



MUNIS END USER GUIDE

INVOICE CHECK REQUEST













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Legend of Munis Buttons






The following table provides descriptions for the Munis ribbon groups and buttons. If a button is dimmed on a program screen, the selection is not available.



Button	Description
Confirm	
 Accept	Accept saves information after you create or update a record. This button is often highlighted when adding, updating, or searching for records.
 Cancel	Cancel ends an operation, such as adding or updating a record.
Search	
 Search	Search finds records in a program. Search is often used to create an active set of records before proceeding to another step, such as printing a report, purging records, or posting invoices. In many cases, you can use wildcard characters to further define a search.
 Browse	Browse is available when an active set of records exists, or after an active set is created using the Search or Define buttons. The browse screen displays a list of all the records in the active set. You can sort, view, or export data from the browse screen. On a browse screen, the Excel button exports the data directly to a Microsoft® Excel spreadsheet.
 Query Builder	Query Builder creates a query based on an expression or mathematical equation. This option assists in finding records that meet very specific criteria, but that cannot be defined by entering data directly into a field. When you click Query Builder, the Query Wizard screen (similar to the expression builders found in

Button	Description
	Microsoft Excel or Microsoft Access) provides options for creating an expression based on the fields in the active program.
Actions	
 Add	Add enters a new record into the database. When you click Add, entry fields become available with the cursor positioned in the first field. The program may place default values in fields to save you keystrokes, but typically you can replace the default values. Press Tab to move from field-to-field or select a field with the pointer. When the cursor is in a field, helpful information often displays at the bottom of the screen. Some fields have an additional help button that lists available field entries.
 Update	Update adds data or changes existing data in a record. You can change data in any active field. Fields that are not active typically are part of the record key. The key is the field or combination of fields that uniquely identifies the record from all other records. If you need to change data in a key field, you must delete the record and enter it again.
 Delete	Delete removes the record currently displayed from the program. If the record is being used by another process, you cannot delete it. Once you delete a record, you cannot recover it.
 Global	Global provides the option for updating or deleting multiple records at one time. Click the down arrow to access the global options available in the active program.
 Duplicate	Duplicate creates a copy of data and creates a new record in the same program using the original data as a base. Once you duplicate data, you can modify the new record.
Output	

Button	Description
 Print	Print sends a report directly to your default printer. In many instances, this output option provides the Output dialog box, which provides you with multiple print settings and options. If a program has specific output sort options or types, the program provides the appropriate options box when you click Output Options.
 Text File	Text File saves a report to a file in the Munis spool directory. After saving, you can display or print the report from the Saved Reports program. The Saved Reports program is available on the Departmental Functions menu. To use the spool function from the File menu in a specific program, click Output and then select File under Output Type.
 PDF	PDF creates the report in PDF format. The program opens the document in the installed PDF reader. Note: The PDF button is only accessible if the Output to PDF permission is granted in Munis System Roles for at least one role assigned to your user ID.
 Preview	Preview immediately displays a report on the screen. For this option, the program provides the report in HTML format with no page breaks.
Office	
 Excel	Excel exports the active set of records to a Microsoft Excel spreadsheet. <ul style="list-style-type: none"> • If you click Excel from a browse screen, the program immediately exports the data and opens the Microsoft Excel application. • If you click Excel from a master program or subprogram screen, the program displays the Export Filter screen. Use this screen to specify the data field values to export to Microsoft Excel. When you click Save and Exit, the program opens Microsoft Excel with the selected data in the active worksheet.

Button	Description
	<p>In each case, the program inserts hyperlinks to the individual Munis records.</p> <p>The file created during export is automatically saved to your Munis directory; use the Save As feature in Excel to save the file to a new location.</p>
 Word	<p>Word creates an active set of records to export into Microsoft Word. It is especially useful for spooled reports. This option enables you to format the report in Microsoft Word prior to printing.</p>
 Email	<p>Email creates an email message that contains a hyperlink to the active record. When the email recipient clicks the hyperlink, Tyler Dashboard opens, and in turn opens the Munis program with the linked record as the current record.</p> <p>Note: This feature requires that the Tyler Dashboard be enabled.</p>
 Schedule	<p>Schedule displays the Appointments screen, which schedules meetings that are associated with the active record. When you click Add on the Appointments screen, the program creates an email message containing meeting start and end times, and a meeting description. You can define the meeting times and modify the description, as appropriate. When the email recipient accepts the meeting, it is automatically added to his or her Exchange calendar.</p>
Tools	
 Attach	<p>Attach allows you to view, add, or delete documentation related to the current record.</p> <ul style="list-style-type: none"> • If your organization uses Tyler Content Manager (TCM), the Attachments option displays a Document Mappings dialog box. When you select an available mapping, the program opens TCM. • If your organization does not use Tyler Content Manager, the Attach option provides a Munis Attachments screen, where you

Button	Description
	<p>can add or access documentation from your Munis server. If you change the original document, the attachment is not automatically updated. To keep attachments current, you must update the original documents and manually attach the updated files.</p> <p>Note: This option is accessible only if the View Attachments and Associated Documents check box is selected in the Roles – Munis System program. In addition, the TylerCM for Munis Settings program must get setup to accommodate your attachments preference.</p>
 Notes	<p>Notes provides the option for adding or updating notes for the selected record. If more than one type of Notes options are available, click the down arrow to select the applicable notes option and add or update a note using the Text Editor program.</p>
 Notify	<p>Notify provides integration with the Tyler Notify program, which provides options for contacting Munis customers by telephone, email, or text message using predefined content.</p> <p>Note: This feature is only available if your organization has installed and implemented Tyler Notify.</p>
 Audit	<p>Audit provides the audit history for the selected record.</p>
 MapLink	<p>MapLink provides integration of map data sources with Munis programs. The MapLink application is not launched as an interactive application; however, you are able to view a data set in Munis that has been modified during a MapLink session. Click the down arrow for MapLink options.</p>
 Alerts	<p>Alerts allows you to add or view all reminder alerts or reminder alerts for the current record. Reminder alerts distribute emails at specified dates as a reminder of upcoming events or activities that require attention. Reminder alerts are established using the Alert Administration programs on the System Administration menu. The Alert programs are</p>

Button	Description
	not available for use with all Munis programs. Click the down arrow to manage alerts.
Menu	
 More	The Menu group provides options specific to managing data in the active program and options for accessing related programs. The options in this group vary by program; for programs with multiple options, click the More arrow to view the complete list.
Return	
 Return	Return closes the current screen and returns you to the previous screen of the active program.

Check Requests

Within this section, you will learn:

- ✓ How to enter a check request
- ✓ How to attach documents to your check request.
- ✓ How to copy and delete a check request.
- ✓ How to update a check request.
- ✓ How to release your check request for approvals.
- ✓ How to approve a check request.

Overview

In the new environment, County employees are strongly encouraged to create a requisition for all purchases made in their department. This decision was made to better control department budgets and to standardize purchasing activities throughout the County.

When an invoice is received at the County, it will be processed based on these scenarios:

1. Invoices that are received in Accounts Payable (AP) with an associated purchase order or contract.

If an invoice is received that is associated with a purchase order or contract, then AP will first verify if any items have been received in Munis.

- a) If the items on the invoice **have been received** on the purchase order or contract, then AP staff will enter the invoice into Munis, perform a “three-way match” (purchase order, receiving documents and invoice) in the system, and release it into workflow. The AP Manager will approve the invoice for payment.
- b) If the items on the invoice **have not been received** on the purchase order or contract, then AP staff will notify the department by email that they need to receive the items in Munis before the invoice can be paid.

2. Invoices that are received in AP that are not on a purchase order or contract.

If an invoice is received by AP that is not associated with a purchase order or contract, then the AP staff will enter a check request in Munis, scan and attach the invoice to the check request and notify the department. The Department would then be responsible for determining if a check request is suitable for the invoice (based on procurement guidelines) or if a requisition should be entered instead. If it is determined that a requisition should be entered instead, then the department will delete the check request and enter a requisition. If it is determined that a check request is suitable, the department will be responsible for completing the line items on the check request and releasing it into workflow for approvals. The check request will then be routed to the department for the Department Head to approve.

After the Department Head approves, the check request will go to the AP Manager to verify that the invoice truly qualifies for a check request.

