

Invoice Approval

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

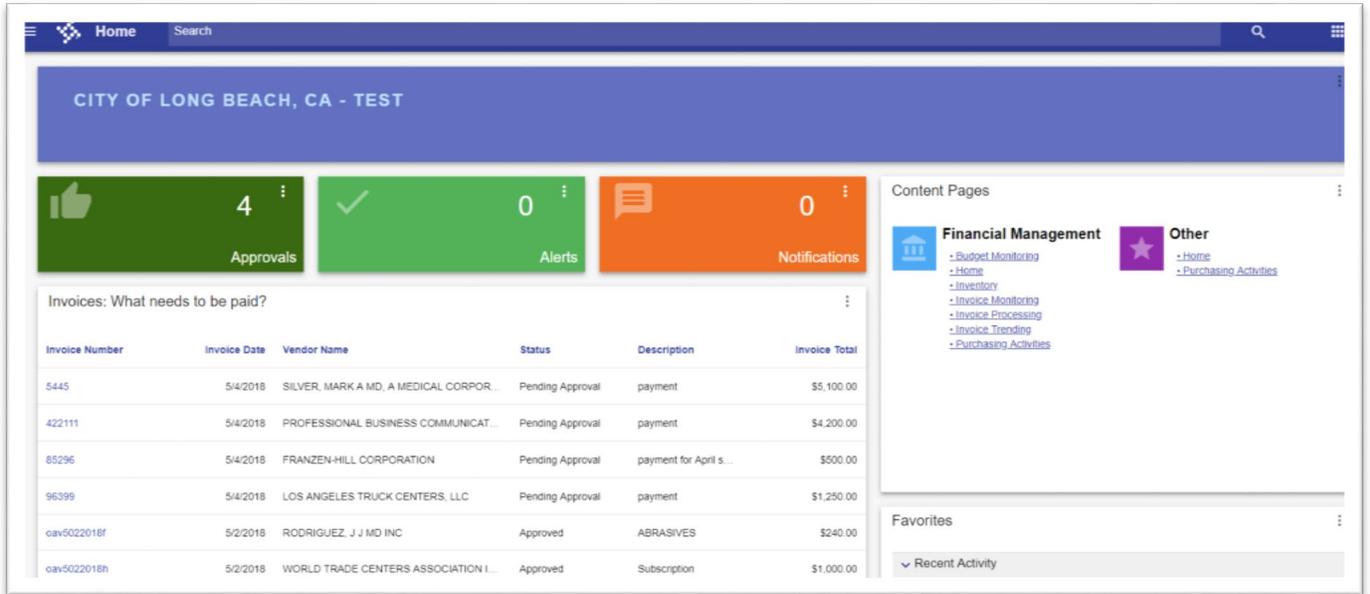
Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

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.

