

# 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. The dashboard includes three main tiles: Approvals (4 items), Alerts (0 items), and Notifications (0 items). The Approvals tile is expanded to show a table of pending 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
85296	5/4/2018	FRANZEN-HILL CORPORATION	Pending Approval	payment for April s...	\$500.00
56399	5/4/2018	LOS ANGELES TRUCK CENTERS, LLC	Pending Approval	payment	\$1,250.00
oav5022018f	5/2/2018	RODRIGUEZ, J J MD INC	Approved	ABRASIVES	\$240.00
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.

The screenshot shows the 'Workflow Approvals' window. It features a list of items on the left and a detailed view of the selected item on the right.

Item	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

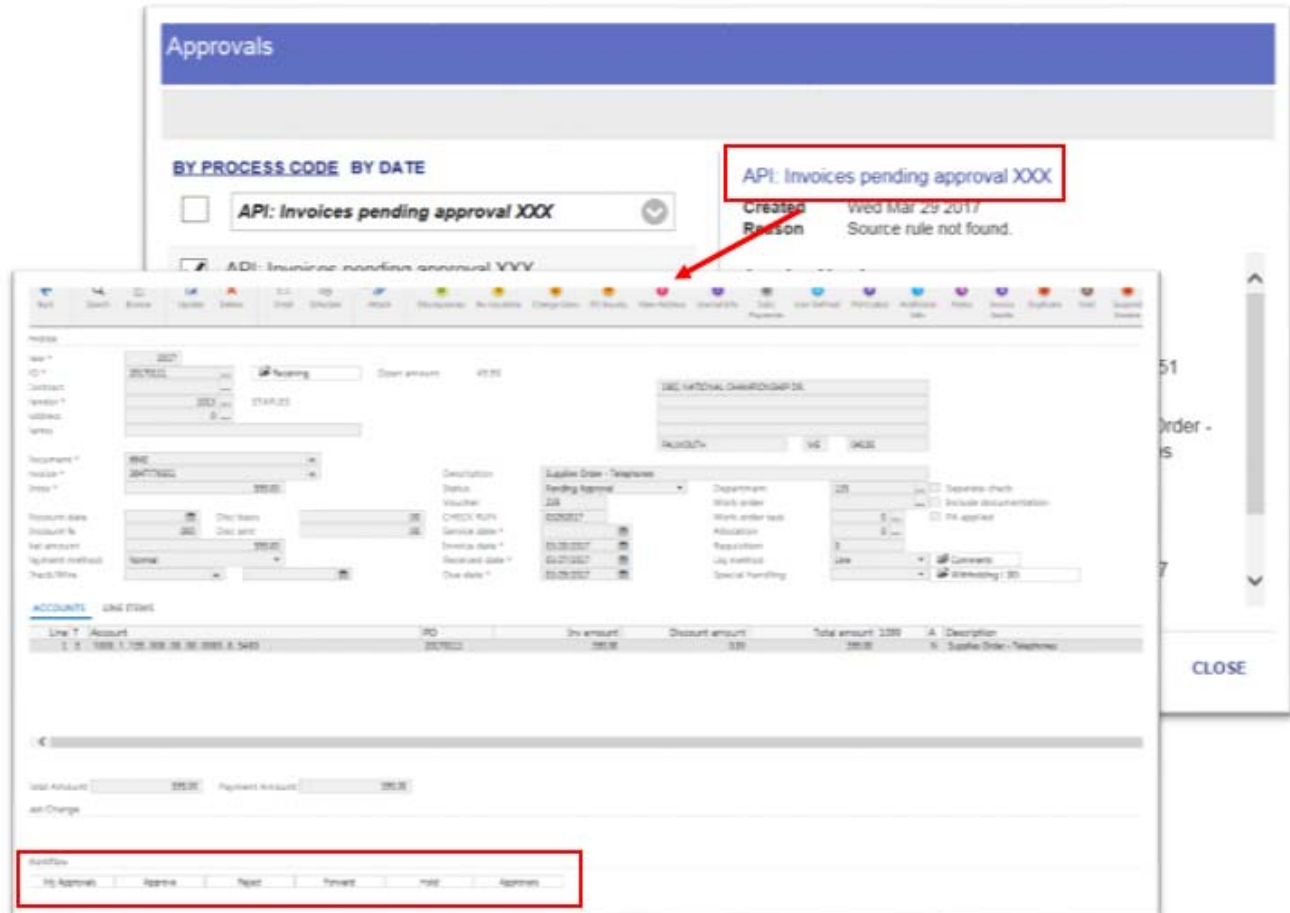
