<u>AP Invoice Entry Paperless Workflow</u>

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Scanning Documents & Invoice Required Information

Prior to starting Invoice Entry Proof, you will want to scan and save all documents for the batch. Each invoice should be done separately.

For importing of the documents, it is recommended you create a folder of scanned docs to pc for easier search access and name something that is easy to locate. Below is an example only, please use what is required per your procedures. [Example: Vendor # 37165 INV # 20132193]

**Documents will only need scanned if not already available on PC

Each scanned invoice document should include the following **required** information.

- Invoice (all pages & supporting documentation)
 - Required info for invoice should include:
 - Payee / Vendor #
 - Address (Remit)
 - Invoice amount
 - Invoice #-if using an invoice number other than what is on the invoice the number needs to be added to the document.
 - Purchase order
 - Approval (good received and or service completed.
 - Informational stamp at the top of scanned invoice should include Vendor #, PO#, Ok to pay Signature. An example of a stamp made in Adobe is listed below. If an Invoice # needs to be added it could be put into the Notes on this stamp.

Invoice Stamp

Save the template in the location shown below.

- You will need the Word version of the instructions to open the ap stamp.pdf
 - Word version



*When you open the stamp, scroll all the way down the page to see the stamp.



Saving the template:

OSDisk [C]

Users

jlabraha->will be your user name

AppData

Roaming

Adobe

Acrobat

DC

Stamps

Update doc name to Workflow Invoice Stamp

Select OK

Adding Stamp into Adobe

Open Adobe Acrobat

Select-> See all tools

Select the Stamp icon

Select Custom Stamps

Select Create



Select Browse – Go find stamp template you just saved above.

Select In	mage for Cu	stom Stamp			\times	-				
File:	crobat/DC	/Stamps/Temp	plate.pdf	Browse						
Sar	nple									
	<			>						
		0	К	Cancel						
			oanize	NE	N	-	-11	SPIPO		
This PC	OSDisk (C:) → Users → i	abraha → A	ppData → Roaming	> A	dobe > Acrobat >	DC → Stamps			
		Name			D	Pate modified	Туре	Size		
		🔒 Templat	te.pdf		6,	/25/2024 10:26 AM	Adobe Acroba	it D	15 KB	
	, ,*									

Select Ok

Create Custom Stamp	:	×
Select Image for Custom Stamp	Category: <type a="" category="" here="" name="" new="" to=""> Name:New StampImage: Image: Ima</type>	
Help	OK Cancel	

Enter new category -> Invoice Processing

Enter new Name ->Workflow Invoice Stamp

Create Custom Stamp		×
Select Image for Custom Stamp	Category: INVOICE PROCESSING ~ Name: Workflow Invoice Stamp Down sample stamp to reduce file size	
Help	OK Cancel	

Select Ok

Adding Stamp to Invoices

Go to your scanned invoices folder and open an invoice.

Open Stamp from tools tab

File Edit View Home Tool	v E-Sign Window Help Is FC Auditor PS-INV						
R Search tool							
	Create & Edit						
	E.		٤)			i lai	В
							Rich Media
	Forms & Signatures						
				E 🛊			
	Share & Review						
		_					
			Ę	쓰	æ		
		Open +		Open -			
	Protect & Standardize						
					I	(‡)	

Using the drop-down arrow on the Stamp Icon select Invoice Processing - then select >stamp image



Your stamp will now appear in the invoice Left click to open the invoice details box

Fill in the invoice details

Hit ok for next item until done

Adjust size and position on invoice as needed

Vacanago AsecCorpet Mindows - VEXISTEN X Extern Window #	Warning JavaScript Window - INVOICE X Enter Invoke # Cot Canval Warning: JavaScript Window
Varning: JavaScript Window - VENDOR Enter First PO #: 42100242 OK Cancel Warning: JavaScript Window	X Warning: JavaScript Window - SECOND PO Enter Second PO #: OK Cancel Warning: JavaScript Window
Warning: JavaScript Window - MISC NOTES Enter Misc Notes: Enter Misc Notes: Øk to pay Michelle Milby Øk Øk Øk Øk Øk	INVOICE DETAIL VENDOR #: 123456 INVOICE #: 12 PO 1: 42100242 PO 2: NOTES: ok to pay Michelle Milby

	Tools	 SAMPL	E INVO	NCE S.	. *		
	2 🕀	Q		۲	٢	1	11
Com	ment			0	т	T	3

Save the Invoice

EXAMPLE ONI	_Y
Market Financial Consulting Experts in earning trusts	INVOICE
450 East 78 th Ave Denver, CO 12345 Phone: (123) 456-7890 Fax: (123) 456-7891	INVOICE DETAIL VENDOR #: 123456 INVOICE #: 12 PO :: 42100242 PO 2: 42100242 PO 2: VO 242 NOTES: ok to pay Michelle Milby OK TO PAY
	- FOR:

Go to next invoice and repeat process.

