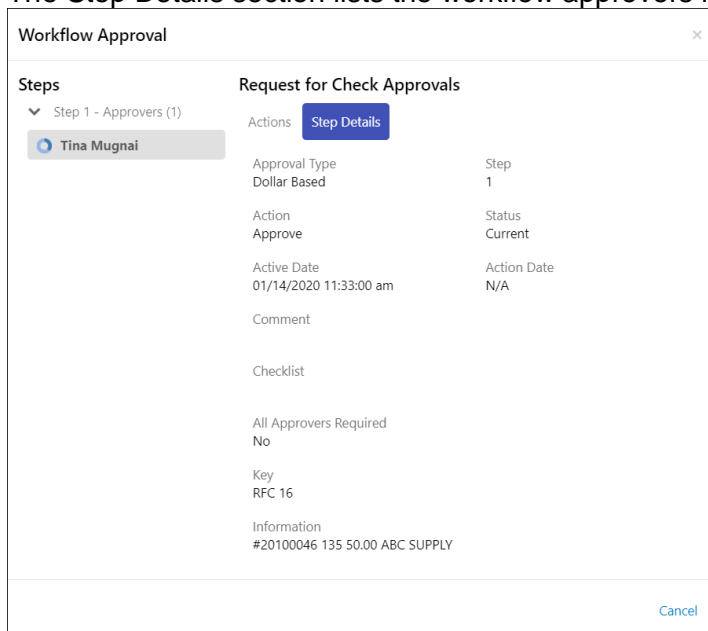
1. On the main program screen, click the number of the check request. The program refreshes the screen to display the request details.
2. On the toolbar, click Actions/Approvers. The program displays the Workflow Approval dialog box.



3. If you are an approver:

- On the Actions tab, select the workflow action for the request (Approve, Reject, Hold, Forward, or Convert).
If you are not the workflow approver, or if the record has a status of Converted, the Actions tab is not available.
- Enter a comment or note in the Comments box, as needed. Some approval actions require comments and others are optional.
- Click Save.
The program updates the status of the check request according to the selected workflow action. If you selected Hold, the request remains at a status of Released.

4. To view the workflow details of the check request, click the Step Details tab. The Step Details section lists the workflow approvers for the current workflow step.



5. Select an approver from the Steps section.

The program updates the Step Details tab to display the Action, Status, and Comment for the approver and workflow step.

Reactivating Rejected Requests

When check requests are rejected by a workflow approver, the request is given a status of Rejected. To update and resubmit the request, you must first reactivate it.

To reactivate a rejected check request:

1. On the main program screen, click the number of the check request to reactivate.
The program refreshes the screen to display the request details.
2. Click Activate on the toolbar.
The program resets the status of the request to Allocated. It can then be updated and rereleased for approval.

Updating a Check Request

You can only update check requests that do not have a status of Rejected or Converted. Rejected requests must be reactivated before they can be updated. Converted check requests cannot be updated as they have already created an accounts payable invoice.

To update an existing check request:

1. On the main program screen, click the number of the check request to update.
The program refreshes the screen to display the request details.
2. Review the data in the fields and update any information that should be changed for the check request.
3. After completing the fields, click Save to save the updates made to the check request.
The program saves your entries and examines the field values for errors. If the program encounters any errors, it displays the Errors button at the bottom of the screen.
4. If errors exist, click the Errors button to view a list of the errors that must be corrected before you can successfully save the changes made to the check request.
5. Once all errors have been resolved, click Save.
6. If the check request is complete, click Release on the toolbar to release the request to your organization's workflow system.

Completing Full and Partial Liquidations in Invoice Entry

Overview

When you fully liquidate an invoice against a purchase order (PO) or contract in Munis, you are completely relieving existing encumbrances, closing the PO or contract, recognizing actual expenses once an order has been fulfilled, as well as initiating vendor payment.

For a partial liquidation, the purchase order or contract amount can retain encumbrance amounts and be used throughout the fiscal year for multiple payments provided the total amount of the encumbrance on the purchase order or contract is not exceeded. An increase to a purchase order's or contract's encumbrance will require purchase order or contract maintenance on the original encumbrance.

Invoice batches should be created and submitted on a regular basis. Upon entry of an invoice, the amount allocated to each general ledger (GL) account appears as a memo balance, which subtracts the net amount from the remaining available budget without displaying supporting invoice detail information when reviewing the account. The invoice will be released through an approval process driven by the accounts contained within the transaction. Upon completion of the approval process, the invoice is posted. At this time, the detail information for this transaction is available under the respective general ledger accounts, and the invoice is ready to be included in the next check run.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

- You have access to the accounts to which the invoice will be allocated.
- A purchase order or contract exists against which the invoice is to be paid.
- The Accounts Payable Invoice Workflow process is established.

Procedure

Complete the following steps to enter an invoice in Munis.

Note: Steps 1-5 were previously presented in the Invoice Entry procedure found earlier in this document. Refer to that process for screen shots and field descriptions tables as needed.

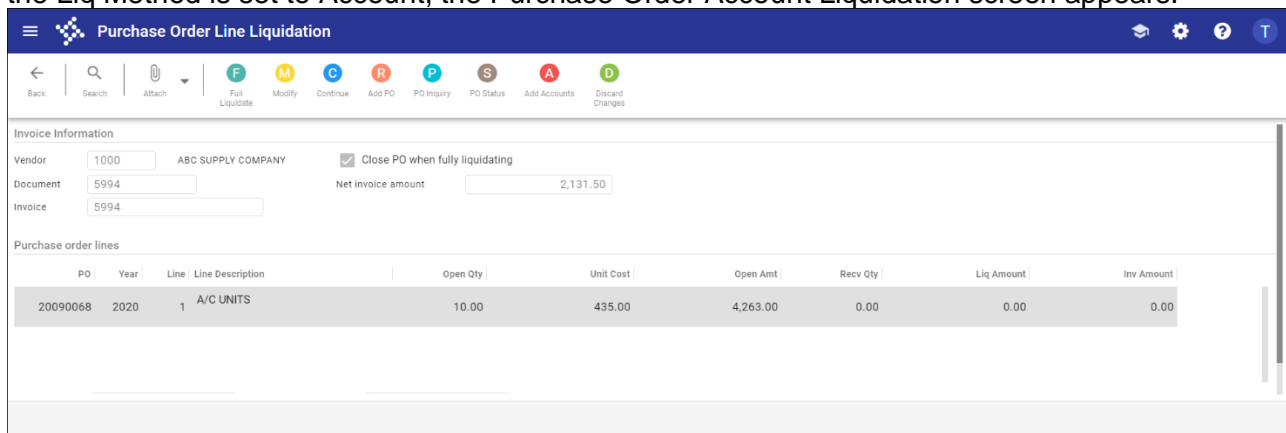
1. Open the Invoice Entry program.
Financials > Accounts Payable > Invoice Processing > Invoice Entry
2. Click Add Batch, Red "A" in toolbar.
3. Complete the fields to define the batch.
4. Click Accept.
The program displays the Invoice Entry screen.
5. Complete the fields, as required, to define the invoice details.

Entering a Partial Payment/Liquidation

To enter a partial payment or liquidation:

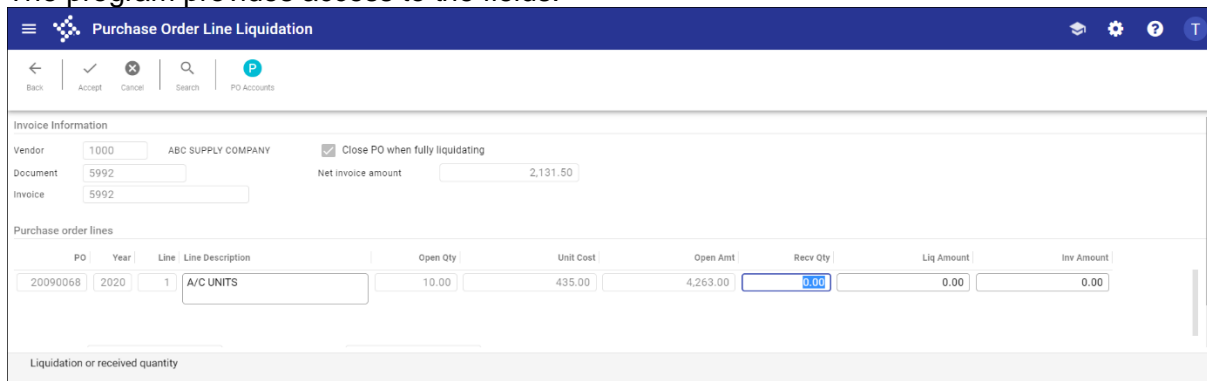
6. After entering the invoice details in steps 1-5, press **Tab** to display the Purchase Order Line/Account Liquidation screen.

Note: If the Liq Method list is set to Line, the Purchase Order Line Liquidation screen appears. If the Liq Method is set to Account, the Purchase Order Account Liquidation screen appears.



PO	Year	Line	Line Description	Open Qty	Unit Cost	Open Amt	Recv Qty	Liq Amount	Inv Amount
20090068	2020	1	A/C UNITS	10.00	435.00	4,263.00	0.00	0.00	0.00

7. Click Modify in the toolbar.
The program provides access to the fields.



PO	Year	Line	Line Description	Open Qty	Unit Cost	Open Amt	Recv Qty	Liq Amount	Inv Amount
20090068	2020	1	A/C UNITS	10.00	435.00	4,263.00	0.00	0.00	0.00

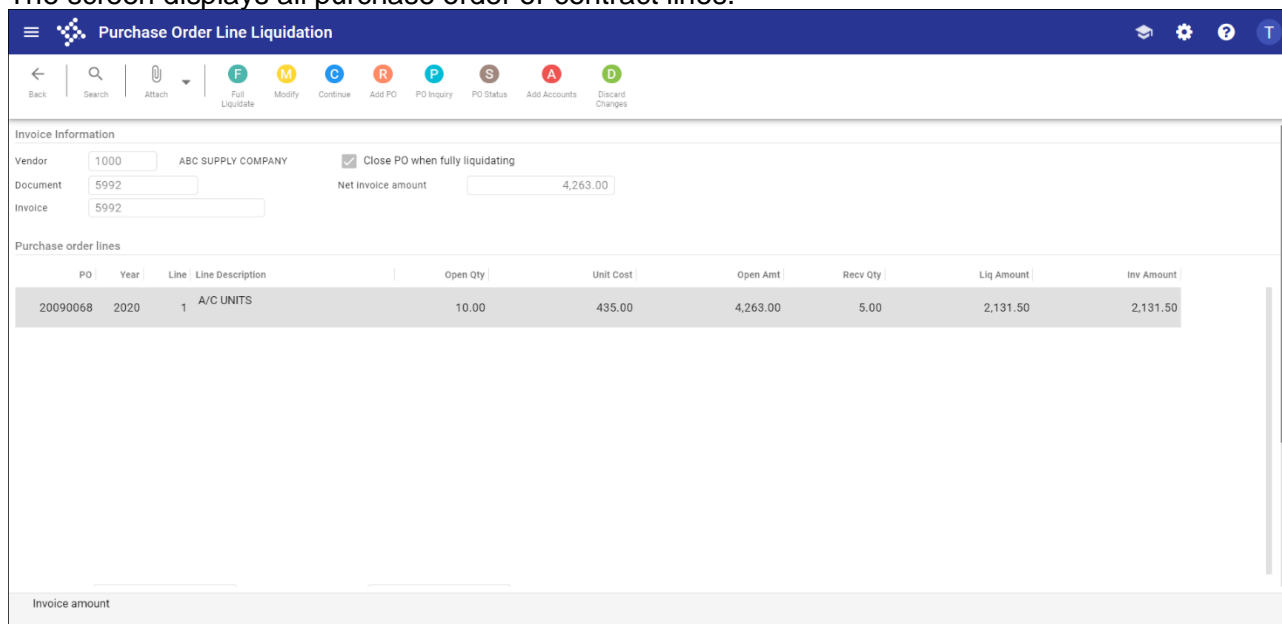
8. Enter the dollar amount to liquidate from each line in the Liq Amount column. Press **Tab** to move to the Inv Amount column; the program completes the amount to be invoiced based on the liquidation amount entered. Continue until the liquidated and invoice amounts total the invoice amount.
9. Click Accept.
The program displays the accounts to be charged based on the liquidation and invoice amounts entered in the Invoice Lines group.
10. Click Continue in the toolbar to return to the Invoice Entry screen.
11. Verify all invoice information is correct, including the accuracy of the general ledger accounts to be charged.
12. Click Accept.
13. To continue adding invoices to the batch, click Add, define the invoice details, and repeat the preceding steps. When all invoices are entered, click Back on the toolbar to return to the Invoice Entry Batch Header screen.
14. Confirm the invoice count and total, as displayed on the header to the invoices ready to be submitted for approval and posting. If the batch total or count does not reconcile, click the View Batch option to display a summary list of all invoices within the batch.
15. Double-click a record to select it; the program displays it on the Invoice Entry screen.
16. Update the record, as necessary, and return to the Invoice Entry Batch Header screen.
17. Once updated, click the Back button to return to the Invoice Entry Batch Header Screen to release the Batch into workflow.

Fully Liquidating a PO or Contract

To fully liquidate a PO or contract:

6. After entering the invoice details in steps 1-5, press **Tab** to display the Purchase Order Line/Account Liquidation screen.

Note: If the Liq Method list is set to Line, the Purchase Order Line Liquidation screen appears. If the Liq Method is set to Account, the Purchase Order Account Liquidation screen appears. The screen displays all purchase order or contract lines.



Purchase Order Line Liquidation

Invoice Information

Vendor: 1000 ABC SUPPLY COMPANY Close PO when fully liquidating

Document: 5992 Net invoice amount: 4,263.00

Invoice: 5992

Purchase order lines

PO	Year	Line	Line Description	Open Qty	Unit Cost	Open Amt	Recv Qty	Liq Amount	Inv Amount
20090068	2020	1	A/C UNITS	10.00	435.00	4,263.00	5.00	2,131.50	2,131.50

Invoice amount

7. If the purchase order should be closed once it is fully liquidated, click the PO Status option in the toolbar to select the Close PO When Fully Liquidating check box. (If the PO should not be closed, click PO Status again to clear this box.)
8. Click Full Liquidate in the toolbar to fully liquidate the purchase order.
The program displays a confirmation message.
9. Click Yes to proceed.
The program processes the full liquidation, closes the PO if directed to do so, and returns to the Invoice Entry screen.

Updating the Invoices

To make changes to the invoices before releasing the batch:

1. From the Invoice Entry batch header screen, click Resume.
The program displays the invoice details.
2. Use the navigation arrows at the bottom of the Invoice Entry screen to find the record to modify.
3. Click Update and modify the information, as required.
4. Click Accept to save the changes, and then click Back on the toolbar to return to the batch header screen.

When reconciliation is complete, the batch is ready to be released and submitted into the workflow.

Releasing the Batch

To release the batch when reconciliation is complete:

1. Click Release in the toolbar.
The program provides a confirmation message notifying you that this action will initiate the approval process and asks if you want to continue.
2. Click Yes.
The program updates the “Released?” field on the Invoice Entry batch header screen to indicate the statuses of the invoices in the batch: All Released, Some Released, or None Released.
3. To view the status of each invoice in the approval process, click View Batch and select the batch from the Browse list.
The program displays the first invoice in the batch.
4. In the Workflow group on the invoice record, click the Approvers button.
The program displays a list of all required approvers, as well as the workflow status and actions taken on the invoice.

Results

This batch has been released and the approval process has been initiated. Each record will need to be reviewed and updated by the required approvers. After all approvals are received, the invoice can be posted. Once it is posted, the invoice is no longer available for viewing in the Invoice Entry program. Invoice details can be viewed in Invoice Central, Account Inquiry, Vendor Invoice Lists, Year to Date Budget Reports, and Vendor Central.

Status Change

A released invoice can have different statuses:

- The invoice has a status of H-On Hold if it is not posted with the rest of the batch. It must be approved and then posted.
- The invoice has a status of P-Pending if it has entered the workflow and is pending approval.

- If the invoice has an associated purchase order but no receiving records, its status is T-Awaiting Three-Way Match. It remains at this status until receiving records are entered.

Clicking the Approvers button indicates where in the workflow process the invoice record stands. Once the final approver reviews and approves or rejects the invoice, its status is updated to either A-Approved or R-Rejected.

For a partial liquidation, the selected line items have been liquidated by quantity or amount. For a full liquidation, the selected purchase order or contract has been fully liquidated and closed.

What's Next?

Required approvers will receive notification that a record is pending their approval. The invoices will flow through the approval process until the final step has been completed, at which time the invoice will be posted. Once posted, detail records are available for these transactions under the general ledger accounts affected. **COMPLETED TRAINING FOR END USERS - FINANCE FROM HERE ON**

Modifying Invoices

Overview

The Modify Invoices program is used for making changes to invoices that have been entered and posted through the Invoice Entry program. The Modify Invoices program consists of three screens: Journal Header, Invoice Header, and Invoice Detail. The number of fields available for updating is determined by the status of the invoice. An unpaid invoice has more flexibility than an invoice that has been paid and posted through the Cash Disbursements Journal program. When making a change to an invoice that originally liquidated a purchase order, the cancellation or voiding of the invoice re-encumbers any liquidated funds. Be sure this is the desired result. If not, you must also change the purchase order.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

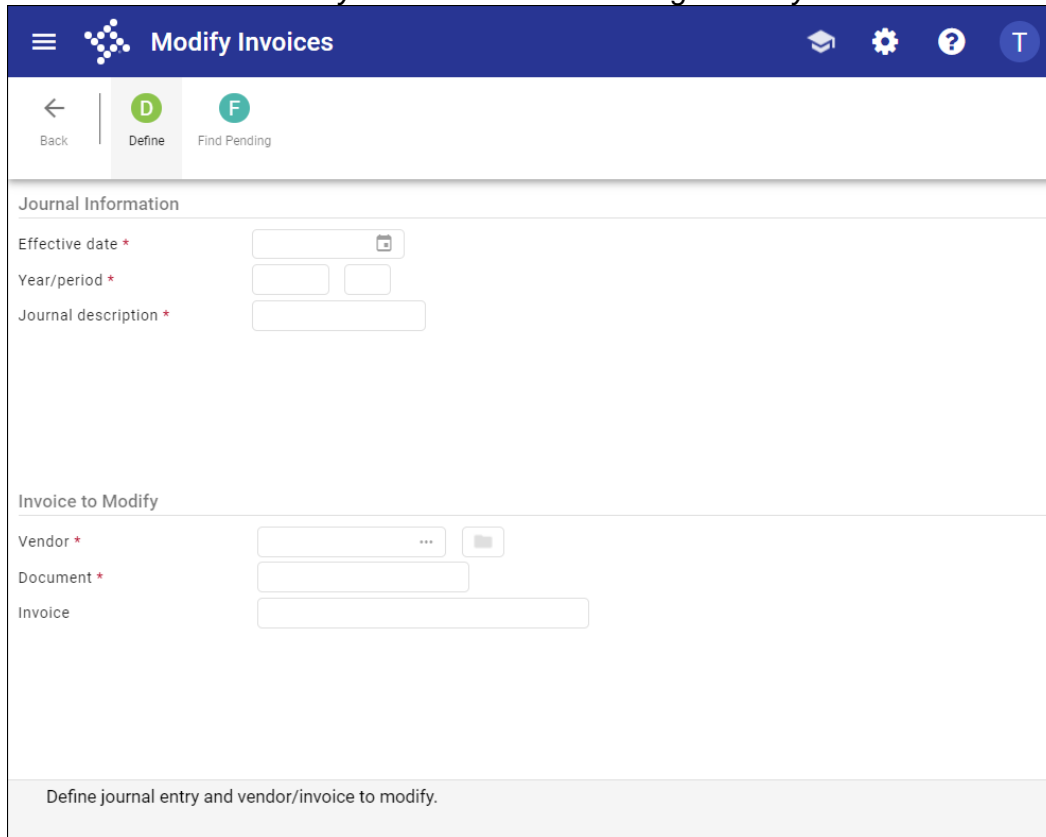
Confirm the following:

- You have permission to maintain invoices.
- You have menu access to the Modify Invoices program.
- You have permission to access to general ledger accounts.

