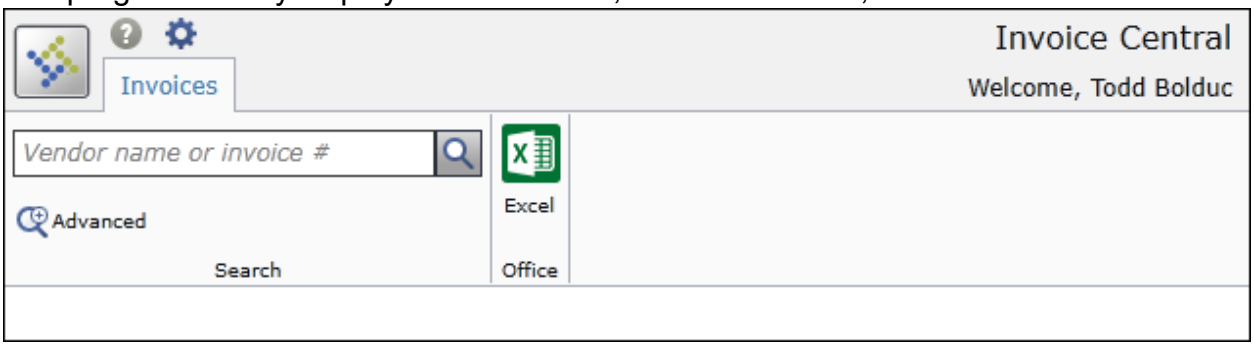
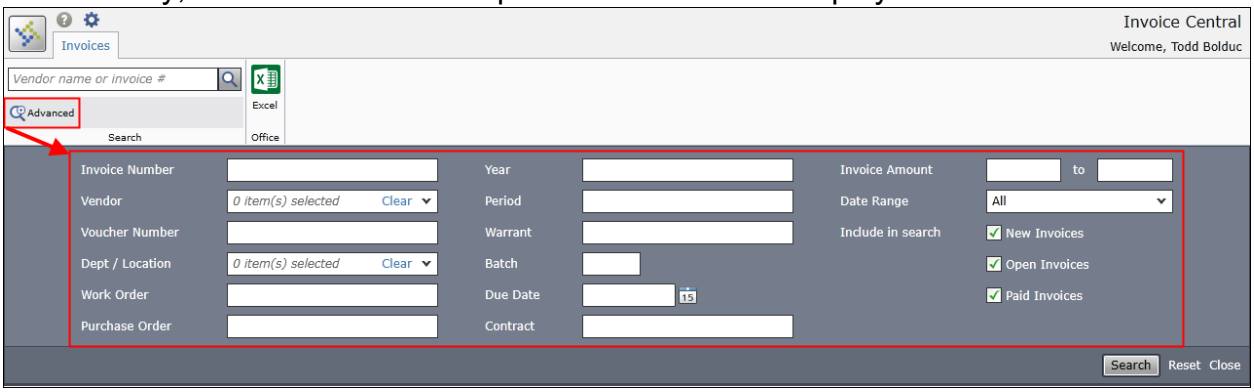
Invoice Central