- If the AP Manager determines that the invoice qualifies for a check request, it will require the following approvals:
 - If any of the accounts are related to Grants, SPLOST or Capital Assets, then the check request will be forwarded in the order below to the following staff:
 - (1) Grants or SPLOST Analyst
 - (2) Capital Asset Accountant
 - (3) Budget Analyst
 - If the check request does not involve any Grants, SPLOST or Capital Assets accounts, it will be forwarded directly to the Budget Analyst to verify the account coding.
 - Once the Budget Analyst has approved the check request, then it is routed back to the AP Manager for approval for payment.
- If the AP Manager determines that the invoice does not qualify for a check request, then the department must follow the guidelines for creating a Purchase Requisition. These processes are defined in the Requisitions Training Manual

3. Invoices that are received in the Department that are not on a purchase order or contract.

If the invoice is received directly by the department, the department staff should enter a check request into Munis, scan and attach the hard copy or electronic invoice to the check request, and release the request into workflow. The check request will then be routed to the Department Head for approval. After the Department Head approves, the check request will go to the AP Manager to determine whether the invoice qualifies for a check request.

- If the AP Manager determines that the invoice qualifies for a check request, it will require the following approvals:
 - If any of the accounts are related to Grants, SPLOST or Capital Assets, then the check request will be forwarded in the order below to the following staff:
 - (4) Grants or SPLOST Analyst
 - (5) Capital Asset Accountant
 - (6) Budget Analyst
 - If the check request does not involve any Grants, SPLOST or Capital Assets accounts, it will be forwarded directly to the Budget Analyst to verify the account coding.

- Once the Budget Analyst has approved the check request, then it is routed to the AP Manager for approval for payment.
- If the AP Manager determines that the invoice does not qualify for a check request, then the department must follow the guidelines for creating a Purchase Requisition. These processes are defined in the Requisitions Training Manual

This manual is devoted to scenarios #2 and #3 above and will explain how departments can create and approve check requests in Munis.

Check Requests

The Request for Check function in Munis provides a way for you to pay vendors without an associated purchase order. The County strongly discourages this practice, but if your payment falls under one of the following circumstances, then it would be appropriate to initiate a check request:

- Professional Services already rendered not on contract
- Subscription fees
- Membership fees
- Postage fees
- Parks and Recreation refunds (i.e. deposits, sports refunds)
- Local and traveling witnesses
- District attorney's office requesting documentation from other agencies, offices or storage
- Out of state subpoenas
- Refunds for overpayment of Insurance
- Senior Services trips
- Legal Settlements
- General Liability Payments

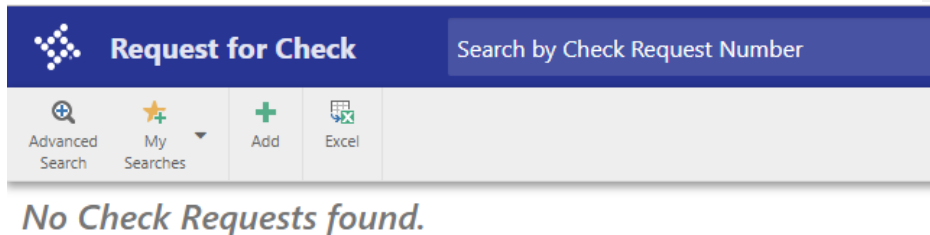
How to Create a Check Request

1. From the Tyler menu, click on **Munis >Financials> Accounts Payable > Invoice Processing>Request for Check.**

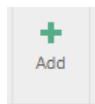
Tyler Menu

- ▾ Munis
 - ▾ Financials
 - General Ledger Menu
 - Budget Processing
 - Purchasing
 - ▾ Accounts Payable
 - Setup
 - ▾ Invoice Processing
 - Request for Check
 - Invoice Entry


- The Request for Check screen will display, which will initially display the most recent requests that you have made (based on the user ID that you are logged in as).




- Click on the **Add Request** button from the ribbon bar.



- The Request for Check entry screen will display.


5. Complete the following fields on the header portion of the screen. Please refer to Appendix A for a complete description of each field:
 - a) **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 from a detailed list.
 - b) **Department** – Leave at the default value.
 - c) **Requested By** – Leave at the default value.
 - d) **Purchase Date** – Enter the date of the purchase.
 - e) **Description** – Enter a description of the purpose for your check request.
 - f) **Invoice Number** - Indicates the invoice number, if applicable. You may not always have an invoice number; therefore, this is not a required field. However, if you do enter an invoice number, then the system will use this number when converting from a request to an invoice.
 - g) **Receipt Number** – Enter the packing slip number, if applicable.

2. Click on the **Plus Sign** button  on the Request for check Details portion of the screen to create a line item.

Description

To TEST in Tyler Hub 2018

3. Enter the following information on the Request for Check Details portion of the screen:
 - a) **Description** – Enter a description for the item.
 - b) **Amount** – Enter the amount for the item.
4. Repeat steps 2 & 3 to enter additional line items.

5. Click on the **Plus Sign**  on the Request for Check Allocations portion of the screen.

Allocations (1)

Add Allocation



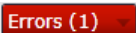

Project String	GL account
delete Enter project string...	Enter GL account...

6. Enter the following information on the Request for Check Allocations portion of the screen:
 - a) **Project String Account** – Enter a project string if it applies to your purchase. (It is not required).
 - b) **Account** – If you entered a project string, the Account will default. Otherwise, use the small pull-down arrows to select each segment of the Account number. (the type should be E at the beginning of the account string)

Account

E | ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼

- c) **Percent** – This fields represents the percentage you want to allocate to this item. The sum of all the percentages must equal to 100.
- d) **Amount** - Specifies the total amount for the allocation.

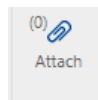
7. If you would like to enter another check request, click the **Save and Add New** button  and then repeat steps 5 & 6. If you are not entering another check request, click the Save button. 
8. If you receive an error when you save your check request, click on the **Error** button to view the error(s) that must be corrected before you can save the check request. 
9. If you resolve an error message, click the **Save** button again. 
10. If you have supporting documents, such as an invoice or packing slip, then you need to click the paper clip on the ribbon to attach these documents. See the How to Attach a Document section for instructions on how to add attachments.

How to Attach a Document


How to Attach a Document that is Saved to Your Computer

(TCM) Tyler Content Manager is used to save and process all attachments. Various programs throughout Munis allow you to attach documents to records, as indicated by the Attach button in the ribbon. Use this option to store a document in TCM. To attach a document using TCM, the document must be accessible on your computer, or you must have a scanner attached to your computer.

End User can attach supporting to their check request for Accounts Payable. While on the Request for Check screen, follow these steps to attach your invoice or other support documentation.



1. Click **Attachments** from the ribbon bar to attach supporting documentation files.
2. The system will bring you to the Document Mappings screen.

Defined Mappings 

Attached Documents

Mapping Name	Description	Count
Generic Attachment	Attachment (no searchable metadata)	0

Associated Documents

Mapping Name	Description	Count
Request For Check	Request For Check	0

[Add New Mapping](#)

Save

Cancel

Deactivate

3. Click on **Request for Check**.

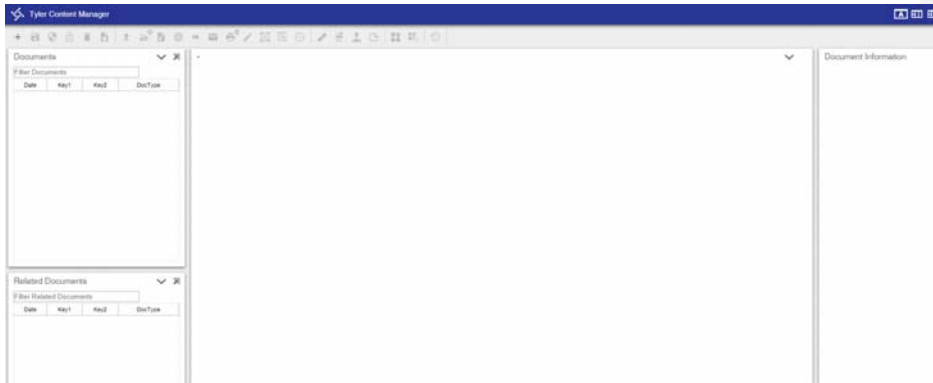
Attached Documents


Mapping Name	Description	Count
Generic Attachment	Attachment (no searchable metadata)	0