Procedure

Complete the following steps to make a change to an invoice:

1. Open the Modify Invoices program.
Financials > Accounts Payable > Invoice Processing > Modify Invoices

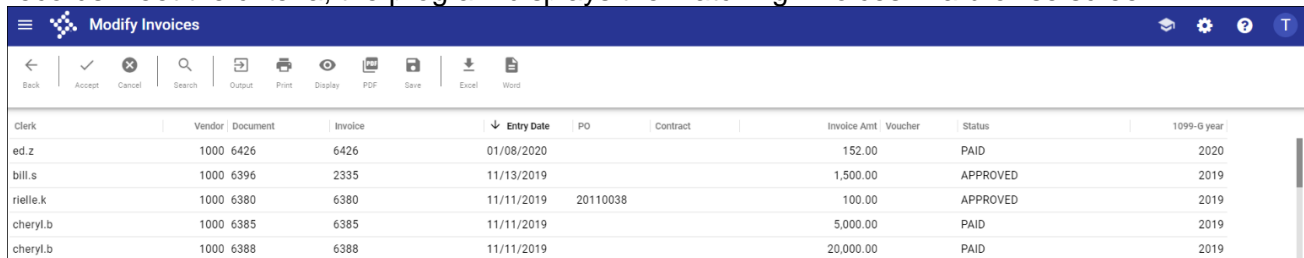


2. Click Define.
3. Complete the fields, as required, using the following table as a guide.

Field	Description	Fairfield, CA
Journal Information		
Effective Date	Contains the date the changes affect the general ledger. The current date is the default value, but you can change this.	
Year/Period	Specify the fiscal year and period associated with the invoice. When you update an invoice, the program posts changes to this year and period.	
Journal Description	Defines the journal description that is required for the journal entry. The description can contain up to 10 alphanumeric characters.	
Invoice to Modify		
Vendor	Indicates the vendor number of the vendor for whom the invoice is intended. You can enter one-time pay vendors, which are included in the results list when	

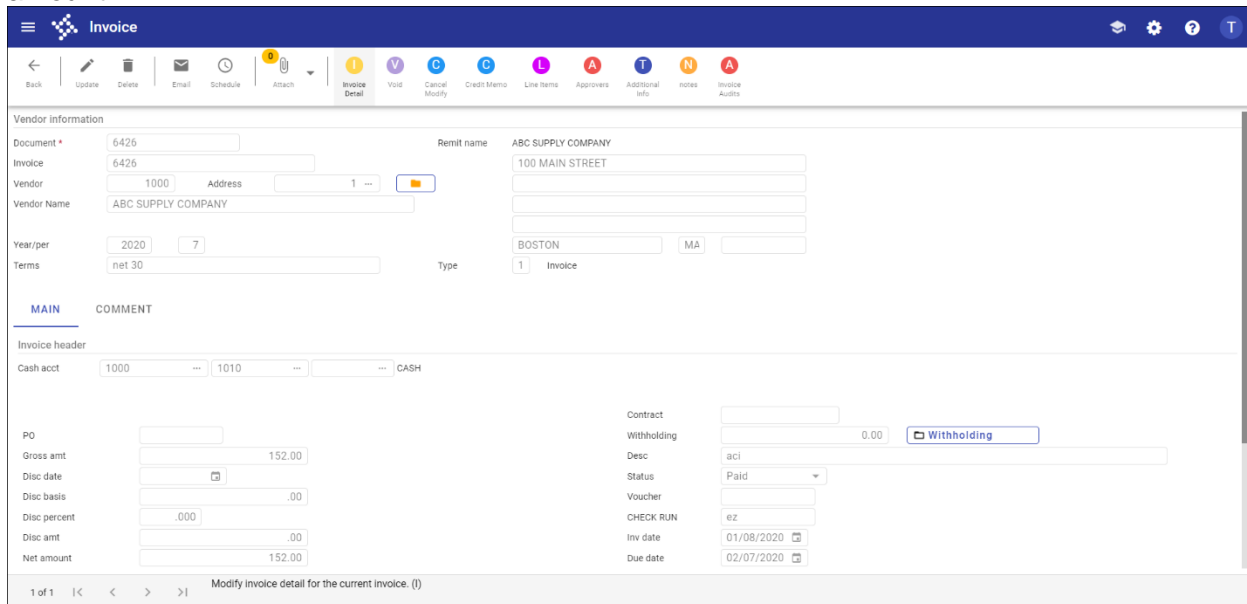
Field	Description	Fairfield, CA
	you click the field help button to select a vendor. After you enter the vendor number, the program displays the vendor name, and the folder button is highlighted. Click the folder button to view the vendor record.	
Document	Specifies the unique 12-character document identifier for the invoice.	
Invoice	Provides the 20-character number for the invoice.	

4. After completing the fields, click Accept.
If the vendor number is the only criteria defined, the program displays the invoice record; if multiple records meet the criteria, the program displays the matching invoices in a browse screen.



Clerk	Vendor	Document	Invoice	Entry Date	PO	Contract	Invoice Amt	Voucher	Status	1099-G year
ed.z	1000	6426	6426	01/08/2020			152.00		PAID	2020
bill.s	1000	6396	2335	11/13/2019			1,500.00		APPROVED	2019
rielle.k	1000	6380	6380	11/11/2019	20110038		100.00		APPROVED	2019
cheryl.b	1000	6385	6385	11/11/2019			5,000.00		PAID	2019
cheryl.b	1000	6388	6388	11/11/2019			20,000.00		PAID	2019

5. Double-click the record to maintain.
The program opens the Invoice Header screen. The Invoice Header screen contains general information about the invoice, such as the vendor, address, invoice description, status, and gross amount.



Vendor information

Document * 6426 Remit name ABC SUPPLY COMPANY
 Invoice 6426
 Vendor 1000 Address 1 ...
 Vendor Name ABC SUPPLY COMPANY
 Year/per 2020 7
 Terms net 30 Type 1 Invoice

Invoice header

Cash acct 1000 ... 1010 ... CASH

PO Contract
 Gross amt 152.00 Withholding 0.00 Withholding
 Disc date
 Disc basis .00
 Disc percent .000 CHECK RUN ez
 Disc amt .00 Inv date 01/08/2020
 Net amount 152.00 Due date 02/07/2020

1 of 1 |< > | Modify invoice detail for the current invoice. (1)

6. Click Update.
The fields available for updating vary according to the invoice status. An unpaid invoice is the most flexible, allowing deletion from the database or changes to the following fields:

- PO Number
- Voucher Number

- Invoice Date
- Due Date
- Check Run Number
- Dept/Loc
- Status
- Separate Checks Status
- Comment, Description
- Amounts
- Discount
- Org, Object, and Project
- 1099
- Asset Status
- PO lines (can be added or deleted)

Paid invoices allow changes to the following fields:

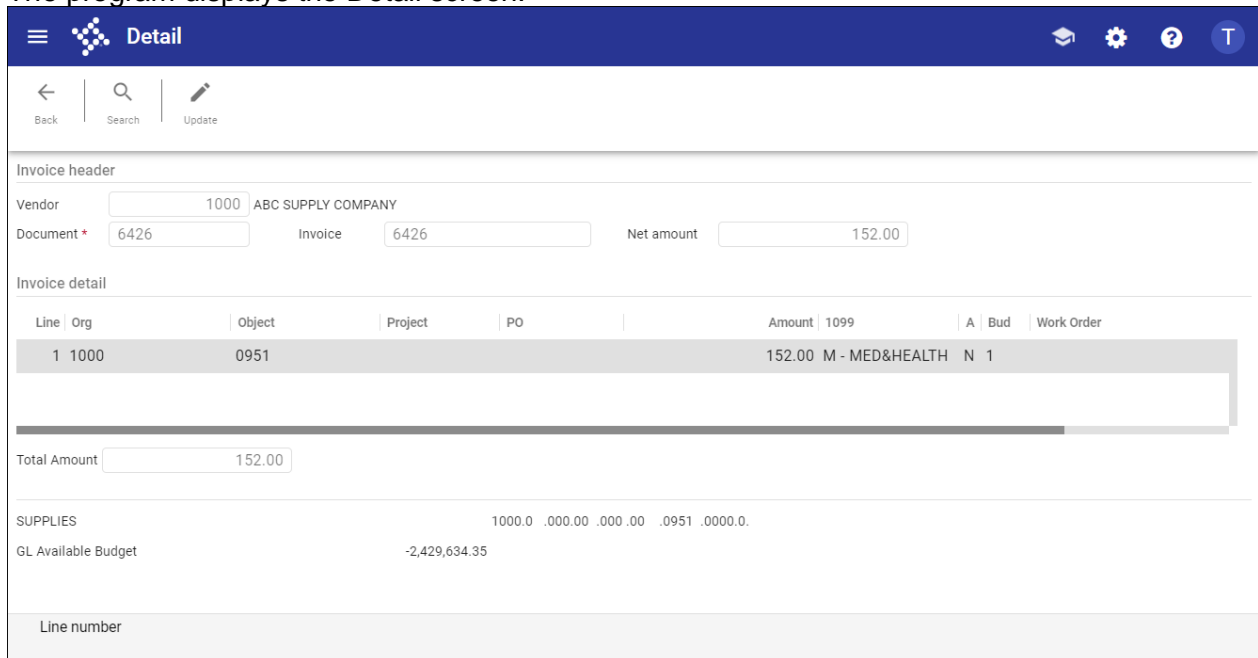
- PO Number
- Voucher Number
- Dept/Loc
- Comments
- Description
- Org, Object, and Project
- No deletion of records from the database is allowed (this would require voiding a check)

7. Make the necessary changes and click Accept.

To make a change to the general ledger accounts for an invoice:

1. On the Invoice Header screen, click Invoice Detail.

The program displays the Detail screen.



Invoice header

Vendor: 1000 ABC SUPPLY COMPANY
 Document*: 6426 Invoice: 6426 Net amount: 152.00

Invoice detail

Line	Org	Object	Project	PO	Amount	1099	A	Bud	Work Order
1	1000	0951			152.00	M - MED&HEALTH	N	1	

Total Amount: 152.00

SUPPLIES 1000.0 .000.00 .000.00 .0951 .0000.0
 GL Available Budget -2,429,634.35

Line number

2. Click Update.

3. Make the necessary changes.
4. Click Accept to save the changes.
5. Click Back to close the screen and post the changes.

Other update options:

- To restore the invoice to its original state, click Cancel Modify. You must click Cancel Modify prior to exiting the maintained invoice to successfully restore the invoice to its original state.
- To void an invoice, click Void. Only invoices with a status of Approved or Held are eligible to be voided. The status is updated to Void.
Note: When a check is voided, the associated invoices are updated to an approved status to be included in the next check run. If you do not want the invoice included in the next check run, use the Modify Invoices program to void the invoice itself.
- To remove an invoice from the database, click Delete on the Munis toolbar.
The program only allows you to delete invoices with a status of Approved, Held, or Void.
The program displays a confirmation message.

Results

There is no Output/Post option in the Modify Invoices program. Once you close the screen, the program posts any journals associated with the change, and then updates the invoice.

Status Change

The status change to the invoice reflects any changes that were made. Voiding an invoice updates the status to Void. A paid invoice remains in a Paid status, unless the check is voided. If the check is voided, the invoice status is updated to Approved. An approved invoice is included in the next check run, unless manually updated through the Modify Invoices program. If the invoice is modified, the invoice will be routed through the Workflow Approval process for approval.

GL Impact

If you change the amount or general ledger account fields, the program makes adjusting journal entries as necessary. The general ledger update occurs when you close the Modify Invoices program.

Other Munis Modules Impacted

Changes made in the Modify Invoices program can affect Munis Purchasing. For example, the cancellation of an invoice that originally liquidated a purchase order will re-encumber those amounts. If you void a check that paid an invoice, the invoice reverts to a status of Approved and is available for the next check run. If this is not the intended result, you must use the Modify Invoices program to void the invoice as well.

What's Next?

Depending on the reason for the maintenance, the next steps to be taken may vary. If an invoice was deleted because it was entered against the wrong vendor, you may re-enter the invoice correctly through Invoice Entry. If an invoice entered against a purchase order was deleted, you may want to confirm that the purchase order should have in fact been re-encumbered. Corrections or modifications to the invoice will release the invoice for approval.

Creating Reports

Overview

This section provides general instructions for creating commonly used reports from the Munis Accounts Payable menu. It is intended for accounts payable personnel. This section includes the following reports:

- Vendor Invoice List
- Vendor Fiscal Year Summary
- Invoice History by GL Account
- Invoice Aging Report
- Invoice Open Report

Note: If the View SSNs check box in Accounts Payable User Attributes is not selected for your user ID, the programs do not include Social Security numbers in reports.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Vendor Invoice Lists

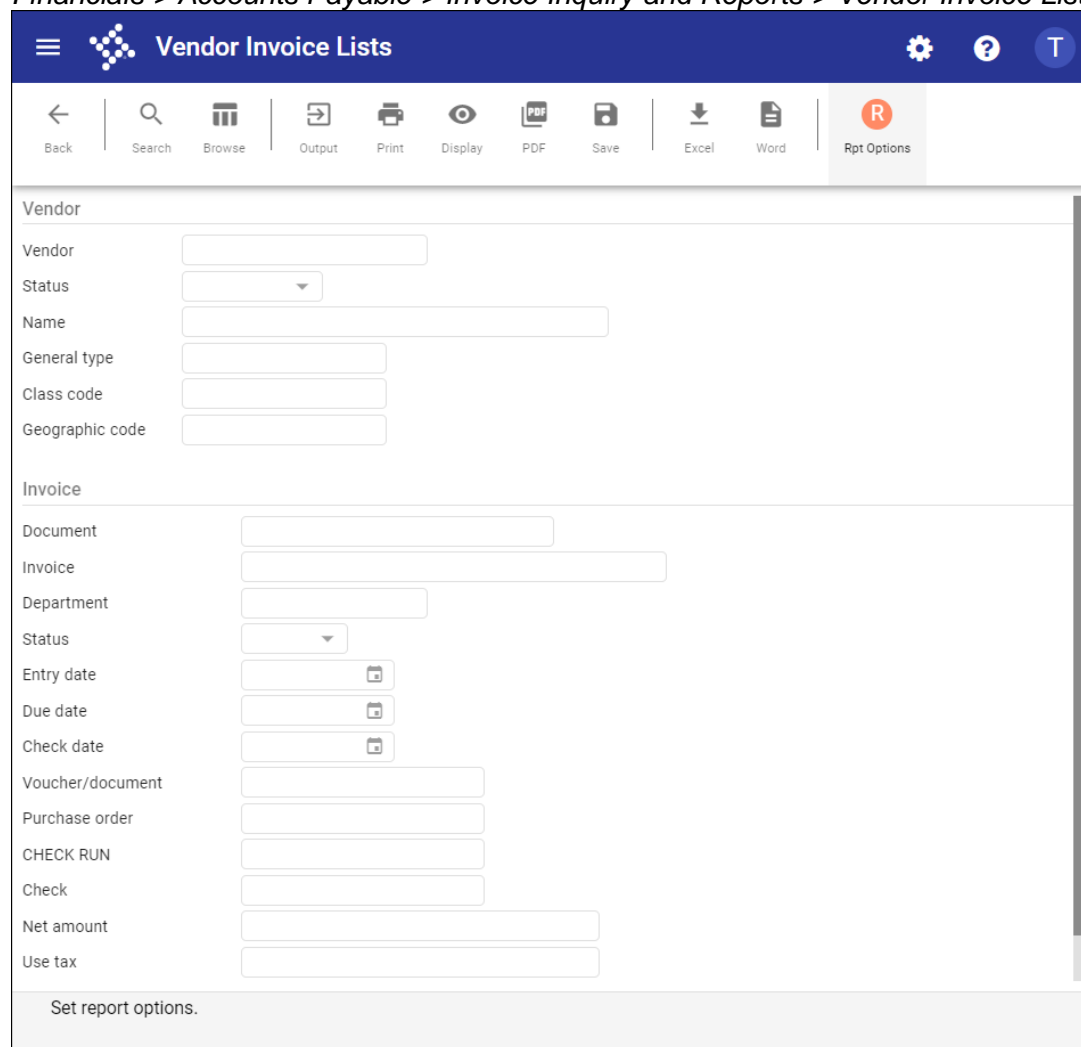
The Vendor Invoice Lists program prints a list of vendor invoices. Invoices can be chosen based on the vendor's number, status, name, general type code, class code, and/or geographic code. They can also be selected by the invoice number, department, status/entry date, due date, check date, voucher number, purchase order number, check run number and/or check number.

Procedure

Complete the following steps to print a list of vendor invoices:

1. Open the Vendor Invoice Lists program.

Financials > Accounts Payable > Invoice Inquiry and Reports > Vendor Invoice Lists



2. On the toolbar, click Search.
3. To create an active set of records matching specific criteria, complete one or more of the fields according to the following table. To create an active set of all records, leave all the fields blank.

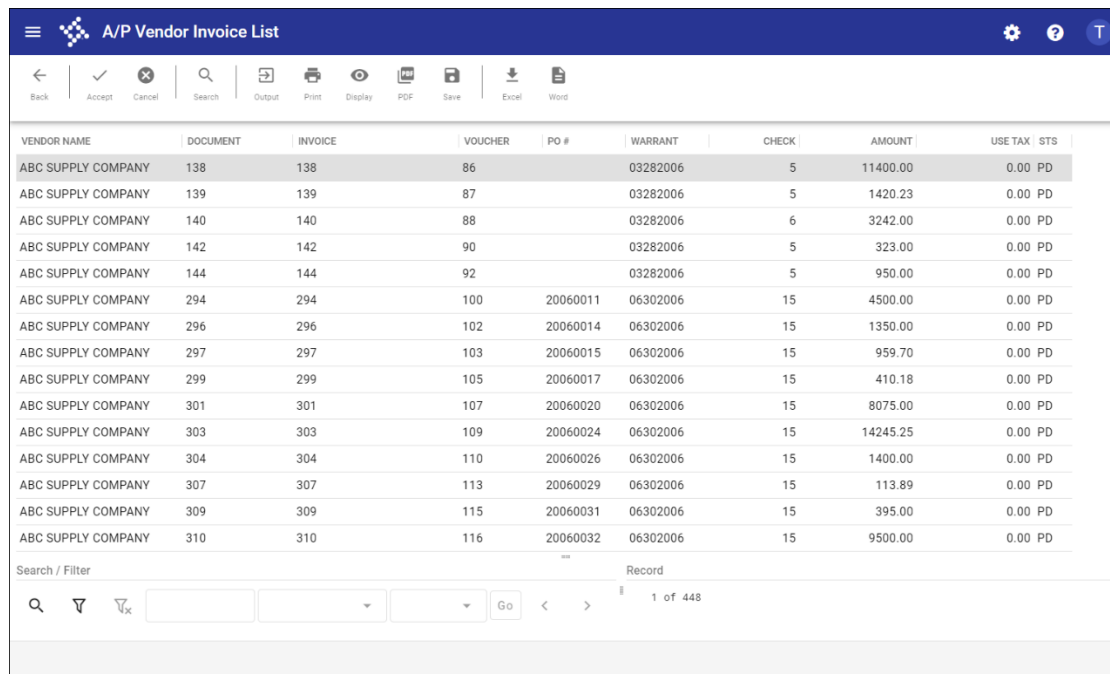
Field	Description	Fairfield, CA
Vendor		
Vendor	Indicates the vendor number to include on the report.	

