

2014

Accounts Payable Invoice Entry

Monroe County, WI

Invoice scanners are responsible for entering vendor invoice data and documentation into Munis. This document outlines the procedure of invoice entry and batch scanning.



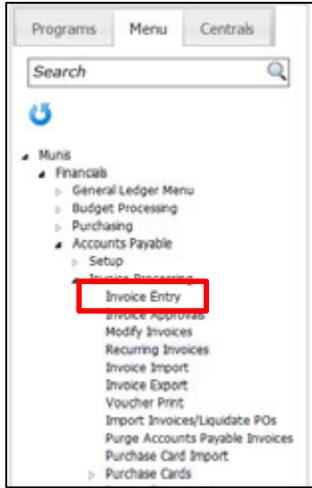


Procedure for AP Invoice Entry

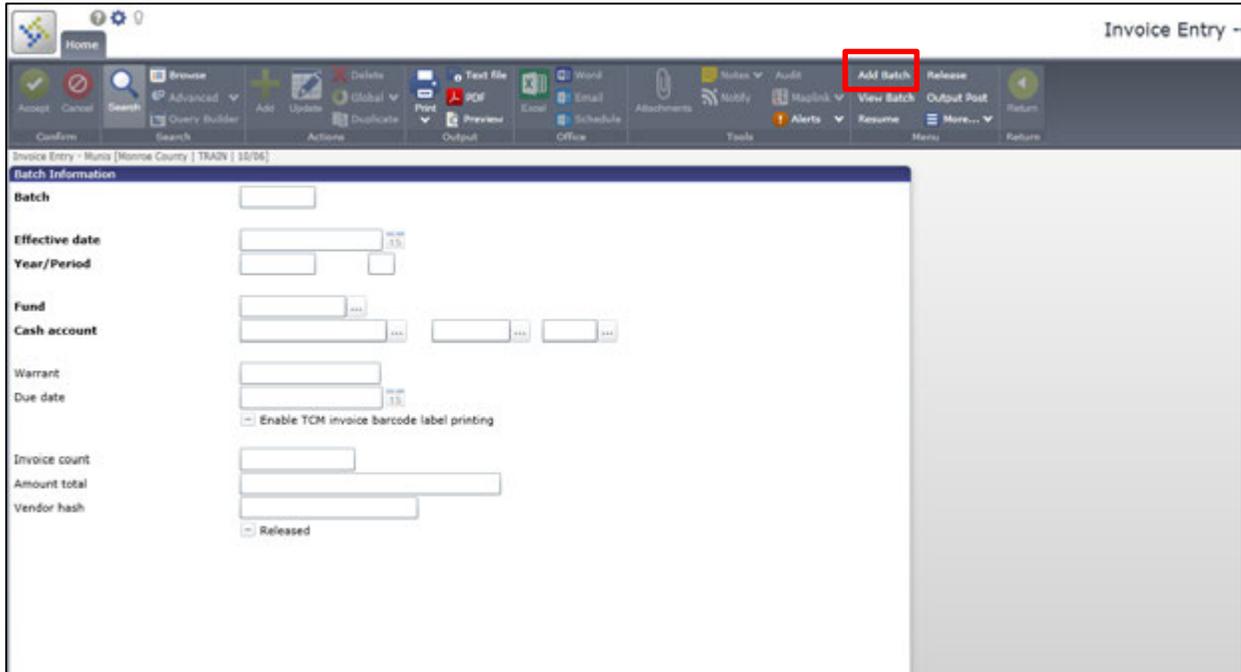
To add Invoices into Munis:

Open Invoice Entry program.

Financials > Accounts Payable > Invoice Processing > Invoice Entry



The Program displays the Invoice entry screen. Choose **Add Batch** to start a new Invoice batch.





The Batch information will populate.

Invoice Entry - Munis [Monroe County | TRAIN | 10/06]

Batch Information

Batch [5]

Effective date [10/07/2014] [15]

Year/Period [2014] [10] OCT

Fund [999] ... POOLED CASH

Cash account [99900000] ... [111000] ... [] ... CASH

CHECK RUN []

Due date [10/07/2014] [15]

Enable TCM invoice barcode label printing

Invoice count []

Amount total []

Vendor hash []

Released

The Batch number, effective date, and Year/Period will auto-populate

Do not change the default Cash account

Only enter a Check Run number (MMDDYY) if this batch will be run at a time different than Fridays.

The Due Date will default to the current date when the batch is

Choose the  button in the Dashboard Ribbon to proceed to Invoice Entry.

If this is the first time opening Invoice Entry, the screen will open to Full Entry.

Invoice Entry - Munis [Monroe County | TRAIN | 10/06] > Invoice Entry - Munis [Monroe County | TRAIN | 10/06]

Invoice

Year [2014]

PO [] 

Contract [] **DBA** []

Vendor [0] []

Address []

Terms []

Document []

Invoice []

Gross [.00]

Discount date [] [15]

Discount basis [.00]

Discount % [.000]

Net amount []

Payment method [Normal]

Check/Wire [] [15]

Description []

Status [A]

Voucher [243]

Warrant []

Invoice date [10/07/2014] [15]

Received date [10/07/2014] [15]

Due date [10/07/2014] [15]

Department []

Work Order []

WO Task [0]

Allocation [0]

Requisition []

Liq Method [Line]

Separate check

Include documentation

PA applied

RFPC (0)

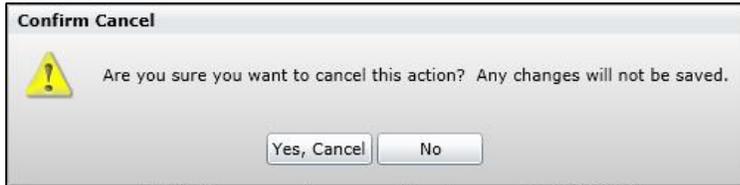
Comments []

Retainage (.00)

