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.
Invoice Approval

Procedure

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

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.
2. Review the items awaiting approval.
3. To view additional information, click the Detail link to view the item in the applicable Munis program.
4. To approve the item from the Munis program, select the Approve option in the Workflow group.

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

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

And the supporting documentation has been attached to TCM:
To approve the item from the Approvals tile, select the item to display the Workflow options, and then select the appropriate action.

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.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approve</td>
<td>Identifies the record as approved and sends notification to the next approver in sequence.</td>
</tr>
<tr>
<td>Reject</td>
<td>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).</td>
</tr>
<tr>
<td>Forward</td>
<td>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.</td>
</tr>
<tr>
<td>Hold</td>
<td>Retains an item in your approval queue for additional review. It will remain here until further action is taken.</td>
</tr>
</tbody>
</table>
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.