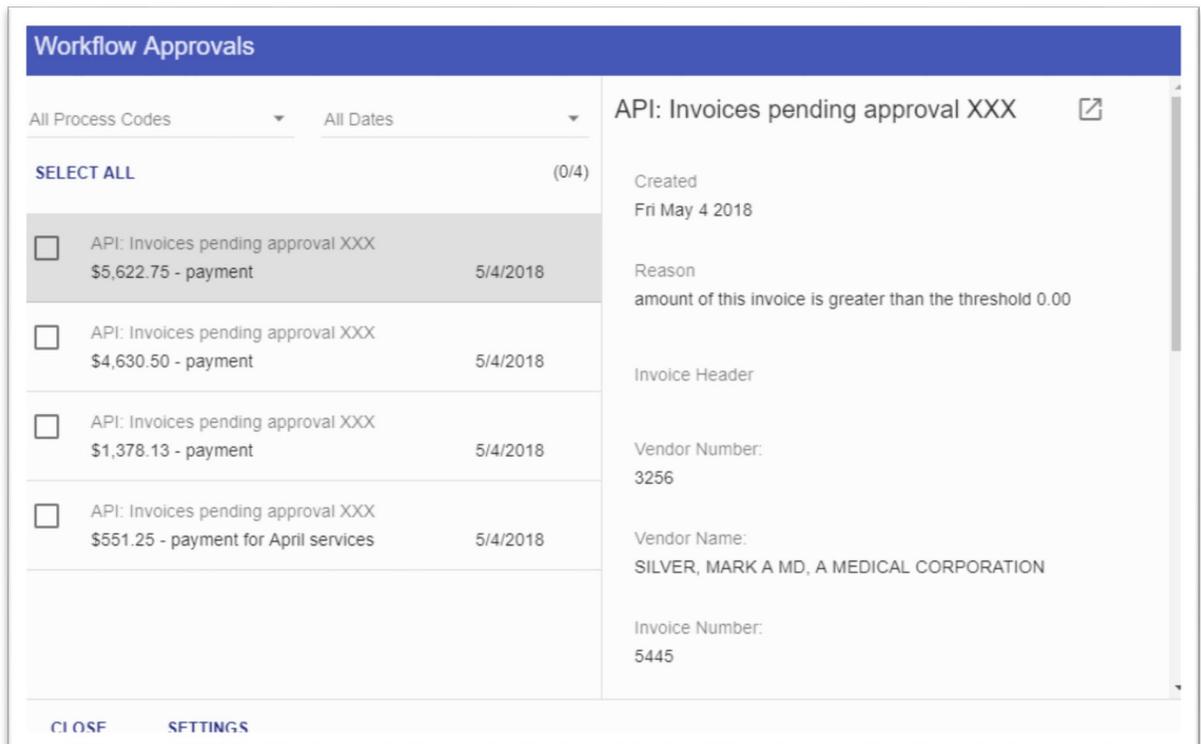


The screenshot shows the Tyler Hub dashboard for the City of Long Beach, CA - TEST. At the top, there are three tiles: Approvals (4), Alerts (0), and Notifications (0). Below these is a table titled 'Invoices: What needs to be paid?'. The table has columns for Invoice Number, Invoice Date, Vendor Name, Status, Description, and Invoice Total. There are four rows of pending invoices and two rows of approved invoices.

Invoice Number	Invoice Date	Vendor Name	Status	Description	Invoice Total
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
65296	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
oav5022016f	5/2/2018	RODRIGUEZ, J J MD INC	Approved	ABRASIVES	\$240.00
oav5022016h	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.



The screenshot shows the 'Workflow Approvals' window. At the top, there are filters for 'All Process Codes' and 'All Dates'. Below these is a list of items with checkboxes. The first item is selected. To the right of the list, there are details for the selected item, including 'Created' date, 'Reason', 'Invoice Header', 'Vendor Number', 'Vendor Name', and 'Invoice Number'.

Item	Amount	Date
<input type="checkbox"/> API: Invoices pending approval XXX	\$5,622.75 - payment	5/4/2018
<input type="checkbox"/> API: Invoices pending approval XXX	\$4,630.50 - payment	5/4/2018
<input type="checkbox"/> API: Invoices pending approval XXX	\$1,378.13 - payment	5/4/2018
<input type="checkbox"/> API: Invoices pending approval XXX	\$551.25 - payment for April services	5/4/2018