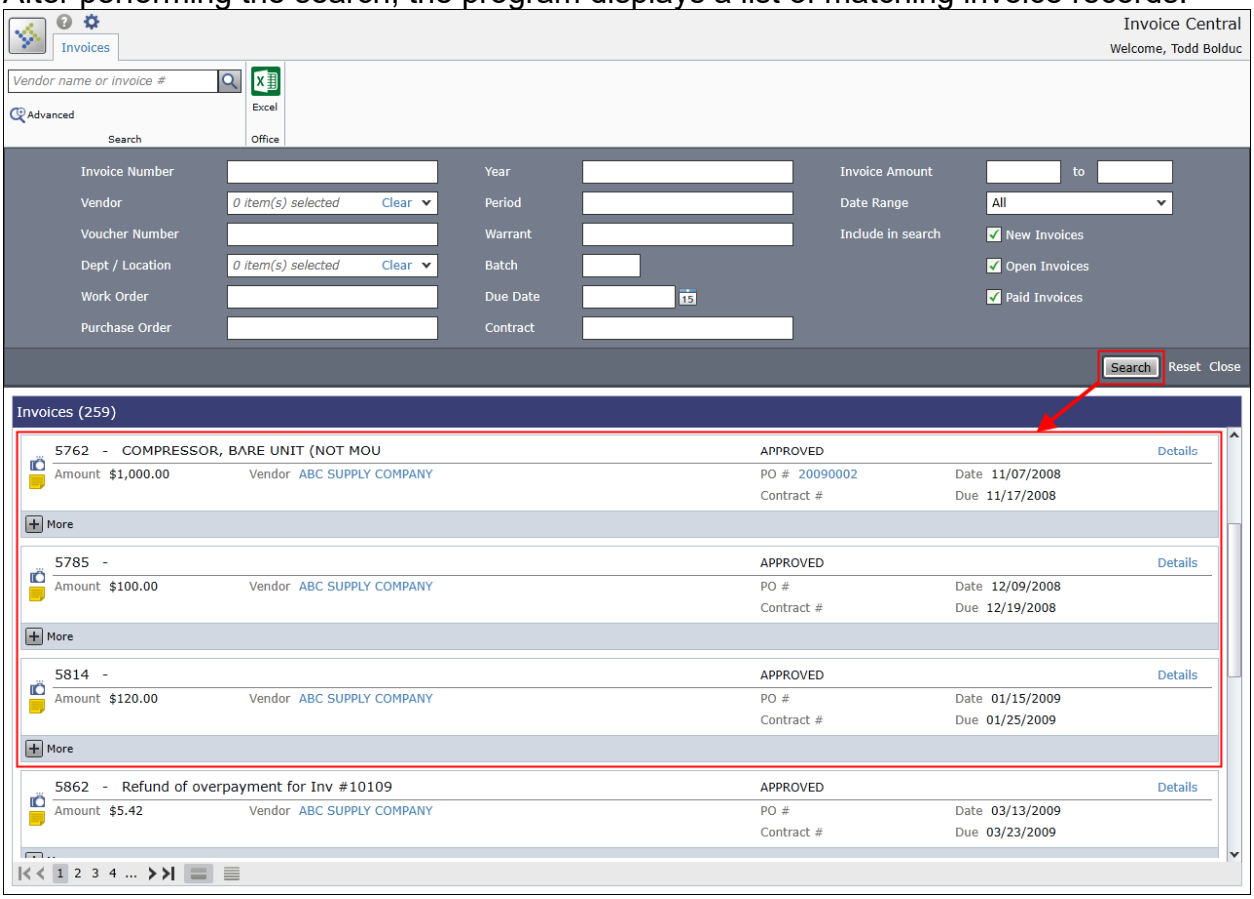
The Invoice Central program displays invoice records at a summary and detail level. The program initially displays a Search box, the Excel button, and a blank screen.



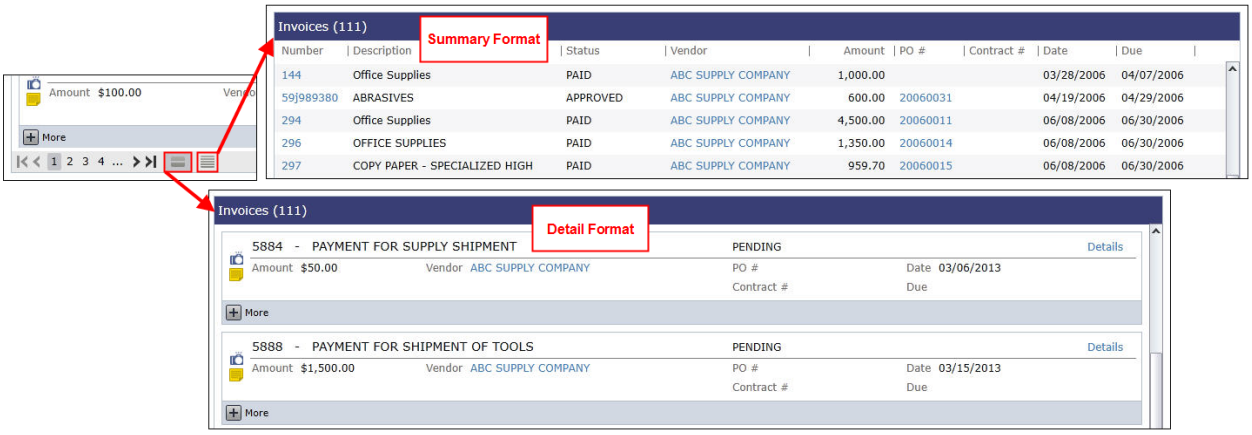
To view invoice records, enter a vendor or invoice number in the Search box. Alternatively, click **Advanced** to expand the ribbon and display additional search fields.