Vendor Number: 3256

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

Invoice Number: 5445

## Invoice Approval

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

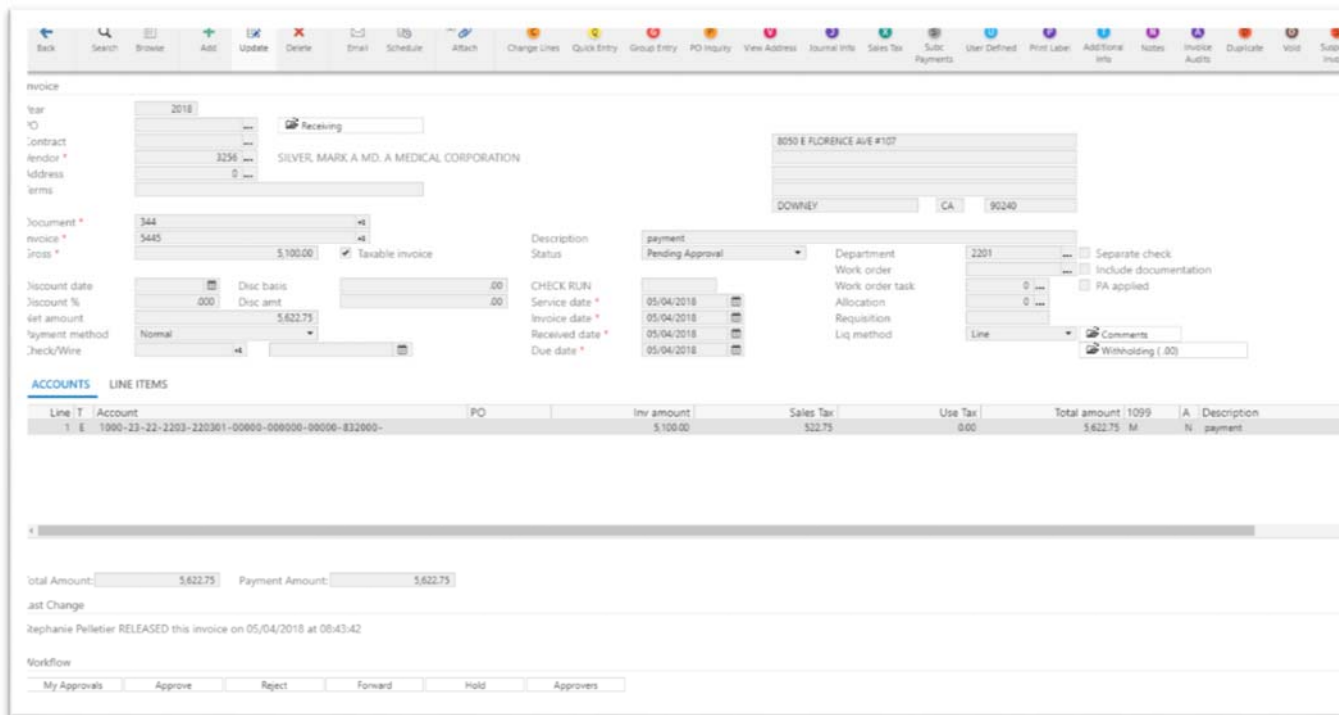


The screenshot displays the 'Approvals' section of the Tyler system. At the top, there is a blue header with the word 'Approvals'. Below it, a filter section shows 'BY PROCESS CODE' and 'BY DATE' options. A search box contains the text 'API: Invoices pending approval XXX'. A red box highlights this search text, with an arrow pointing to a red box containing the text 'API: Invoices pending approval XXX'. Below the search box, a table lists the search results. The first entry is 'API: Invoices pending approval XXX' with a 'Created' date of 'Wed Mar 29 2017' and a 'Reason' of 'Source rule not found.'.