Accounts | **Line Items**



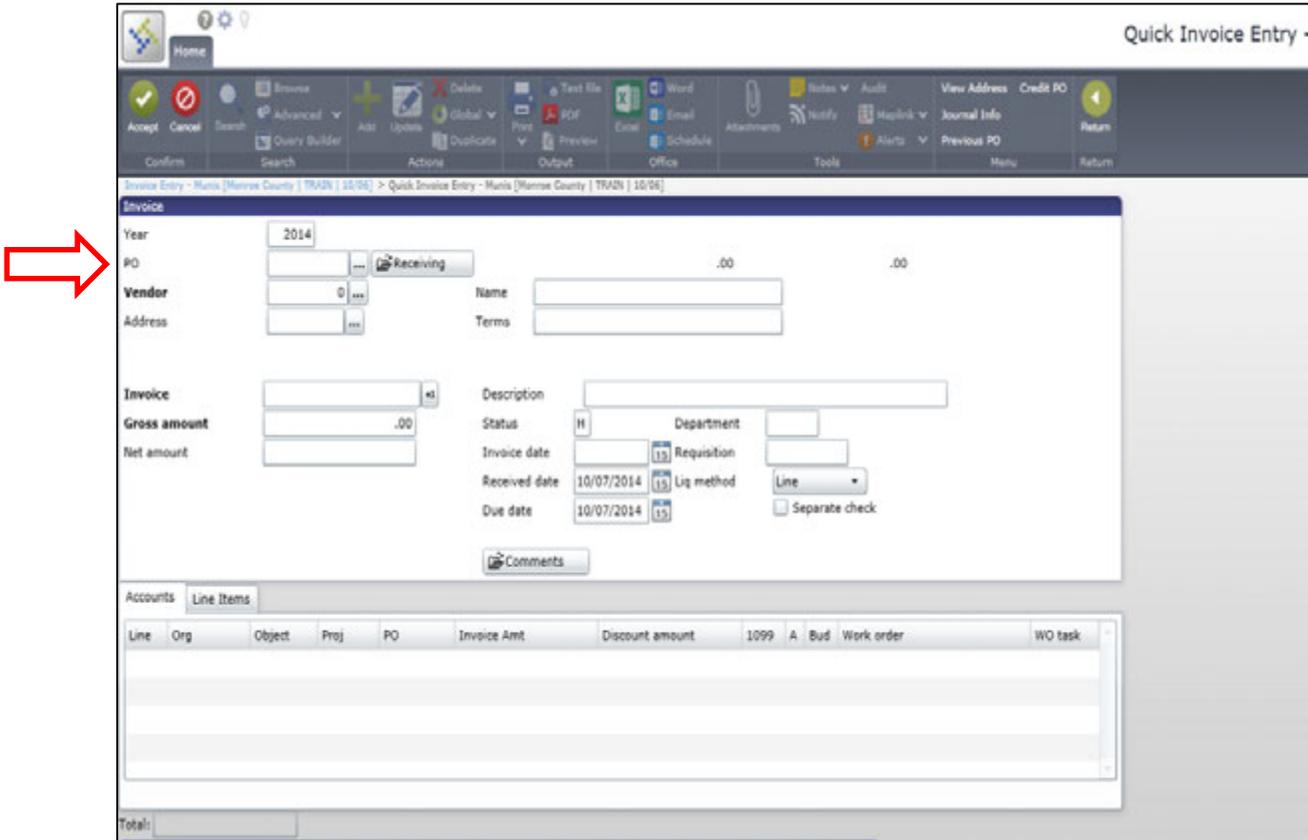
To switch to Quick Entry, choose  and then choose 



The Dashboard Ribbon Menu will now display the Quick Entry Program. Choose this option.



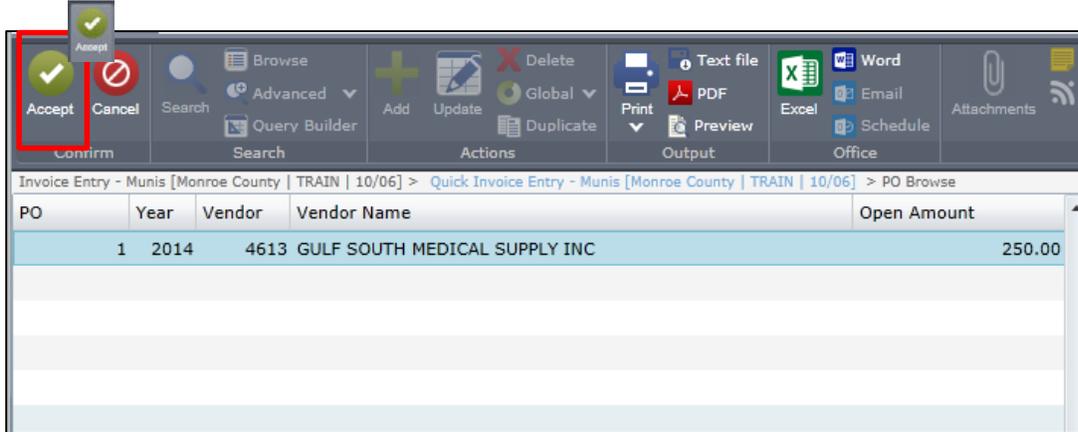
The Quick Entry Screen will open with the default year.



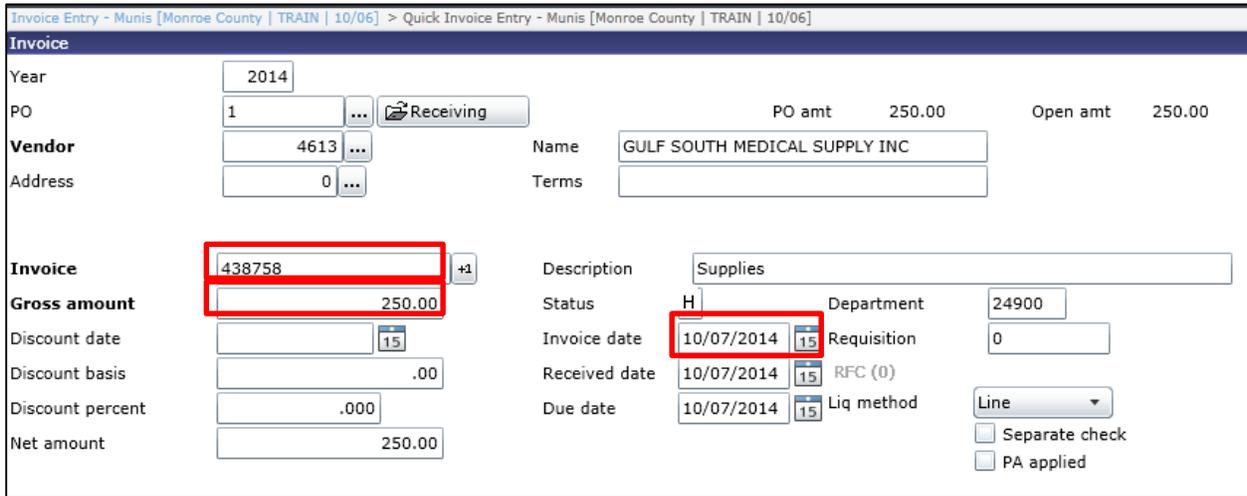


To choose a Purchase Order to liquidate, click the Help Field  next to the PO field.

