

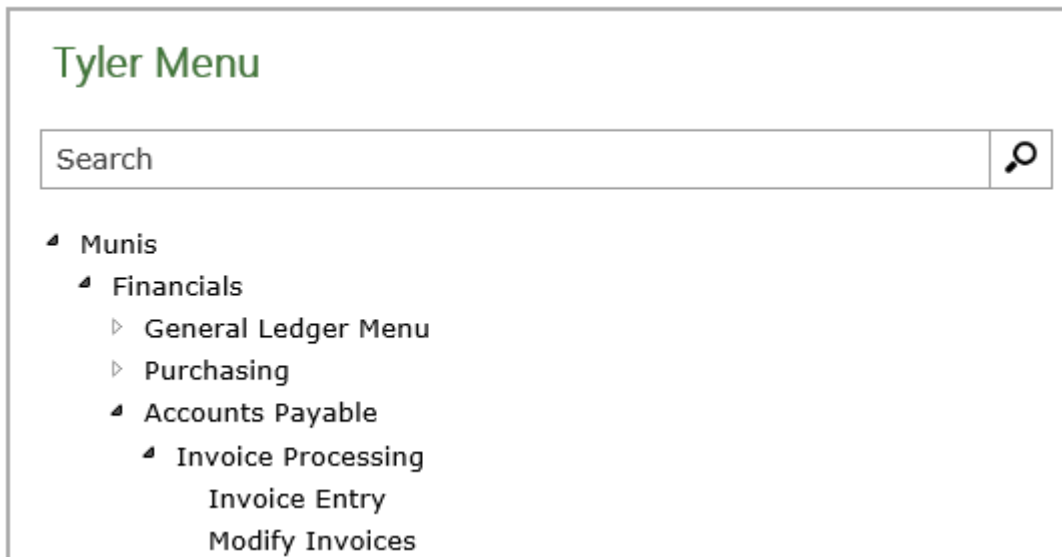


## Modifying Invoices

This module is for making corrections to Accounts Payable items that have either not been posted or have been posted and paid. Every correction must be approved on paper by an accountant and this approval must be scanned into TCM (Tyler Content Manager).

Open the Modify Invoices program.

*Financials > Accounts Payable > Invoice Processing > Modify Invoices*



Click Define.

## Modifying Invoices

Modify Invoices - Munis [Racine County]

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HOME

Accept
Cancel
Search
Browse
Query Builder
Add
Update
Delete
Global+
Duplicate
Print
Text file
PDF
Excel
Word
Email
Schedule
Attach
Notes
Audit
Maplink+
Return
Alerts

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**Journal Information**

Effective date	<input type="text" value="11/11/2016"/>	x	📅	
Year/period	<input type="text" value="2016"/>	<input type="text" value="11"/>	<input type="text" value="NOV"/>	
Journal description	<input type="text" value="VOID"/>			

**Invoice to Modify**

Vendor	<input type="text" value="1455"/>	...	📁	CASSITY TREE SERVICE INC
Document	<input type="text" value="53"/>			
Invoice	<input type="text"/>			