ANOTHER STAMP EXAMPLE ONLY

P.O. NO. 45401033	
CERTIFIED BUSINESS? Y	ES NO 🗸
IF YES, TYPE OF CERTIFICATION	
RECEIVED BY: Angela K. Phelps	Digitally signed by Angela K. Phelps Date: 2024.04.23 09:48:43 -04 00
DATE RECEIVED 4/23/24	
SUPERVISOR Angela K. Phelps	Digitally signed by Angela K. Phelps Date: 2024.04.23 09:48:49 -04'00'
VENDOR NO. 802508	
NOTES	

- Special invoice processing will need to include **HOLD or ATTACHMENTS at** the top of scanned invoice.
 - CHANGE DEPT CODE TO **3XXSP** (XX=Agency code) to initiate special handing workflow in Auditors AP department
 - Use Adobe Acrobat Pro
- DEPT CODE 3XXPC should be used for **P-Cards-THESE WILL STILL BE ON PAPER.**

Once all documents are scanned and saved in the designated folder you may begin keying.

0

Keying an Invoice in ERP



- Enter "Invoice Entry" from the ERP Hub

 Select add a batch
 - Colort Accort
- Select Accept

Sinvoice Entry [FRANKL	IN COUNTY]
Close Accept Cancel	
Invoice Entry [FRANKLIN COUNTY] >	
Batch Information	
Batch *	1572
Effective date *	07/05/2023
Year/Period *	2023 7
Fund *	9999
Cash account *	9999 101000

- Enter necessary data in the fields for invoice.
 - **Department code is required field** if left blank workflow will not be initiated & invoice will not process.
 - Attachments and Holds will require a specific department code 3XXSP and PCARDS will require 3XXPC
 - Select "Include Documentation" when using attachments.

• If Department Code is not your agency code, it will not go to the correct approver.

Invoice Entry [FRANKLIN COUNTY]					
← ←					
Invoice Entry [FRANKLIN COUNTY] > Invoice Entry [FRANKLIN COUNTY] >					
Main					
Invoice Header					
Year 2023	Date last PO Cha	ige order was posited.			
PO 💭 🔂 Receiving			DBA		
Contract -					
Vendor *					
Address					
Terms					
invoice -	Description				
Gross *	Status	On Hold	*	Department	Separate check
	Voucher	128298		Work order	Include documentation

Guidelines for Multiple PO's for one Invoice

- List both PO #'s along with the dollar amount to be paid on the first page of the invoice (should = the invoice amount)
- The invoice will be keyed separately for each PO using an A, B, or C and so on after invoice #
- Highlight each PO and amount that is being keyed for each invoice
 - \circ See Example below
- Invoice and all documentation should be scanned for each invoice

Back Accept C	ancel Output Pri	nt Display P	PDF Save	Excel Word			
Vendors [FRANKLIN CO	UNTY] > Invoice Sel	ection > Invoid	e Browse	PO	Warrant	c	Chec
CIEFK	Invoice		 Inv bate 	FU	Warrant	3	Chec
807kawagenb	01775-A		06/29/2023	32113012	07052301	Р	202732

6/28/23, 7:13 AM	HRACO - Invoice # 01775	
Back	VENDOR # 116740 PO 32114029-318.75 INV# 01775	
	PO 32113012- 56.25 INV# 01775-A	
Invoice #01775		
Balance due: \$375.00	Tavt	1

Attaching a Document

Once you complete entry of the invoice select Accept, then you will see a new row of commands appear at the top.

• Select Attach

🐝 Invoice	Entry [FRANKLIN CC	ΟυΝΤΥ]	3	×	10						i
← Q Back Search	Browse Add Update	Delete	C) Schedule	O Attach	Change Lines	Q Quick Entry	Group Entry	PO Inquiry	View Address	Journal Infe	Subc Payments
Invoice Entry [FRAN	KLIN COUNTY] > Invoice E	ntry [FRANKLIN COUN	ITY]								
Discount date		Disc basis			.0	W 0	farrant				
Discount %	.000	Disc amt			.0	0					
Net amount		183.72	2			In	voice date *	07	/05/2023	(3	
Payment method	Normal		•			R	eceived date *	07	/05/2023	G	
Check/Wire						D	ue date *	07	/05/2023	1	
Accounts											
Line Org	Object	P	roj	PO			Inv amoun	it 1099	A	Bud	Work order
1 8003	224300	D					183.7	2	N	1	