A list of the department's open Purchase Orders will display. Highlight the correct one and click



Detail from the PO will default on the Invoice as you **tab** through the fields.

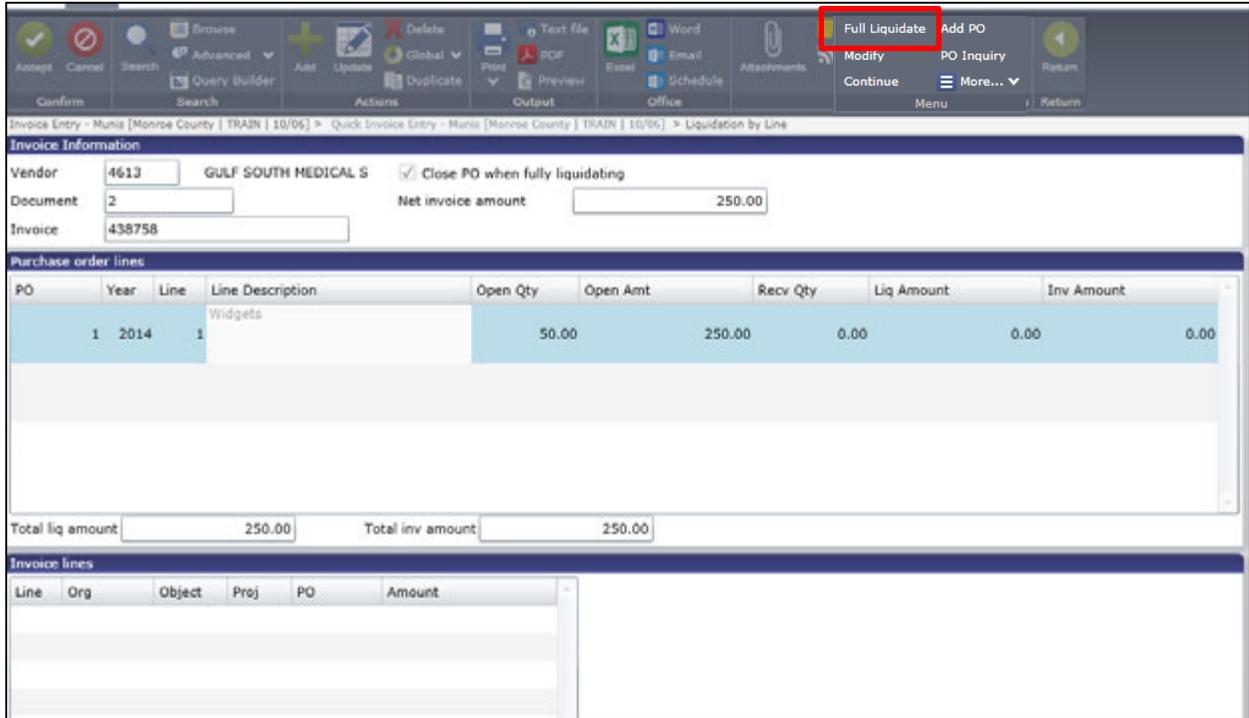


Use the Tab Key to tab through the screen and enter the Invoice number (from the appropriate invoice), the Gross Amount of the Invoice, and the Invoice Date. All other fields will default onto the Invoice Header.

If the Invoice Header Information is correct, Tab all the way through all fields, or click



The Line Detail screen will open. If you are liquidating the full amount of the Purchase Order, click **Full Liquidate** at the top right of the Dashboard Ribbon.



Invoice Entry - Munis [Monroe County | TRAIN | 10/06] > Quick Invoice Entry - Munis [Monroe County | TRAIN | 10/06] > Liquidation by Line

Invoice Information

Vendor: 4613 GULF SOUTH MEDICAL S Close PO when fully liquidating
 Document: 2 Net invoice amount: 250.00
 Invoice: 438758

Purchase order lines

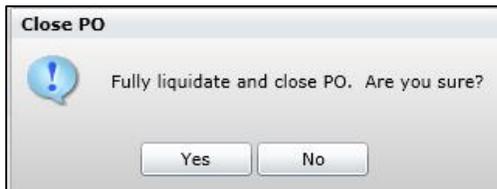
PO	Year	Line	Line Description	Open Qty	Open Amt	Recv Qty	Liq Amount	Inv Amount
1	2014	1	Widgets		50.00	250.00	0.00	0.00

Total liq amount: 250.00 Total inv amount: 250.00

Invoice lines

Line	Org	Object	Proj	PO	Amount

A warning message will appear. Choose Yes to fully liquidate and close the PO.



Close PO

! Fully liquidate and close PO. Are you sure?

Yes No



You will be returned to the Invoice Header Screen. Choose  to save the account detail lines on the invoice.

Line	Org	Object	Proj	PO	Invoice Amt	1099	A	Bud	Work order	WO task
1	64200000	161170		2	500.00		N	1		0

The Barcode Label Print Screen will open. Enter the number of invoice pages to be attached to this invoice data record. If adding multiple invoices to the batch, choose Add to Queue. This will allow you to print all the Barcode labels once you are done entering invoices.