Field	Description	Fairfield, CA
Status	Specifies the vendor status to be included on the report. The following options from the Vendors program are available: Active, Inactive, Temporary, Stop or Bidder.	
Name	Contains the name of the vendor to include on the report. The vendor name must be entered exactly as it is defined in the Vendors program.	
General Type	Contains the vendor type codes to include on the report. The type code must exist in Accounts Payable Miscellaneous Codes and be linked to the vendor in Vendors.	
Class Code	Identifies the vendor class code to include on the report. The class code must exist in Accounts Payable Miscellaneous Codes and be linked to the vendor in Vendors.	
Geographic Code	Stores the vendor geographic codes to include on the report. The geographic code must exist in Accounts Payable Miscellaneous Codes and be linked to the vendor in Vendors.	
Invoice		
Document	Specifies a unique 12-character document identifier.	
Invoice	Provides a 20-character invoice number.	
Department	Sets the department code to include on the report.	
Status	Indicates the status of the invoice to include on the report: Approved, Hold, Paid, or Void.	
Entry Date	Contains the invoice entry date to include on the report. Note: The entry date is not manually entered during invoice entry and cannot be seen. It is the actual system date that the invoice was entered.	
Due Date	Determines the invoice due dates to be included on the report. If you do not select a specific invoice status, invoices with the same due	

Field	Description	Fairfield, CA
	date are selected regardless of whether they are paid.	
Check Date	Identifies the invoice check date to include on the report. This date appears on an invoice if the invoice is already paid.	
Voucher/Document	Contains the invoice numbers to include on the report. You can enter an invoice number, leave this box blank to include all invoice numbers, or use a colon (:) to define a range of numbers.	
Purchase Order	Specifies the purchase order number used to create the invoices to include on the report. You can enter a purchase order number, leave this box blank to include all purchase orders, or use a colon (:) to define a range of purchase orders numbers.	
Check Run [Warrant]	Contains the invoice check run or warrant identifier to include on the report. You can enter a check run identifier, leave the box blank to include all check runs, or use a colon (:) to define a range of check run identifiers. Note: Depending on your organization's settings, this label may vary.	
Check	Establishes the check number used to pay the invoice to include on the report. The check number is present on an invoice if the invoice is already paid. Check numbers are assigned to the invoices when the checks are printed. You can enter a check number, leave this box blank to include all checks, or use a colon (:) to define a range of check numbers to include.	
Net Amount	Contains the net amount of the invoice.	
Use Tax	Indicates the amount of use tax that applies to the invoice.	
Description	Stores the description used with the Purchase Card Import program. You can enter a description, leave this box blank to include all descriptions, or use a wildcard character to define the	

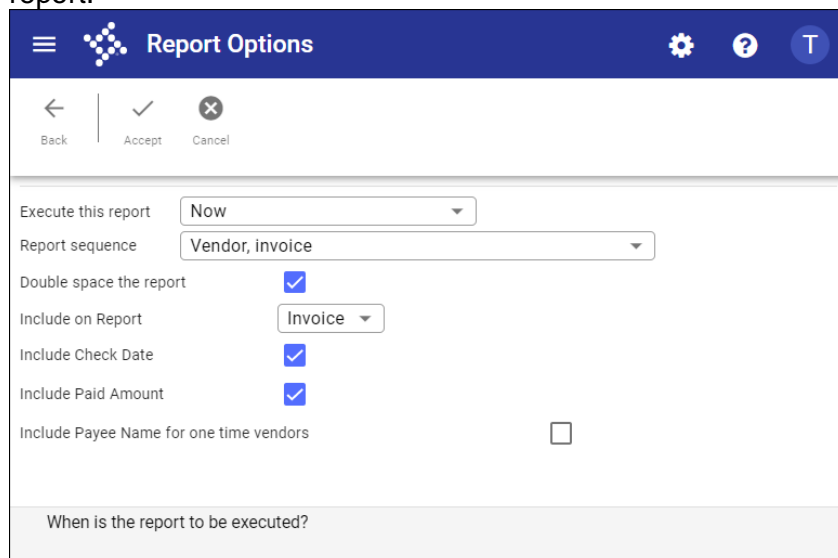
Field	Description	Fairfield, CA
	description if you are unsure of how it is recorded in the database.	

- Click Accept.
The program displays the number of records that meet the search criteria.
- Click Browse to view a list of records in the active set. Double-click a list entry to view details.



VENDOR NAME	DOCUMENT	INVOICE	VOUCHER	PO #	WARRANT	CHECK	AMOUNT	USE TAX	STS
ABC SUPPLY COMPANY	138	138	86		03282006	5	11400.00	0.00	PD
ABC SUPPLY COMPANY	139	139	87		03282006	5	1420.23	0.00	PD
ABC SUPPLY COMPANY	140	140	88		03282006	6	3242.00	0.00	PD
ABC SUPPLY COMPANY	142	142	90		03282006	5	323.00	0.00	PD
ABC SUPPLY COMPANY	144	144	92		03282006	5	950.00	0.00	PD
ABC SUPPLY COMPANY	294	294	100	20060011	06302006	15	4500.00	0.00	PD
ABC SUPPLY COMPANY	296	296	102	20060014	06302006	15	1350.00	0.00	PD
ABC SUPPLY COMPANY	297	297	103	20060015	06302006	15	959.70	0.00	PD
ABC SUPPLY COMPANY	299	299	105	20060017	06302006	15	410.18	0.00	PD
ABC SUPPLY COMPANY	301	301	107	20060020	06302006	15	8075.00	0.00	PD
ABC SUPPLY COMPANY	303	303	109	20060024	06302006	15	14245.25	0.00	PD
ABC SUPPLY COMPANY	304	304	110	20060026	06302006	15	1400.00	0.00	PD
ABC SUPPLY COMPANY	307	307	113	20060029	06302006	15	113.89	0.00	PD
ABC SUPPLY COMPANY	309	309	115	20060031	06302006	15	395.00	0.00	PD
ABC SUPPLY COMPANY	310	310	116	20060032	06302006	15	9500.00	0.00	PD

- Click Accept to return to the main program screen.
- Click Report Options (Rpt Options) on the toolbar to create a report of the active set. This allows you to specify the sort or subtotal sequence, report headings, and spacing for the report.



Report Options

Execute this report: Now

Report sequence: Vendor, invoice

Double space the report:

Include on Report: Invoice

Include Check Date:

Include Paid Amount:

Include Payee Name for one time vendors:

When is the report to be executed?

- Complete the fields according to the following table.

Field	Description	Fairfield, CA
Execute This Report	<p>Determines how and when the report is created.</p> <ul style="list-style-type: none"> • Select Now to process the report immediately. Use the output options in the toolbar to view, print, or save the report. • Select In Background (Now) to process the report for a single time on a specified date using Munis Scheduler. This selection includes the event log and email notification features. • Select At a Scheduled Time to establish when and how often the report runs. This selection uses Munis Scheduler and includes event log and email notification features. 	
Report Sequence	<p>Specifies how the report sorts and subtotals:</p> <ul style="list-style-type: none"> Vendor invoice Vendor name, invoice Voucher, vendor, invoice PO, invoice Check Run, vendor, invoice Check Run, vendor name, invoice Check, invoice Vendor name, check <p>No matter which option you select, the report prints the same columns of information, in the same order from left to right.</p> <p>All report sequence options that refer to the vendor name draw this name from the Alpha box in the Vendors program, which enables alphabetic sorting of vendors.</p> <p>If an invoice does not have any characters in the primary field chosen for sorting, that invoice is not included on the report. For example, if you select PO, Invoice and an invoice in the set of invoices that was selected does not have a purchase order number associated with it, that invoice does not print on the report.</p> <p>Only invoices that have check numbers are printed for options 7 and 8.</p>	

Field	Description	Fairfield, CA
Double Space the Report	If selected, this check box directs the program to print the report in double-spaced format.	
Include on Report	<p>Specifies the number to include on the report: Document, Invoice, or Both.</p> <ul style="list-style-type: none"> • Select Document to include only the 12-character document number on the report. If you select Document, the document number prints in the first column. • Select Invoice to include only the 20-character invoice number on the report. If you select Invoice, the invoice number prints in the first column and the description includes on the first 26 characters. • Select Both to include both the document and invoice number on the report. If you select Both, the document number prints in the first column and the invoice number is on the next line with the label "Invoice." 	
Include Check Date	<p>Directs the program to include the check date in the report, if this check box is selected.</p> <p>If the value of the Include on Report list is Document or Invoice, the check date appears on the report as CHECK DATE mm/dd/yyyy.</p> <p>If the value of the Include on Report list is Both, the check date is included on the INVOICE line.</p>	
Include Paid Amount	Causes the report to include the paid amounts for invoices, when selected.	
Include Payee Name for One Time Vendors	Directs the program to include the payee name when displaying one-time vendors on reports, if selected.	

9. Click Accept.
The program returns to the Vendor Invoice Lists screen.
10. If you selected Now from the Execute This Report field, click Output on the Munis toolbar and select an output format to create the report.
If you selected any other value for the Execute This Report field, the program opens Munis Scheduler, which allows you to create the report at a future time or date.

Example: Vendor Invoice List Report

Munis											
VENDOR INVOICE LIST											
INVOICE	P.O.	INV DATE	VOUCHER	CHECK RUN	CHECK #	INVOICE NET	PAID AMOUNT	DUE DATE	TYPE	STS	INVOICE DESCRIPTION
1000 ABC SUPPLY COMPANY											
CHECK DATE:		10/08/2019			3333	40,000.00		11/07/2019	INV	APP	test
CHECK DATE:		10/14/2019			102319	100.00		11/13/2019	INV	APP	test
01101		01/01/2017			050505	5,000.00		01/11/2017	INV	APP	
CHECK DATE:		06/30/2007	438		SHERI 6533265	5,000.00	5,000.00	06/30/2007	INV	PD	SUPPLIES FOR GRANT
10		11/07/2007									
CHECK DATE:	20110031	09/26/2019			050505	95.00		10/06/2019	INV	APP	HVAC Equipment, Access
100		03/20/2007	217		1000 99959	950.00	950.00	03/30/2007	INV	PD	test
1000		10/18/2018				950.00		10/28/2018	INV	APP	Ryan's Invoice
CHECK DATE:		11/07/2007	440		SHERI 1117778	1,500.00	1,500.00	11/17/2007	INV	PD	SUPPLIES
111		01/30/2008									
CHECK DATE:		11/07/2007	435		SHERI 6533263	10,000.00	10,000.00	11/17/2007	INV	PD	SUPPLIES FOR GRANT
11189		12/14/2007			SHERI 1117778	1,425.00	1,425.00	12/24/2007	INV	PD	TEST
122288		10/31/2007	443		1109 6533266	147.25	147.25	11/13/2007	INV	PD	SUPPLIES
1313		03/24/2006	86		03282006 5	11,400.00	11,400.00	04/03/2006	INV	PD	Copy Paper
138		03/28/2006	87		03282006 5	1,420.23	1,420.23	04/03/2006	INV	PD	Office Supplies
139		03/24/2006	88		03282006 6	3,242.00	3,242.00	04/03/2006	INV	PD	Office Supplies
140		03/28/2006	90		03282006 5	323.00	323.00	03/28/2006	INV	PD	Office Supplies
142		03/28/2006	92		03282006 5	950.00	950.00	04/07/2006	INV	PD	Office Supplies
144		11/07/2007	439		SHERI 1117778	1,200.50	1,200.50	11/17/2007	INV	PD	SUPPLIES
20		11/05/2019			111320	1,500.00		12/05/2019	INV	APP	GRANT EXPENSE
2335											

Vendor Fiscal Year Summary

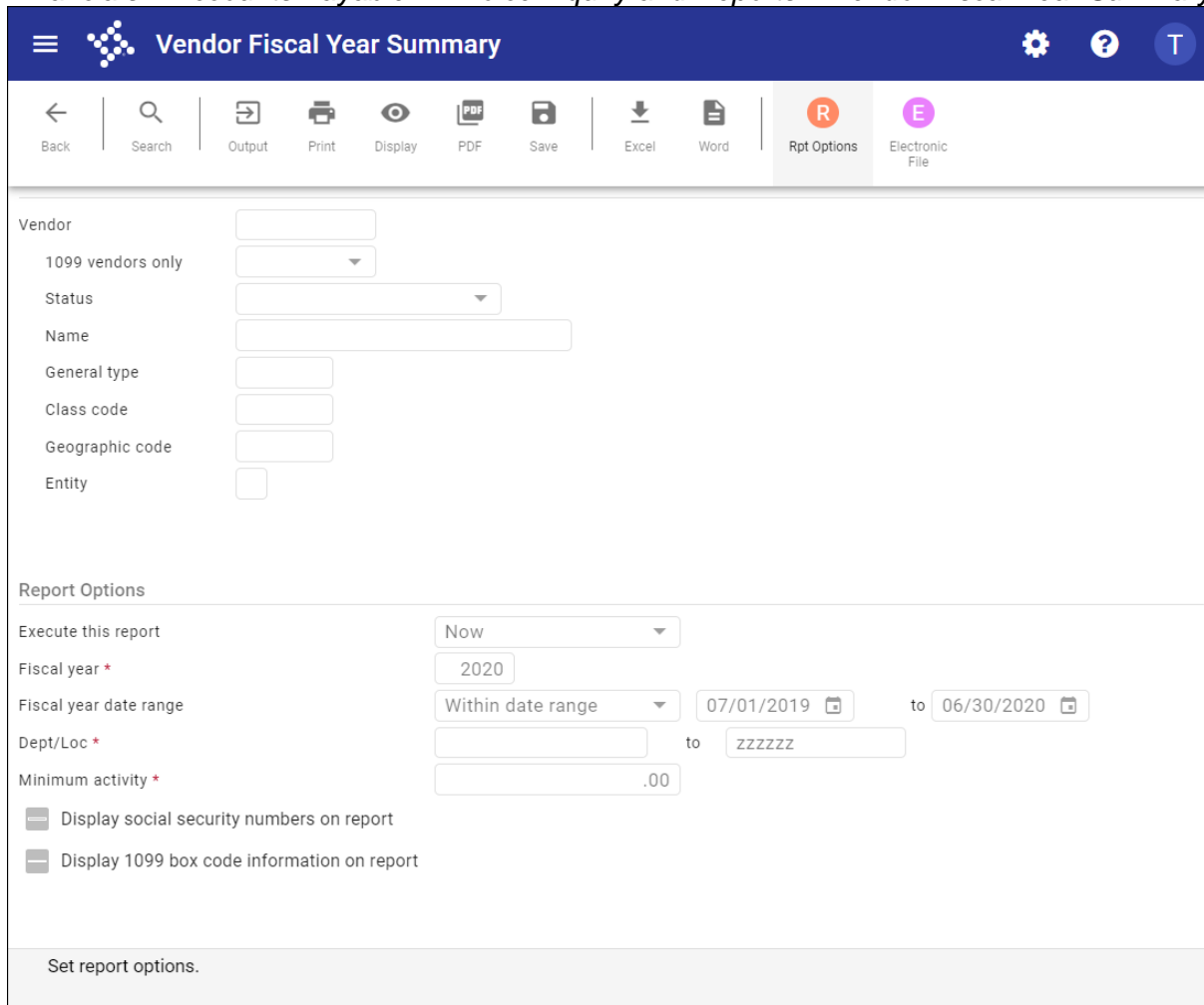
The Vendor Fiscal Year Summary report prints a summary of fiscal year-to-date purchases and fiscal year-to-date payments for a specified set of vendors. Vendors appear on the report if both year-to-date purchases and year-to-date payments are zero. In addition, amounts are included on the report even if these amounts have not yet been closed to a period in the Munis General Ledger.

Procedure

Complete the following steps to print a list of vendor purchases and payments:

1. Open the Vendor Fiscal Year Summary program.

Financials > Accounts Payable > Invoice Inquiry and Reports > Vendor Fiscal Year Summary



2. Click Search.
3. To create an active set of records matching specific criteria, complete one or more of the fields according to the following table. To create an active set of all records, leave all the fields blank.

Field	Description	Fairfield, CA
Vendor	Contains the vendor number to include in the report.	
1099 Vendors Only	Determines whether the report should be restricted to 1099 vendors only.	

Field	Description	Fairfield, CA
Status	Indicates the vendor status to include on the report: Active, Inactive, Temporary, One Time Pay, Stop, or Bidder. If you select the blank option, the program includes all status codes.	
Name	Stores the vendor's alphabetic name to include on the report. The vendor name must be entered exactly as it is included in the Vendors program.	
General Type	Identifies the vendor type code to include on the report. The type code must exist in the Accounts Payable Miscellaneous Codes program for the Vendor Type Codes code type. It must also be linked to the vendor in the Vendors program.	
Class Code	Contains the vendor class code to include on the report. The class code must exist in Accounts Payable Miscellaneous Codes for the code type Vendor Class Codes and be linked to the vendor in Vendors.	
Geographic Code	Stores the vendor geographic codes to include on the report. The geographic code must exist in the Accounts Payable Miscellaneous Codes program and be linked to the vendor in Vendors.	
Entity	Indicates the entity code for the invoice. The entity code can be 1 or 2. If entity code restrictions are in use, you are restricted to those invoices with an entity code that matches your user ID entity restrictions. Vendor entity codes are established in Vendors.	

4. Click Accept.
The program displays the number of records that match the search criteria.
5. Click Report Options (Rpt Options) to define the report settings. This allows you to specify the sort or subtotal sequence, report headings, and spacing for the report.

Field	Description	Fairfield, CA
Execute This Report	Determines when to process the report when Munis Scheduler is enabled. <ul style="list-style-type: none"> • If you select Now to process the report immediately, use an output option to view, print, or save the report. 	

Field	Description	Fairfield, CA
	<ul style="list-style-type: none"> If you select In Background (Now) to process the report a single time using the event log and email notification features, or if you select At a Scheduled Time to establish a specific time when the report runs, the program uses Munis Scheduler. 	
Fiscal Year	<p>Contains the fiscal year for which to select the invoices included in the vendor's year-to-date purchases. Any updated invoices that post to the fiscal year entered in this box are included in the vendor's year-to-date purchase amounts on the report.</p> <p>The default value is the fiscal year in General Ledger Settings, but you can change this.</p>	
Fiscal Year Date Range	<p>Identifies the dates the program uses to select records for the report.</p> <p>This date range selects which vendor payments are included in year-to-date purchases. Any paid invoices with a check date that falls in this date range are included in the vendor's year-to-date payment amount on the report.</p> <p>If you select Within Date Range, you must complete the following Date Range boxes with the beginning and ending dates for the range.</p> <p>The default value is the fiscal year date range from General Ledger Settings, but you can change this.</p>	
Minimum Activity	<p>Contains the minimum dollar activity for the vendor to be included on the report.</p> <p>The default value for this field is 0.00.</p> <p>If you enter an amount in this box, vendors are included on the report if year-to-date purchases are greater or equal to this value. If you leave the default value in this box, the program includes all activity for the selected vendors.</p>	
Display Social Security Numbers on Report	Directs the program to display Social Security numbers (SSNs) on	

Field	Description	Fairfield, CA
	the reports you create, if selected. The box only appears if you are authorized to view SSNs. If you are not authorized, this check box is not available. When this check box is selected, Social Security numbers are included for all output formats.	
Display 1099 Box Code Information on Report	Instructs the program to display 1099 box codes on the report, if selected. Clear the check box to hide the 1099 box codes.	

- Click Accept.
The program returns to the Vendor Fiscal Year Summary screen.
- If you selected Now from the Execute This Report field, select an output format from the Munis toolbar to create the report.
If you selected any other value for the Execute This Report field, the program opens Munis Scheduler, which allows you to create the report at a future time or date.