- This will open the Content Manager page.
- Select +(add) button to create a new document.
 Select AP Invoice

🍫 Content Manager		
+ B C C E B ± S B C Documents Filter by: Date Key1 Key2 DocType	Choose Document Type × Biearch Document Types AP AP Invoice Affidavit AP Invoice AP Invoice AP Invoice AP Invoice AP Invoice AP Invoice AP Invoice AP Invoice AP Invoice	> === == >
Related Documents V XI Filter by:		

• The information from the invoice will now appear on the right under Document Information.



• Upload scanned invoice



- Once File has been selected, import button will be available to select.
- You also can use the Drag and Drop Process

CHOOSE FILE or Drop files here Creating single document	CHOOSE FILE or Drop files here Creating single document 371565 INV #20132193.pdf (320.10 kB) ★	CHOOSE FILE or Drop files here Creating single document 371565 INV #20132193.pdf (320.10 kB) ★	Import Document	
or Drop files here Creating single document	or Drop files here Creating single document 371565 INV #20132193.pdf (320.10 kB) 🗙	or Drop files here Creating single document 371565 INV #20132193.pdf (320.10 kB) ★	CHOOSE FILE	
Drop files here Creating single document	Drop files here Creating single document 371565 INV #20132193.pdf (320.10 kB) 🗙	Drop files here Creating single document 371565 INV #20132193.pdf (320.10 kB) X	or	
Creating single document	371565 INV #20132193.pdf (320.10 kB) ★	Creating single document 371565 INV #20132193.pdf (320.10 kB) X	Drop files here	
	371565 INV #20132193.pdf (320.10 kB) 🗙	371565 INV #20132193.pdf (320.10 kB) 🗙	Creating single document	

- The scanned invoice will now appear in the Content Manager page.
 - Verify that the invoice document matches the invoice information entered.
 - If wrong document was uploaded click the X in the corner of the viewer, without saving and repeat above to attach the correct document.
 - \circ Save the upload.
 - If you have an **Attachment**, you will do the above process again using **AP Invoice Attachment**-this is what you want mailed with the check.

Search Docume	ent Types	
	AP	
	AP Invoice Affidavit	
	AP Check	
	AP Invoice	
	AP Invoice Attachment	



• Close out of the content manager page.



Wrong Document Uploaded

If the wrong document has been uploaded for an invoice use the following steps:

- Upload the correct document to the invoice.
- On the incorrect document select the Stamp button at the top of content manager

14	Conte	nt Ma	nager	8 																		
+	8	0	ð	Î	6	<u>+</u>	¶.	6	۲	+	\simeq	ē°	1	iai	6	Θ	*	1	1	B	**	9

• Create a text box by clicking and dragging at the **top** of the document.



- Change the message to **DELETE** and font color to **red**.
 - Save the Edit Text box and then save the document in TCM.
 - The Auditor's office will remove the wrong upload and use the correct one for auditing purposes.

Releasing a Batch

- Once all invoices have been entered into ERP and corresponding documents uploaded through Content Manage
 - Click on "BACK" from the invoice entry page

$\gg 1$	nvoice	Entry	[FRA	NKL	IN CO	UNTY	TF	RAIN	09/18]																		
← Back	Q Search	Browse		+ Add	Update	Delete		Email	() Schedule	Attach	•	Change Lines	Quick Entry	Group Entry	PO Inquiry	View Address	Journal Info	Subc Payments	Credit Contract	Additional Info	Notes	A Invoice Audits	Duplicate	0 Void	Release Invoice	Update 1099 Box Code	Suspend Invoice
Invoice Er	ntry [FRANK	KLIN CO	UNTY	TRAIN	1 09/18]	> Inv	voice	Entry (F	RANKLIN	OUNTY	FRAIN C	9/18]															
Main																											
Invoice H	leader																										
Year			2023																								
PO							🗅 Re	eceivin	g																		
Contract																											
Vendor *				10	1137	BC	DB BAR	RKER CO	INC							PO B	DX 890885										
Address					0																						

• Select Release Batch at the top of the page.