The main part of the screenshot shows a detailed view of an invoice. The 'Invoice' section includes fields for 'Year' (2017), 'Invoice #' (25752), 'Status' (Pending), and 'Open amount' (49.95). The 'Accounts' section shows a table with columns for 'Line #', 'Account', 'In amount', 'Discount amount', 'Total amount', and 'Description'. The table contains one row: '1 2 1000 1 100 300 30 30 300 4 540' with a total amount of 39.95. At the bottom, there is a 'Buttons' section with a red box highlighting the 'In Approval' button.

## Invoice Approval

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



invoice

year 2018

Contract 3256 SILVER, MARK A MD, A MEDICAL CORPORATION

Address 8050 E FLORENCE AVE #102  
DOWNEY CA 90240

Document \* 344  
invoice \* 5445  
Gross \* 5,100.00  Taxable invoice

Discount date Disc basis .00  
Discount % .00 Disc amt .00

Net amount 5,622.75

Payment method Normal

Check/Wire

Description Status payment Pending Approval  
CHECK RUN  
Service date \* 05/04/2018  
Invoice date \* 05/04/2018  
Received date \* 05/04/2018  
Due date \* 05/04/2018

Department 2201  
Work order  
Work order task  
Allocation  
Requisition  
Liq method

Separate check  
 Include documentation  
 RA applied

Line 1  
Comments  
Withholding (.00)

**ACCOUNTS** **LINE ITEMS**

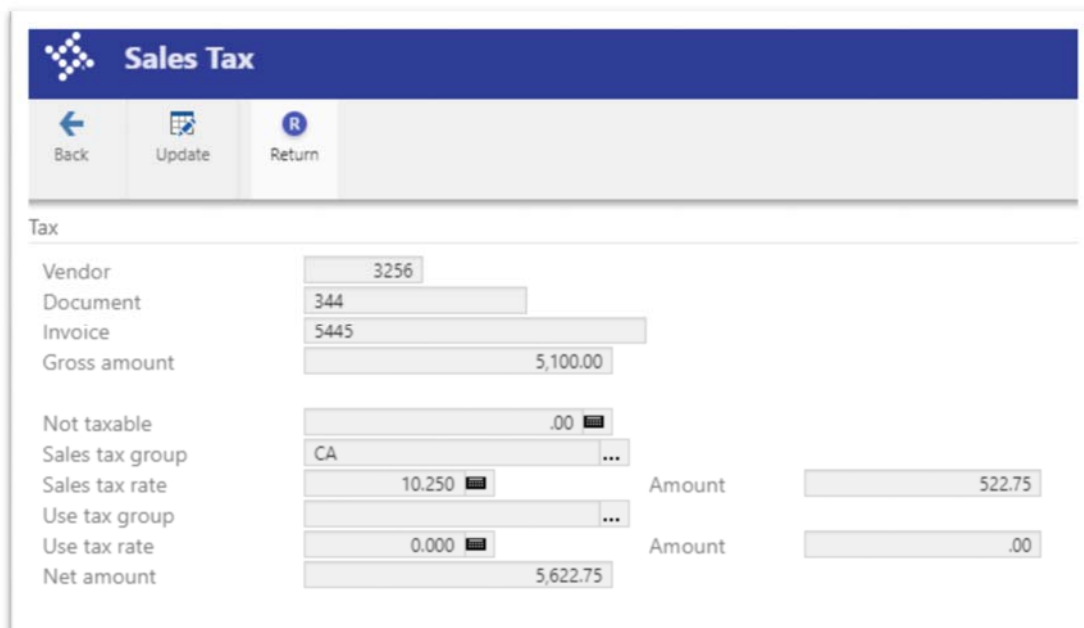
Line	T	Account	PO	Inv amount	Sales Tax	Use Tax	Total amount	1099	A	Description
1	E	1900-23-22-2203-220301-00000-000000-00000-832000-		5,100.00	522.75	0.00	5,622.75	M	N	payment