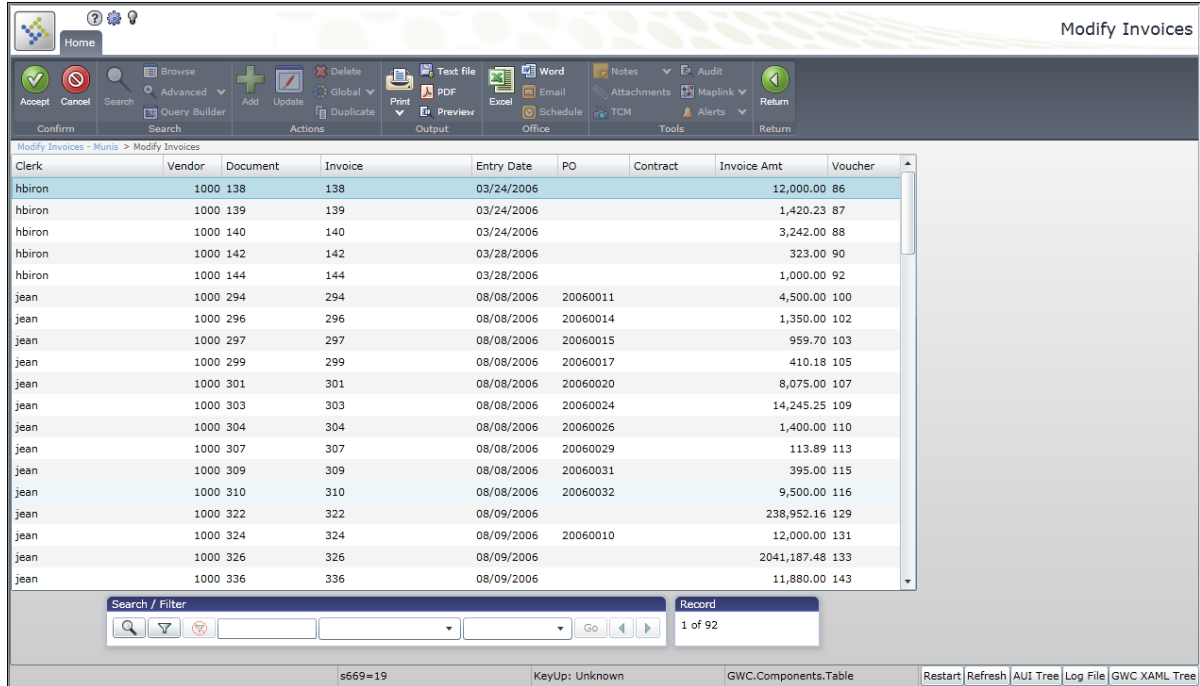
Complete the fields, as required, using the following table as a guide.

Field	Description
<b>Journal Information</b>	
Effective Date	This box contains the date the changes affect the general ledger. The current date is the default value, but you can change this.
Year/Period	These boxes contain the fiscal year and period associated with the invoice. When you update an invoice, the program posts changes to this year and period.
Journal Description	This is a required field containing the description for the journal entry. The description can contain up to 10 alphanumeric characters.
<b>Invoice to Modify</b>	
Vendor	This box contains the number of the vendor for which the invoice is intended. You can enter one-time pay vendors, which are included in the results list when you click the field help  button to select a vendor. After you enter the vendor number, the program displays the vendor name, and the yellow folder button becomes accessible. Click the folder button to view the vendor record.
Document	This is a unique 12-character document identifier for the invoice.
Invoice	This is the 20-character number for the invoice.

After completing the fields, click Accept

## Modifying Invoices

If the vendor number is the only criteria defined, the program displays the invoice record; if multiple records meet the criteria, the program displays the matching invoices in a browse screen.