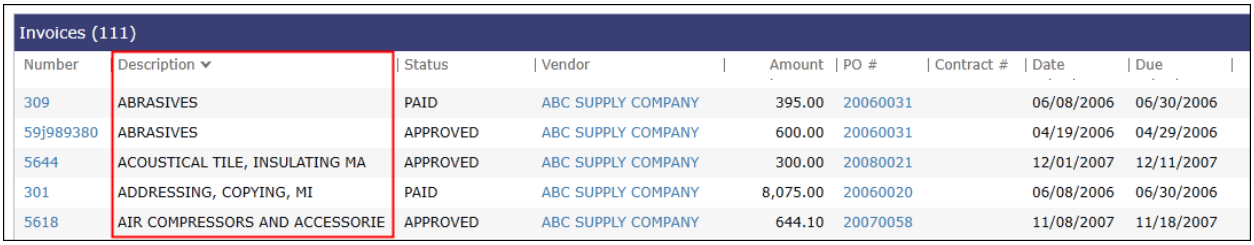
After performing the search, the program displays a list of matching invoice records.



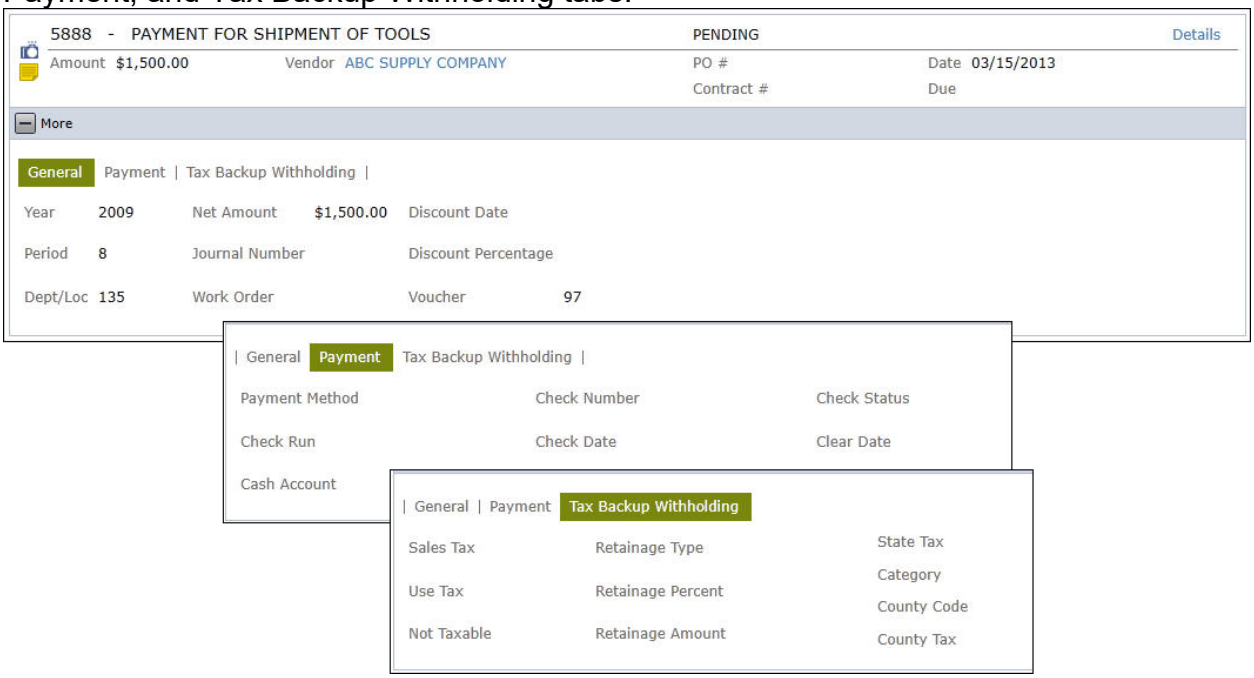
Use the navigation bar at the bottom of the screen to view additional pages of invoice records or to change the display format of the invoice list.