🐝 Invoice	Entry [F	RANKL	IN CO	UNTY	TRAI	N 09,	/18]		5		<u>.</u>									
X Q Close Search	Browse	Dutput	Print	Display	PDF	Save	Add Batch	View Batch	Resume	Release Batch	Mass Release	Output Post	Warrant Post	Sort	Invoice Find	Q Quick Entry	Group Entry	Change Vr/Per	Mass Change Per/Date	Single Check
Invoice Entry [FRAN Batch Information	KLIN COUN	TYITRAI	09/18	1																
Batch *			64	464																
Effective date *			09/26	/2023																
Year/Period *			20	023		9	SEP													
Fund *			9999			POO	LED CASH (21	стс)												
Cash account *			9999				101000				CASH									

- The following pop up will appear.
 - Select "Yes"



• This will now initiate Workflow and send the invoices to the first approvers.

<u>Checking the Status on Invoices in Approver Step Tree</u>

• In invoice entry click on "approvers" towards bottom of the page

🤹 Invoice E	intry (FRA	NKLIN C	DUNT	n			_											20	٠	0
← Q both bant		+ /	iii Sector	1		1 3 March	•	() Parlisedate	Ourgetines	Occurry	0	lang d	() te rigan	Ø Vær Addres	0	S.	Contract Contract	O Although May	() Andres	tan Meri W
Invoice Entry (FRANK)	UN COUNTY	> Invoice I	ntry (FRJ	NRLIN O	ounty)															
Payment method	Normal				*				P.e	ceived date *		07/0	3/202	3 0			Uqine	hod		Lir
Check/Wire									De	e date *		07/0	3/202	3 🗇						
Accounts																				
Litte Org		Object			Proj		PO			liny amou	a 1099		1	 Description 						
1 10210700	8	53060	9.				32113	1006		130.7	0		1	WORK G	EAR/APPARS	L				
Total Amount		130.7	0 P	ayment Ar	ount		1	130.70	Payment Among											
Last Change																				
Kelly Wagerbrenner REL	EASED this in	voice on 07/14	2023 at 0	9,03.31																
Workflow																_	2			
My Approva	is]	Appr	ove		Re	ect		For	ward		Но	id .	-	A	provers					

• The next screen will allow you to track where the invoice is in the approval process as well as see who the approvers are for each step.

 30 Complete (Approved) Any approver from this group Complete Matthew H. Jackson Complete Robert L Caldwell Auto approved by: 807mhjackso 07/14/2023 16:10 80 In Progress Any approver from this group Current Michella A Milhu 27/14/2020 16:10 	Complete (Approved) but Group Complete Complete		
 Any approver from this group Complete Matthew H. Jackson Complete Robert L Caldwell Auto approved by: 807mhjackso 07/14/2023 16:10 80 In Progress Any approver from this group Current Michella A Milhu 07/44/2022 16:10 	our Group Complete		
Matthew H. Jackson Complete 07/14/2023 16:10 Robert L Caldwell Auto approved by: 807mhjackso 07/14/2023 16:10 80 In Progress Any approver from this grout Group Current 07/14/2022 16:10	Complete		
Robert L Caldwell Auto approved by: 807mhjackso 07/14/2023 16:10 80 In Progress Any approver from this grout Group Current	compiete	07/14/2023	16:10
80 In Progress Any approver from this group Current	Auto approved by: 807mhjackso	07/14/2023	16:10
Any approver from this group Group Current	In Progress		
Michaelle & Milley 07/14/2022 16:10	out Group Current		
Michelle A. Milby 07/14/2023 16:10		07/14/2023	16:10
	d All 📄 Collapse All	E Expand	d In Progres
Michelle A. Milby		Auto approved by: 807mhjackso In Progress ut Group Current d All	Auto approved by: 807mhjackso 07/14/2023 In Progress ut Group Current 07/14/2023 d All Expand

Setting up Workflow Approver page

• Select the "Pages" icon on the left of the home screen.

=	Franklin Co Enterprise ERP Landing Page	<u>,</u>	Q Search		•
ħ	Franklin County - Hub Pro	duct	ion		
≡	Tyler Menu (1)	:	Favorites (1)	11	
*	Q Search Enterprise ERP Financials General Revenues Property Revenues Asset Maintenance Departmental Functions System Administration 		Recent Activity Invoice Entry Print Checks Select Items to Be Paid Saved Reports Cash Disbursements Journal Void Checks	^	Franklin County Service. Progress. Excellence.
	 Help ASP Admin 		Vendors		Fiscal Resources & Links

• Select the "Franklin Co Enterprise ERP Landing Page WF Approver" page from the drop-down options.



• The page should now include pending approvals on the right.