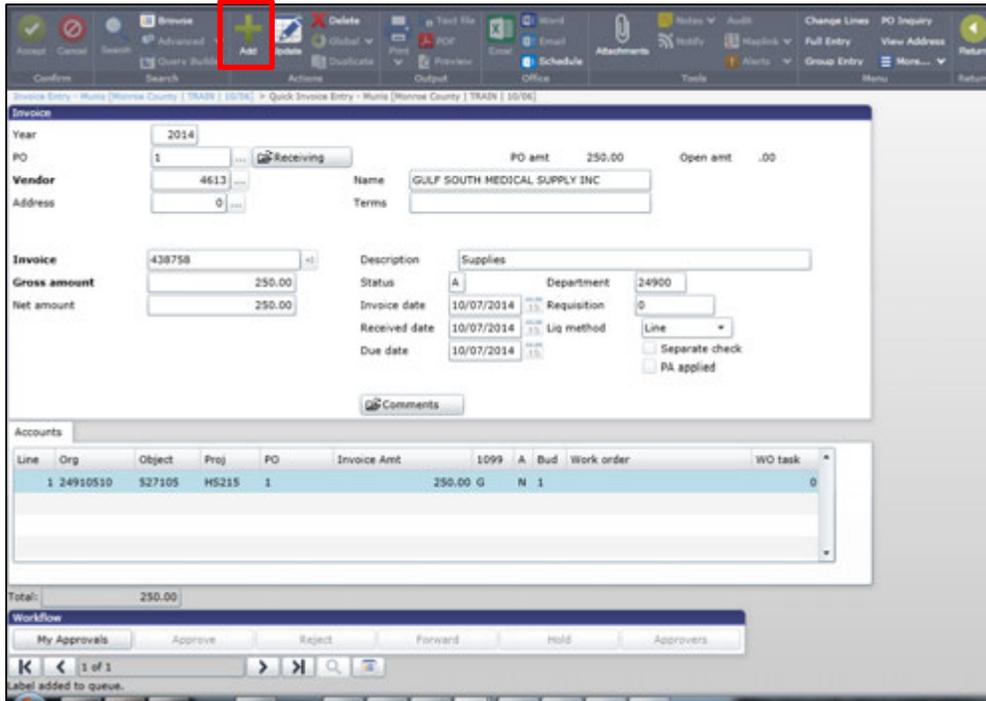
Number of pages on invoice: 1

Print Now **Add to Queue** Print Queue (0)

The system will return to the Invoice screen. There will be a message at the bottom left of the page confirming that the barcode has been added.

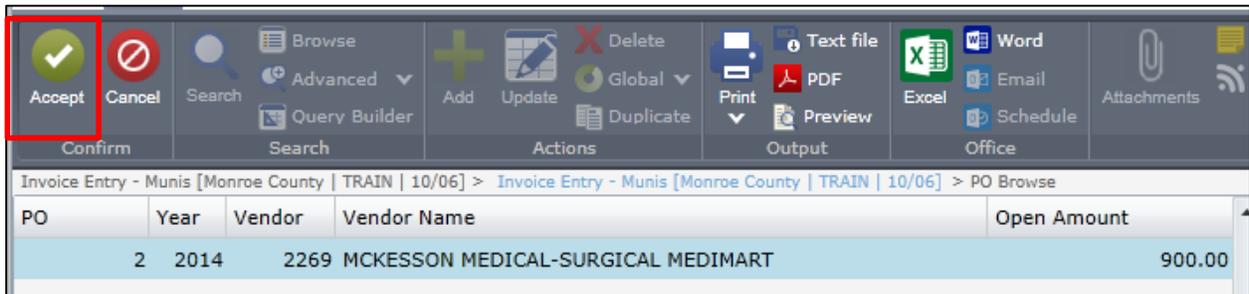


Choose  to enter another invoice into the batch. *This invoice will only partially liquidate a PO.*



A blank invoice entry screen will open. To choose a Purchase Order to Liquidate, click the Help Field  next to PO.

A list of the department's open Purchase Orders will display. Highlight the correct one and click 



PO	Year	Vendor	Vendor Name	Open Amount
2	2014	2269	MCKESSON MEDICAL-SURGICAL MEDIMART	900.00



Enter in the Invoice number, and the Gross amount being liquidated from the PO. Make note of the PO amount and Open amount displayed at the top of the Invoice.

Invoice Entry - Munis [Monroe County | TRAIN | 10/06] > Quick Invoice Entry - Munis [Monroe County | TRAIN | 10/06]

Invoice

Year: 2014
PO: 2 PO amt: 900.00 Open amt: 900.00
Vendor: 2269 Name: MCKESSON MEDICAL-SURGICAL MEDIMART
Address: 0 Terms:
Invoice: 12345 Description: Inventory
Gross amount: 400.00 Status: A Department: 64210
Net amount: 400.00 Invoice date: 10/07/2014 Requisition: 0
Received date: 10/07/2014 Liq method: Line
Due date: 10/07/2014 Separate check

Enter the invoice date, as well as any other applicable information, such as Liquidation Method, or Separate Check.

Click or tab through to open up the line detail screen.

Choose Modify from the dashboard ribbon to identify which lines are being liquidated.

Home

Accept Cancel Search Advanced Doxy Builder Add Update Duplicate Print Preview Output Text File PDF Excel Word Email Schedule Attachments Notify Maplink Alerts Tools Full Liquidate Add PO PO Inquiry More... Return

Invoice Entry - Munis [Monroe County | TRAIN | 10/06] > Quick Invoice Entry - Munis [Monroe County | TRAIN | 10/06] > Liquidation by Line