API: Invoices pending approval XXX

Created: Fri May 4 2018

Reason: amount of this invoice is greater than the threshold 0.00

Invoice Header

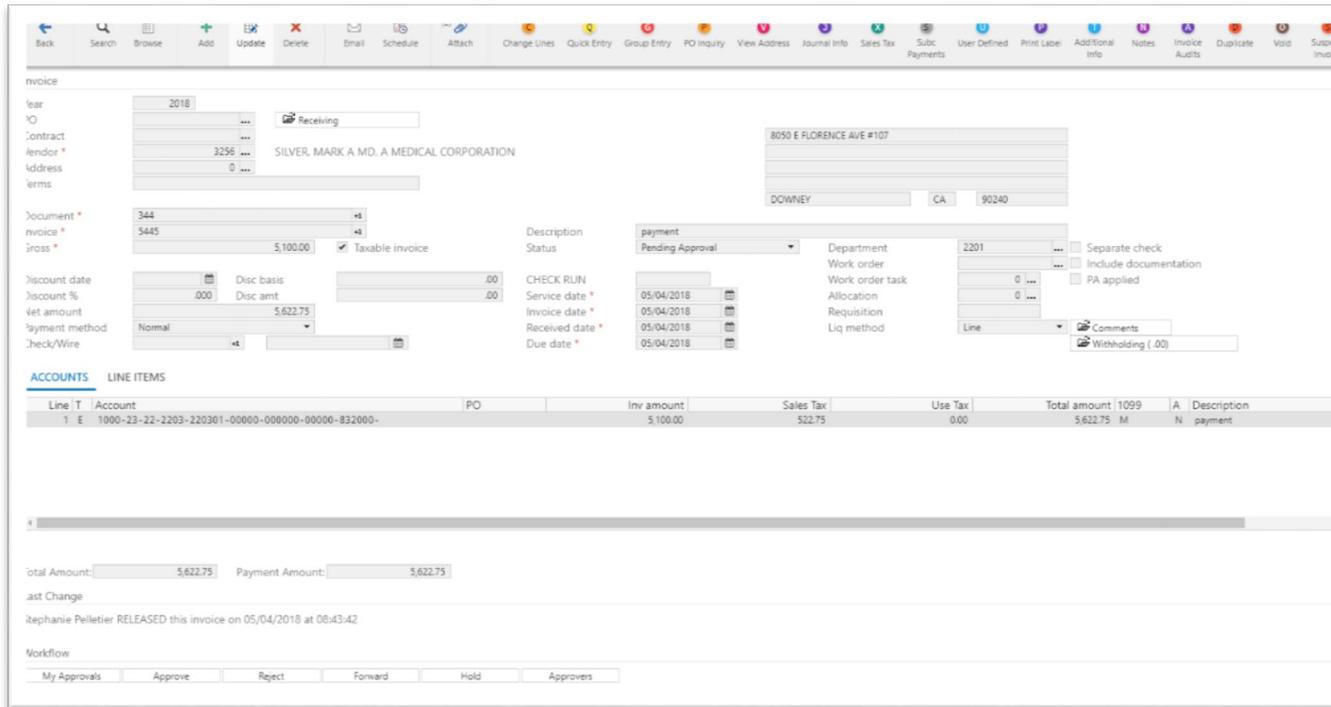
Vendor Number: 3256

Vendor Name: SILVER, MARK A MD, A MEDICAL CORPORATION

Invoice Number: 5445

Invoice Approval

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



invoice

Year: 2018

Vendor: SILVER, MARK A MD, A MEDICAL CORPORATION

Invoice #: 5445

Gross amount: 5,100.00

Net amount: 5,622.75

Invoice Status: Pending Approval

Department: 2201

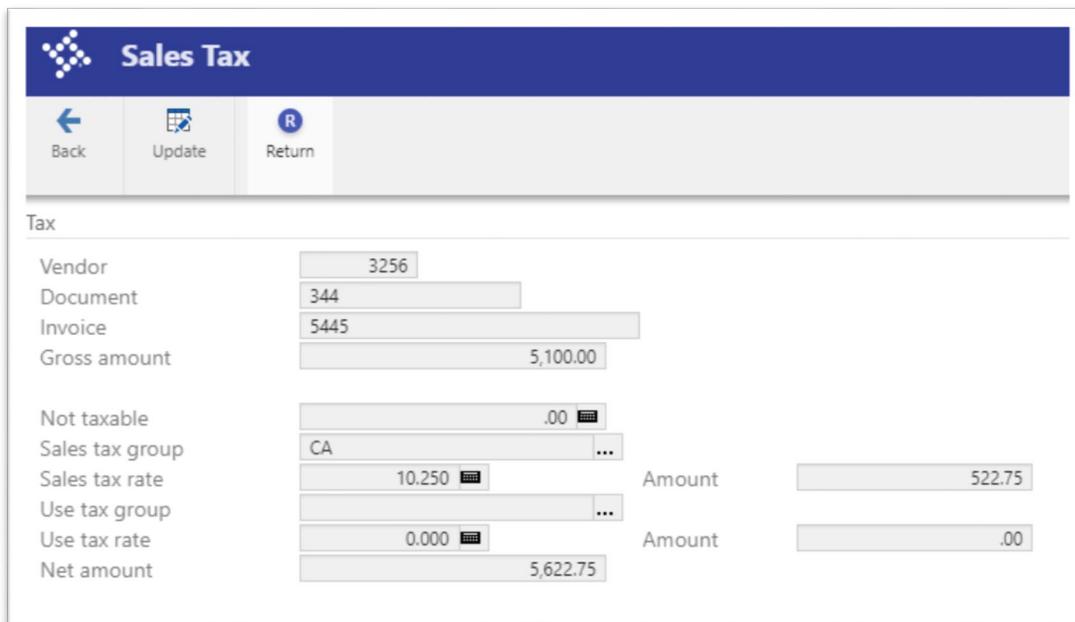
Workflow: Approves

Line	T	Account	PO	Inv amount	Sales Tax	Use Tax	Total amount	1099	A	Description
1	E	1000-23-22-2203-220301-00000-000000-00000-832000-		5,100.00	522.75	0.00	5,622.75	M	N	payment

total Amount: 5,622.75 Payment Amount: 5,622.75

Stephanie Pelletier RELEASED this invoice on 05/04/2018 at 08:43:42

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



Sales Tax

Back Update Return

Tax

Vendor: 3256

Document: 344

Invoice: 5445

Gross amount: 5,100.00

Not taxable: .00

Sales tax group: CA

Sales tax rate: 10.25% Amount: 522.75

Use tax group:

Use tax rate: 0.00% Amount: .00

Net amount: 5,622.75

Invoice Approval

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

Line	T	Account	PO	Inv amount	Sales Tax	Use Tax	Total amount	1099	A	Description
1	E	1000-23-22-2203-220301-00000-000000-00000-832000-		5,100.00	522.75	0.00	5,622.75	M	N	payment

And the supporting documentation has been attached to TCM:

Line	T	Account	PO	Inv amount	Sales Tax	Use Tax	Total amount	1099	A	Description
1	E	1000-23-22-2203-220301-00000-000000-00000-832000-		5,100.00	522.75	0.00	5,622.75	M	N	payment

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.