=	Franklin Co Enterprise ERP Landing Page WF Approver	Q Search	•
ŧ	Franklin County - Hub Product	ion	
≡	Tyler Menu :	Favorites	
	Q Search ~ Enterprise ERP	Recent Activity Invoice Entry	Accounts Payable Pending Approvals
	Financials General Revenues Property Revenues Asset Maintenance	Print Checks Select Items to Be Paid Saved Reports	() ()
	Departmental Functions Enterprise ERP>Departmental Functions System Administration Help	Cash Disbursements Journal Void Checks Vendors	ESS Pending Approvals
	✓ ASP Admin	Accounts Payable System Locks	Fiscal Resources & Links (1)

- To save this as your page click on the settings button at the bottom left of the home page.
 - Click on "User Settings"



• From the pop-up screen change your home page to be the WF approver page then close.

User Settings	
Theme	
Dark Mode *	
Pages	
– Home Page – Franklin Co Enterprise ERP Landing Page WF Approver 👻	
🖍 Edit pages	
Mobile QR Code	
Enterprise ERP	
Close	

Approval Process

Approvers will need to sign into ERP. On the landing page there will be a card for invoice approvals.

Click on the box for Accounts Payable Pending Approvals

=	Sranklin Co Enterprise ERP Landing Page WF Approver	Q Search	•		ø 🥝
^	Franklin County - Hub Product	tion			i.
*	Tyler Menu Image: Comparison of the second	Favorites Recent Activity Purchase Order Change Orders Vendors	Accounts Payable P	15 Pending Approvals	Franklin County
	General Revenues Property Revenues Asset Maintenance Departmental Functions System Administration	Involce Entry Expenditure Central Select Items to Be Pald Modify Involces	ESS Pending Approv	4 vals	

A list of pending invoices will appear, click on the first invoice, and Enter or



🐝 Workflow	v Assistant [FRAI	NKLIN COUI	NTY]				
Close Accept	Q A Search Approve	Reject Forward	Hold	Q Com	ment A	A B C	3 arding
Workflow Assistant [F	RANKLIN COUNTY]						
Action Taken	Detail/Held Comment	approval ()	(15)			Active/Held Date	Forward To/Held By
	INVOICE	NET AMT VEN	IDOR DE	SC T	YPF		
	20913365	2236.39	109309	COSTAR ME	SEG	04/28/2023 10:07	
	20913368	2236.39	109309	COSTAR ME	SEG	04/28/2023 10:24	
	20939392	130.70	101863	WORK GEAR	AMT	07/14/2023 16:10	
	20945309	6875.00	354796	FINAL PAY	AMT	07/14/2023 16:14	
	20945119	1001.00	380052	OVERPAYME	AMT	07/14/2023 16:18	
	20945165	120.30	393075	OVERPAYME	AMT	07/14/2023 16:20	
	20945208	183.72	395918	UNCLAIMED	AMT	07/14/2023 16:21	
	20945224	100.00	396090	UNCLAIMED	AMT	07/14/2023 16:23	
	20945236	100.00	396090	UNCLAIMED	AMT	07/14/2023 16:24	
	20945246	100.00	396090	UNCLAIMED	AMT	07/14/2023 16:28	
	20945256	150.00	396090	UNCLAIMED	AMT	07/14/2023 16:29	
	20045263	300 005	206000		лмт	07/14/2023 16:30	
Actions	Refresh			Proce	ss Bati	ch	Cancel Changes
	Mass Acknowledge	Notifications					

This will bring up the invoice detail, click on Attach to see invoice image. Invoice will display in new tab. Review the scanned invoice and compare to invoice entry details to ensure accuracy.