Invoice Information

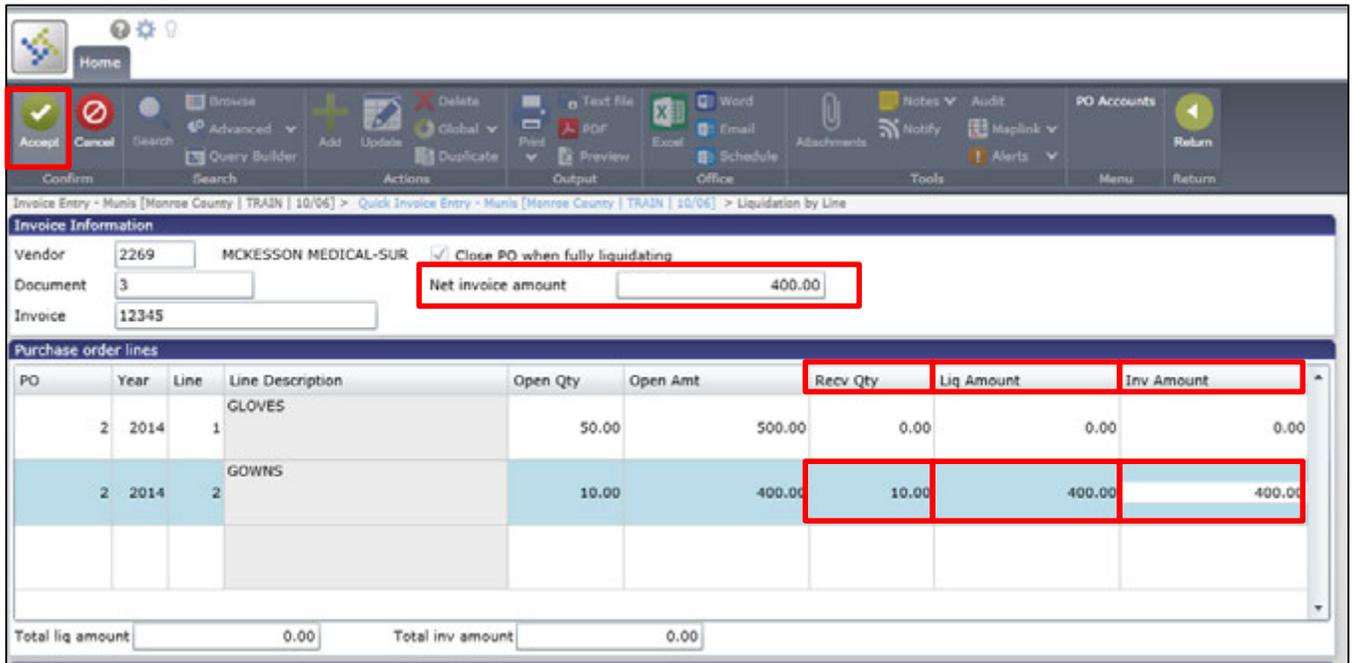
Vendor: 2269 MCKESSON MEDICAL-SUR Close PO when fully liquidating
Document: 3 Net invoice amount: 400.00
Invoice: 12345

Purchase order lines

PO	Year	Line	Line Description	Open Qty	Open Amt	Recv Qty	Liq Amount	Inv Amount
2	2014	1	GLOVES	50.00	500.00	0.00	0.00	0.00
2	2014	2	GOWNS	10.00	400.00	0.00	0.00	0.00

The PO Lines will open. Enter the Quantity Received as well as the Liquidate Amount on the appropriate line. As you tab through, the Invoice Amount will default to the same amount as enter in the Liquidate Amount field

Hint The total all Invoice Amounts per line should total the Net Invoice Amount



Invoice Entry - Munis [Monroe County | TRAIN | 10/06] > Quick Invoice Entry - Munis [Monroe County | TRAIN | 10/06] > Liquidation by Line

Invoice Information

Vendor: 2269 MCKESSON MEDICAL-SUR Close PO when fully liquidating

Document: 3 **Net invoice amount: 400.00**

Invoice: 12345

Purchase order lines

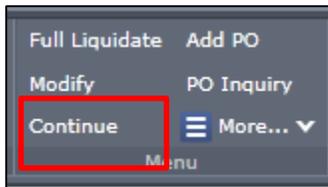
PO	Year	Line	Line Description	Open Qty	Open Amt	Recv Qty	Liq Amount	Inv Amount
	2	2014	1	GLOVES	50.00	500.00	0.00	0.00
	2	2014	2	GOWNS	10.00	400.00	10.00	400.00

Total liq amount: 0.00 Total inv amount: 0.00

Once the Received Quantity, Liquidate Amount, and Invoice Amount are entered, click



Choose Continue to save the PO detail line entry.

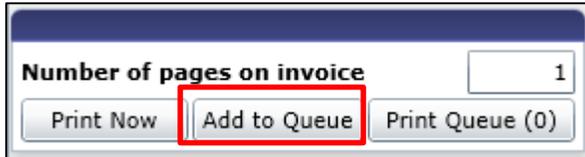


Full Liquidate Add PO
 Modify PO Inquiry
Continue More...
 Menu

You will be returned to the Invoice Header Screen. Choose  to save the account detail lines on the invoice record.

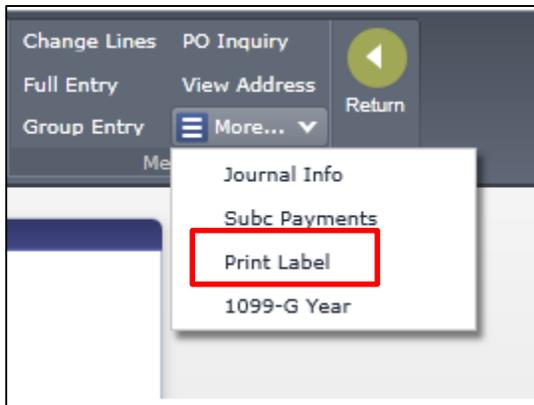


The Barcode Label Print Screen will open. Enter the number of invoice pages to be attached to this invoice data record. If adding multiple invoices to the batch, choose Add to Queue. This will allow you to print all the Barcode labels once you are done entering invoices.

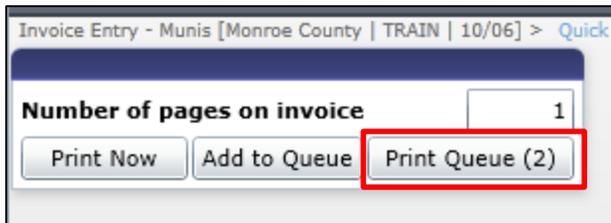


The system will return to the Invoice screen.

Keep adding invoices as necessary to the batch. Once done, go to *More > Print Label* in the dashboard ribbon.



This time, choose Print Queue.