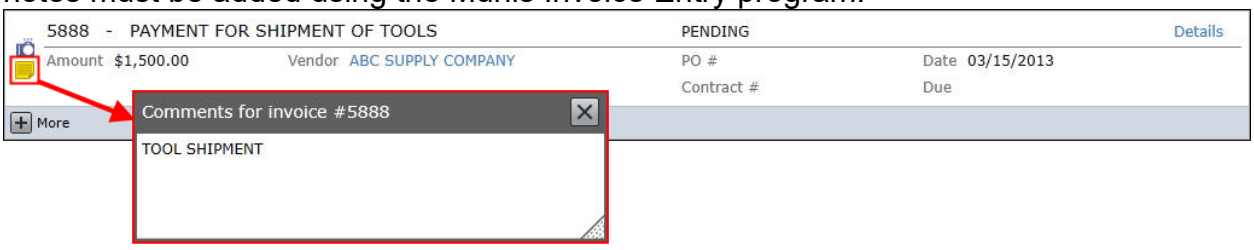
When viewing invoices in the summary format, click the column titles to sort the list by that column's values.



When you are viewing invoices in the detail format, click **More** to view additional information about the invoice. The record pane expands to display the General, Payment, and Tax Backup Withholding tabs.



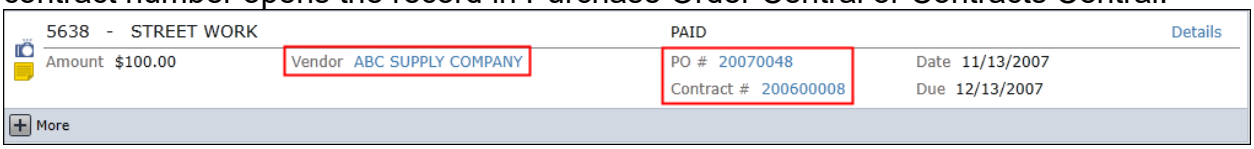
Clicking the Notes button causes the program to display a dialog box that contains notes associated with the invoice. You cannot create new notes in the dialog box. New notes must be added using the Munis Invoice Entry program.