Example: Vendor Fiscal Year Summary Report

Munis		munis a tyler erp solution		
VENDOR FISCAL YEAR SUMMARY				
FISCAL YEAR: 2019 07/01/19 TO 06/30/20		MINIMUM: .00	DEPT/LOC:	TO zzzzzz
VENDOR NAME	ADDRESS	F.I.D.# SOC.SEC.#	YTD PURCHASES	YTD PAYMENTS
1000 ABC SUPPLY COMPANY	100 MAIN STREET STE 20 BOSTON, MA 02201		157,736.85	28,597.00
1 VENDORS	REPORT TOTALS		157,736.85	28,597.00
** END OF REPORT - Generated by Tina **				

Invoice History by GL Account

The Invoice History by GL Account program provides a list of invoices, sorted in the order of the general ledger account, that were charged on each line. It provides options to select currently open invoices, or those that were open as of a prior period end date. The latter option is useful for balancing the general ledger accounts payable account as of the end of last month.

The Invoice History by GL Account program has four report options: History by Fund, History by Account, History by Project, and History by Object. Each report includes the following data: account identifier, account description, vendor number, vendor name, invoice number, purchase order number, invoice posting year and period, invoice type, invoice status, invoice line amount, voucher number, check run number, check number, and invoice line description. Invoice totals on the report are given for the vendor, the account, the org, and the fund. The reports include invoices for one-time pay vendors.

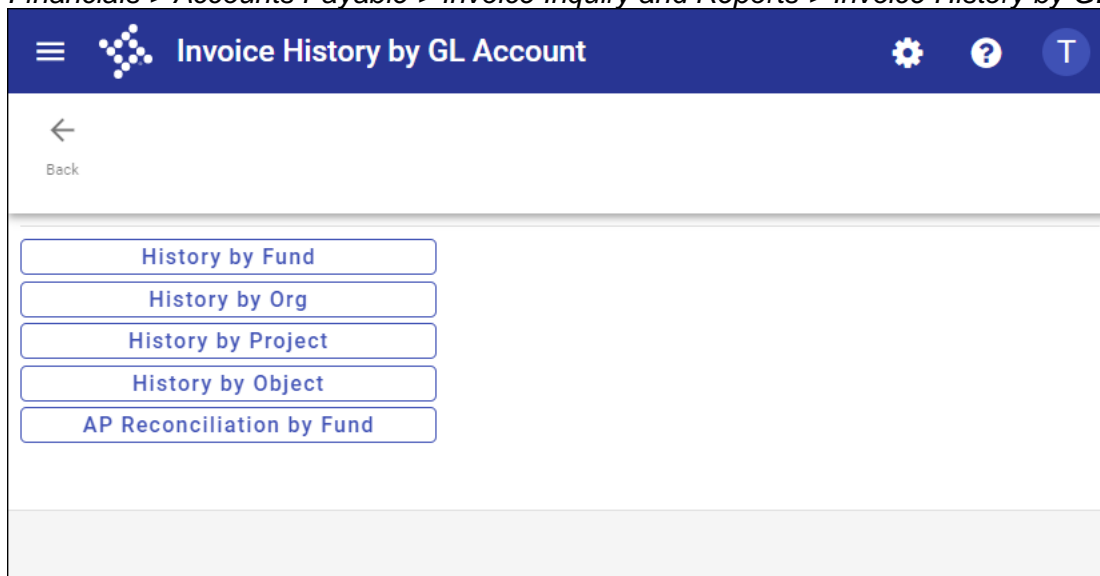
The report layout is always the same regardless of how the report is defined. Also, if an invoice is charged to more than one account, the program displays that portion of the invoice under the account where it was charged.

Procedure

Complete the following steps to print a list of vendor invoices:

1. Open the Invoice History by GL Account program.

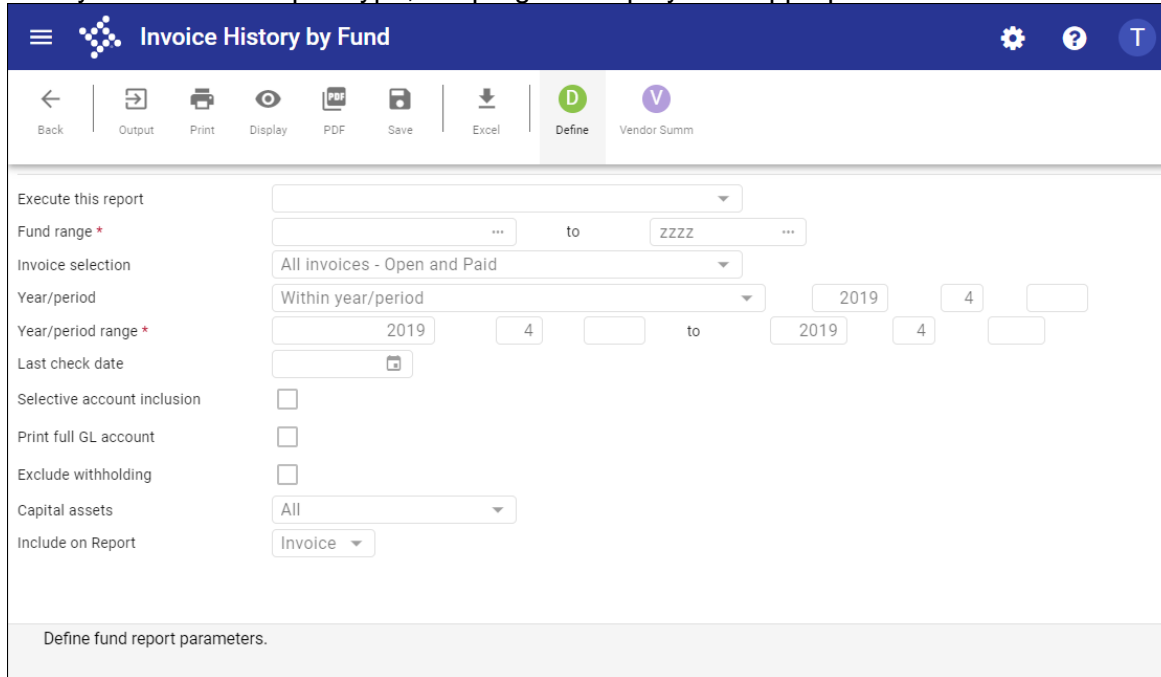
Financials > Accounts Payable > Invoice Inquiry and Reports > Invoice History by GL Account



2. Select the type of report to create:

- **History by Fund**—The Fund option allows you to create a report based on a defined fund range.
- **History by Account**—The Account option creates a report that includes invoice history charged to a certain range of account numbers. You can define a report that includes just invoice history related to one vendor number or one check run number.
- **History by Project**—The Project option sorts the history report by fund, project, and vendor. It provides subtotals at these levels.
- **History by Object**—The Object option creates a report based on a defined object range. This report includes the quantity received instead of voucher number.

After you select the report type, the program displays the appropriate definition screen.



3. Click Define.
4. Complete the fields according to the following table, as applicable.

Field	Description	Fairfield, CA
Execute This Report	<p>Determines when to process the report when Munis Scheduler is enabled.</p> <ul style="list-style-type: none"> If you select Now to process the report immediately, use the output options to view, print, or save the report. If you select In Background (Now) to process the report a single time using the event log and email notification features, or if you select At a Scheduled Time to establish a specific time when the report runs, the program uses Munis Scheduler. 	
Fund Range (Available when you select Invoice History by Fund)	Specifies a range of funds to include in the invoice report. The beginning and ending fund are required.	
Account Range (Available when you select Invoice History by Account)	Sets the range of general ledger account numbers to include in the invoice history report. Enter the account type (B-Balance Sheet, E-Expense, or R-Revenue), and	

Field	Description	Fairfield, CA
	then enter the full general ledger account number.	
Project Range (Available when you select Invoice History by Project)	Indicates the range of project codes to include in the report.	
Object Range (Available when you select Invoice History by Object)	Defines the range of object codes to include in the report.	
Invoice Selection	Identifies the type of invoice status to include on the report: <ul style="list-style-type: none"> • All Invoices–Open and Paid: Selects all invoice history that was posted to the year/period range. • Only Paid Invoices: Selects all invoice history that was posted to the year/period range and that has a paid status as of today. • Only Open Invoices: Selects all invoice history that was posted on or before the year/period entered in the Year/Period box and that was unpaid (status A) as of the last check date. Amounts printed are as of the last check date. 	
Vendor	Contains the vendor number for whom you are processing the invoice history. The Vendor box is accessible if the Invoice Selection value is All Invoices-Open and Paid or Only Paid. The program does not display this box when you create an Invoice History by Fund report.	
Check Run [Warrant]	Specifies the check run identifier for the invoices. The Check Run box is accessible if the Invoice Selection value is By Check Run. The program does not display this box when you create an Invoice History by Fund report. Note: The label of this field varies depending on your organization's settings.	

Field	Description	Fairfield, CA
Year/Period	<p>Indicate the fiscal year and period through which balances should be computed. Invoices are selected if they post on or before the period that is entered here and are still open as of the last day of the fiscal year and period. The default value is the current year and period established in the General Ledger Settings program, but you can change this.</p> <p>The Year/Period box is accessible when the Invoice Selection value is Only Open Invoices. The program only displays this box when you create an Invoice History by Fund report.</p>	
Year/Period Range	<p>These fields define the beginning and ending posting year and period of the invoice history to be included on the report. Only invoice history that was posted to a period in this range is included in the report.</p> <p>The default value is the starting year/period entered in the General Ledger Settings program. Period 13 of the current year is the default ending year/period. You may change these default values as necessary.</p> <p>The paid invoices report includes all invoices that have a status of P-Paid as of today, even if they were paid after the fiscal year/period range.</p> <p>The Year/Period Range box is accessible when the Invoice Selection value is either All Invoices–Open and Paid or Only Paid Invoices.</p>	
Org Page Break (Account/Org) Project Page Break (Project) Object Page Break (Object)	<p>If selected, this check box directs the program to insert a page break after each account number/org code, each project code, or each object code, according to the report that you are creating.</p>	

Field	Description	Fairfield, CA
	The program does not display this box when you create an Invoice History by Fund report.	
Last Check Date	<p>Indicates the month ending date of the year/period.</p> <p>This date is needed to include paid invoices on the report that have a check date after the date entered here. The Last Check Date box is accessible when the Invoice Selection value is Only Open Invoices.</p> <p>The program does not display this box when you create an Invoice History by Fund report.</p>	
Selective Account Inclusion	<p>Directs the program to open GL Segment Find after you have completed the fields and clicked Accept, if this check box is selected.</p> <p>On the GL Segment Find screen, complete one or more of the account segments, and then click Accept. The program selects records based on the account criteria entered.</p>	
Capital Assets	<p>Indicates whether records with capital assets should be included in the history:</p> <ul style="list-style-type: none"> • All—Includes records with and without capital assets. • Yes Only—Includes only records with capital assets. • No Only—Includes only records without capital assets. 	
Include on Report	<p>Specifies the number to include on the report: Document, Invoice, or Both.</p> <ul style="list-style-type: none"> • Select Document to include the 12-character document number on the report. If selected, the report includes the document and voucher numbers, but excludes the invoice number. • Select Invoice to include the 20-character invoice number on the report. If selected, the report includes the 20-character invoice number and 	


Field	Description	Fairfield, CA
	<p>excludes the document and voucher numbers.</p> <ul style="list-style-type: none"> Select Both to include both the document and invoice number on the report. If selected, the report includes the document, voucher, and invoice numbers. 	

5. Click Accept.
The program displays the number of records selected at the bottom of the screen.



6. Click Vendor Summary (Vendor Summ) to display or print the report.
The program opens the Output dialog box.
7. Select the output type, enter the report title, and then click OK.
The program creates the Vendor Summary Report, which displays the year/period range, vendor name, address, federal identification number or Social Security number, and total purchases and payments for the vendor.

Example: Vendor Summary Report

Munis				
VENDOR SUMMARY				
YEAR/PERIOD: 2019/ 4 OCT TO 2019/ 4 OCT				
VENDOR NAME	ADDRESS	F. I. D. # SOC. SEC. #	PURCHASES	PAYMENTS
1000 ABC SUPPLY COMPANY	100 MAIN STREET	12-3456789012345	9,570.00	8,620.00
1031 BROWN INDUSTRIES INC	STE 20 BOSTON, MA 02201 101 S CHESTER ROAD		150.00	150.00
1036 JERRY'S SPORT CENTER	SWARTHMORE, PA 19081 121 MAIN ST		55,000.00	55,000.00
9998 ONE-TIME PAY	FOREST CITY, PA 18421		2,995.02	677.21
1114 SPECIAL OLYPICS OF T			2,000.00	.00
5 VENDORS	REPORT TOTALS		69,715.02	64,447.21

Invoice Aging Report

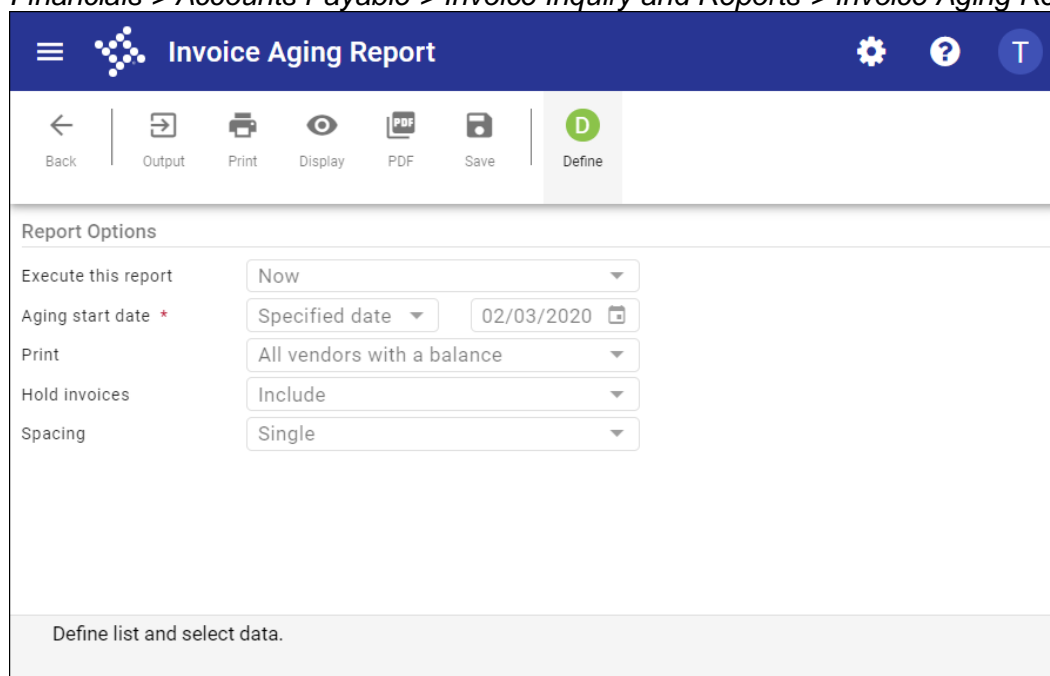
The Invoice Aging Report program creates a report that includes invoice balances for each vendor in a 30-, 60-, or 90-day format. A total overdue balance displays beside each vendor name. This total categorizes invoices into time frames for Current, 30-60, 60-90, and 90 and Over.

Procedure

To create the aging report:

1. Open the Invoice Aging Report program.

Financials > Accounts Payable > Invoice Inquiry and Reports > Invoice Aging Report



2. Click Define.
3. Complete the fields, referring to the following table as needed.

Field	Description	Fairfield, CA
Execute This Report	<p>Determines when to process the report when Munis Scheduler is enabled.</p> <ul style="list-style-type: none"> • If you select Now to process the report immediately, use the output options to view, print, or save the report. • If you select In Background (Now) to process the report a single time using the event log and email notification features, or if you select At a Scheduled Time to establish a specific time when the report runs, the program uses Munis Scheduler. 	
Aging Start Date	Indicates when the invoices are considered for inclusion in the report. The Aging Start Date can be a point in time	

Field	Description	Fairfield, CA
	<p>(such as yesterday or next week) or it can be a specific date.</p> <ul style="list-style-type: none"> To enter a specific date, select Specified Date from the list and then enter the date in the Date box. To use a point in time, select the time from the list. In this case, the program uses the dates relative to your selection at the time you select Execute This Report. For example, if you select Today, the program uses the current date at the time the report is created. 	
Print	Establishes whether to include all vendors with a balance or to limit your selection to only overdue vendors.	
Hold Invoices	Indicates whether to include invoices with a Hold status on the report. The default value is Include, but you can change this by selecting Exclude from the list.	
Spacing	Specifies whether to print the report in single-spaced or double-spaced format.	

- Click Accept.
The program displays the number of records selected in the status bar at the bottom of the screen.
- If you selected Now from the Execute This Report field, select an output option from the toolbar to create the report. If you selected In Background (Now) or At a Scheduled Time from the Execute This Report list, the program opens Munis Scheduler for creating the report at a future time or date. The program creates a report according to the criteria selected. Invoices with an Invoice History Status code of H (hold) are not included in the overdue columns but are totaled separately in the Held Items column.

Example: Invoice Aging Report

Munis						
INVOICE AGING REPORT						
AGING DATE: 07/01/2019 FOR ALL BALANCES						
VENDOR NAME	BALANCE	CURRENT	30 - 60	60 - 90	90 & OVER	HELD ITEMS
1 One Time Vendor	153.00				153.00	
1000 ABC SUPPLY COMPANY	102,861.28				102,861.28	
1002 ABLE CONCRETE	100.00				100.00	
1003 MUNIS, INC.	20.00				20.00	
1004 BMI SYSTEMS GROUP	3,500.00				3,500.00	
1005 CRYSTAL DECISIONS	5,700.00				5,700.00	
1008 CHEVROLET	25.00				25.00	
1009 GENERAL MOTORS	5,000.00				5,000.00	
1010 DELL	22,950.00				22,950.00	
1011 HEWLETT-PACKARD COMPANY	5.00				5.00	
1012 OFFICE DEPOT	1,000.00				1,000.00	
1013 STAPLES	538.00				538.00	
1018 RAINBOW BRIDGE PUBLISHI	3,000.00				3,000.00	
1020 MILIKEN	1,650.00				1,650.00	
1021 UNITED POSTAL SERVICE	150.00				150.00	
1026 VERIZON	555.00				555.00	
1034 DIRECT SUPPLY	1,500.00				1,500.00	
1039 SPORTS SUPPLY GROUP INC	789.50				789.50	
1040 TEACHERS SCHOOL SUPPLY	1,400.00				1,400.00	
1066 MORGAN RYAN	13.00				13.00	
1120 ANDREW KONSTANOPOLIS	4,564.00				4,564.00	
8008 BLUE CROSS BLUE SHIELD	100,200.00				100,200.00	
TOTALS:	255,673.78				255,673.78	

Invoice Open Report

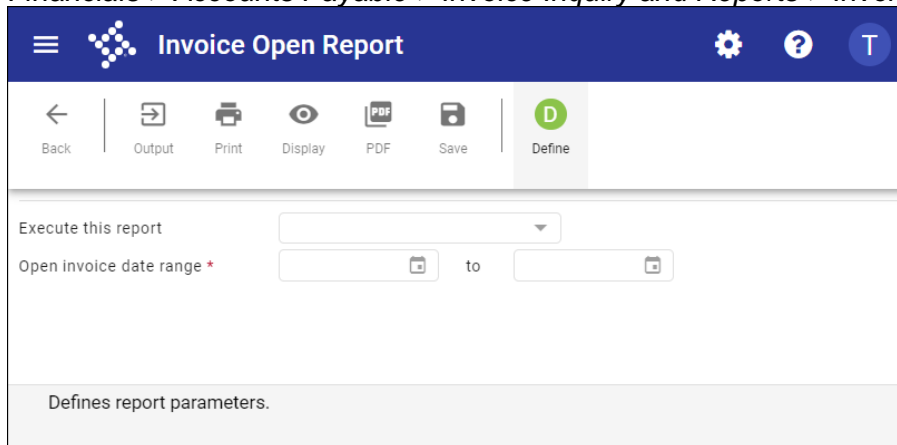
The Invoice Open Report shows open invoices as of a specific date. It includes invoice numbers, invoice dates, search dates, open amounts, purchase order numbers, and check run numbers.