Associated Documents

Mapping Name	Description	Count
Request For Check	Request For Check	0

4. You will be brought to the Tyler Content Manager.



5. Click the **New** button.  to attach a new document to your check request.

6. Click on the **Import** button.  to find the file to attach to your check request.

7. A pop-up window will display. Click on **Choose File**

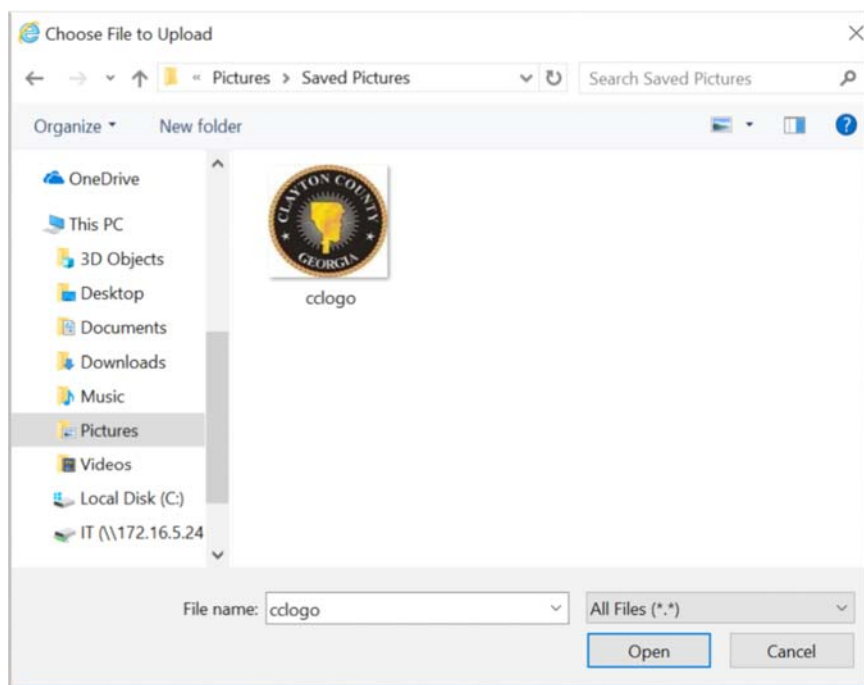
Import Document

or

Drop files here...

Selecting and importing multiple files is only compatible with images (TIFF, PNG & JPG). All other files, such as PDF, must be selected individually.

8. A file explorer window will display. Find the file that you would like to attach and select it.



9. Once you have selected the file that you would like to attach, click on the **Import** button.

Import

10. Your attachment will display in the center of the window. Complete the required information under the Document Information section on the right panel to describe your document.




11. Click on the **Save** button to save the document attachment.



12. Click the **Close** button.



13. The attachment count will update.

Defined Mappings 

Attached Documents

Mapping Name	Description	Count
Generic Attachment	Attachment (no searchable metadata)	0

Associated Documents

Mapping Name	Description	Count
Request For Check	Request For Check	1


- Click X in the upper right-hand corner to close the window.
- The **Attachment** button will also display the attachment count.



How to Attach a Document by Direct Scan

- From the active record in Munis, click the **Attach** button to launch TCM.
- The system will bring you to the Document Mappings screen.



Defined Mappings 

Attached Documents

Mapping Name	Description	Count
Generic Attachment	Attachment (no searchable metadata)	0

Associated Documents

Mapping Name	Description	Count
Request For Check	Request For Check	1


[Add New Mapping](#)

Save

Cancel

Deactivate

2. Click on **Request for Check**.

Defined Mappings 

Attached Documents		
Mapping Name	Description	Count
Generic Attachment	Attachment (no searchable metadata)	0

Mapping Name: Request For Check Copy Mapping

Document Type: Request For Check

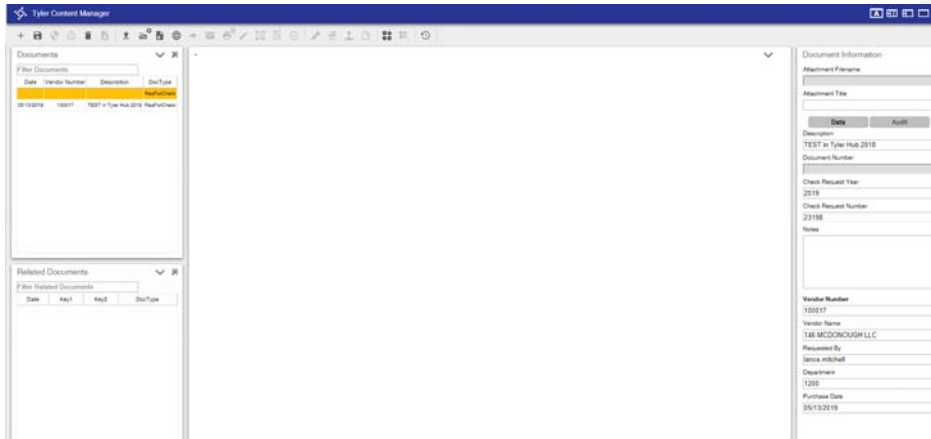
Is Read Only


Map Field	Use in Search	Application Field
Check Request Number	<input checked="" type="checkbox"/>	Check request number
Check Request Year	<input checked="" type="checkbox"/>	Check request year
Department	<input checked="" type="checkbox"/>	Department
Description	<input type="checkbox"/>	Description
Document	<input checked="" type="checkbox"/>	Document number

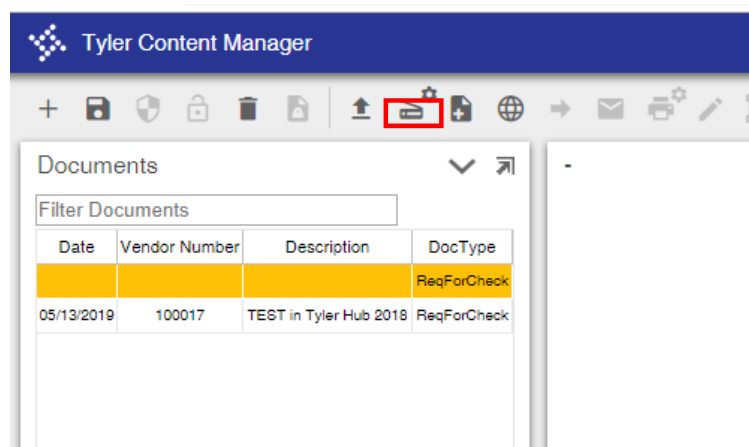
[Add New Mapping](#)

Save Cancel Deactivate

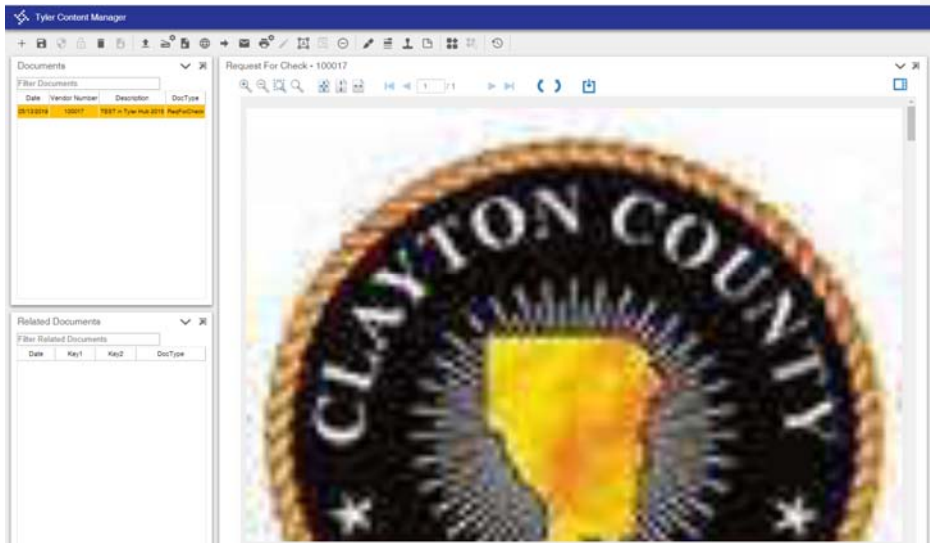
3. You will be brought to the Tyler Content Manager.



4. Click the **New** button.  to attach a new document to your check request.
5. The following screen will display. Be sure you are attached to the scanner and click the **Scan** button to direct scan the attachment into TCM.



6. Your attachment will display in the center of the window. Complete the required information under the Document Information section on the right panel to describe your document.



7. Click on the **Save** button to save the document attachment.

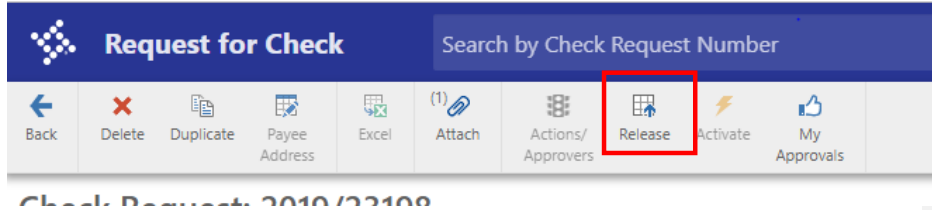


8. Click the **Close** button.



How to Release your Check Request for Approval

1. Once you have reviewed your check request for accuracy and you have attached your supporting documents, click **Release** on ribbon bar to submit the check request and initiate the approval process. Once released, the status of your check request will be 4-Allocated. The check request must be reviewed and approved by required parties before it is converted to an invoice.