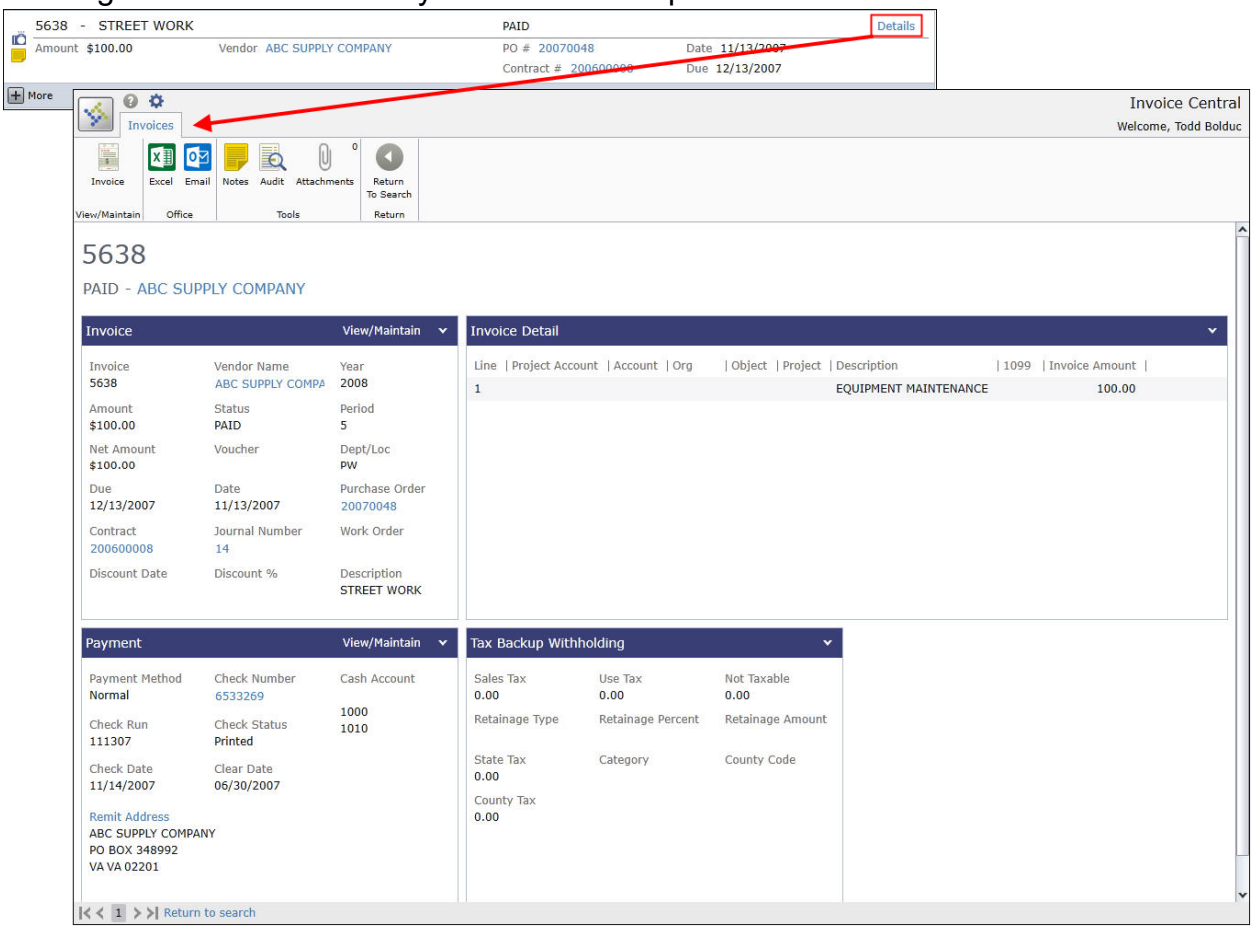
The TCM button is not currently active in this location in Invoice Central.

Click the vendor name to open the vendor record in Vendor Central. If the invoice contains an associated purchase order or contract, clicking the purchase order or

contract number opens the record in Purchase Order Central or Contracts Central.



Clicking the **Details** link in any invoice record opens the detail view for that invoice.



Available Panes

The following table provides a brief description of the available detail panes for the Invoice Central program.

The header of each pane contains an arrow button. Clicking the arrow button expands or collapses a pane. If no information is available for a pane, the program indicates that no records are found. Click **View/Maintain** on a pane header to open the Munis program that is used to view or update the displayed record.

Pane	Description
Invoice	Contains general information about the invoice record. Use the **Vendor Name** link to view the vendor record in Vendor Central.

Pane	Description
Invoice Detail	Lists the detail lines that appear on the invoice. Click a line to view its liquidation details, if applicable.
Payment	Contains payment information for the invoice. Clicking the **Check Number** link opens the Vendors program for the vendor to which payment was made. To view the vendor's remit address on a map, click the **Remit Address** link.
Tax Backup Withholding	Displays tax related invoice data

Ribbon

The ribbon in Invoice Central provides the following options.

Option	Description
View/Maintain	
Invoice	Opens the Modify Invoices program, with the current invoice as the active record.
Office	
Excel	Exports the current invoice information to a Microsoft® Excel® workbook. Each information pane is exported to a separate tab in the workbook.
Email	Creates an email message using your default email program. The message contains a link to the invoice record in the message body.
Tools	
Notes	Displays a dialog box that contains comments that have been entered about the invoice in Munis. You cannot enter new notes using the dialog box. It is for informational purposes only.
Audit	Displays the audit history of the invoice record.
Attachments	Opens Tyler Content Manager, which displays attached documents and files associated with the invoice record. If your organization does not use Tyler Content Manager, this option does not function.
Return	
Return to Search	Returns to the main Invoice Central program screen.