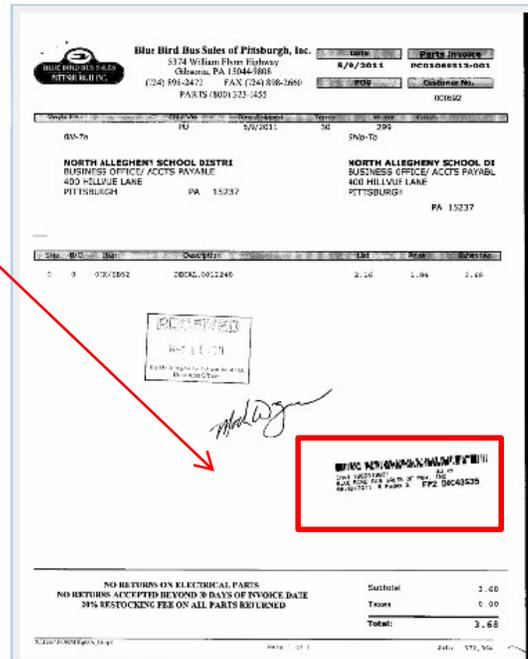
AP Invoice Entry

Monroe County, WI

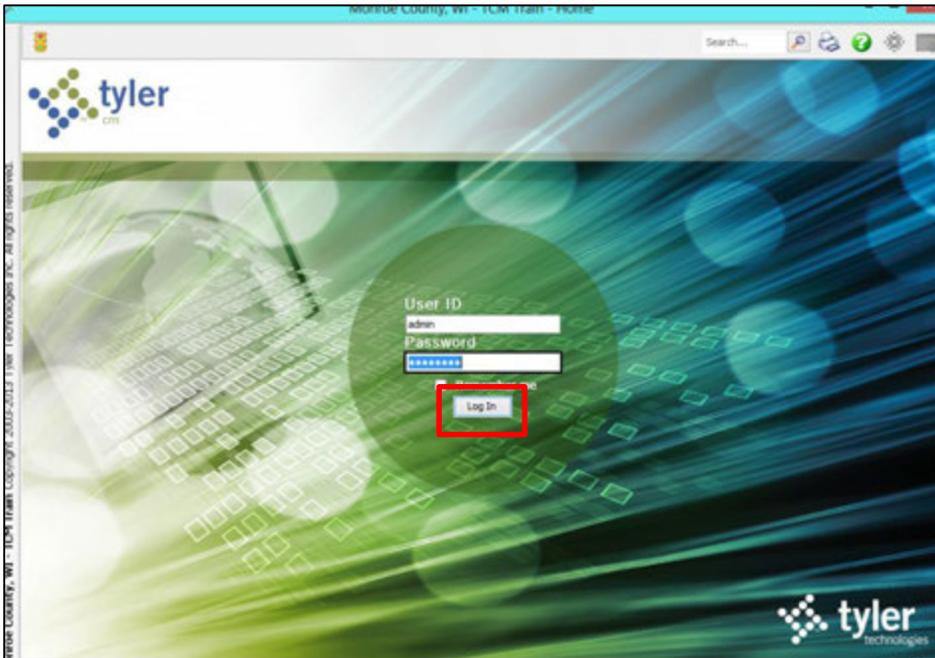
Choose the Barcode Label Printer, and click Print.

Fasten each barcode to its associated Invoice

Open Tyler Content Manager from the desktop.

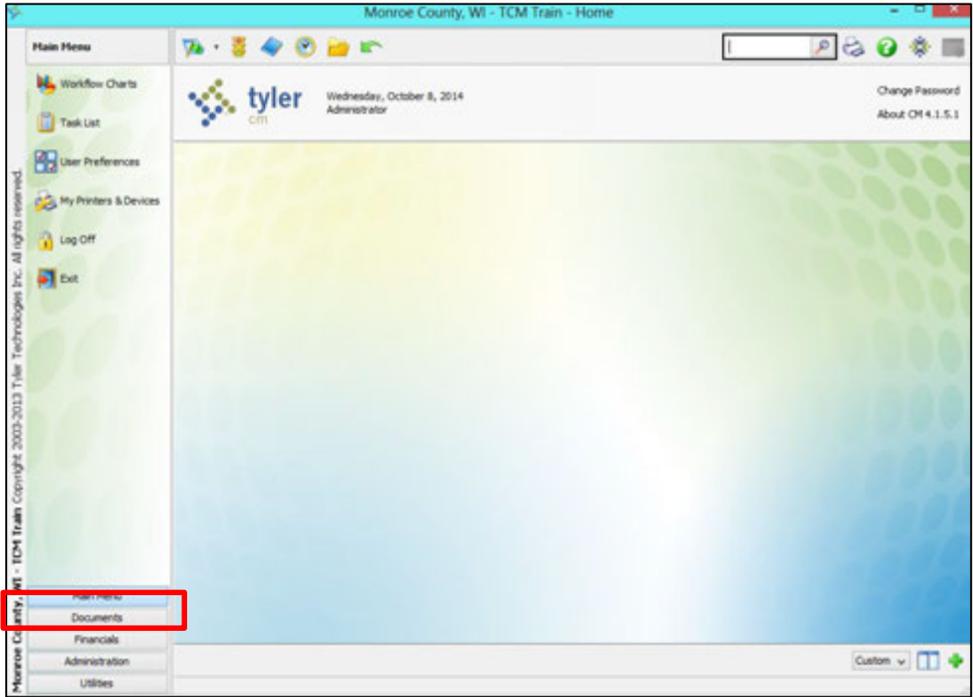


Enter in your credentials and click Login

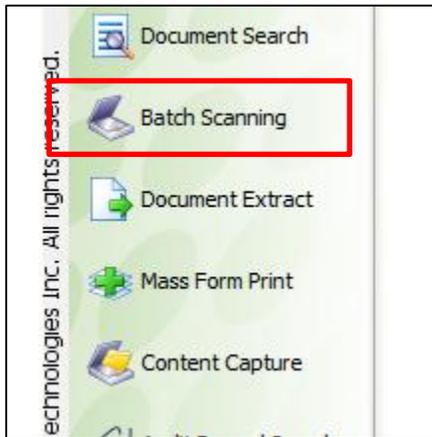




The TCM screen will open. Choose documents from the lower left menu.