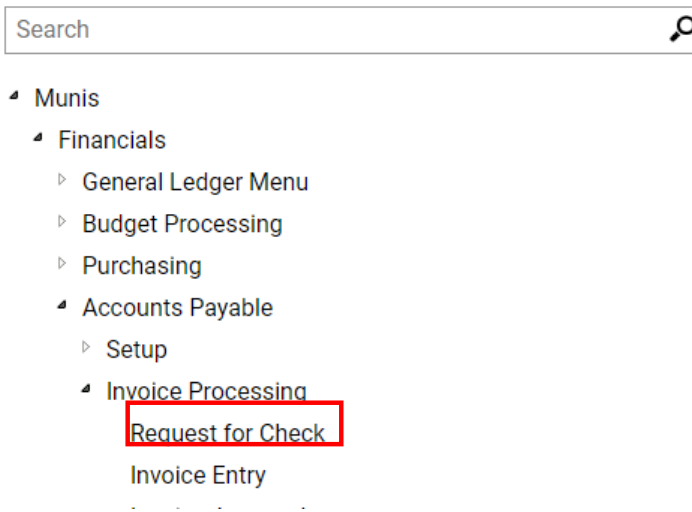
2. Once a check request has been released into workflow, it cannot be modified. If changes are needed, an approver must reject the check request so it can be deleted.

How to Copy a Check Request

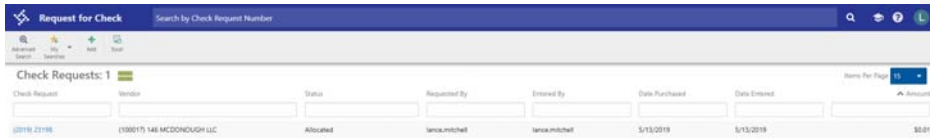
This feature can be used when you need to enter a check request that is similar to one that you previously entered/saved. Use the following steps to perform the copy function.

1. From the Tyler menu, click on **Munis >Financials> Accounts Payable > Invoice Processing>Request for Check**.

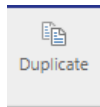
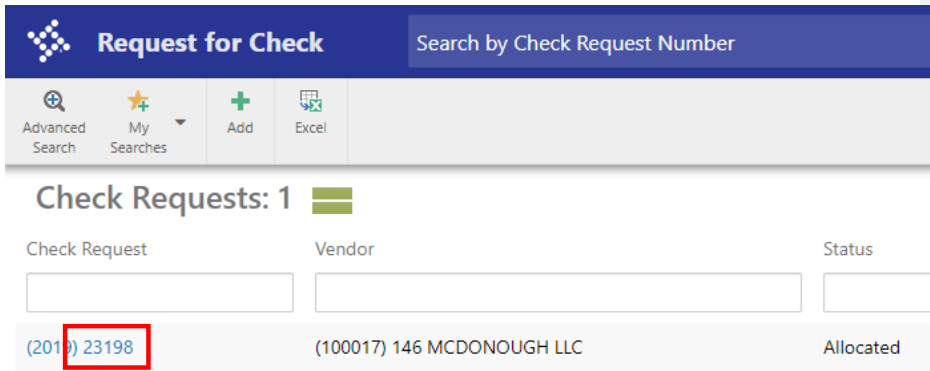
Tyler Menu



- The Request for Check screen will display, which will initially display the most recent requests that you have made (based on the user ID that you are logged in as).



- Select the check request that you would like to copy by clicking on the Check Request # in blue.



- Click on the **Duplicate** button from the ribbon bar.
- A window will display confirming your request. Click **OK**.

Copy



Are you sure want to copy this Check Request?

OK

Cancel

6. The duplicated check request will display with a new check request number.

Request for Check
Search by Check Request Number

Back Delete Duplicate Payee Address Excel Attach Actions/ Approvers Release Activate My Approvals

Check Request: 2019/23200

Created, Lance Mitchell, 05/13/2019

▼ Check Request

Fiscal year* Check request number*

Vendor*

Remittance address

Invoice number _____ Receipt number _____

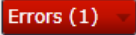
7. Review the auto-populated data fields on the screen and update any information that should be changed for the new request.


16. After editing the check request as necessary, click the **Save** button.

Save

17. Click the **Release** button to release your check request for approvals.

Release

18. If you receive an error when you save your check request, click on the **Error** button to view the error(s) that must be corrected before you can save the check request. 

19. If you resolve an error message, click the **Save** button again. 

20. If you have supporting documents, such as an invoice or packing slip, then you need to click the paper clip on the ribbon to attach these documents. See the How to Attach a Document section for instructions on how to add attachments.

How to Delete a Check Request

Munis only allows you to delete a request for check that has one of these statuses - Created, Allocated, or Rejected. Requests that have already been converted to an invoice or that have a status of Released cannot be deleted.

Released Requests are waiting for approval. Once approval is granted or rejected, then the requests can be deleted.

Use the following steps to delete a check request:

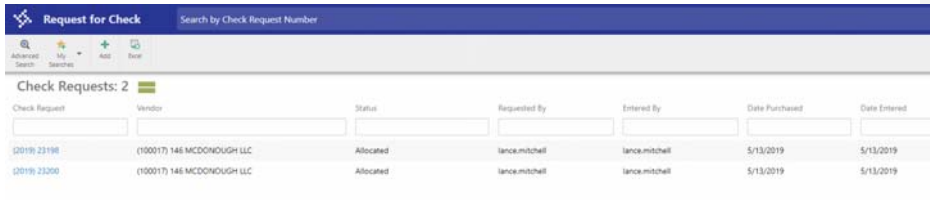
1. From the Tyler menu, click on **Munis >Financials> Accounts Payable > Invoice Processing>Request for Check**.

Tyler Menu

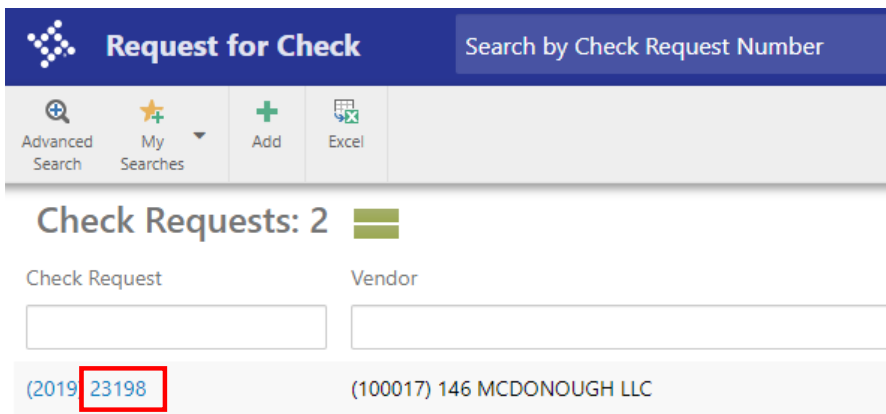
 

- ▾ Munis
 - ▾ Financials
 - General Ledger Menu
 - Budget Processing
 - Purchasing
 - ▾ Accounts Payable
 - Setup
 - ▾ Invoice Processing
 - Request for Check**

- The Request for Check screen will display, which will initially display the most recent requests that you have made (based on the user ID that you are logged in as).

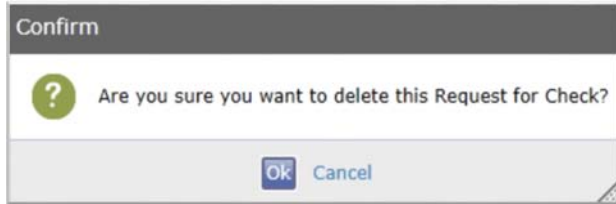


- Select the check request that you would like to delete by clicking on the Check Request # in blue.



- Click on the **Delete** button from the ribbon bar.
- A window will display confirming your request. Click **OK**.