🐝 Invoice I	Entry [I	RANKL	IN COU	JNTY]	l,																					
← Q Back Search	Eronaa	Locare	D elete	Ens	a Co		0 . wa	Re-Liguidat	Change Lines	PO inquiry	Wew Address	Journal info	Subs Paymenta	Credit Contract	Additional Info	Notes	(Audita	Duplicate	0 Void	Release Involce	Update 1099 Box Code	Suspend Involce				
Workflow Assistant (FRANKLI	N COUNTY]	> Invoi	ice Entry	y (FRANKL	IN COUNT	a																			
Main																										
Invoice Header																										
Year*		2023																								
PO *	3211	3006				Receivin	3	Open	amount		2,415	53														
Contract																DBA G	RAIN	GER								
Vendor *			101863	3	WW	GRAINGER I	NC									DEPT	83711	12630								
Address			10	0 …	WW	GRAINGER	NC																			
Terms																D41 43	TINIT							0001		
Invoice *	974/	077771								Denori	tion	WORK	GEAR		EI	PALA	TINE					1L	 60038-	0001		
Gross *	3744	077771			130 -	70				Status		Pendi	ng Appr	oval		*	Den	artment			2113			Separate	hank	
					100.1					Vouch	er.	7961	7	ovur			Wor	rk order			2110			Include di	cumentation	
Discount date				Disc ba	asis				00	Warran							Wor	rk order task				0				
Discount %		.0	00	Disc ar	mt				.00								Allo	cation				0		Released		
Net amount					130.7	70				Invoice	date *	07/03	/2023				Req	uisition		3	3211300	6				
Payment method	Norn	nal				*				Receiv	ed date *	07/03	/2023				Liq	method		L	ine		*	Comme	nts	
Check/Wire										Due da	te *	07/03	/2023											🗖 Withhol	ding (.00)	
Accounts																										
Line 个 Org			Object			Proj		PO			Inv amount	099	A	lescription							Bud V	/ork order				W0 task
1 1021070	0		530601					32113	006		130.70		N V	ORK GEA	AR/APPAR	EL					1					
Total Amount			130.70	Pa;	yment Amo	unt:			30.70																	
Kelly Wagenbrenner RE	ILEASED th	is invoice or	n 07/14/20:	23 at 09:	:02:21																					
My Approv	als		Approv	e		Re	ject		Forward	d 👘		Hold		Арр	rovers											
20115	,		Line	numb	ere																					

At the bottom of the Invoice Entry Screen an approver can take several actions:

- My Approvals (This will take you to a list of Invoices Pending Your Approval)
- Approve (Approves the current invoice record)
- Reject (Rejects the current invoice record Notes will be required to confirm this action. This action will send Invoice back to Keyer)
- Forward (This forwards the invoice to alternate workflow approver)
- Hold (This flags the invoice as on HOLD and requires notes to confirm informing other approvers of hold reason)
 >Must notify originator (keyer) of hold

- Approvers (Displays entire approval tree for this invoice showing all approval steps required to complete and post invoice)

All above steps require additional confirmation with capability for notes (HOLD, REJECT, and FORWARD notes are required)

K Enter Optional Comment	
How State Back Accept Cancel	
Workflow Assistant [FRANKLIN COUNTY] > Invoice Entry [FRANKLIN COUNTY] > Enter Optional Comment >	
Comment for this action (Optional)	

The invoice will then move to the next Approver or to the Auditor Accounts Payable staff for final approval and posting.

<u>Reject vs Deleting Entry</u>

- If an entry needs to be removed from ERP because of an issue.
 - The Auditor's office will not "delete" invoices from ERP.
 - Deleting invoices removes any records of the invoice being keyed and going through the workflow process.
- When possible, invoices should be rejected.
 - This will send the entry back to the individual who keyed it. They can then follow the instructions below for rejected invoices to resubmit once corrections are made.
- **<u>IF</u>** an invoice needs to be removed.
 - Request the invoice to be **Voided**
 - Send Email to <u>audr-ap@franklincountyohio.gov</u>
 - This will keep a record of the invoice in ERP but remove it from the workflow process.
 - If the invoice needs rekeyed add something to the end of the invoice number such as an A. (invoice # 12345 becomes 12345A)

Correcting Rejected Invoice

In the event an invoice is rejected to update the entries in ERP, these are the steps to follow to update and resubmit the invoice for approval:

An email is sent to the person that released the batch stating the invoice has been rejected.

From: <u>munisadmin@franklincountyohio.gov</u> <<u>munisadmin@franklincountyohio.gov</u>> **Sent:** Wednesday, November 8, 2023 7:07 AM **To:** Wagenbrenner, Kelly A. <<u>Kelly.Wagenbrenner@franklincountyohio.gov</u>> **Subject:** Pending invoice rejected

The following invoice has been rejected. The rejecting approvers comment was: CANNOT PROCESS IN WORKFLOW

User 807kawagenb has entered the invoice 060-113966 (document 20994623) for vendor 801584 totaling 184462.59 for department 321SP, warrant 0127ACH1, and a description of NEW CONSTRUCTION PROJECT 13894, #2,3,6. To view additional information about this Munis item use this link: <u>Additional Information</u>

This is a Munis system generated message. Please do not reply to this unmonitored

In the Invoice Entry screen, select Resume from the toolbar:

%	Invoice	Entry [F	RANKL	IN CO	UNTY]						1
X Close	Q Search	Browse	∂ Output	Print	Display	PDF	Save	Add Batch	View Batch	R FDime	Release Batch

Once you are on the entry screen, select Update:



In addition to making any updates in the batch, you will also need to update the Status field, which is between the Description and Voucher fields:

Invoice Entry [FR/	ANKLIN COUNTY] > Invoice Entr	y [FRANKLIN COUNTY]				
Year	2024					
PO	40100012	🖿 Receiving 📔 Liquidation	Open amount	4,25	3.86	
Contract						DBA
Vendor *	108318	GORDON FLESCH CO INC				PO B
Address	3	GORDON FLESCH COMPANY INC				
Terms						
1						MADI
Invoice *	10083429			Description	GORDON FLESCH -	MAR 2024
Gross *		752.72		Status	Rejected	Ø
				Voucher	18894	

From the dropdown menu in the Status field, select On Hold:

Status		[]
Voucher	Approved	
Warrant	On Hold	

Once you complete your entries and go back to the main screen, select Release Batch from the toolbar:



Since the Batch had been previously released, this action will un-release the batch. In the pop-up window that appears, select Continue:

🕐 Release Batch			
The batch contains only invoices that can be un-released. Continu	e to set these to	Unreleased, or	cancel action.
	Continue	More Detail	Cancel

In the bottom left corner, you will get a message that the invoice is marked as not released. Field will update to None Released:

leased?	None Released	•

Select Release again from the Toolbar to re-release the batch, which will initiate the workflow for approval. In the pop-up window, select Yes to post the batch:

Post Batc	h
This will initiate tl Do you wis	ne approval process. h to continue?
Yes	No

Once you select Yes, the Released? Field will update from None Released to All Released:

Released?	All Released	•

Using TCM SE

The Tyler Content Manager SE User Guide provides general instructions on using Tyler Content Manager Standard Edition (TCM SE). This document covers using TCM in conjunction with Munis. It does not cover using TCM as a standalone product.

Within this document, the terms *attachment, content, document, file,* and the like are used interchangeably to describe the data that can be captured and retrieved using TCM SE.

TCM Viewer Interface

The TCM Viewer consists of four resizable panels: Document List, Related Documents List, Document Viewer, and Indexed Metadata.



- Documents List Displays search results or newly created documents.
- Related Documents List Displays documents related (via Metadata) to the currently selected (in the Documents List) TCM record.
- Attachment Viewer A visual of the attachment selected in the Document List.
- Indexed Metadata Displays the metadata of the currently selected TCM record.

To resize a pane, place your mouse pointer on the dividing line between two panes and with the double arrow (=), click and drag a pane to the desired size.

TCM Toolbar and Navigation

There are various functions placed on the toolbar. The Ribbon Bar has been replaced with a new Tyler UX Toolbar and the collapsible categories have now been removed.

+ B 0 8 1 8 ± 2 8 ⊕ → 2 8 7 2 0 / 1 8 18 0 0 ×

Toolbar Commands

lcon	Description		
Document Group			
+	New: Creates a new document.		
٦	Save: Saves the active document in its current state.		
Ð	Document Level Permissions: Not currently used by Munis.		
ſ	Confidential: Marks/Unmarks a document as Confidential.		
Ī	Delete: Deletes the active document and attachments.		
à	Finalize Document: Not currently used by Munis.		

Attachment Group				
1	Import: Attaches a file from your PC or a networked drive.			
Ð	Scan: Scans document(s).			
\$	Scan Settings (clicking only on the Cog part of the icon): Opens scanner settings dialog.			
í.	Create: Creates and attaches certain new file attachments via 3 rd party software such as Microsoft Word and Excel.			
	Embed: Attaches an embeddable URL link. This can include YouTube, Google Maps & other online content.			
→	Export: Exports currently selected file attachment as a downloadable file.			
\succ	Email: Creates a new message using default mail application that includes a URL link to view the active document.			
•	Print: Generates printable PDF of the selected attachment(s).			
/ `	Edit: Edits certain file attachments via 3 rd party software such as Microsoft Word and Excel.			
ĨĂÏ	Capture: Populates metadata using text in the file attachment. Usable on tiff images only.			
Θ	Remove (Attachment): Deletes the attachment only; the document record and associated metadata will remain.			