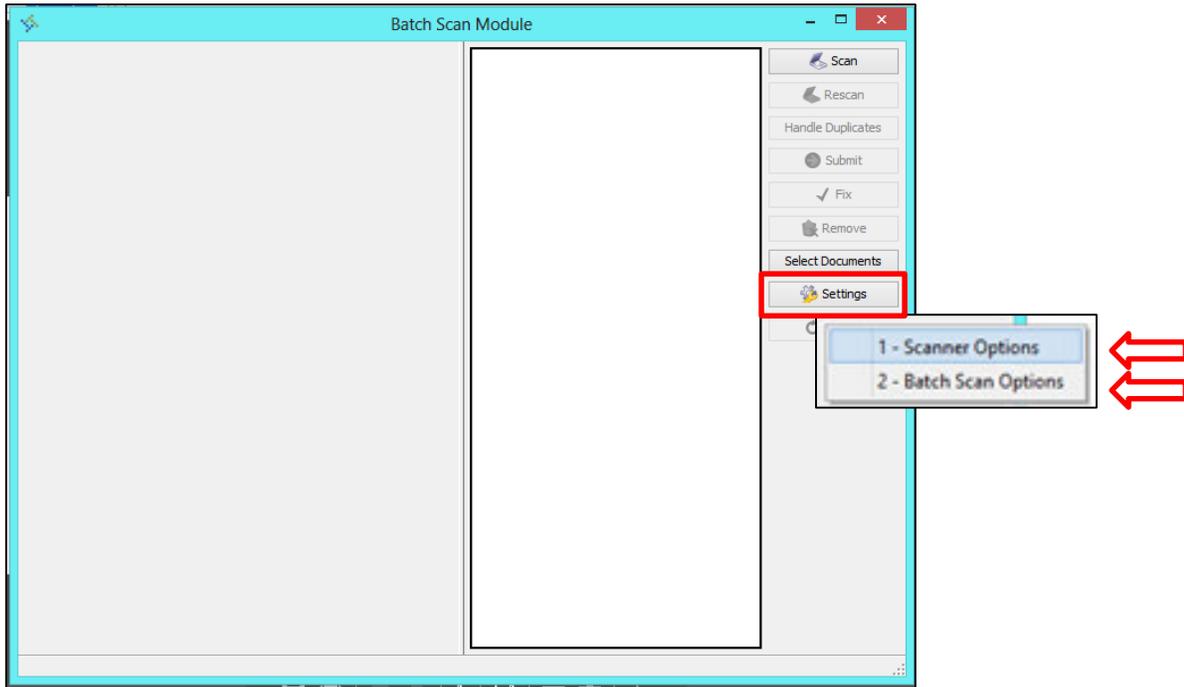


Now choose Batch Scanning from the side menu to mass scan in electronic copies of the invoices just entered.

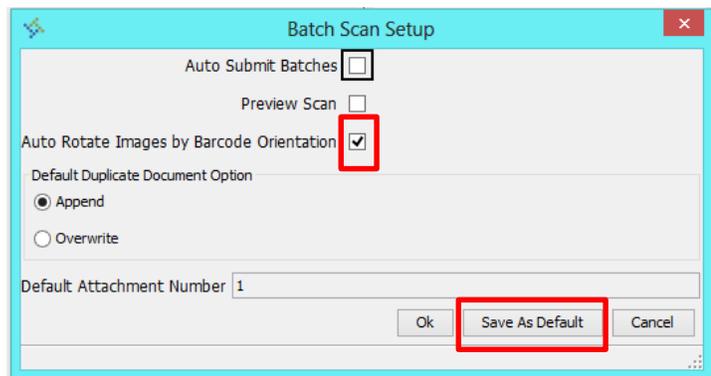
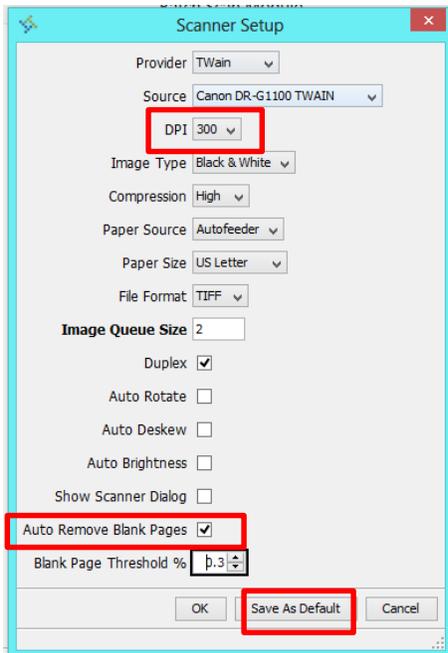




The Batch Scanning window will open. Choose Settings > Scanner Options to set your scanner defaults. You will only need to do this once.



Scanner Options:





Once the Scanner Settings are Saved As Default, load the hard copy invoices with barcode labels into the scanner face up. Click 

The documents will queue up in a list grouped together in the order it found based on where it finds a barcode.

The screenshot shows the 'Batch Scan Module' interface. On the left, an invoice is displayed for 'Blue Bird Bus Sales of Pittsburgh, Inc.' with a date of 8/9/2014. The invoice includes a table with columns for 'Qty', 'Part No.', 'Part Description', 'Unit Price', 'Amount', 'Tax', and 'Subtotal'. The subtotal is 3.00, taxes are 0.00, and the total is 3.00. On the right, a list of scanned documents is shown. The first document is 'Id = DOC43513, Pages = 2' with two pages. The second document is 'Id = DOC43533, Pages = 2' with two pages. The third document is 'Id = DOC43535, Pages = 4, expected 2', which is highlighted in blue and has red 'X' marks next to its page list (Page 1, Scan Order 11; Page 2, Scan Order 12; Page 3, Scan Order 13; Page 4, Scan Order 14). A 'Remove' button is highlighted in blue next to this document. Other buttons like 'Scan', 'Rescan', 'Submit', 'Fix', and 'Review' are also visible.

Fix any errors that may exist. Any errors/problems will be noted with red and white  marks.

Common problems:

of Pages is not what was expected

This is usually caused by blank pages not being removed. Select the extraneous page(s) and click the *Remove* button.

It can also be caused if the barcode on the next invoice was not recognized. Select all of the pages from the next document and click the fix button (see instructions from Invalid Document ID for how to fix the document).



If there are pages missing, select the page before or after the missing page and click *Rescan*. Follow the dialog instructions to tell it where to place the additional page(s).

Invalid Document ID or Barcode Unrecognizable

Click on the top info line above the listed pages and click *Fix*.

Put APInvoice in the document type field.

Enter the invoice # into the Document Number field.

It will give you a list of invoices with that invoice #. Select the correct invoice and click *OK*.

Page image scanned poorly

Select the page to rescan and click *Rescan*. Choose the *Replace images starting at selected page* and click *Scan* to rescan.