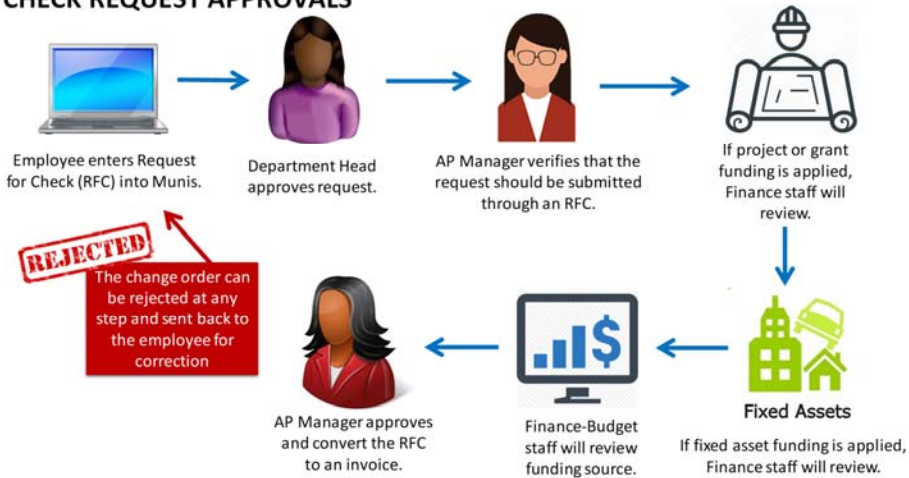
6. The check request will be deleted from the system.

Approvals on a Check Request

What Approvals are Required on a Check Request?

Once you Release your check request, it will enter an automated workflow which will forward it to the appropriate parties for approval. When approvals are pending, required approvers will receive a notification through an e-mail, Tyler Dashboard, or both, indicating that there are records awaiting approval. Each approver will review the transaction for validity and ensure that all supporting documentation has been attached through Tyler Content Manager. The approver can then choose to approve, reject, hold, or forward a transaction to another user for additional review.

CHECK REQUEST APPROVALS

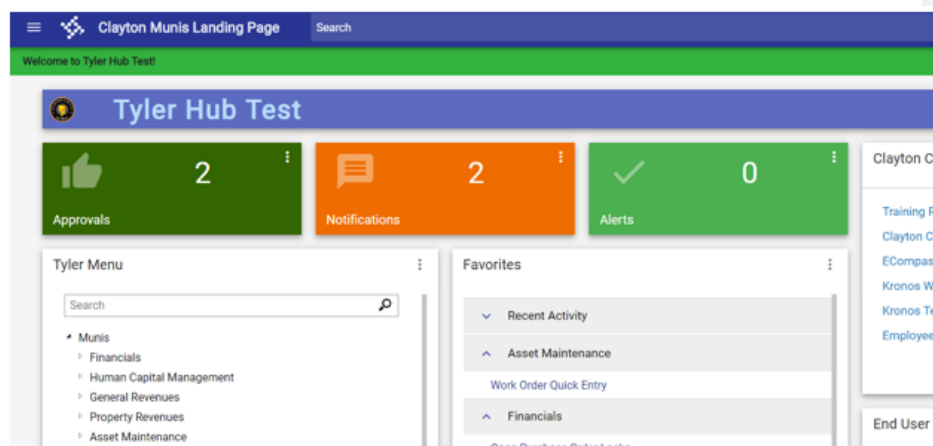


Once the approval process has been completed, the status of the transaction will be approved, but it will not yet be ready for payment until Accounts Payable converts it to an invoice.

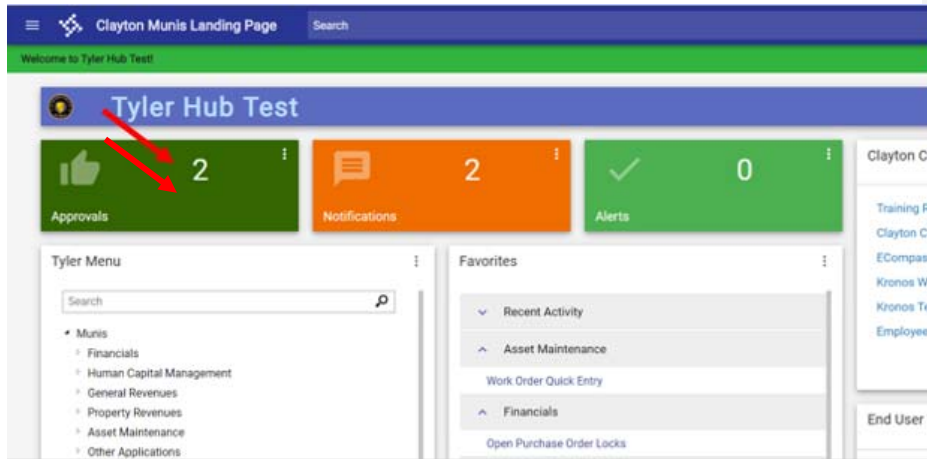
How do I Approve a Check Request?

If you are a Department Head, Finance, Finance-Budget approver or AP Manager, then you will be required to approve check requests. The following steps define how you can approve a pending approval on a check request.

1. Go to your **Clayton Munis landing Page** screen.
2. Your Tyler Dashboard will display.



3. Click on the **Approvals** tile to view your pending approvals.



4. A window will display that lists the requests pending your approval in the left panel. You can choose to view them by date or by process code (which defines the type of document). When you click on a **RFC – Request for Check Pending Approvals** item in the left panel, details regarding the check request will be displayed in the right panel.

Approvals

You are receiving forwarded items from (fonda.snipes - Fonda Snipes).

By Process Code By Date

All Process Codes

RFC: Request for Check pending approvals
247 Mon Mar 05 2018

RFC: Request for Check pending appro...
211 Mon Mar 05 2018

RFC: Request for Check pending appro...
222 Mon Mar 05 2018

RFC: Request for Check pending appro...
230 Mon Mar 05 2018

RFC: Request for Check pending appro...

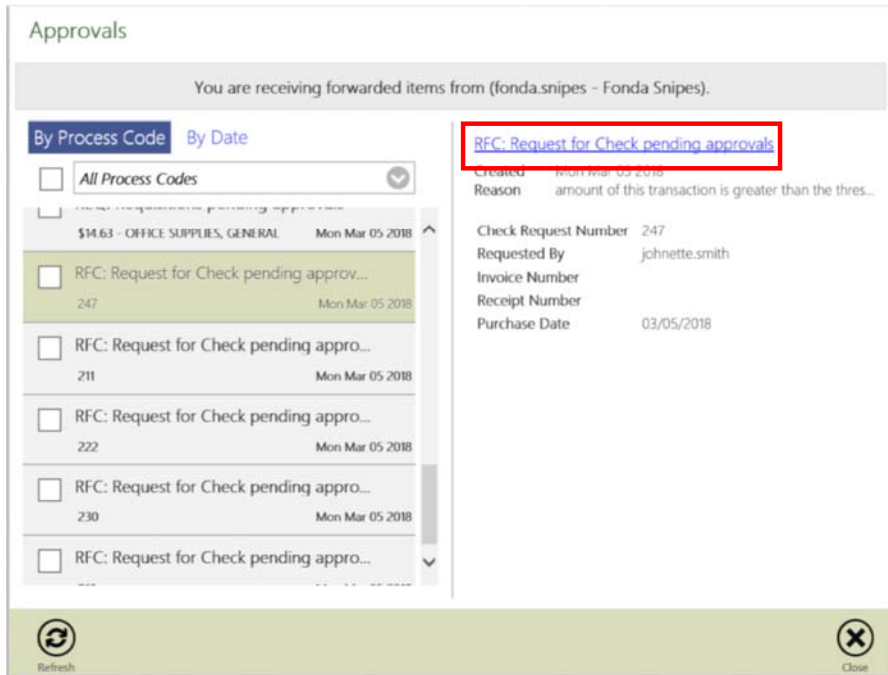
[RFC: Request for Check pending approvals](#)

Created Mon Mar 05 2018
Reason amount of this transaction is greater than the thres...