Annotations Group – Auditor Accounts Payable use only NOTE: Annotations apply to image files (for example, .tiff, .jpg, .bmp, and so on).				
*	Highlight: Highlights an area on the file attachment.			
	Redaction: Redacts an area on the file attachment. This feature requires administrative permissions.			
Ţ	Stamp: Places a text stamp on the file attachment.			
ß	Sticky Note: Places a sticky note on the file attachment.			
Workflow Gro	oup			
	Workflow: Initiates the specified Workflow task for the currently selected document.			
∎ ♦ ●r _©	Workflow History: Views the Workflow History for the currently selected document.			
Tools Group	· · · · · · · · · · · · · · · · · · ·			
9	Audit History: Displays the Audit History for metadata & attachments (work in progress)			
í	Document Information: Displays information about the current attachment (doc id, size, page count, file format, etc.).			
Close Group	·			
×	Close: Closes the viewer.			

Navigation	Bar
÷	Zoom in: Zooms in on the attachment.
O	Zoom out: Zooms out on the attachment.
Q	Rubber band zoom: Draws a box on the file attachment and that area will fill the screen.
Q	Magnifier: Adds a magnifier on the file attachment that can be moved using the mouse.
÷	Fit to Page: Fits file attachment to viewer window.
1 *	Fit to Height: Fits file attachment to viewer by height.
++	Fit to Width: Fits file attachment to viewer by width.
	First Page: Navigates to first page.
	Previous Page: Navigates to previous page.
1 / 5	Specific Page: Navigates to a specific page (of / x total pages).
	Next Page: Navigates to the next page.
	Last Page: Navigates to the last page.
C	Rotate Clockwise: Rotates the current page clockwise.
>	Rotate Counter-Clockwise: Rotates the current page counter-clockwise.
Ľ	Download: Downloads the attachment in it's original form (plus annotations).
	Thumbnails: Opens the Thumbnail Panel.

Display Features

There are several features that modify the layout of the viewer.

Responsive Design:

The default layout style is **A** which stands for *Automatic*. This will automatically adjust the viewer to best fit your device display.

• 4-Panel (full) mode:



This view features all 4 panels visible at the same time.

• 3-Panel (tablet) mode:



This view hides the **Related Documents** panel by default. The missing panel can be viewed by using the Panel Chooser (discussed later).

• 1-Panel (mobile) mode:



This view hides all except the **Attachment** panel by default. The missing panels can be viewed by using the Panel Chooser (discussed later).

Theme Editor:

TCM offers a handful of themes and the ability to apply your own custom theme.

V Tyler Content Man	ager	
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Documents	Theme Editor	× ×
Filter Documents	Select Theme Custom	•
Date Vendor Numb 05/26/2017 1010	Icon Url/Path	-
	Top Title Tyler Content Manager	
	Background Color	
Document Informat	Ribbon Bar Color	
Attachment Filename	Highlight Color	rapeutic Recruition and
Attachment Title	Panel Background Color	educational groups for
	Overlay Color	ic programming.
VendorA		ne including safety
Description	Cancel Revert Apply Th	heme
Annotations	Attemption do.	Normalia 199
Public	Member of ATRA. (America Member of the Erics Manag Member of the development	n Therapeutic Recreation Association) ement Prevention development task force. team for a new multigenerational psychiatric unit.
No	•	•
Vendor Number	234_26899	_Frank_resume.pdf
1010		

Panel Chooser

Clicking the \checkmark in the top-right of any panel will allow you to choose (pin) which panel is displayed in that location. In the example below the upper-left pinned panel is the Document List and the lower-left pinned panel is the Document Information.



Click the \checkmark in the upper-left panel to display the Chooser and click **Document Information** to pin the Document Information panel to the top-left of the viewer. The Document List panel automatically displays in the lower-left where Document Information had previously been.

🔆 Tyler Content Manager	
+ 8 0 6 1 8 1 2 2 8 6	→ 🖬 🖶 🖉 🖂 🕞 🖍 🖹 🗅 🖪 👬 🖏 🗇 🗿 ×
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Expanded Panel

Clicking the arrow in the top-right of a panel will enlarge that panel to fill the screen.

Docume	∨ ⊼		
Filter Doo			
Date •	Applicant Number	Job Opening Description	DocType
07/03/2018	16	Police Officer	AppAttach
07/03/2018	16	Police Officer	AppAttach
07/03/2018	16	Police Officer	AppAttach

The expanded view sometimes offers additional features not found in the normal view.

In the example below of the Document List panel, thumbnails of the file attachments have been added.

Clicking the arrow in the top-right again will return the panel to its original place and size.

Documents						Ľ
Filter Documents						
Thumbna	il 🗹	Date •	Applicant Number	Job Opening Description	DocType	
		07/03/2018	16	Police Officer	AppAttach	
	 	07/03/2018	16	Police Officer	AppAttach	
Che Spectrum (1) Spectrum (1) S		07/03/2018	16	Police Officer	AppAttach	