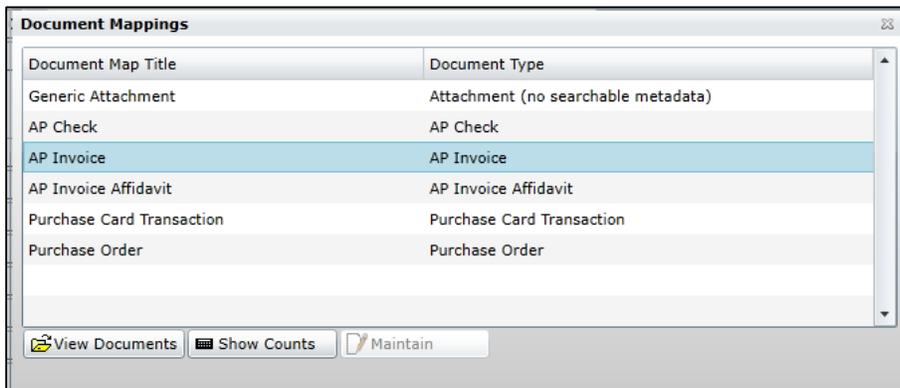
Apply the Barcode Labels to the appropriate Invoices, and then close the Barcode Label PDF screen.

Click the  button once there are no more errors to submit the images and attach them to the invoice record. The image should now be retrievable and viewable from the invoice record.

To view the record, navigate back to your Munis batch and choose the Attachment Icon on an Invoice record.

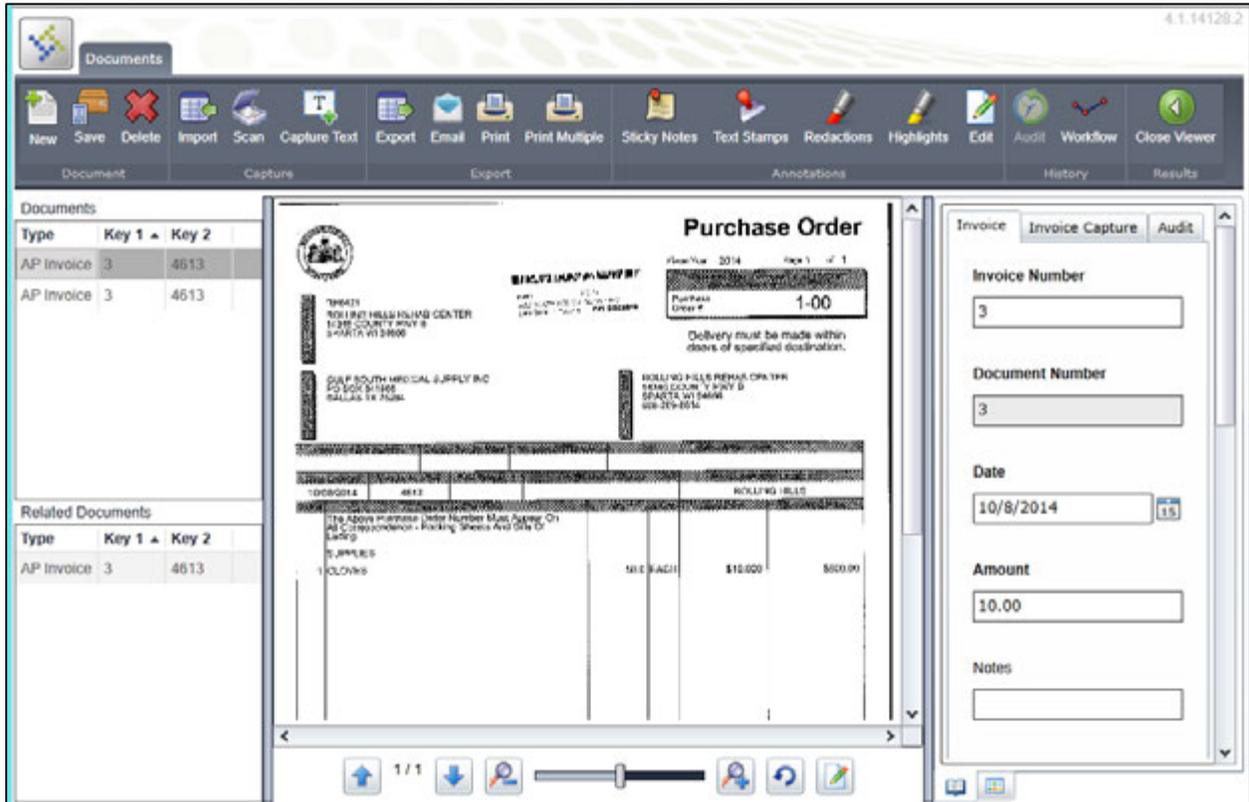


Highlight AP Invoice, and choose View Documents





The TCM Viewer will open with your record attached.



To now send the invoices off through workflow to be approved for payment, choose to navigate back to the Invoice Record.



Once on the Invoice Record, click  from the Dashboard Ribbon to return to the Batch Header screen.

Once on the Batch Header screen, choose Release.





The invoices within the batch will show as released.

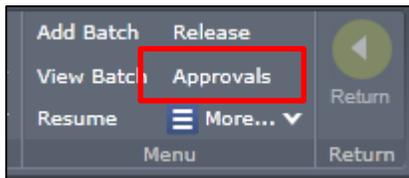
Invoice Entry - Munis [Monroe County] TRAIN | 10/06

Batch Information

Batch	<input type="text" value="5"/>
Effective date	<input type="text" value="10/07/2014"/> <input type="text" value="15"/>
Year/Period	<input type="text" value="2014"/> <input type="text" value="10"/> OCT
Fund	<input type="text" value="999"/> ... POOLED CASH
Cash account	<input type="text" value="99900000"/> ... <input type="text" value="111000"/> ... <input type="text"/> ... CASH
CHECK RUN	<input type="text"/>
Due date	<input type="text" value="10/07/2014"/> <input type="text" value="15"/>
	<input checked="" type="checkbox"/> Enable TCM invoice barcode label printing
Invoice count	<input type="text" value="2"/>
Amount total	<input type="text" value="650.00"/>
Vendor hash	<input type="text" value="6,882"/>
	<input checked="" type="checkbox"/> Released

2 Invoices marked as released.

To initiate the approval process, click Approvals. This will send all invoices to the appropriate approver.





Results

Status Change

A released invoice batch will have a status of H – Held. You can click on the Approvers button on each individual invoice to see who needs to approve the invoice.

GL Impact

The GL account will now show the invoice amount (in the Actual (Memo) field) which reduces the Available Budget amount. A posted invoice will debit the Expenditure account and Credit Accounts Payable.

What's Next?

The invoice is waiting on approval. Once approved, it may be posted and paid.