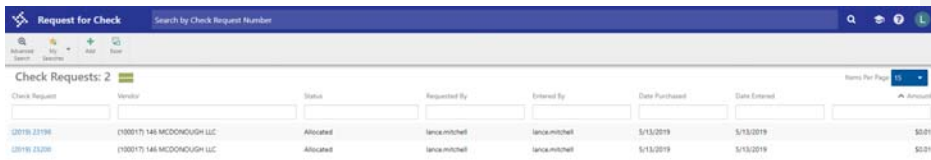
Check Request Number 247
Requested By johnette.smith
Invoice Number
Receipt Number
Purchase Date 03/05/2018

Refresh Close


- To view additional details, click the blue hyperlink [RFC: Request for Check Pending Approvals](#)



6. A separate window will open displaying the check request.

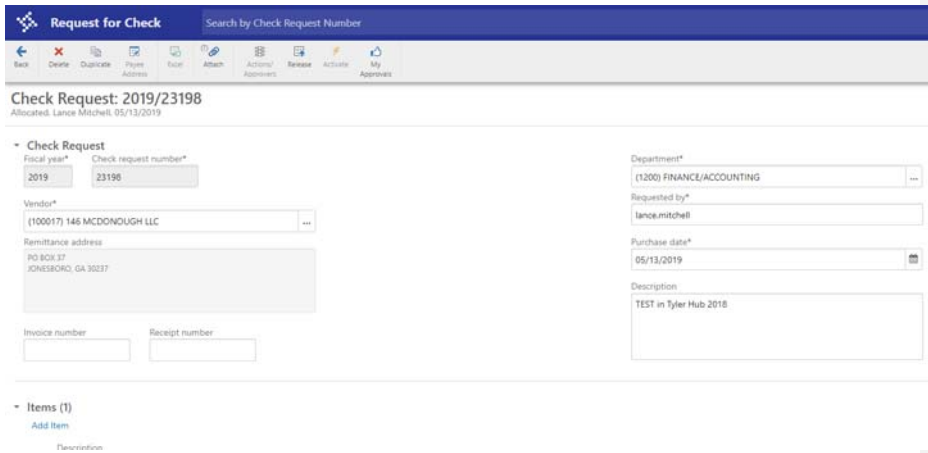


7. Click on the Check Request Number.

Check Requests: 2 

Check Request	Vendor
<input type="text"/>	<input type="text"/>
(2019) 23198	(100017) 146 MCDONOUGH LLC
(2019) 23200	(100017) 146 MCDONOUGH LLC

8. The check request will be displayed.



Request for Check Search by Check Request Number

Check Request: 2019/23198
Allocated: Lance Mitchell: 05/13/2019

- Check Request

Fiscal year*	Check request number*	Department*
2019	23198	(1200) FINANCE/ACCOUNTING
Vendor*		Requested by*
(100017) 146 MCDONOUGH LLC		lance.mitchell
Remittance address		Purchase date*
PO BOX 37 JONESBORO, GA 30237		05/13/2019
Invoice number	Receipt number	Description
<input type="text"/>	<input type="text"/>	TEST in Tyler Hub 2018

- Items (1)
Add Item

Description

9. Review the requested check request line items. Click on the **Attachments** icon to verify that the supporting documents have been attached.



10. Click on the **Actions/Approvers** button.

Request for Check Search by Check Request Number

Back Delete Duplicate Payee Address Excel Attach (1) **Actions/ Approvals** Release Activate My Approvals

Check Request: 2019/23198

Released, Lance Mitchell, 05/13/2019

▼ **Check Request**

Fiscal year* 2019 Check request number* 23198

Vendor* (100017) 146 MCDONOUGH LLC ...

Remittance address
PO BOX 37
JONESBORO, GA 30237

Invoice number Receipt number

▼ **Items (1)**

11. A workflow approval window will display.

Workflow Approval

Steps

▼ Step 5 - Approvers (1)

○ Victoria Robertson

▶ Step 10 - Approvers (1)

▶ Step 40 - Approvers (1)

▶ Step 60 - Approvers (1)

Request for Check Approvals

Step Details

Approval Type	Step
General Ledger Segment	5
Action	Status
Approve	Current
Comment	

Checklist

All Approvers Required
No

Key
RFC 13706


Information
#23198 1200 0.01 146 MCDONO

Cancel

12. Select if you would like to Approve, Reject, Forward or Hold the budget request by clicking on the appropriate button on the **Action tab**.
- Approve** – Approves the transaction and moves the check request on to the next approver.
 - Reject** – Rejects the transaction and requires that you enter a note for the check requestor. The note must indicate the reason for rejection and can assist the originator in determining the next course of action; an alteration and resubmission, or a deletion from the system.
 - Forward** – Forwards the check request to another Munis user for review. You must enter the Munis username for the person that you are forwarding the check request to.
 - Hold** – Keeps the transaction record in your approval queue for additional review. The check request will remain in the Hold status until further action is taken. This option

requires that you enter a note to be sent to the originator. The note must indicate the reason for rejection and can assist the originator in determining the next course of action; an alteration and resubmission, or a deletion from the system.

13. Click on the Save button. 

14. To validate is has been approved click on **Actions/Approvers** button.  The Status will show that the approval is complete.

Workflow Approval x

Steps

- ▼ Step 5 - Approvers (1)
 - Victoria Robertson**
- Step 10 - Approvers (1)
- Step 40 - Approvers (1)
- Step 60 - Approvers (1)

Request for Check Approvals

Step Details

Approval Type	Step
General Ledger Segment	5
Action	Status
Approve	Current
Comment	
Checklist	
All Approvers Required	
No	
Key	
RFC 13706	
Information	
#23198 1200 0.01 146 MCDONO	

Cancel

How to Re-activate a Rejected Request

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.

1. From the Tyler menu, click on **Munis >Financials> Accounts Payable > Invoice Processing>Request for Check**.

Tyler Menu

- ▾ Munis
 - ▾ Financials
 - ▷ General Ledger Menu
 - ▷ Budget Processing
 - ▷ Purchasing
 - ▾ Accounts Payable
 - ▷ Setup
 - ▾ Invoice Processing
 - Request for Check**
 - Invoice Entry

2. The Request for Check screen will display, which will initially display the most recent requests that you have made (based on the user ID that you are logged in as).

The screenshot shows the 'Request for Check' interface with a search bar and a table of check requests. The table has columns for Check Request, Vendor, Status, Requested By, Entered By, Date Purchased, and Date Entered. Two requests are listed, both from vendor (100017) 146 MCDONOUGH LLC. The first request (2019) 23198 is 'Released' and the second (2019) 23200 is 'Allocated'. Both were requested and entered by lance.mitchell on 5/13/2019.

Check Request	Vendor	Status	Requested By	Entered By	Date Purchased	Date Entered
(2019) 23198	(100017) 146 MCDONOUGH LLC	Released	lance.mitchell	lance.mitchell	5/13/2019	5/13/2019
(2019) 23200	(100017) 146 MCDONOUGH LLC	Allocated	lance.mitchell	lance.mitchell	5/13/2019	5/13/2019

3. Select the check request that you would like to re-activate by clicking on the Check Request # in blue.


Check Requests: 2 

Check Request

Vendor

2019) 23198

(100017) 146 MCDONOUGH LLC

4. Click the **Activate** button  **Activate** in the Workflow group of the ribbon bar. The system will now reset the status of the request to **Allocated**. The check request can then be updated and released again for re-approval.

How to Update a Check Request

You can only update a check request that does not have a status of Rejected or Converted. As indicated above, rejected requests must be reactivated before they can be updated. Converted check requests cannot be updated since the system has already converted them into invoices.

To update an existing check request:

1. From the Tyler menu, click on **Munis >Financials> Accounts Payable > Invoice Processing>Request for Check**.

Tyler Menu

Search

- ▾ Munis
 - ▾ Financials
 - General Ledger Menu
 - Budget Processing
 - Purchasing
 - ▾ Accounts Payable
 - Setup
 - ▾ Invoice Processing
 - Request for Check**

2. The Request for Check screen will display, which will initially display the most recent requests that you have made (based on the user ID that you are logged in as).

Check Request #	Vendor	Status	Requested By	Entered By	Date Purchased	Date Entered	Amount
51	(100016) COMCAST	Converted	cindy.williams	cindy.williams	8/8/2017	8/8/2017	100.00
49	(100003) DEALERS SUPPLY CO INC	Converted	cindy.williams	cindy.williams	8/4/2017	8/4/2017	120.00

3. Click the Check Request # on the main Request for Check screen. The screen is refreshed to display the request details.
4. Review the data in the fields and update any information that should be changed for the check request.
5. After completing the fields, click **Save**. If you encounter errors, you need to correct them before moving to the next step. Be sure to click **Save** again if you need to correct errors.