Procedure

To create the open report:

1. Open the Invoice Open Report program.

Financials > Accounts Payable > Invoice Inquiry and Reports > Invoice Open Report



2. Click Define.
3. Select when the report will be run, and a date range for which to report on open invoices.
4. Click Accept.
The program displays the number of records selected in the status bar.
5. If you selected Now from the Execute This Report field, choose an output option from the toolbar to create the report. If you selected In Background (Now) or At a Scheduled Time from the Execute This Report list, the program opens Munis Scheduler for creating the report at a future time or date. The program creates a report according to the criteria selected. Open (unpaid) invoices are reported for each day in the specified date range. The report sorts by reporting date, with all invoices open for each date sorted by invoice date, vendor, and document.

Example: Invoice Open Report

Munis									
INVOICE OPEN REPORT									
REPORT DATES From 02/07/2019 to 02/03/2020									
Date	Vendor	Document	Invoice	Invoice Date	Amount	W/O Use Tax	PO	Warrant	
1120	5922	5922	5922	02/20/2009	150.00	150.00		KNM630	
1120	5923	5923	5923	02/20/2009	250.00	250.00		FEB25	
1009	5927	5927	5927	02/21/2009	5,000.00	5,000.00		KNM630	
1120	5914	5914	5914	02/25/2009	1,500.00	1,500.00		KNM630	
1120	5915	5915	5915	02/25/2009	250.00	250.00		FEB25	
1120	5916	5916	5916	02/25/2009	65.00	65.00		KNM630	
1	5847	034983409	034983409	02/26/2009	30.00	30.00			
1120	5917	5917	5917	03/01/2009	1,500.00	1,500.00		FEB25	
1120	5918	5918	5918	03/01/2009	650.00	650.00		KNM630	
1120	5919	5919	5919	03/01/2009	99.00	99.00		KNM630	
1000	5943	5943	5943	04/23/2009	95.00	95.00		KNM630	
1021	5953	111	111	06/09/2009	150.00	150.00		ACIP	
1034	5955	113	113	06/09/2009	1,500.00	1,500.00		ACI	
1000	5866	5866	5866	07/27/2009	100.00	100.00		FEB25	
1000	5867	5867	5867	07/27/2009	1,000.00	1,000.00		KNM630	
1000	5868	5868	5868	07/27/2009	1,140.00	1,140.00		KNM630	
1020	5904	5904	5904	07/24/2013	50.00	50.00		KNM630	
222	5975	5975	5975	12/09/2015	250.00	250.00		Dec30	
1000	5987	5987	5987	06/22/2016	10.00	10.00	20090058	KNM626	
Amount Subtotal:					255,823.78				
W/O Use Tax Subtotal:					255,823.78				

Processing Purchase Card Statements

Overview

After purchase card transactions have been imported, they are stored in Munis as purchase card statements. These statements are accessed using the Purchase Card Statements program, from which they are released to workflow for approval, and then converted to invoices.

Prerequisites

Before you can successfully use this feature, you must ensure that the necessary settings and codes are in place. If settings and codes are not set up, or not set up correctly, you may need to contact your Munis system administrator or department manager to have them updated or added into the Munis system.

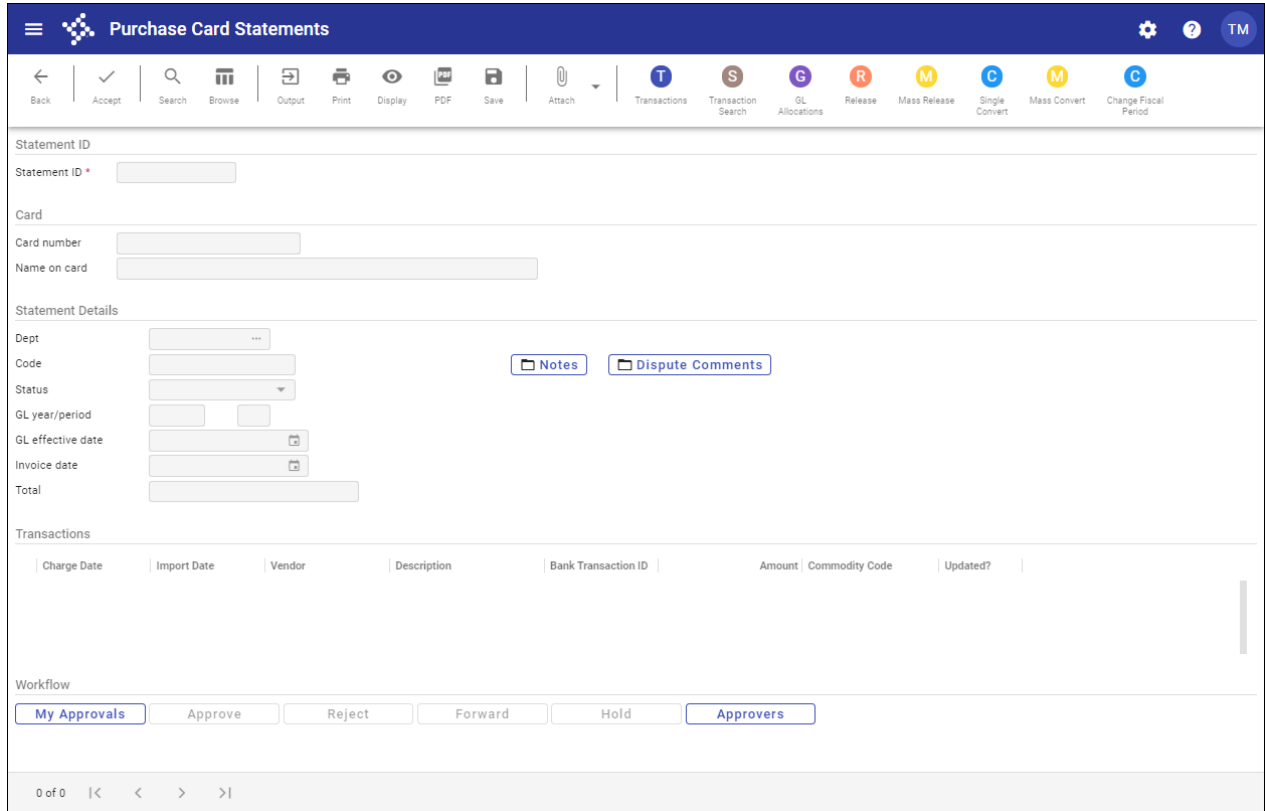
Confirm the following:

- The purchase card import process has been completed and statements have been generated.
- In Accounts Payable Roles, your user role has been assigned the ability to view and maintain purchase cards, as well as the ability to convert purchase card statements to invoices on the Data Access tab of the Accounts Payable Roles program. The Allow Update of Purchase Card Transaction at or Below Status permission controls the statement status levels for which you can update a purchase card transaction (PCT) on a statement: New, Released, or Approved.
- *Optional:* To enable the Change Fiscal Period toolbar option in the Purchase Card Statements program, your user role must be assigned the Void Purchase Card Statements permission and the Maintain Others' Purchase Cards and Statements data access permission must be set to Full. To use this feature, open p-card statements (those that have not been converted or voided) must exist for the identified statement code.

Procedure

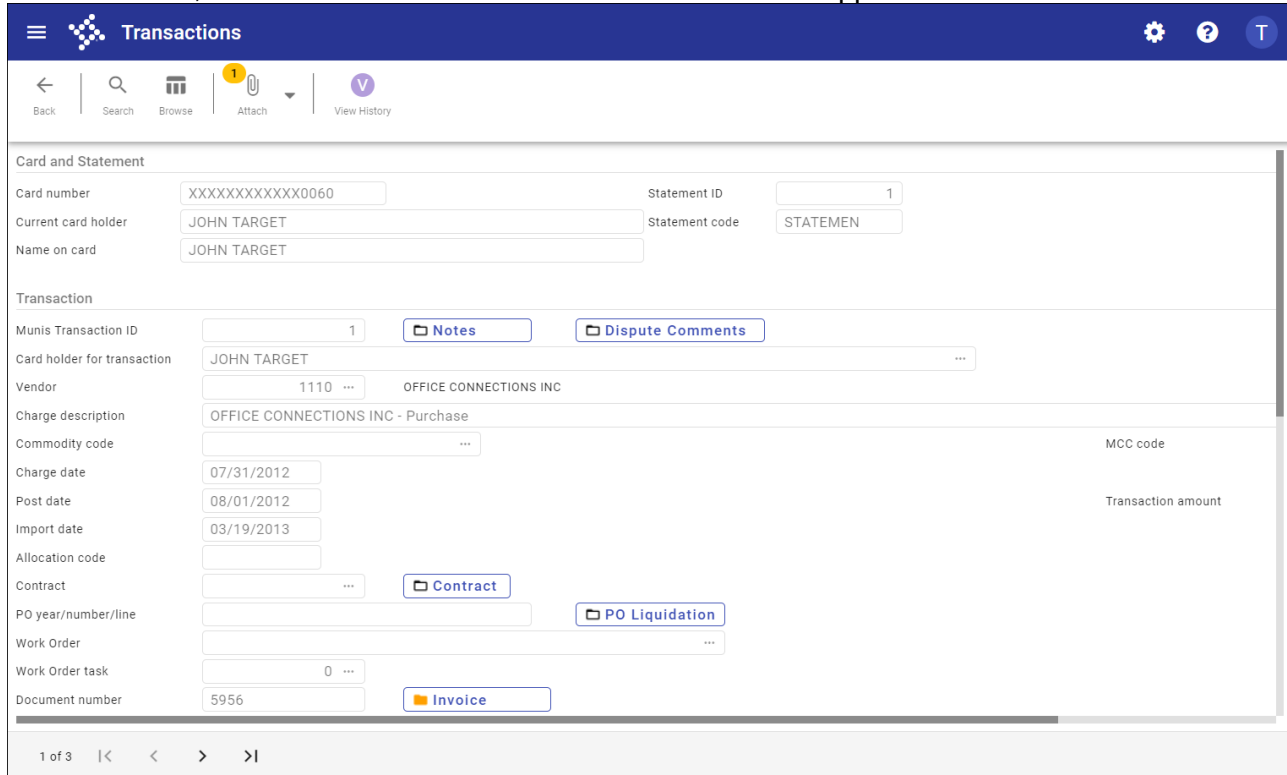
To convert purchase card statements to invoices:

1. Open the Purchase Card Statements program.
Financials > Accounts Payable > Invoice Processing > Purchase Cards > Purchase Card Statements



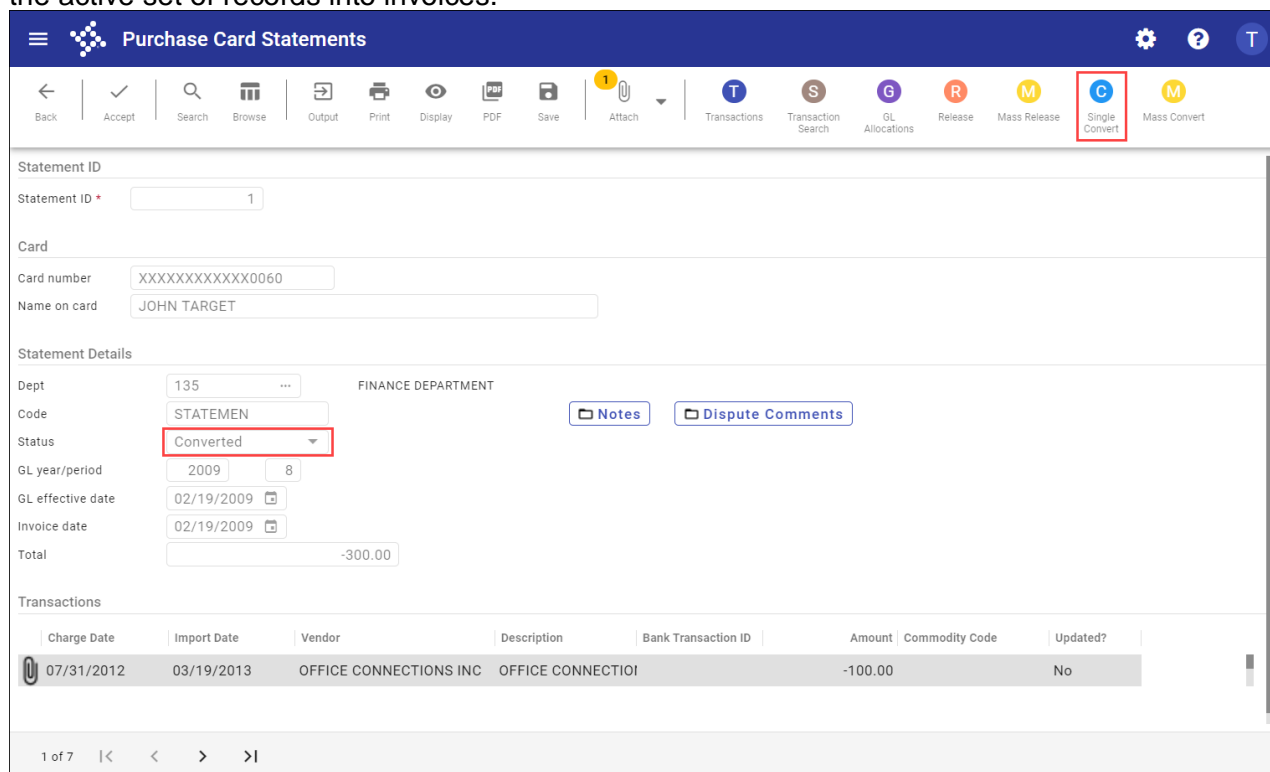
1. Click Search to locate the purchase card statement to convert.

- On the toolbar, click Transactions to view the transactions that appear on the statement.



- Click Update.
- Change the Card Holder for Transaction, Vendor, Charge Description, Commodity Code, Contract, Work Order, Work Order Task, and allocation accounts as necessary.
- When you have finished making changes, click Accept.
- Use the navigation buttons to view additional transactions, making changes as needed.
- Once each transaction is accepted, the user must upload the backup documentation for the credit card charge.**
- After you have finished updating the transactions, click Back to return to the Purchase Card Statements program screen.
- Click Release on the toolbar to release the statement to workflow. The program applies the APC–AP Purchasing Cards business rule as defined by your organization. The statement must be approved before processing can continue. If your organization does not make use of the APC business rule, the statement is automatically approved.

10. After the statement has been approved, click Single Convert to convert the statement into one or more invoices. Alternatively, you can click Mass Convert to convert all the approved statements in the active set of records into invoices.



Purchase Card Statements

Statement ID
Statement ID * 1

Card
Card number XXXXXXXXXXXXX0060
Name on card JOHN TARGET

Statement Details
Dept 135 FINANCE DEPARTMENT
Code STATEMEN
Status **Converted**
GL year/period 2009 8
GL effective date 02/19/2009
Invoice date 02/19/2009
Total -300.00

Transactions

Charge Date	Import Date	Vendor	Description	Bank Transaction ID	Amount	Commodity Code	Updated?
07/31/2012	03/19/2013	OFFICE CONNECTIONS INC	OFFICE CONNECTIOI		-100.00		No

1 of 7 |< < > >|

The program displays the Input GL Effective Date for Conversion dialog box.

11. Enter an effective date for the journal entries that support the conversion and click OK. The program performs the conversion and displays the Conversions Results screen, which lists the invoices generated and the transactions to which they apply. A single invoice is created for each vendor that appeared on the statement.

Results

You have converted a purchase order statement into one or more accounts payable invoices.

Status Change

The converted statements are updated with a status of Converted, and the invoices created by the conversion have a status of Hold.

GL Impact

When statements are converted to invoices, a journal entry is created for each allocation line on the transaction that is in a different fund than the purchase card liability account defined in Accounts Payable Settings. Once the journal is posted, the appropriate due to/due from entries are created. When the purchase card invoices are posted, journal entries are created to credit the purchase card liability accounts and debit the expense accounts on the transactions.

What's Next?

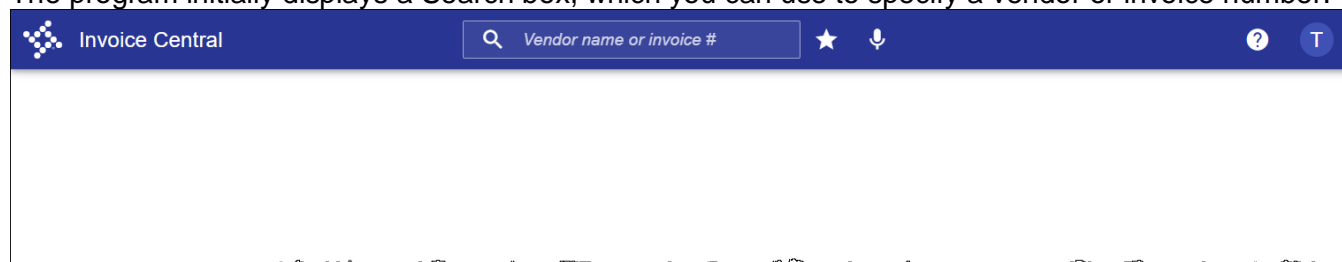
You must access the created journal entries and invoices and process them using your organization's standard business practices.

Appendix A—Invoice Central

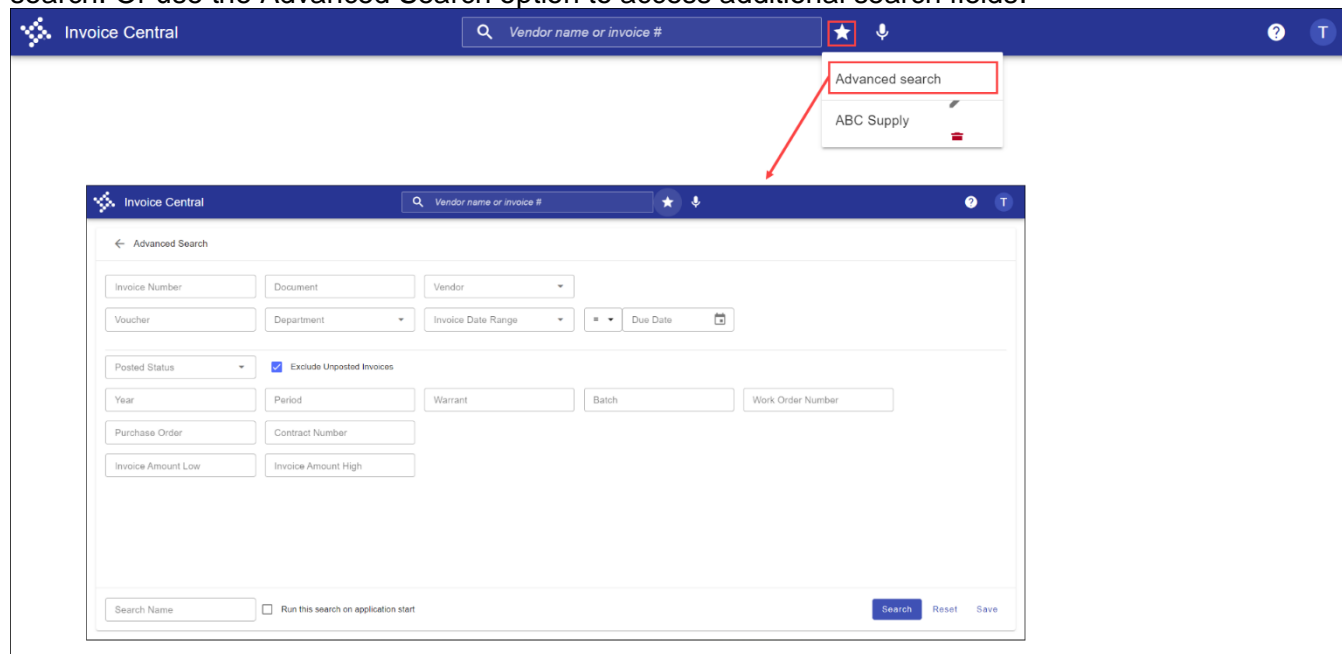
Financials > Accounts Payable > Invoice Inquiry and Reports > Invoice Central

Invoice Central provides an inquiry-only listing of invoice records and information. The program does not allow you to modify invoices. Instead, it provides direct access to the Munis programs that are responsible for the maintenance and processing of invoices.