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

Last Change  
Zephanie Pelletier RELEASED this invoice on 05/04/2018 at 08:43:42

Workflow  
My Approvals Approve Reject Forward Hold Approvers

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

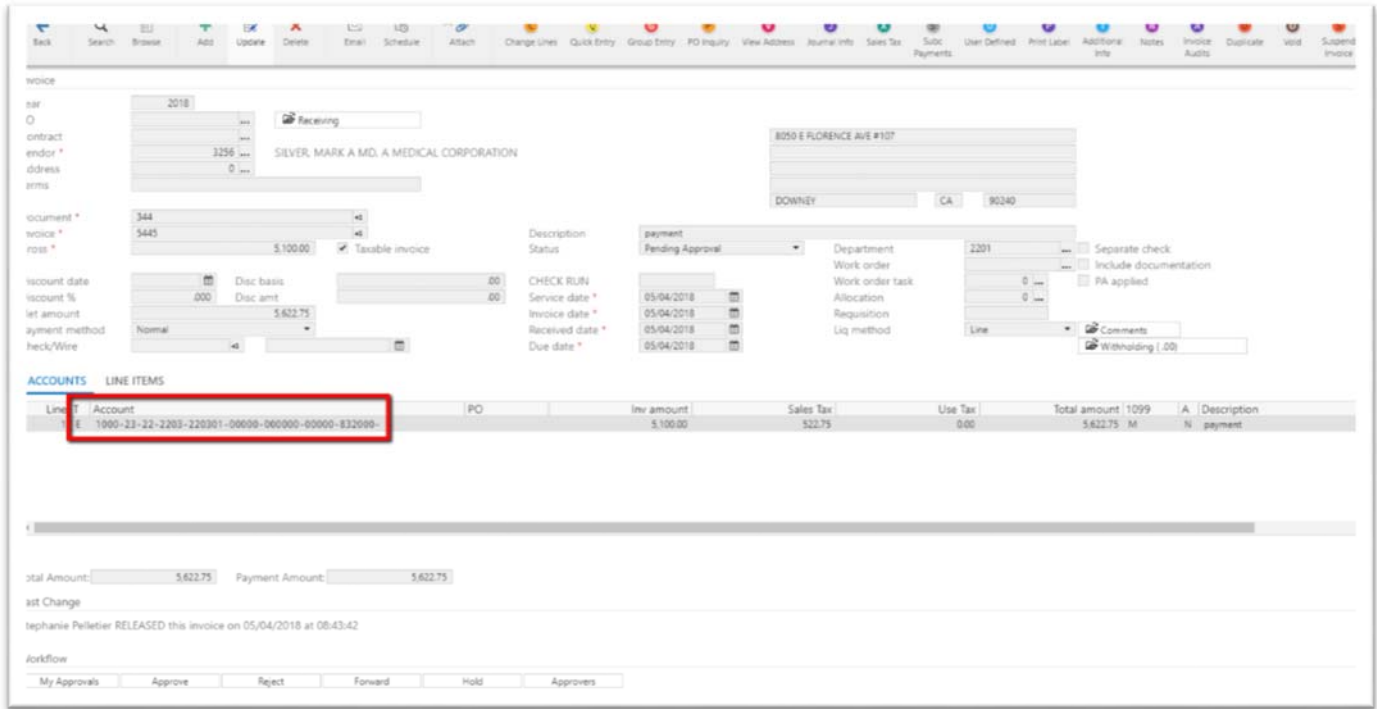
Use tax group

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:

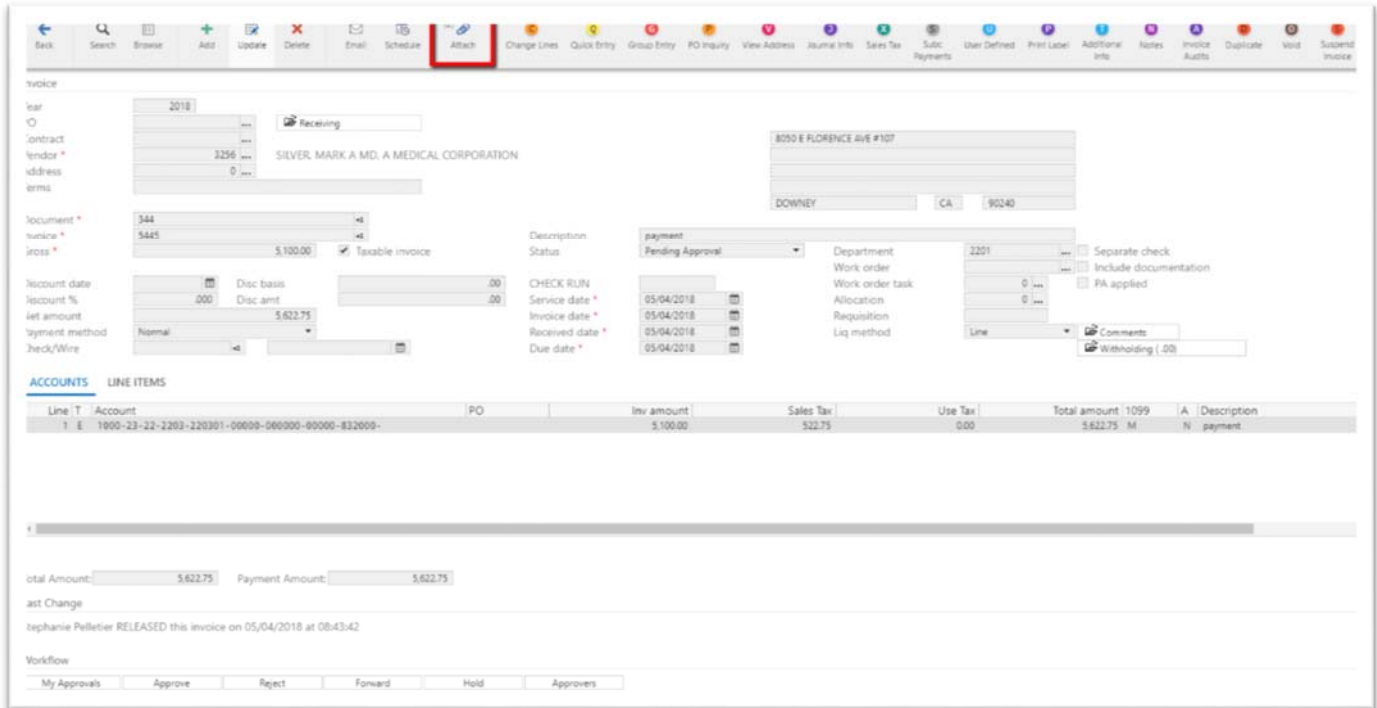


Invoice details: 2018, Receiving, Vendor: SILVER, MARK A MD, A MEDICAL CORPORATION, Address: 8050 E FLORENCE AVE #107, DOWNEY, CA, 90240. Invoice amount: \$5,100.00, Total amount: \$5,622.75. Status: Pending Approval.