6. When the check request is complete, click **Release** on the ribbon to begin the approval process.

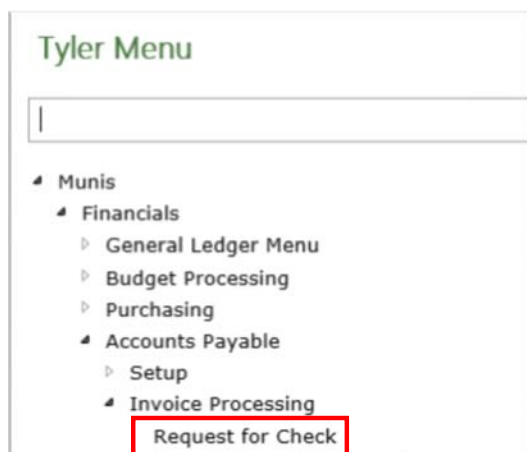
Viewing a Check Request

Within this section, you will learn:

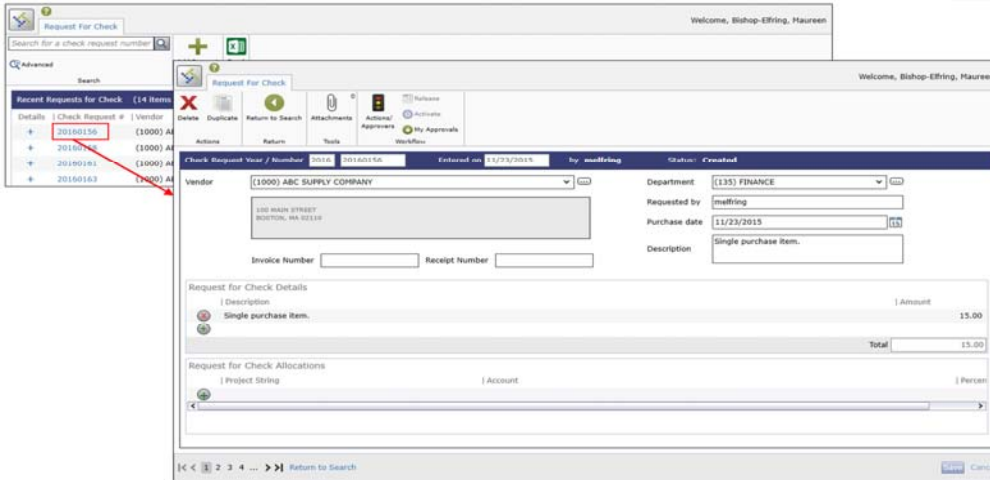
- ✓ How to view your check requests.
- ✓ How to view the approval status of your check request.
- ✓ How to view your invoices.

How to View a Check Request

1. From the Tyler menu, click on **Munis >Financials> Accounts Payable > Invoice Processing>Request for Check**.



2. The Request for Check screen will display, which will initially display the most recent requests that you have made (based on the user ID that you are logged in as).

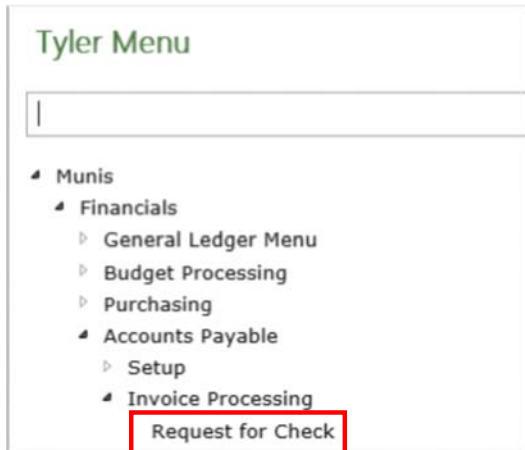


How to View the Workflow for a Request

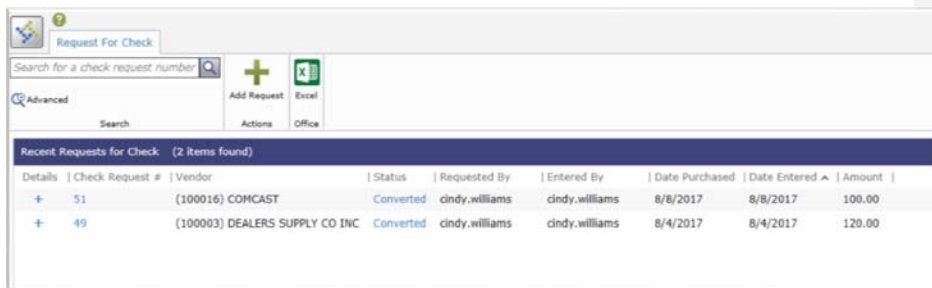
You can view workflow details for a check request regardless if you are set up as a workflow approver or not. Only requests that have been released will be included in the details.

1. From the Tyler menu, click on **Munis >Financials> Accounts Payable > Invoice Processing>Request for Check.**

Commented [IM1]: I am not able to validate this flow since I don't have any check requests awaiting my approval.



- The Request for Check screen will display, which will initially display the most recent requests that you have made (based on the user ID that you are logged in as).



- Select the check request that you would like to approve by clicking on the Check Request # in blue.



-

- Click the Check Request # on the main Request for Check screen. As soon as you do that, the screen will display the request details.



- On the ribbon bar, click **Actions/Approvers** button.
- You will now see a Workflow Approval dialog box.

- If you are not an authorized workflow approver, or the record has a status of **Converted**, the Actions tab will not be available. Click the Details tab to view the workflow details of the check request. The Step Details section to the left of the screen lists the workflow approvers for the current workflow step.
- Select an approver from the **Step Details** section. The system will update the tab to display the status of the approval for that approver.

The screenshot shows a 'Workflow Approval' window with two main sections:

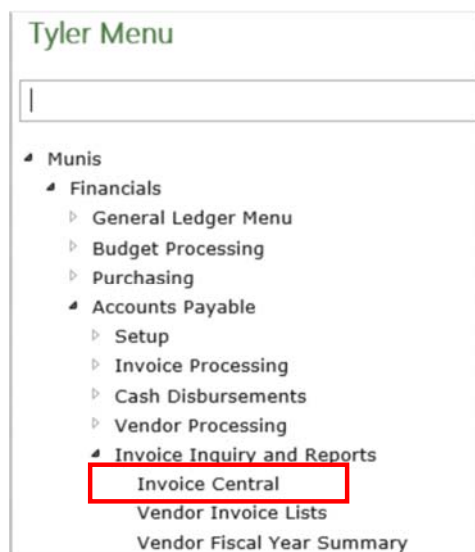
- Step Details:** A list of approvers for 'Step 1 - Approvers (6)'. The approvers are:
 - Todd Bolduc
 - Todd Bolduc
 - Maureen Elfring** (highlighted)
 - Todd Bolduc
 - Todd Bolduc
 - wsuser
- Request for Check Approvals:**
 - Originated by Todd Bolduc 10/16/2014
 - Actions: **Details**
 - Approval Type: Dollar Based
 - Action: Approve
 - Comments: FORWARD
 - All Approvers Required: No
 - Key: RFC
 - Information: 135 50.00 ANDREW KONSTANO

Invoice Central

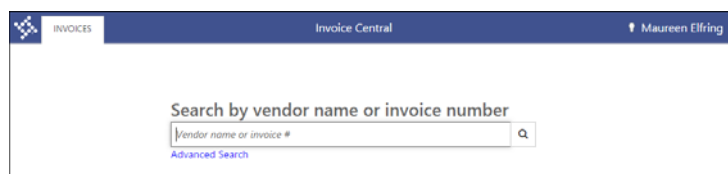
Once your check request has been fully approved and converted into an invoice, the Invoice Central screen will provide you with the ability to inquire on your invoices. This screen is view only and does not allow you to make any modifications to the invoices.

How to Search for Invoices

1. From the Tyler Menu, click on **Finance > Accounts Payable > Invoice Inquiry and Reports > Invoice Central**



2. When you open Invoice Central, the program displays a Search box where you can enter a specific vendor or invoice information.




The Advanced Search option allows you to find a check request record using multiple text and list fields. Using Advanced Search, you can also save a search that you can retrieve at a later time using the My Searches list. If you select the Startup Search check box for a saved search, the program automatically initiates that search when you open Invoice Central.

3. To perform a search of all invoices for your department, enter your department name (or a portion of it) in the search field.

Search by vendor name or invoice number

x
Q

[Advanced Search](#)

4. Click on the **magnifying glass**  to perform the search.
5. The invoices for your selected search will be displayed in a tile/block view.