The program initially displays a Search box, which you can use to specify a vendor or invoice number.

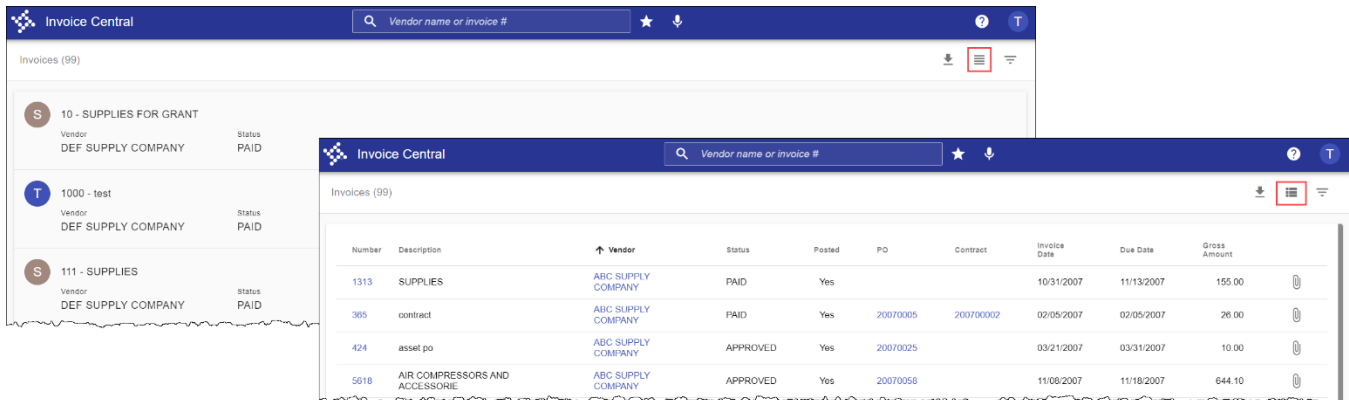


For simple searches, enter a vendor name or invoice number and then press **Enter** to initiate the search. Or use the Advanced Search option to access additional search fields.

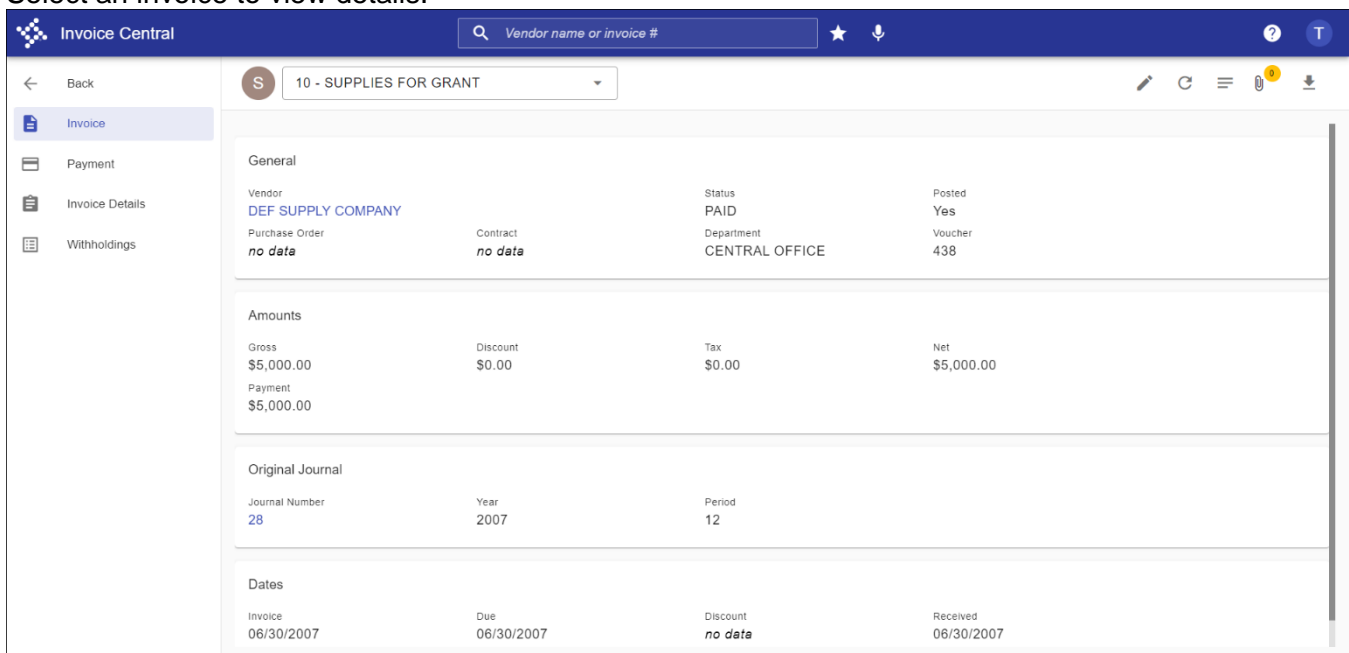


For Advanced Searches, enter a name in the Search Name box and click the Save button to save a search for future use. If you select the Run This Search on Application Start check box, the program automatically initiates that search when you open the program. In this example, the ABC Supply option is a saved search.

When the search completes, the program displays the matching invoices. Switch the view using the appropriate option, which varies depending on your current view.



Select an invoice to view details.



Select a category on the sidebar to view additional information about this invoice. For example, click Payment to view the payment details.

The following table provides a brief description of the available details for the Invoice Central program.

Category	Description
Invoice	Contains general information about the invoice record. Use the Vendor Name link to view the vendor record in Vendor Central.
Payment	Contains payment information for the invoice.
Invoice Details	Lists the detail lines that appear on the invoice. Click a line to view its liquidation details, if applicable.
Withholdings	Display the withholding information for the selected invoice.

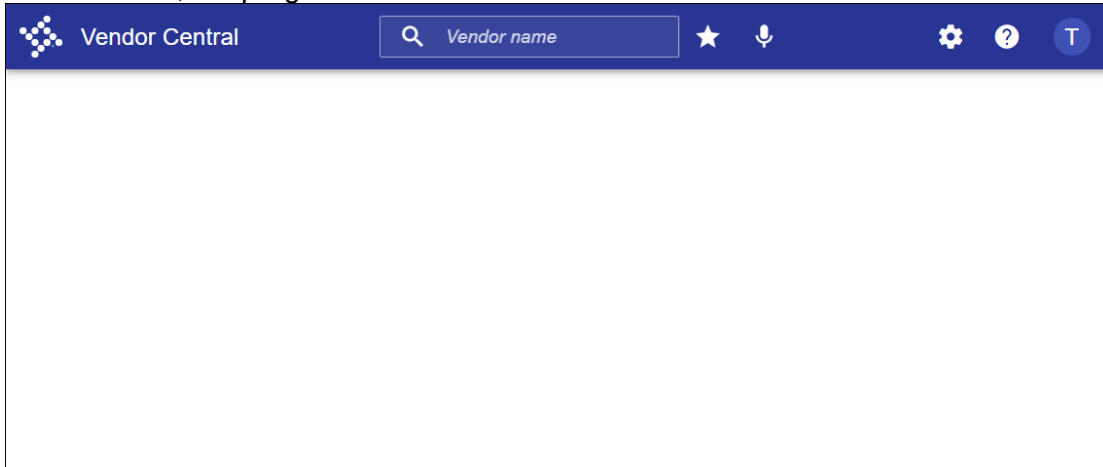
Appendix B—Vendor Central

Financials > Accounts Payable > Vendor Processing > Vendor Central

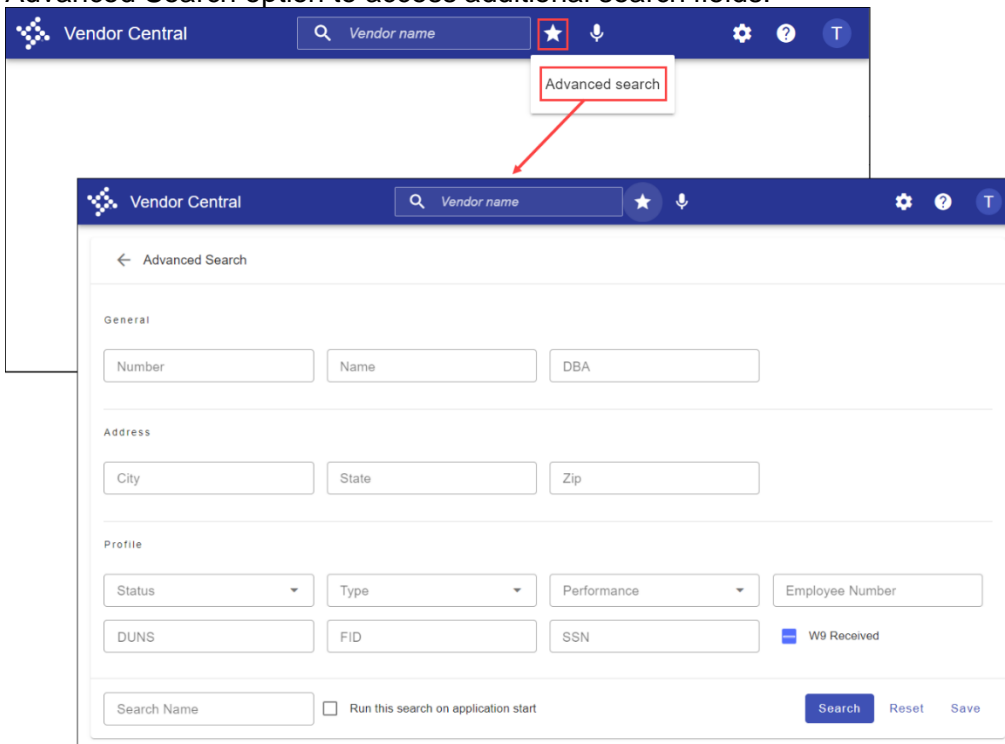
The Vendor Central program displays information about vendors that exist in your Munis database. This program is intended for use by purchasing personnel who require access to vendor information on a regular basis.

Viewing Vendor Records

The program initially displays the Search field, which you can use to specify a vendor name. If you enter a full vendor name, the program narrows the search to only that vendor; if you enter a partial vendor name, the program creates an active set of records that match the entered criteria.



For simple searches, enter a vendor name and then press **Enter** to initiate the search. Or use the Advanced Search option to access additional search fields.



For Advanced Searches, enter a name in the Search Name box and click the Save button to save a search for future use. If you select the Run This Search on Application Start check box, the program automatically initiates that search when you open the program.

Profile

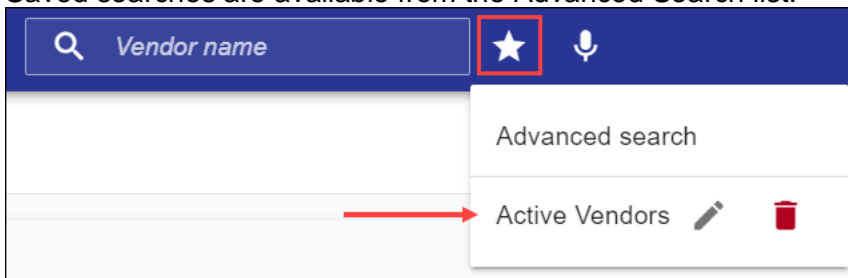
Status: 1 option selected | Type: | Performance: | Employee Number: |

DUNS: | FID: | SSN: | W9 Received:

Search Name: Active Vendors Run this search on application start

Search Reset Save

Saved searches are available from the Advanced Search list.



When the search completes, the program displays the matching vendor records. Switch the view using the appropriate option, which varies depending on your current view.

The image shows the 'Vendor Central' interface. At the top, there is a search bar with 'Vendor name' and a star icon. Below the search bar, there is a table of vendors with columns: Number, Name, Status, Type, Performance, Email, and Website. The table lists several vendors, including 'ABC SUPPLY COMPANY' and 'ABLE CONCRETE'. A red box highlights the view toggle icons (list, grid, and funnel) in the top right corner of the table. A detailed view of a vendor record is shown in a modal window, displaying the vendor's name, DBA, status, and other details.

Number	Name	Status	Type	Performance	Email	Website
232323	1234567890123456789012345678901234567890	ACTIVE				
1068	AA	ACTIVE				
1000	ABC SUPPLY COMPANY	ACTIVE			maureen.elfring@tylertech.com	http://www.abcsupply.com
1112	ABC SUPPLY COMPANY	ACTIVE				
1002	ABLE CONCRETE	ACTIVE				
1029	ACE TOYS	ACTIVE				
1025	ADAMS T	ACTIVE				
8019	AETNA	ACTIVE				
1030	AIRBORNE	ACTIVE				
1120	ANDREW	ACTIVE				

Select a vendor record to view details.

Vendor Central

Vendor name

ABC SUPPLY COMPANY

MAIN INFORMATION

PAYMENT/MISCELLANEOUS

Vendor Details

Vendor Number	Status	Status Reason	Entity
1000	ACTIVE	no data	1
Type	Performance	SSN	FID
no data	no data	111-24-3633	no data
DUNS			
no data			

Contact Information

Other Name	DBA
no data	ABC SUPPLY
Address	Email
One Tyler Drive	maureen.elfring@tylertech.com
YARMOUTH ME 04096	
Web Site	
http://www.abcsupply.com	

Additional Contacts

Name	Description	Email	Phone	Fax
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When you view the Details page for the first time, the program provides the Application Settings window for you to choose which categories of details to view.

Application settings

Available details

<input checked="" type="checkbox"/> Invoices	<input checked="" type="checkbox"/> Checks
<input checked="" type="checkbox"/> Purchase Orders	<input checked="" type="checkbox"/> Contracts
<input checked="" type="checkbox"/> Addresses	<input checked="" type="checkbox"/> 1099 History
<input checked="" type="checkbox"/> Commodities	<input checked="" type="checkbox"/> PCard Transactions
<input checked="" type="checkbox"/> Business Licenses	<input checked="" type="checkbox"/> Pending Receivables

Select all Unselect all

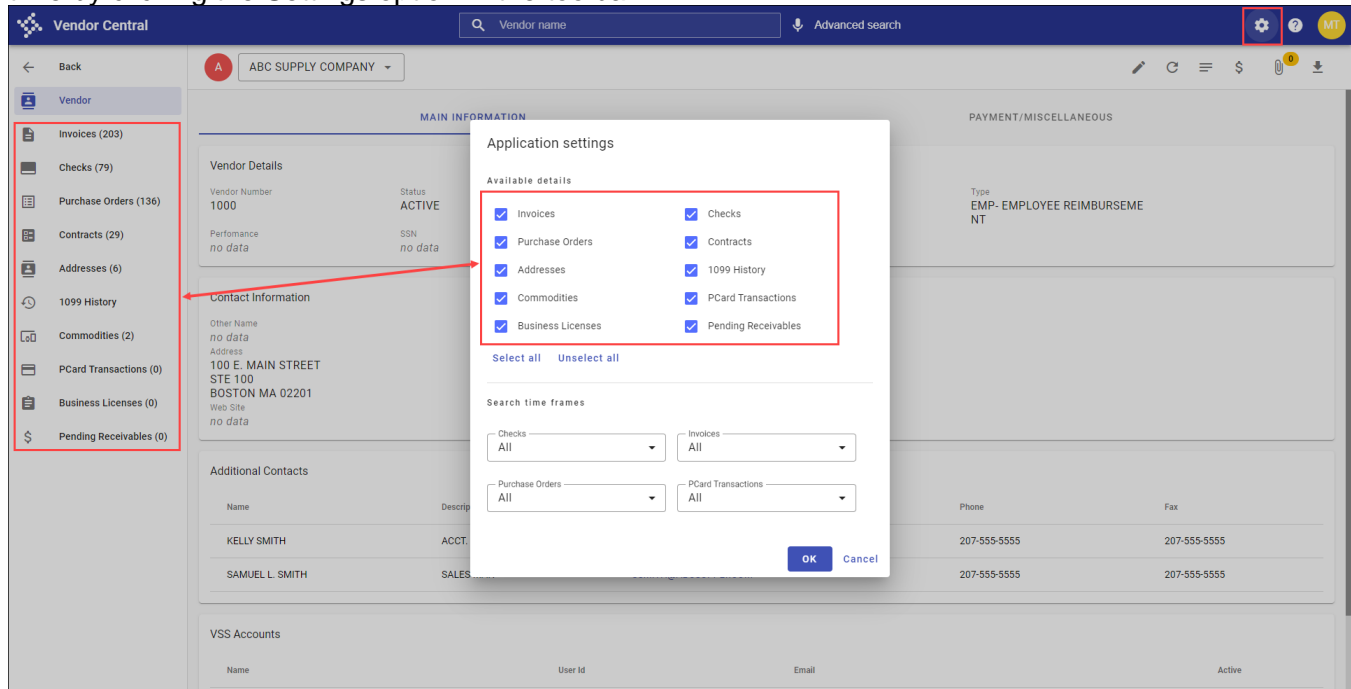
Search time frames

Checks All	Invoices All
Purchase Orders All	PCard Transactions All

OK Cancel

Use the Select All option to include all available categories; use the Unselect All option to exclude all the categories. To narrow the results to include only specific time frames of items, use the lists in the

Search Time Frames group. Click OK to proceed to the Details page and apply your selections. Your chosen categories are available in the sidebar. You can access the Application Settings screen at any time by clicking the Settings option in the toolbar.



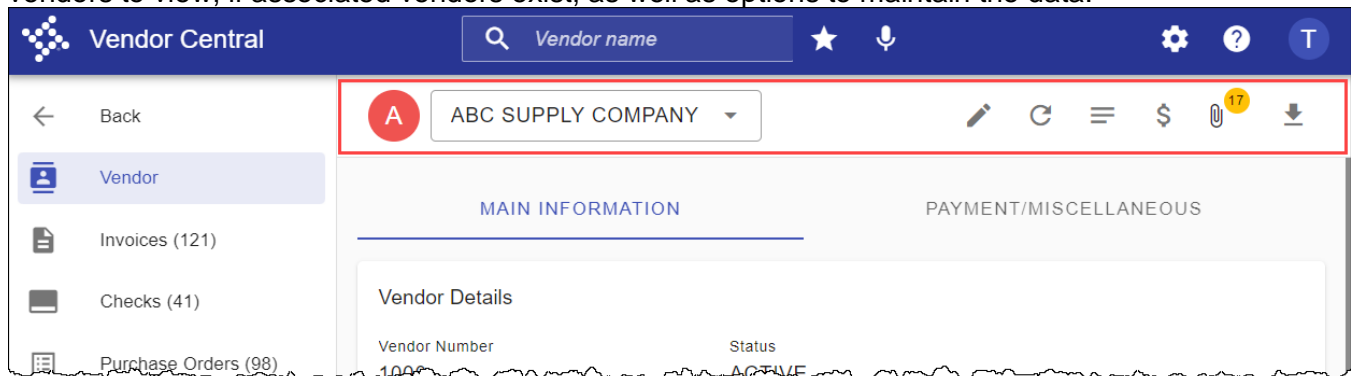
Select a category from the sidebar to view that specific information.

Note: If you did not select the category in the Application Settings window, then it is not shown on the Details page. Only the Vendor information is accessible regardless of category selections.

Viewing Vendor Information

Details

When you view the Details page for a vendor record, the page heading includes a list to select other vendors to view, if associated vendors exist, as well as options to maintain the data.



