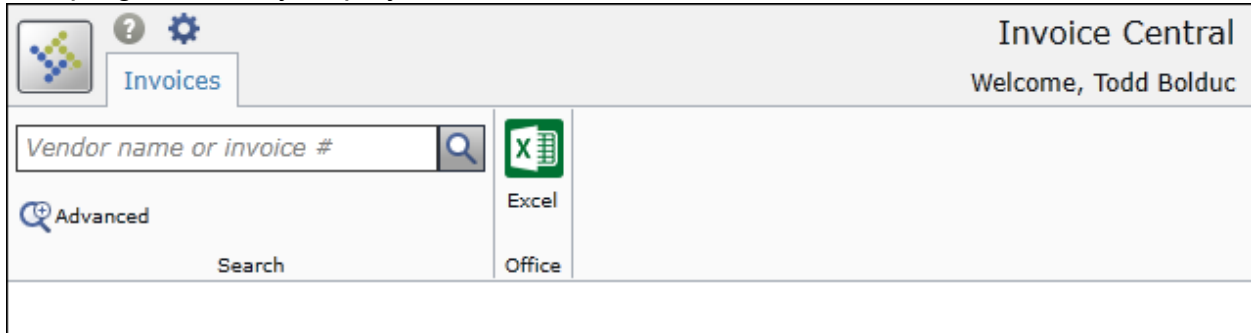
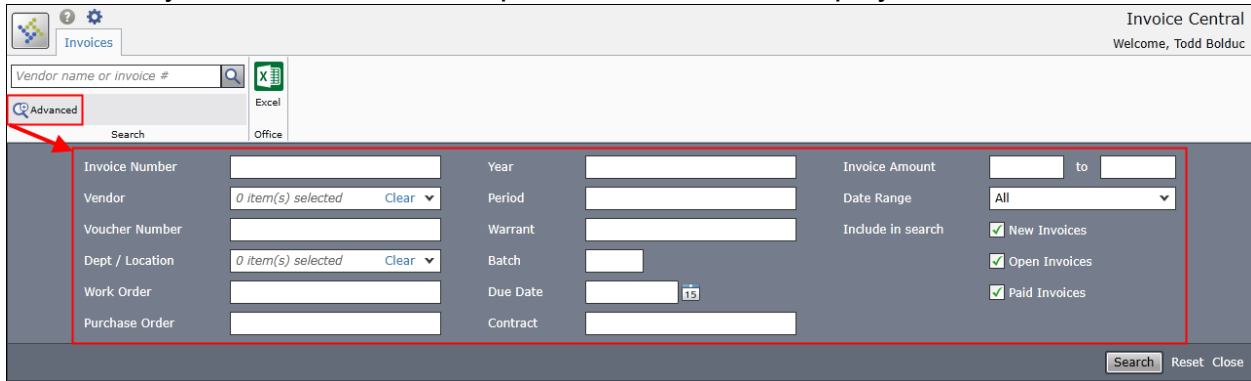


Invoice Central

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.

Invoice Central
Welcome, Todd Bolduc

Vendor name or invoice # [Search] [Excel] [Office]

Advanced Search

Invoice Number: [] Year: [] Invoice Amount: [] to []
 Vendor: 0 item(s) selected [Clear] Period: [] Date Range: All [v]
 Voucher Number: [] Warrant: [] Include in search: New Invoices
 Dept / Location: 0 item(s) selected [Clear] Batch: [] Open Invoices
 Work Order: [] Due Date: [15] Paid Invoices
 Purchase Order: [] Contract: []

[Search] [Reset] [Close]

Invoices (259)

5762 - COMPRESSOR, BARE UNIT (NOT MOU)	APPROVED	Details
Amount \$1,000.00 Vendor ABC SUPPLY COMPANY	PO # 20090002 Date 11/07/2008	Contract # Due 11/17/2008
[More]		
5785 -	APPROVED	Details
Amount \$100.00 Vendor ABC SUPPLY COMPANY	PO # Date 12/09/2008	Contract # Due 12/19/2008
[More]		
5814 -	APPROVED	Details
Amount \$120.00 Vendor ABC SUPPLY COMPANY	PO # Date 01/15/2009	Contract # Due 01/25/2009
[More]		
5862 - Refund of overpayment for Inv #10109	APPROVED	Details
Amount \$5.42 Vendor ABC SUPPLY COMPANY	PO # Date 03/13/2009	Contract # Due 03/23/2009

<< 1 2 3 4 ... >> [] [] []

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.