Invoices: 7 

48 EXPENSE
IT TEST
APPROVED, Gross Amount: \$100.00

49 expense
IT TEST
APPROVED, Gross Amount: \$100.00

52 EXPENSE
IT TEST
APPROVED, Gross Amount: \$100.00


59 EXPENSE
IT TEST
APPROVED, Gross Amount: \$100.00

61 EXPENSE
IT TEST
APPROVED, Gross Amount: \$100.00


63 EXPENSE
IT TEST
APPROVED, Gross Amount: \$100.00

65 EXPENSE
IT TEST
APPROVED, Gross Amount: \$100.00


6. To switch to a list view, click on the **toggle grid/block view** button.

Invoices: 53 

7. Your invoices will be displayed in a list view.

Invoices: 7 

Number	Description	Posted	Status	Vendor	PO	Contract	Invoice Date	Due Date	Gross Amount
48	EXPENSE	Yes	APPROVED	IT TEST			02/28/2018	03/30/2018	100.00
49	expense	Yes	APPROVED	IT TEST			02/28/2018	03/30/2018	100.00
52	EXPENSE	Yes	APPROVED	IT TEST			02/28/2018	03/30/2018	100.00
59	EXPENSE	Yes	APPROVED	IT TEST			02/28/2018	03/30/2018	100.00
61	EXPENSE	Yes	APPROVED	IT TEST			02/28/2018	03/30/2018	100.00
63	EXPENSE	Yes	APPROVED	IT TEST			02/28/2018	03/30/2018	100.00
65	EXPENSE	Yes	APPROVED	IT TEST			02/28/2018	03/30/2018	100.00

8. To output the results to Excel, click on the **Excel** button.  Excel
9. The following will be displayed at the bottom of your screen. Click **Open** to open the Excel file.



10. The listing of your department's invoices will be displayed in Excel.

	A	B	C	D	E	F	G	H	I
	Invoice Number	Posted	Status	Vendor	Document	Description	Journal Number	Journal Year	Journal
2	16	True	PAID	ATTORNEYCLT	16	SETTLEMENT	0	2018	8
3	17	True	PAID	ATTORNEYCLT	17	SETTLEMENT	0	2018	8
4	48	True	APPROVED	IT TEST	48	EXPENSE	0	2018	8
5	49	True	APPROVED	IT TEST	49	expense	0	2018	8
6	52	True	APPROVED	IT TEST	52	EXPENSE	0	2018	8
7	5513039-1	True	PAID	ATTORNEY AND CLIENT	14	SETTLEMENT	0	2018	8
8	59	True	APPROVED	IT TEST	59	EXPENSE	0	2018	8
9	61	True	APPROVED	IT TEST	61	EXPENSE	0	2018	8
10	63	True	APPROVED	IT TEST	63	EXPENSE	0	2018	8
11	65	True	APPROVED	IT TEST	65	EXPENSE	0	2018	8
12	71	True	PAID	EUANS DELI AND CATERING	71	DIRECT PAY INVOICE	0	2018	9
13	72	True	PAID	STAPLES	72	OFFICE SUPPLIES DEMO EXPENDITURE	0	2018	9
14	SETT022718	True	PAID	ATTORNEYCLT	18	SETTLEMENT	0	2018	8

11. Whether you are on the Invoice Central screen in Munis or in the Excel spreadsheet, you can click on the Check Request number blue hyperlink to view the detail of the check request. To view all check requests for a vendor, click on the blue hyperlink under the Vendor column.

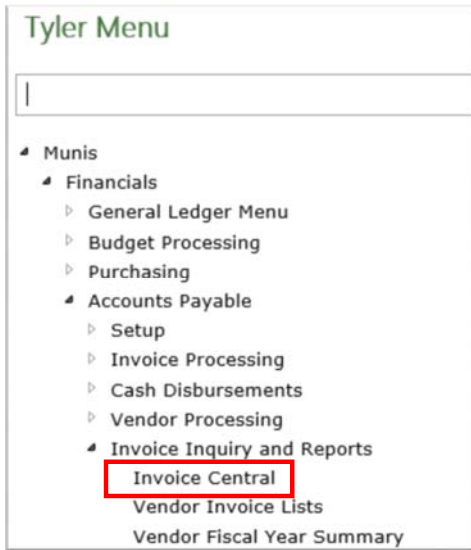
The screenshot displays the 'Invoice Central' interface. At the top, there is a search bar for 'Vendor name or invoice #' and a navigation menu with options like 'Invoice', 'Excel', 'Notes', 'Email', 'Audit', 'Attach (0)', 'Refresh', and 'Back'. The main content area shows the invoice title '16 SETTLEMENT' with status 'Posted, PAID, ATTORNEYCLT'. Below this, there are tabs for 'Invoice', 'Payment', 'Invoice Details', and 'Withholdings'. The 'GENERAL' section includes fields for 'Purchase Order' (no data) and 'Contract' (no data), and a 'Department' dropdown set to 'FINANCE/ACCOUNTING'. The 'AMOUNTS' section shows a table with columns for 'Gross', 'Discount', 'Tax', and 'Net', with values of 1,000,000.00, 0.00, 0.00, and 1,000,000.00 respectively. The 'DATES' section shows 'Invoice' and 'Due' dates as 02/27/2018, and 'Received' as 02/27/2018.

GENERAL		AMOUNTS	
Purchase Order	Department	Gross	1,000,000.00
<i>no data</i>	FINANCE/ACCOUNTING	Discount	0.00
Contract	Voucher	Tax	0.00
<i>no data</i>	1	Net	1,000,000.00
DATES			
Invoice	02/27/2018		
Due	02/27/2018		
Discount	<i>no data</i>		
Received	02/27/2018		

How to Save your Search Settings

The Invoice Central screen has the ability to save your search settings so that each time you open the Invoice Central screen, it will automatically display the filtered search results. For example, you can save a setting to display only the invoices that belong to your department.

1. From the Tyler Menu, click on **Finance > Accounts Payable > Invoice Inquiry and Reports > Invoice Central**



2. When you open Invoice Central, the program displays a Search box where you can enter a specific vendor or invoice information. Click on the **Advanced Search** button.



3. The Advanced Search window will display.

Advanced Search
My searches Select a search x

[Clear search criteria](#) Startup search

Invoice Number <input style="width: 95%;" type="text"/>	Year <input style="width: 95%;" type="text"/>
Vendor <input type="checkbox"/> 	Period <input style="width: 95%;" type="text"/>
Voucher <input style="width: 95%;" type="text"/>	Warrant <input style="width: 95%;" type="text"/>
Department 1500 - CENTRAL SERVICES <input checked="" type="checkbox"/>	Batch <input style="width: 95%;" type="text"/>
Invoice Date Range All <input type="checkbox"/>	Work Order Number <input style="width: 95%;" type="text"/>
Due Date Equals <input type="checkbox"/>	PO Number <input style="width: 95%;" type="text"/>
Posted Status <input style="width: 95%;" type="text"/>	Contract Number <input style="width: 95%;" type="text"/>

Search
Save
Save As
Reset
Cancel

4. If you would like to run invoices for your department, select your department from the pull-down list. (Fill out the search criteria however you would like to filter the search)

Department


1500 - CENTRAL SERVICES

5. Click on the **Save** button.



6. Enter a name for your saved report and click **OK**.

- Your report name will be displayed in the upper right-hand corner under My Searches. Check the **Startup search** box.

- Click **Save** to save the settings.  The next time you run Invoice Central from the Tyler menu, the system will automatically generate the results based upon your saved search criteria.

Appendix A

What do each of the fields mean on the Request for Check screen?

Field	Description	Clayton County, Georgia
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 from a detailed list. The vendor must already exist in the Munis database to be a valid selection. You cannot create vendors on-the-fly in the Request for Check program.	If a vendor does not exist in the system, they are encouraged to register themselves using C-VAP. After they have been approved, then Central Services will be responsible for adding them into the system.
Department	Determines the department code from which the check will be issued. The default value is your department, based on your user ID.	
Requested By	Contains the user ID of the person who is requesting the check. The default value is your user ID.	
Purchase Date	Defines the date of the purchase that applies to your check request.	
Description	You must enter a description of the check request.	
Invoice Number	Indicates the invoice number, if applicable. You may not always have an invoice number, therefore, this is not a required field. However,	

Field	Description	Clayton County, Georgia
	if you do enter an invoice number, then the system will use this number when converting from a request to an invoice.	
Receipt Number	Defines the receipt number associated with the check request.	
Request for Check Details – in this part of the screen, you have two fields to enter.		
Description	You need to enter the description of each item that is being paid by the check request.	
Amount	You need to enter the amount for each item. Click the + button to add more items and amounts. If you need to delete an item, click the red Delete button on the ribbon to remove it.	
Request for Check Allocations – in this part of the screen, you will need to assign your account number(s) to the check request.		
Project String Account	This field indicates the project strings. This is only applicable if your check request is associated with a project or a grant.	
Account	This represents the general ledger account associated with the check request. Please note this field is auto-populated if you have already entered a project string, as each project string is linked to a general ledger account.	For more information on the County's account structure, please refer to the General Ledger/Budget user manual.

Field	Description	Clayton County, Georgia
Percent	This field represents the percentage you want to allocate to this item. The sum of all the percentages must equal to 100.	
Amount	Specifies the total amount for the allocation.	