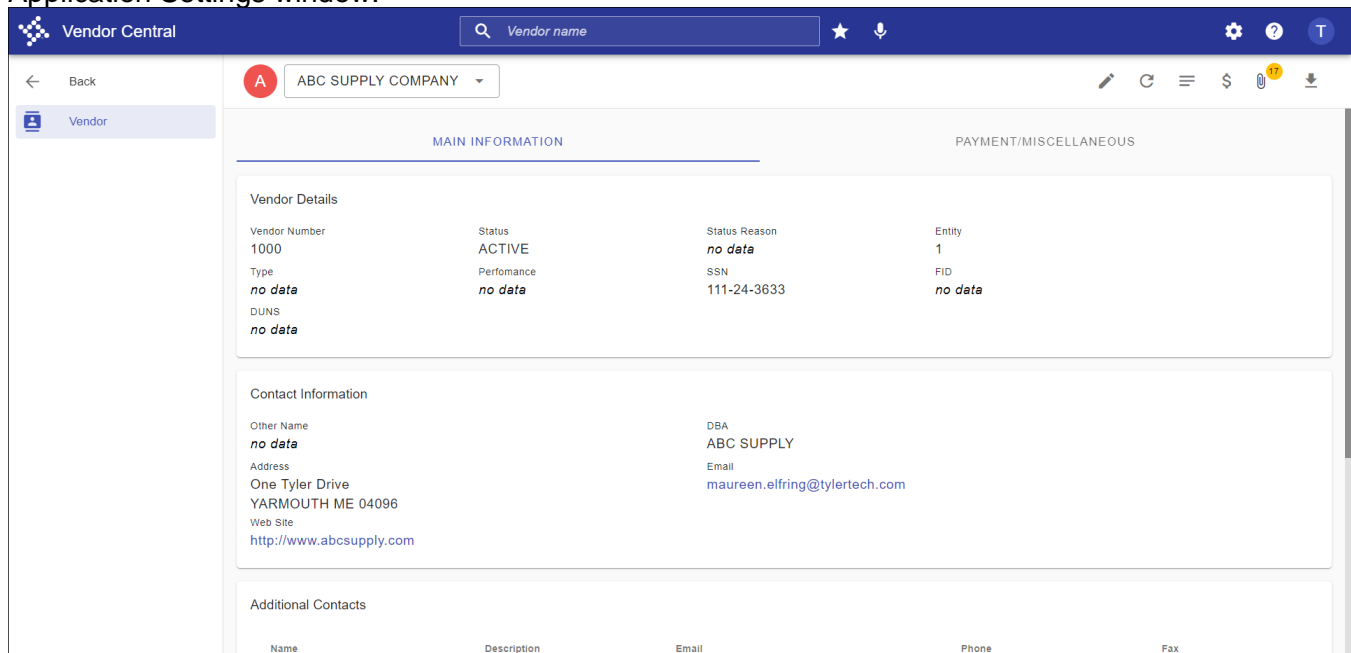
The heading provides the following options:

- **Edit**—Opens the applicable program used to update the selected record. For example, if you click Edit while viewing the vendor information, a separate browser tab opens the vendor record in the Vendors program.

- Refresh—Refreshes the current screen to display the most recent changes.
- Notes—Stores general, certification, and class notes associated with the vendor record.
- Totals—Calculates totals for invoices, unpaid invoices, checks, and open purchase orders for the selected vendor. The Search Time Frames lists on the Application Settings screen determine the time periods for the information.
- Attach—Provides any attached documents through Tyler Content Manager (TCM).
- Export—Generates an export of the currently displayed information as a Microsoft® Excel® spreadsheet.

Vendor

The Vendor category is always available, regardless of the category selections you made in the Application Settings window.



The following table provides descriptions of the available fields for the Vendor category in the Vendor Central program.

Field	Description	Fairfield, CA
Vendor		
Main Information Tab		
Vendor Details		
Vendor Number	Indicates the Munis vendor number, as established in the Vendors program.	
Status	Specifies the current status of the vendor: <ul style="list-style-type: none"> • Active—Indicates a current and established vendor. 	

Field	Description	Fairfield, CA
	<ul style="list-style-type: none"> • Bidder—Identifies that this vendor has submitted bids but is not yet an established vendor. A Bidder status does not prohibit entry of purchase orders and invoices. • Inactive—Provides a warning during invoice entry that the vendor is inactive but does not prevent the use of that vendor record. New vendors automatically have a status of Inactive until they are fully approved. • One Time Pay—Indicates a vendor number used one time to pay multiple recipients. Vendor records cannot be manually updated to use this status. They must be created as One Time Pay vendors. • Stop—Specifies that the vendor record should no longer be used. This status prevents the use of this vendor during invoice entry. • Temporary—Indicates the vendor is only to be used for a short time. • Self Service—Indicates a potential vendor has added their information using Vendor Self Service (VSS). The vendor record should then be reviewed and updated to have either an Active or Temporary status. 	
Status Reason	Provides the reason for the vendor status, if applicable. Reason codes are defined under Vendor Status Reason Codes (VRSN) in Miscellaneous Codes.	

Field	Description	Fairfield, CA
Entity	Contains the entity code for the current vendor.	
Type	Identifies the type of vendor. Vendor types often group vendors by the services they provide, such as Construction or Office Supplies. Type codes are defined under Vendor Type Codes in Miscellaneous Codes.	
Performance	Indicates the current performance rating assigned to the vendor. Specific notes on a vendor's performance are maintained in the Vendor Performance program.	
SSN	Specifies the Social Security number (SSN) associated with the vendor record. Either an SSN or an FID is required if Munis is used to generate a 1099 for the vendor. The View SSN permission in Accounts Payable Roles is required in order to view Social Security numbers or federal identification numbers.	
FID	Contains the vendor's federal identification number (FID). Either an FID or a Social Security number is required if Munis is used to generate a 1099 for the vendor. The View SSN permission in Accounts Payable Roles is required in order to view Social Security numbers or federal identification numbers.	
DUNS	Indicates the 9-digit Data Universal Numbering System (DUNS) number assigned to the vendor organization. The DUNS number is a unique 9-character identification number provided by Dun & Bradstreet (D&B). The DUNS number is used by the federal government to monitor business entities. A DUNS number is required for federal grants and proposals.	
Contact Information		

Field	Description	Fairfield, CA
Other Name	Stores the other name for the vendor, if applicable.	
DBA	Contains the "doing business as" (DBA) name for this vendor, if applicable. Vendors may request that their DBA name be included on payments.	
Address	Holds the vendor's street or post office box address, including the city, state/province, and ZIP Code™.	
Email	Contains an email address for the vendor.	
Website	Identifies the vendor's website address, if applicable.	
Additional Contacts		
Name	Specifies the first and last name of the person who is an additional contact for the vendor.	
Description	Provides a job title or description explaining the contact's relationship to the vendor.	
Email	Stores the email address of the contact.	
Phone	Contains the phone number of the contact.	
Fax	Supplies the fax number of the contact.	
VSS Accounts		
Name	Identifies the name associated with the Vendor Self Service (VSS) account.	
User ID	Indicates the user ID for the VSS account.	
Email	Provides the email address associated with the VSS account.	
Active	Specifies whether the VSS account is active (Yes) or not (No).	
Payment/Miscellaneous Tab		
Terms		
Discount Percent	Determines the discount percentage offered by the vendor, if applicable.	

Field	Description	Fairfield, CA
Minimum Order	Provides the minimum order amount that this vendor allows.	
Freight Terms/Method	Stores the vendor's usual method of shipping.	
Days to Discount	Contains the number of days within which the invoice must be paid to qualify for the vendor discount.	
Days to Net	Holds the number of days allowed from the invoice date to pay the full invoice.	
Freight Percent	Contains the freight percentage commonly applied by the vendor.	
Payment Information		
Pay Vendor Using	Indicates the vendor's preferred method of payment.	
Separate Check Per Invoice	Specifies whether to use separate checks for each invoice (Yes) or not (No).	
Prenote	Identifies whether a check or invoice prenote is required for the vendor.	
ACH Override ID	Contains an override ID number for an automated clearinghouse (ACH) file. This number overrides the ID number in an ACH file, record 6. If data is entered in the Override fields, it replaces the default information in the ACH vendor file.	
ACH Override Name	Stores an override name for an automated clearinghouse (ACH) file. This name overrides the name in an ACH file, record 6. If data is entered in the Override fields, it replaces the default information in the ACH vendor file.	
Banking Information		
<i>In order to view this group, your user role must have the View/Maintain Vendor Banking Information check box selected in Accounts Payable Roles.</i>		
Account Type	Specifies the type of bank account, such as Checking Account or Savings Account.	
Bank	Contains the name of the vendor's banking institution.	

Field	Description	Fairfield, CA
Bank Routing #	Indicates the vendor's bank routing number.	
Bank Account #	Identifies the vendor's bank account number.	
Default Tax		
Use Tax Vendor	Specifies whether the vendor processes use tax (Yes) or not (No).	
Use Tax	Indicates the use tax rate, if applicable.	
Sales Tax	Identifies the sales tax rate, if applicable.	
Additional Information		
Class	Provides the class data, if applicable.	
Geographic	Specifies the geographic information, if applicable.	
County	Contains the name of the vendor's county.	
Foreign Entity	Identifies whether the vendor is considered a foreign entity (Yes) or not (No).	
AR Customer #	Stores the vendor's Accounts Receivable (AR) customer number, if applicable. Customer numbers are established and maintained in the Customers program in Munis Accounts Receivable.	
Employee #	Holds the vendor's employee number, if applicable. Employee numbers are established and maintained in the Employee Master program in Munis Human Capital Management.	
Delivery Methods		
Purchasing	Specifies the vendor's preferred method for purchase order delivery.	
Payables	Stores the vendor's preferred methods for accounts payable delivery: Print, Fax, and/or Email.	

Invoices

The Invoices category provides a table of details for associated invoices for a specified time frame.

Vendor Central

Vendor name

ABC SUPPLY COMPANY

Invoices (121) \$5,137,735.19 amount total

Number	Date	Status	Posted	Amount	Check	Check Date	Voucher	PO
5994	02/05/2020	ON HOLD	No	2,131.50	0		217	20090068
5987	06/22/2016	APPROVED	Yes	10.00	0		207	20090058
245613890	06/14/2016	ON HOLD	No	9,500.00	0		202	20070028
5976	02/15/2016	APPROVED	No	9,500.00	0		191	
5979	12/09/2015	PENDING APPROVAL	No	760.00	0		194	20080051
5971	10/30/2015	PENDING APPROVAL	No	475.00	0		185	
5972	10/30/2015	PENDING APPROVAL	No	380.00	0		186	
5912	10/29/2013	APPROVED	No	55.00	0			
5888	03/15/2013	PENDING RFC	No	1,500.00	0		97	
5884	03/06/2013	PENDING RFC	No	50.00	0		94	

To change the time frame, click the Settings option in the omnibar and select a different time period for the Invoices list in the Application Settings window.

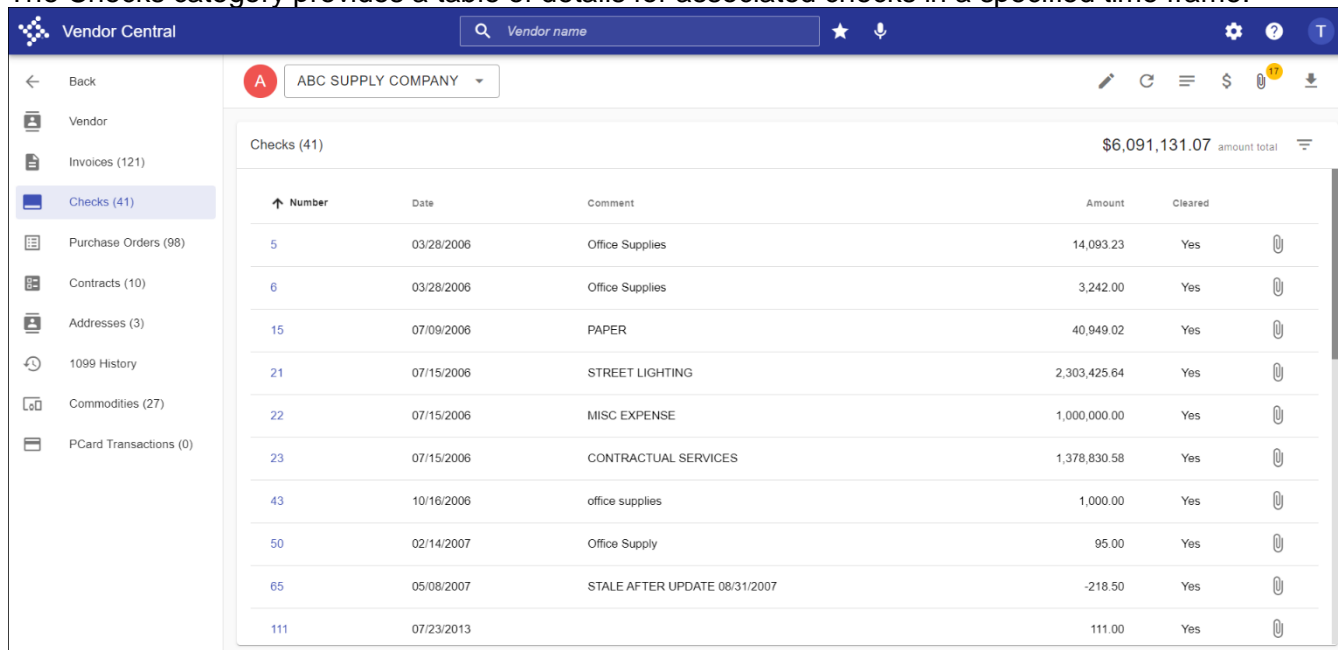
The heading indicates the number of invoices (#) and the total amount. The Filter option is available to apply filter criteria to each table heading.

Field	Description	Fairfield, CA
Invoices		
Invoices (#)		
Invoice	Indicates the invoice number. Click the link to open the Invoice Central program to view additional invoice details, such as associated journal information.	
Amount	Provides the total dollar amount of the invoice.	
Date	Identifies the date the invoice was entered in MM/DD/YYYY format.	
Purchase Order	Displays the purchase order number, if applicable. Click the link to open the Purchase Order Central program to view additional purchase order details, such as delivery and payment information.	
Contract	Supplies the contract number, if applicable.	
Vendor	Identifies the name of the vendor associated with the invoice.	


	Click the link to open the Vendor Central program to view additional vendor details, such as contact information or associated Vendor Self Service (VSS) accounts.	
Status	Specifies the status of the invoice, such as Approved.	
Description	Provides the description of the invoice.	
Due	Supplies the due date of the invoice in MM/DD/YYYY format.	
Year	Indicates the fiscal year to which the invoice applies.	
Voucher	Provides the voucher number, if applicable.	
Invoice	Indicates the invoice number. Click the link to open the Invoice Central program to view additional invoice details, such as associated journal information.	

Checks

The Checks category provides a table of details for associated checks in a specified time frame.



Number	Date	Comment	Amount	Cleared
5	03/28/2006	Office Supplies	14,093.23	Yes
6	03/28/2006	Office Supplies	3,242.00	Yes
15	07/09/2006	PAPER	40,949.02	Yes
21	07/15/2006	STREET LIGHTING	2,303,425.64	Yes
22	07/15/2006	MISC EXPENSE	1,000,000.00	Yes
23	07/15/2006	CONTRACTUAL SERVICES	1,378,830.58	Yes
43	10/16/2006	office supplies	1,000.00	Yes
50	02/14/2007	Office Supply	95.00	Yes
65	05/08/2007	STALE AFTER UPDATE 08/31/2007	-218.50	Yes
111	07/23/2013		111.00	Yes

To change the time frame, click the Settings  option and select a different time period for the Checks list in the Application Settings window.

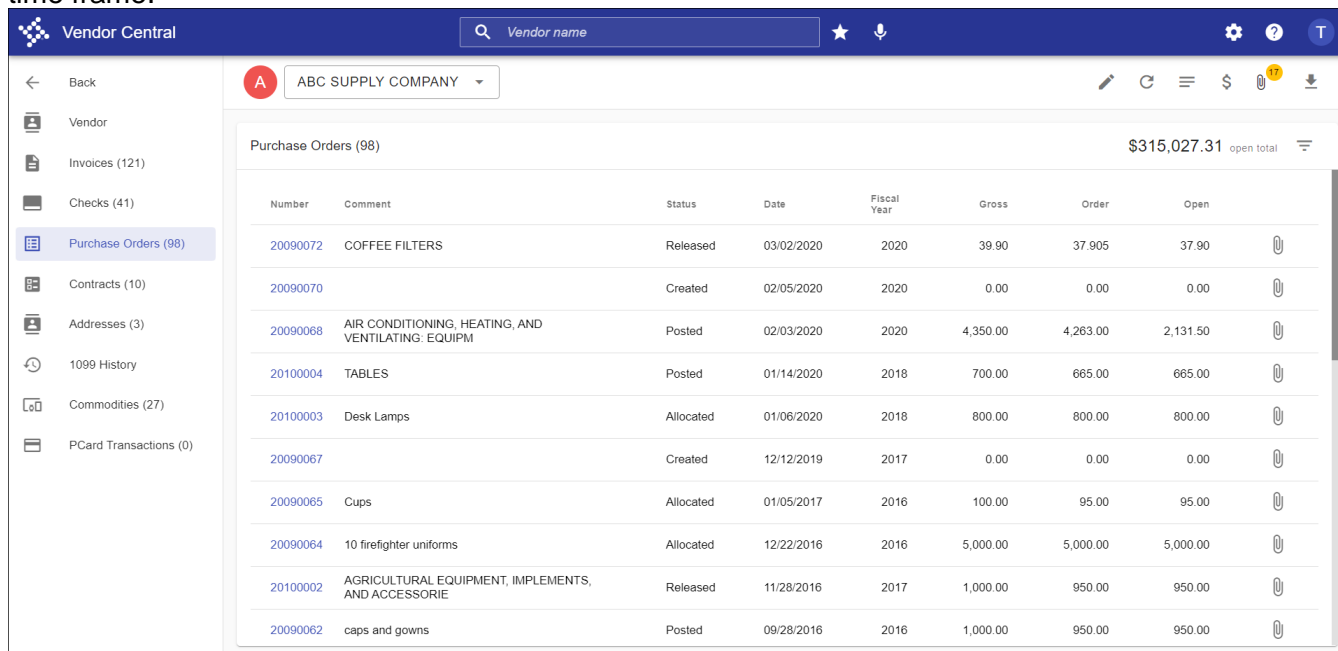
The heading indicates the number of checks (#) and the total dollar amount.

The Filter  option is available to apply filter criteria to each table heading.


Field	Description	Fairfield, CA
Checks		
Checks (#)		
Check	Indicates the check number. Click the link to open the Checks Detail screen (accessible from the Invoice Inquiry program) to view additional check information.	
Date	Specifies the check date in MM/DD/YYYY format.	
Vendor	Identifies the name of the vendor associated with the check. Click the link to open the Vendor Central program to view additional vendor details, such as contact information or associated Vendor Self Service (VSS) accounts.	
Amount	Provides the dollar amount of the check.	
Status	Specifies the status of the check, such as Printed.	
Warrant	Indicates the warrant or check run number associated with the check.	
Cash Account	Contains the account number for the associated cash account.	

Purchase Orders


The Purchase Orders category provides a table of details for associated purchase orders in a specified time frame.



Number	Comment	Status	Date	Fiscal Year	Gross	Order	Open
20090072	COFFEE FILTERS	Released	03/02/2020	2020	39.90	37.905	37.90
20090070		Created	02/05/2020	2020	0.00	0.00	0.00
20090068	AIR CONDITIONING, HEATING, AND VENTILATING EQUIPM	Posted	02/03/2020	2020	4,350.00	4,263.00	2,131.50
20100004	TABLES	Posted	01/14/2020	2018	700.00	665.00	665.00
20100003	Desk Lamps	Allocated	01/06/2020	2018	800.00	800.00	800.00
20090067		Created	12/12/2019	2017	0.00	0.00	0.00
20090065	Cups	Allocated	01/05/2017	2016	100.00	95.00	95.00
20090064	10 firefighter uniforms	Allocated	12/22/2016	2016	5,000.00	5,000.00	5,000.00
20100002	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIE	Released	11/28/2016	2017	1,000.00	950.00	950.00
20090062	caps and gowns	Posted	09/28/2016	2016	1,000.00	950.00	950.00

To change the time frame, click the Settings  option and select a different time period for the Purchase Orders list in the Application Settings window.

