

Objective

This document outlines the process for approving invoices.

Overview

Workflow approval rules are established based on specific department and general ledger accounts from which an invoice is being paid. The accounts payable clerk releases invoices for approval after scanning and attaching printed invoices. After all approvals are complete, the accounts payable clerk is notified so the invoices may be posted to the general ledger.

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 view department batches.
- You have access to Workflow Approvals web part tile on the Tyler Dashboard.
- You are included in the Workflow User Attributes program as an approver.
- Accounts Payable business rules are established to determine required approval paths.
- Pending approval records exist.



Procedure

Munis Workflow transactions are approved using the Approvals web part tile on the Tyler Hub.

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Invoices: What ne	eds to be paid?	Vendor Name	Status	Description	: Invoice Total	Invice Montecing Invice Processing Invice Trading Processing Processing Activities	
5445	5/4/2018	SILVER, MARK A MD, A MEDICAL CORPOR	Pending Approval	payment	\$5,100.00		
422111	5/4/2018	PROFESSIONAL BUSINESS COMMUNICAT	Pending Approval	payment	\$4,200.00		
85296	5/4/2018	FRANZEN-HILL CORPORATION	Pending Approval	payment for April s	\$500.00		
96399	5/4/2018	LOS ANGELES TRUCK CENTERS, LLC	Pending Approval	payment	\$1,250.00	L	
oav5022018f	5/2/2018	RODRIGUEZ, J J MD INC	Approved	ABRASIVES	\$240.00	Favorites	:
oav5022018h	5/2/2018	WORLD TRADE CENTERS ASSOCIATION I	Approved	Subscription	\$1,000.00		

To approve an item:

1. Double-click the Approvals tile to list all items currently awaiting approval. Use the By Date or By Process Code options to sort the items.

Workflow Approvals		
All Process Codes All Dates	*	API: Invoices pending approval XXX
SELECT ALL	(0/4)	Created
API: Invoices pending approval XXX \$5,622.75 - payment	5/4/2018	Reason amount of this invoice is greater than the threshold 0.00
API: Invoices pending approval XXX \$4,630.50 - payment	5/4/2018	Invoice Header
API: Invoices pending approval XXX \$1,378.13 - payment	5/4/2018	Vendor Number:
API: Invoices pending approval XXX \$551.25 - payment for April services	5/4/2018	Vendor Name: SILVER, MARK A MD, A MEDICAL CORPORATION
		Invoice Number: 5445
CLOSE SETTINGS		



- 2. Review the items awaiting approval.
- 3. To view additional information, click the Detail link to view the item in the applicable Munis program.

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4. To approve the item from the Munis program, select the Approve option in the Workflow group.

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When approving invoices, be sure the proper Sales or Use tax has been applied:

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The correct GL Allocation is used or Project Account if applicable:

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To approve the item from the Approvals tile, select the item to display the Workflow options, and then select the appropriate action.

Approvals			
BY PROCESS CODE BY DATE	API: Invoices pending approval XXX	<	
API: Invoices pending approval XXX	Created Wed Mar 29 2017 Reason Source rule not found.		
API: Invoices pending approval XXX	Invoice Header		^
\$595.00 - Supplies Order - Telephones Wed Mar 29 2017	Vendor Number:	1013	
	Vendor Name:	STAPLES	
	Invoice Number:	3647778551	
	Invoice Department:	135	
	Invoice Description:	Supplies Order - Telephones	
	Purchase Order:	20170111	
	Contract:		
	Discount Date:		
	Due Date:	03/29/2017	~
	Invoice Details		
REFRESH EDIT SETTINGS	APPROVE REJECT HOLD	FORWARD CLC)SE

When you select Accept, Reject, Forward, or Hold, the web part provides an Optional Comment (Accept) or Required Comment (Reject, Forward, or Hold) box. For required comments, enter the reason for the action.

Button	Description
Approve	Identifies the record as approved and sends notification to the next approver in
	sequence.
Reject	Rejects the item. You must enter a rejection reason. The program notifies the originator of the rejection and reason. The originator determines the next
	course of action (alteration and resubmission or deletion).
Forward	Allows you to choose another Munis user to review this pending record. If you are approving an item that has been forwarded to you, the Forward option is not available.
Hold	Retains an item in your approval queue for additional review. It will remain here until further action is taken.



Results

Depending on the action selected for each record, the status results differ.

Status Change

If approved, the invoice is routed to the next approver until all approvals have been satisfied. A notification is then sent to accounts payable personnel indicating that the invoice can be posted.

Rejected invoices are returned to accounts payable personnel with a note regarding the reason for rejection. The accounts payable personnel will need to take the next appropriate action, whether that be updating the transaction and resubmitting for approval or deleting records that will not be resubmitted.

Any held transaction remains in the queue until further action is taken by the required approver.

Forwarded transactions will remain in the queue of the recipient indicated. The new recipient will be required to approve or reject the invoice.

What's Next?

Once accounts payable transactions have reached the final approver, they will be posted. A workflow notification will be sent to accounts payable personnel indicating that the invoice can be posted.