Line	T	Account	PO	Inv amount	Sales Tax	Use Tax	Total amount	1099	IA	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

Workflow: My Approvals, Approve, Reject, Forward, Hold, Approvers

And the supporting documentation has been attached to TCM:

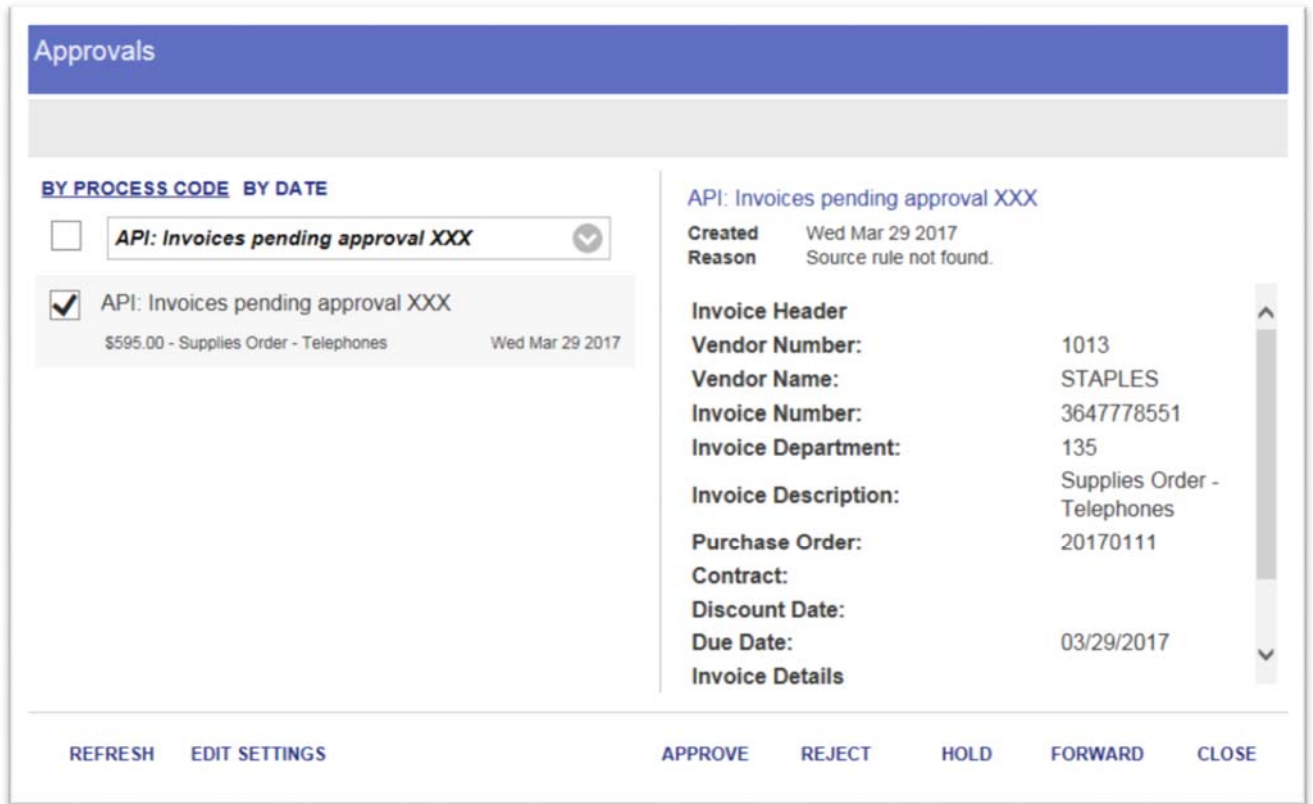


Invoice details: 2018, Receiving, Vendor: SILVER, MARK A MD, A MEDICAL CORPORATION, Address: 8050 E FLORENCE AVE #107, DOWNEY, CA, 90240. Invoice amount: \$5,100.00, Total amount: \$5,622.75. Status: Pending Approval.

Line	T	Account	PO	Inv amount	Sales Tax	Use Tax	Total amount	1099	IA	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

Workflow: My Approvals, Approve, Reject, Forward, Hold, Approvers

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.

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.