Invoices (111)

Summary Format

Number	Description	Status	Vendor	Amount	PO #	Contract #	Date	Due
144	Office Supplies	PAID	ABC SUPPLY COMPANY	1,000.00			03/28/2006	04/07/2006
59j989380	ABRASIVES	APPROVED	ABC SUPPLY COMPANY	600.00	20060031		04/19/2006	04/29/2006
294	Office Supplies	PAID	ABC SUPPLY COMPANY	4,500.00	20060011		06/08/2006	06/30/2006
296	OFFICE SUPPLIES	PAID	ABC SUPPLY COMPANY	1,350.00	20060014		06/08/2006	06/30/2006
297	COPY PAPER - SPECIALIZED HIGH	PAID	ABC SUPPLY COMPANY	959.70	20060015		06/08/2006	06/30/2006

Invoices (111)

Detail Format

5884 - PAYMENT FOR SUPPLY SHIPMENT	PENDING	Details
Amount \$50.00 Vendor ABC SUPPLY COMPANY	PO # Date 03/06/2013	Contract # Due
[More]		
5888 - PAYMENT FOR SHIPMENT OF TOOLS	PENDING	Details
Amount \$1,500.00 Vendor ABC SUPPLY COMPANY	PO # Date 03/15/2013	Contract # Due
[More]		

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

Invoices (111)									
Number	Description	Status	Vendor	Amount	PO #	Contract #	Date	Due	
309	ABRASIVES	PAID	ABC SUPPLY COMPANY	395.00	20060031		06/08/2006	06/30/2006	
59j989380	ABRASIVES	APPROVED	ABC SUPPLY COMPANY	600.00	20060031		04/19/2006	04/29/2006	
5644	ACOUSTICAL TILE, INSULATING MA	APPROVED	ABC SUPPLY COMPANY	300.00	20080021		12/01/2007	12/11/2007	
301	ADDRESSING, COPYING, MI	PAID	ABC SUPPLY COMPANY	8,075.00	20060020		06/08/2006	06/30/2006	
5618	AIR COMPRESSORS AND ACCESSORIE	APPROVED	ABC SUPPLY COMPANY	644.10	20070058		11/08/2007	11/18/2007	

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.

5888 - PAYMENT FOR SHIPMENT OF TOOLS PENDING [Details](#)

Amount \$1,500.00 Vendor ABC SUPPLY COMPANY PO # Date 03/15/2013

Contract # Due

More

General | Payment | Tax Backup Withholding |

Year 2009 Net Amount \$1,500.00 Discount Date

Period 8 Journal Number Discount Percentage

Dept/Loc 135 Work Order Voucher 97

| General **Payment** Tax Backup Withholding |

Payment Method Check Number Check Status

Check Run Check Date Clear Date

Cash Account

| General | Payment **Tax Backup Withholding** |

Sales Tax Retainage Type State Tax

Use Tax Retainage Percent Category

Not Taxable Retainage Amount County Code

County Tax

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.

5888 - PAYMENT FOR SHIPMENT OF TOOLS PENDING [Details](#)

Amount \$1,500.00 Vendor ABC SUPPLY COMPANY PO # Date 03/15/2013

Contract # Due

More

Comments for invoice #5888

TOOL SHIPMENT

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.

5638 - STREET WORK	PAID	Details
Amount \$100.00	Vendor ABC SUPPLY COMPANY	PO # 20070048
		Date 11/13/2007
		Contract # 200600008
		Due 12/13/2007
More		

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

5638 - STREET WORK	PAID	Details
Amount \$100.00	Vendor ABC SUPPLY COMPANY	PO # 20070048
		Date 11/13/2007
		Contract # 200600008
		Due 12/13/2007
More		

Invoices			Invoice Central		
Welcome, Todd Bolduc					
Invoice	Excel	Email	Notes	Audit	Attachments
View/Maintain	Office	Tools	Return To Search	Return	
5638					
PAID - ABC SUPPLY COMPANY					
Invoice			Invoice Detail		
Invoice	Vendor Name	Year	Line	Project Account	Account
5638	ABC SUPPLY COMPA	2008	1		
Amount	Status	Period			
\$100.00	PAID	5			
Net Amount	Voucher	Dept/Loc			
\$100.00		PW			
Due	Date	Purchase Order			
12/13/2007	11/13/2007	20070048			
Contract	Journal Number	Work Order			
200600008	14				
Discount Date	Discount %	Description			
		STREET WORK			
Payment			Tax Backup Withholding		
Payment Method	Check Number	Cash Account	Sales Tax	Use Tax	Not Taxable
Normal	6533269		0.00	0.00	0.00
Check Run	Check Status	1000	Retainage Type	Retainage Percent	Retainage Amount
111307	Printed	1010			
Check Date	Clear Date		State Tax	Category	County Code
11/14/2007	06/30/2007		0.00		
Remit Address			County Tax		
ABC SUPPLY COMPANY			0.00		
PO BOX 348992					
VA VA 02201					
Return to search					

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.