The heading indicates the number of purchase orders (#) and the total open amount.

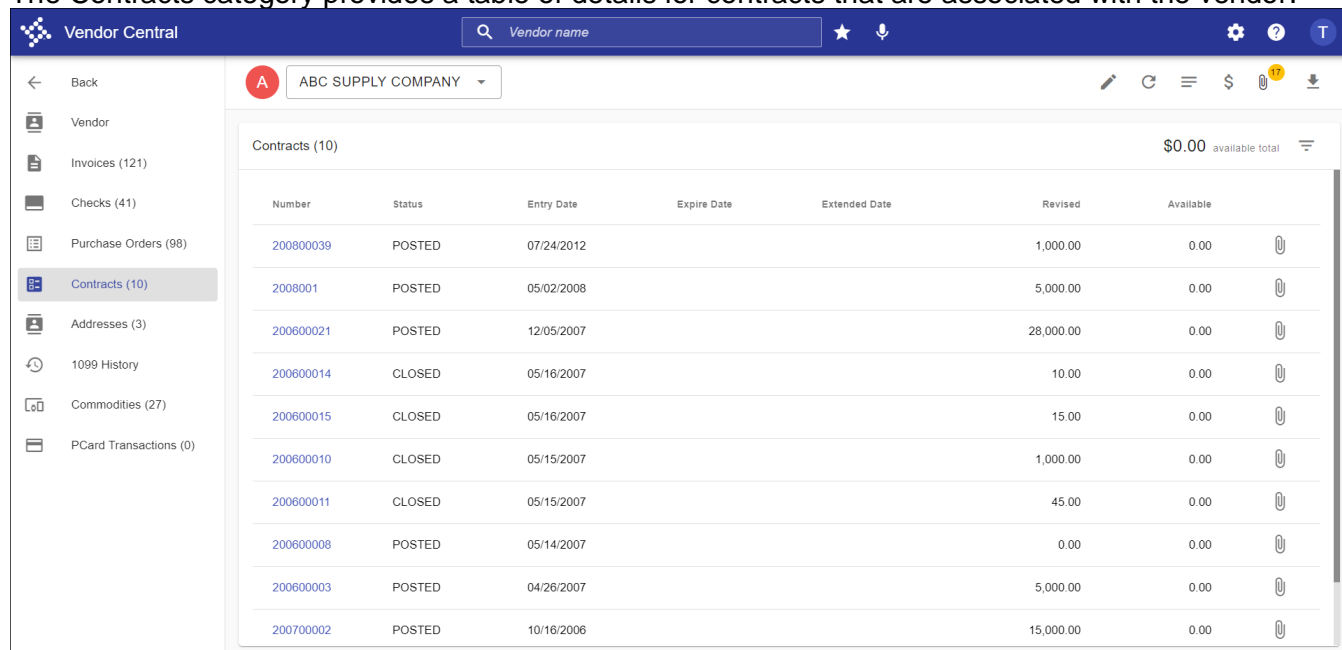
The Filter  option is available to apply filter criteria to each table heading.

Field	Description	Fairfield, CA
Purchase Orders		
Purchase Orders (#)		
Purchase Order	Specifies the purchase order number. Click the link to open the Purchase Order Central program to view additional purchase order details, such as delivery and payment information.	
Year	Indicates the fiscal year to which the purchase order applies.	
Vendor	Identifies the name of the vendor associated with the purchase order. Click the link to open the Vendor Central program to view additional vendor details, such as contact information or associated Vendor Self Service (VSS) accounts.	


Field	Description	Fairfield, CA
Entered	Provides the date the purchase order was entered in MM/DD/YYYY format.	
Open Amount	Specifies the open dollar amount for the purchase order.	
Order Amount	Supplies the dollar amount of the purchase order.	
Status	Indicates the status of the purchase order, such as Closed.	
Description	Displays the description of the purchase order.	
Department	Identifies the name of the department associated with the purchase order.	

Contracts

The Contracts category provides a table of details for contracts that are associated with the vendor.



Vendor Central							Vendor name	★	🔊	⚙️	?	T
← Back	ABC SUPPLY COMPANY											
Vendor												
Invoices (121)												
Checks (41)												
Purchase Orders (98)												
Contracts (10)												
Addresses (3)												
1099 History												
Commodities (27)												
PCard Transactions (0)												
Contracts (10)							\$0.00 available total					
Number	Status	Entry Date	Expire Date	Extended Date	Revised	Available						
200800039	POSTED	07/24/2012			1,000.00	0.00						
2008001	POSTED	05/02/2008			5,000.00	0.00						
200600021	POSTED	12/05/2007			28,000.00	0.00						
200600014	CLOSED	05/16/2007			10.00	0.00						
200600015	CLOSED	05/16/2007			15.00	0.00						
200600010	CLOSED	05/15/2007			1,000.00	0.00						
200600011	CLOSED	05/15/2007			45.00	0.00						
200600008	POSTED	05/14/2007			0.00	0.00						
200600003	POSTED	04/26/2007			5,000.00	0.00						
200700002	POSTED	10/16/2006			15,000.00	0.00						

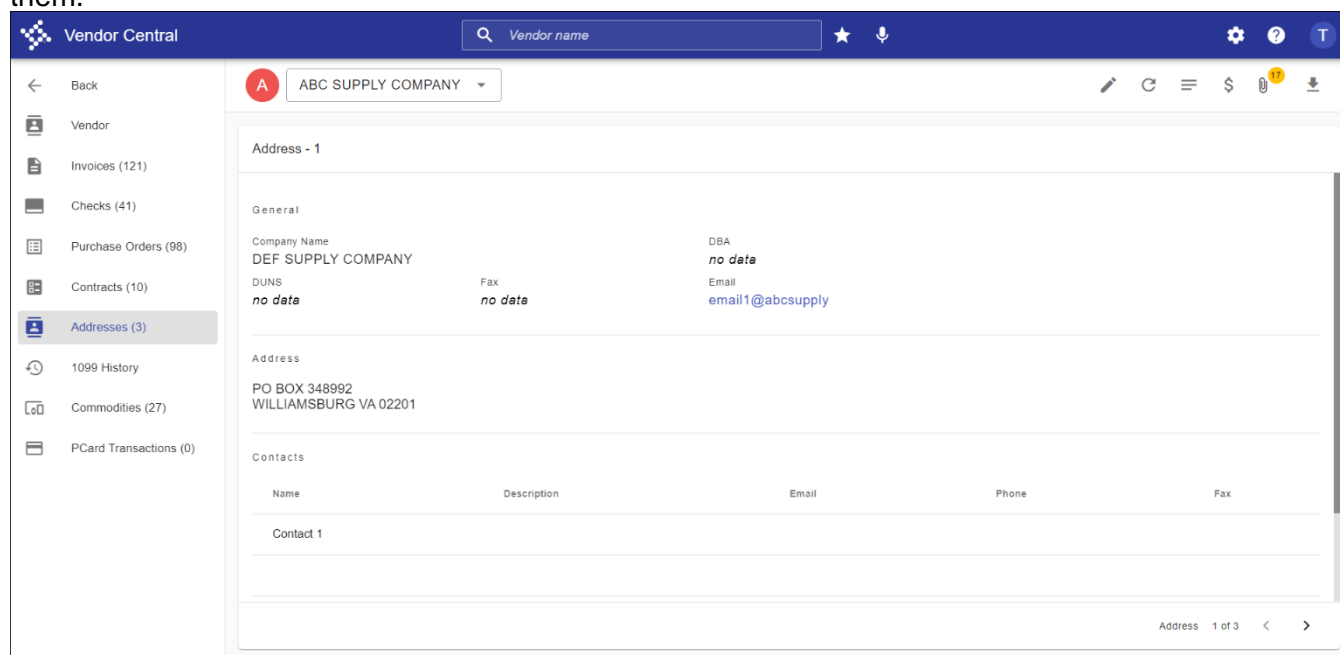
The heading indicates the number of contracts (#) and the total available dollar amount of contracts. The Filter  option is available to apply filter criteria to each table heading.

Field	Description	Fairfield, CA
Contracts		
Contracts (#)		
Contract	Indicates the contract number. Click the link to open the Contracts Central program to view additional	

Field	Description	Fairfield, CA
	contract details, such as retainage, subcontractor, or insurance information.	
Vendor	Identifies the name of the vendor associated with the contract. Click the link to open the Vendor Central program to view additional vendor details, such as contact information or associated Vendor Self Service (VSS) accounts.	
Year	Contains the fiscal year for the contract.	
Status	Specifies the status of the contract, such as Posted.	
Open Amount	Indicates the open dollar amount of the contract.	
Revised Amount	Provides the revised dollar amount of the contract.	
Description	Supplies the description of the contract.	
Department	Identifies the name of the department associated with the contract.	

Addresses

The Addresses category provides remit address and contact information associated with the vendor record. If there are multiple addresses, use the arrows at the bottom of the screen to scroll through them.



The screenshot displays the Vendor Central interface for 'ABC SUPPLY COMPANY'. The left sidebar shows navigation options: Back, Vendor, Invoices (121), Checks (41), Purchase Orders (98), Contracts (10), Addresses (3), 1099 History, Commodities (27), and PCard Transactions (0). The main content area is titled 'Address - 1' and contains the following information:

- General:**
 - Company Name: DEF SUPPLY COMPANY
 - DBA: no data
 - DUNS: no data
 - Fax: no data
 - Email: email1@abcsupply
- Address:**
 - PO BOX 348992
 - WILLIAMSBURG VA 02201
- Contacts:**

Name	Description	Email	Phone	Fax
Contact 1				

At the bottom right of the address section, there is a pagination indicator: 'Address 1 of 3' with left and right arrow buttons.

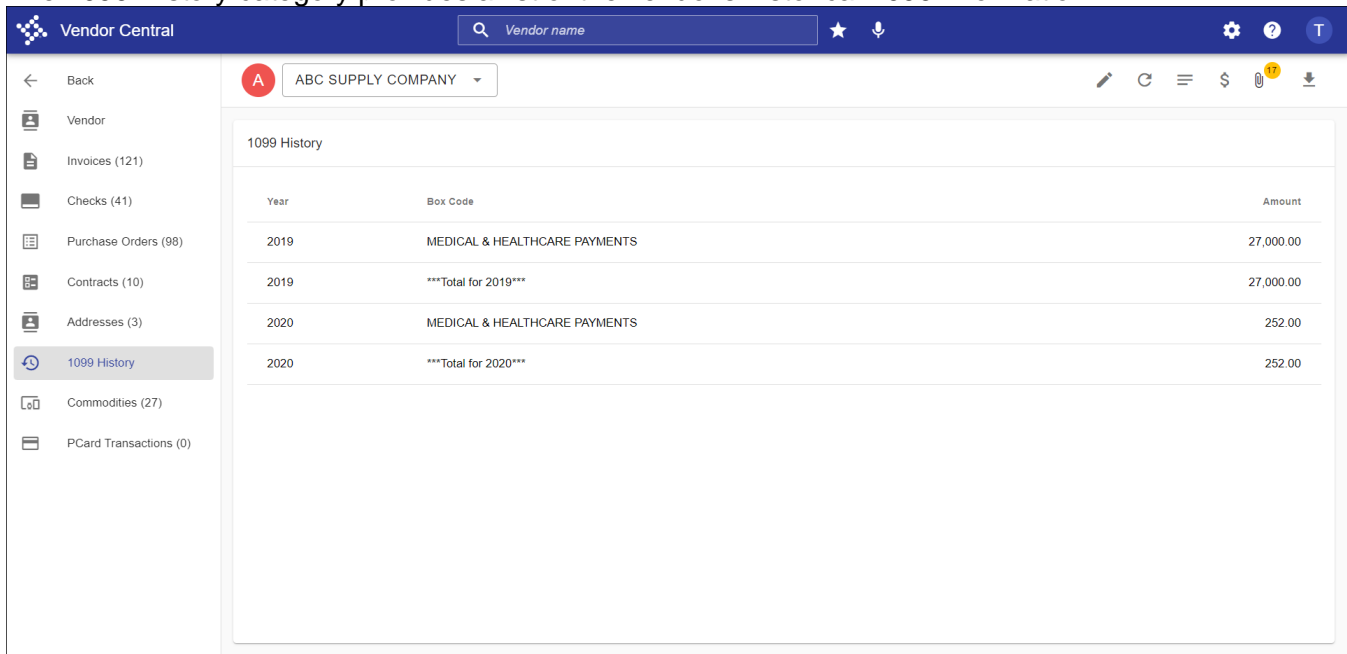
The following table provides descriptions of the fields.

Field	Description	Fairfield, CA
Addresses		
Address - #		
	Identifies the remit address number (#).	
General		
Company Name	Specifies the company name for this vendor address.	
DBA	Contains the "doing business as" (DBA) name for this vendor address, if applicable. Vendors may request that their DBA name be included on payments.	
DUNS	Indicates the DUNS number for this vendor address.	
Fax	Supplies the fax number for this vendor address.	
Email	Stores the email address associated with this vendor address.	
Address		
	Provides the street or mailing address, including the city, state/province, and ZIP Code™ for this vendor address.	
Contacts		
Name	Identifies the name of the contact associated with this vendor address.	
Description	Provides a job title or description explaining the contact's relationship to the vendor.	
Email	Stores the email address of the contact.	
Phone	Contains the phone number of the contact.	
Fax	Supplies the fax number of the contact.	
Delivery Methods		
Delivery Methods	Specifies the vendor's preferred method for purchase order delivery for this address.	

Field	Description	Fairfield, CA
Payables	Stores the vendor's preferred methods for accounts payable delivery (Print, Fax, and/or Email) for this address.	

1099 History

The 1099 History category provides a list of the vendor's historical 1099 information.



Vendor Central | Vendor name


ABC SUPPLY COMPANY

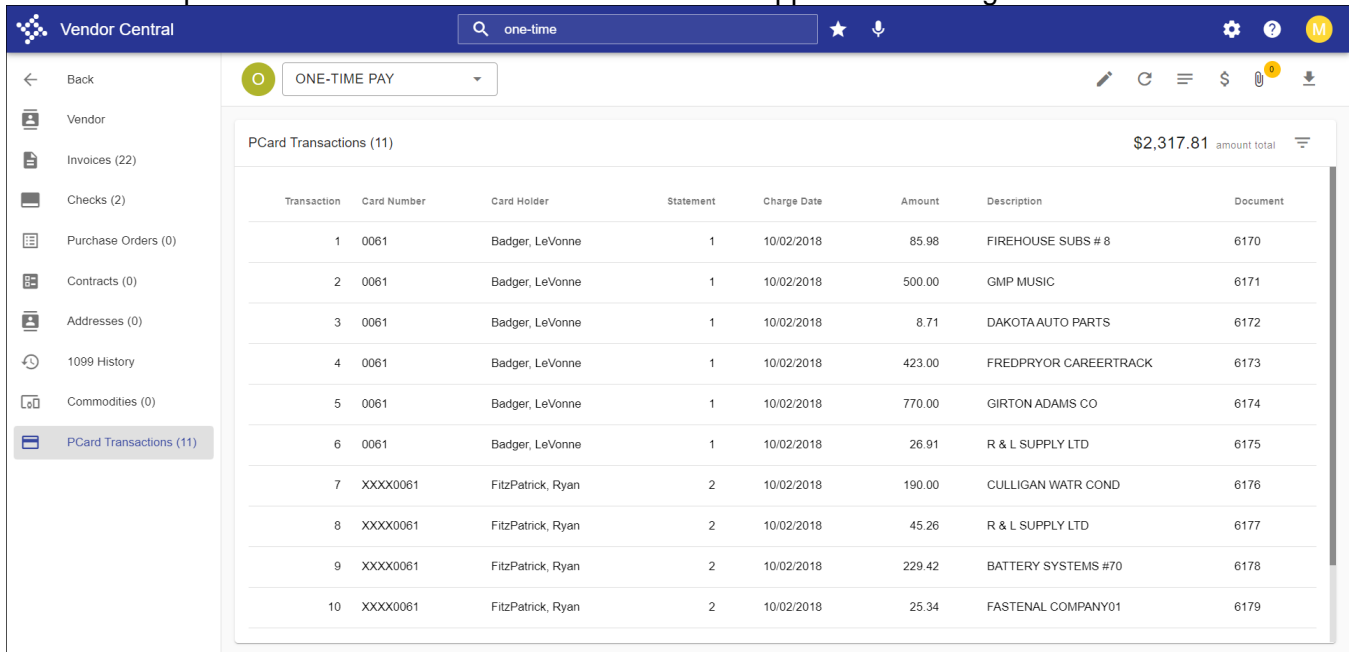
1099 History

Year	Box Code	Amount
2019	MEDICAL & HEALTHCARE PAYMENTS	27,000.00
2019	***Total for 2019***	27,000.00
2020	MEDICAL & HEALTHCARE PAYMENTS	252.00
2020	***Total for 2020***	252.00

Field	Description	Fairfield, CA
1099 History		
Year	Contains the tax year for the vendor's historical 1099 tax data.	
Box Code	Identifies the name of the box code for the vendor's historical 1099 tax data. Totals for specific years are identified as ***Total for YYYY***.	
Amount	Indicates the dollar amount for the vendor's historical 1099 tax data.	

PCard Transactions

The PCard Transactions category provides a table of details for associated purchase card transactions over a specified period of time. To change the time frame, click the Settings  option and select a different time period for the PCard Transactions list in the Application Settings window.



The screenshot shows the Vendor Central interface with the PCard Transactions list. The interface includes a search bar with 'one-time', a settings gear icon, and a dropdown menu set to 'ONE-TIME PAY'. The table displays 11 transactions with a total amount of \$2,317.81. The table columns are Transaction, Card Number, Card Holder, Statement, Charge Date, Amount, Description, and Document.

Transaction	Card Number	Card Holder	Statement	Charge Date	Amount	Description	Document
1	0061	Badger, LeVonne	1	10/02/2018	85.98	FIREHOUSE SUBS # 8	6170
2	0061	Badger, LeVonne	1	10/02/2018	500.00	GMP MUSIC	6171
3	0061	Badger, LeVonne	1	10/02/2018	8.71	DAKOTA AUTO PARTS	6172
4	0061	Badger, LeVonne	1	10/02/2018	423.00	FREDPRYOR CAREERTRACK	6173
5	0061	Badger, LeVonne	1	10/02/2018	770.00	GIRTON ADAMS CO	6174
6	0061	Badger, LeVonne	1	10/02/2018	26.91	R & L SUPPLY LTD	6175
7	XXXX0061	FitzPatrick, Ryan	2	10/02/2018	190.00	CULLIGAN WATR COND	6176
8	XXXX0061	FitzPatrick, Ryan	2	10/02/2018	45.26	R & L SUPPLY LTD	6177
9	XXXX0061	FitzPatrick, Ryan	2	10/02/2018	229.42	BATTERY SYSTEMS #70	6178
10	XXXX0061	FitzPatrick, Ryan	2	10/02/2018	25.34	FASTENAL COMPANYY01	6179

Field	Description	Fairfield, CA
PCard Transactions		
PCard Transactions (#)		
Transaction	Indicates the transaction number.	
Card Number	Identifies the card number used for the transaction.	
Card Holder	Specifies the name of the person listed as the card holder.	
Statement	Provides the statement number associated with the transaction.	
Charge Date	Stores the date of the charge in MM/DD/YYYY format.	
Amount	Indicates the amount of the transaction.	
Description	Contains the description of the transaction, or what the transaction was for.	
Document	Identifies the document number associated with the transaction, if applicable.	