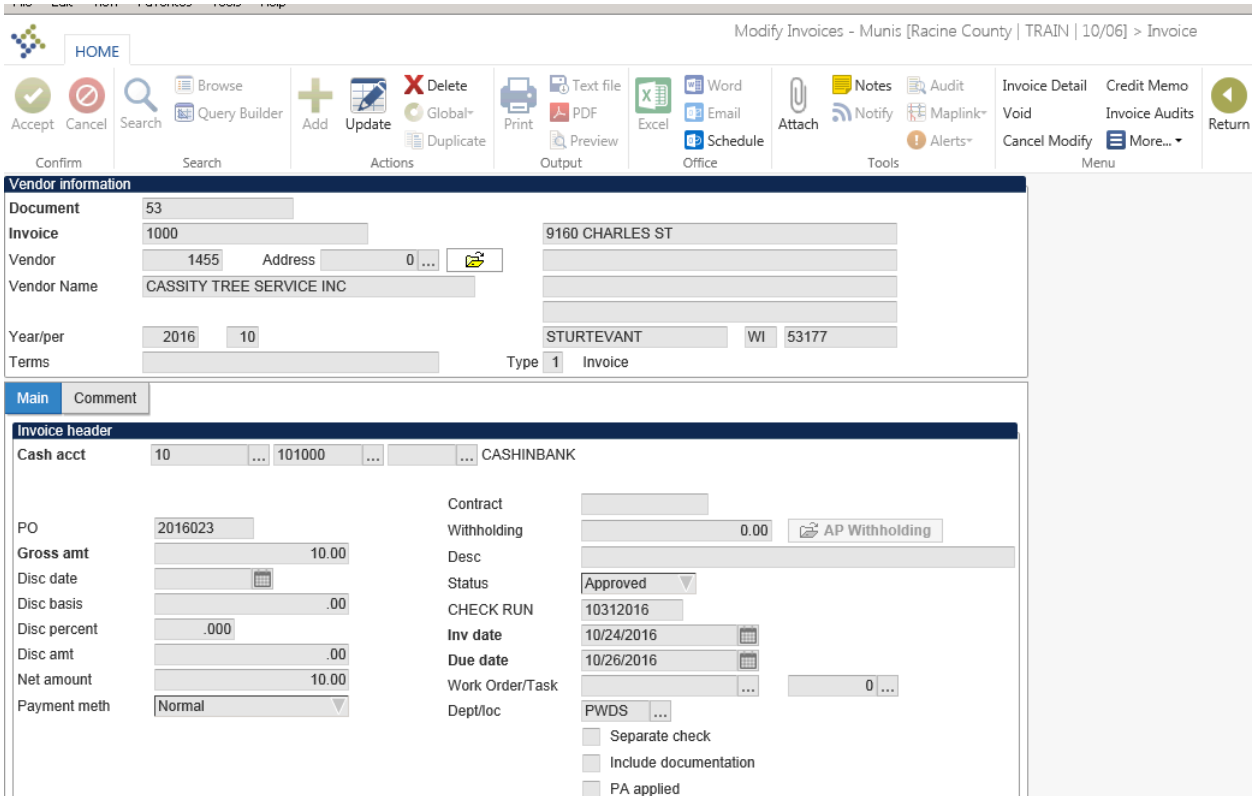


Clerk	Vendor	Document	Invoice	Entry Date	PO	Contract	Invoice Amt	Voucher
hbiro	1000	138	138	03/24/2006			12,000.00	86
hbiro	1000	139	139	03/24/2006			1,420.23	87
hbiro	1000	140	140	03/24/2006			3,242.00	88
hbiro	1000	142	142	03/28/2006			323.00	90
hbiro	1000	144	144	03/28/2006			1,000.00	92
jean	1000	294	294	08/08/2006	20060011		4,500.00	100
jean	1000	296	296	08/08/2006	20060014		1,350.00	102
jean	1000	297	297	08/08/2006	20060015		959.70	103
jean	1000	299	299	08/08/2006	20060017		410.18	105
jean	1000	301	301	08/08/2006	20060020		8,075.00	107
jean	1000	303	303	08/08/2006	20060024		14,245.25	109
jean	1000	304	304	08/08/2006	20060026		1,400.00	110
jean	1000	307	307	08/08/2006	20060029		113.89	113
jean	1000	309	309	08/08/2006	20060031		395.00	115
jean	1000	310	310	08/08/2006	20060032		9,500.00	116
jean	1000	322	322	08/09/2006			238,952.16	129
jean	1000	324	324	08/09/2006	20060010		12,000.00	131
jean	1000	326	326	08/09/2006			2041,187.48	133
jean	1000	336	336	08/09/2006			11,880.00	143

Double-click the record to maintain.

## Modifying Invoices

The program opens the Invoice Header screen. The Invoice Header screen contains general information about the invoice, such as the vendor, address, invoice description, status, and gross amount.



Click Update .

The program makes the following fields accessible, which is determined by the invoice status.

An unposted invoice is the most flexible, allowing deletion from the database or changes to the following fields:


PO Number	Comment, Description
Invoice Date	Amounts
Dept/Loc	Org, Object, and Project
Separate Checks Status	PO lines (can be added or deleted)


## Modifying Invoices

Posted invoices allow changes to the following fields:

PO Number	Description
Dept/Loc	Org, Object, and Project
Comments	

No deletion of records from the database is allowed (would require the voiding of a check)

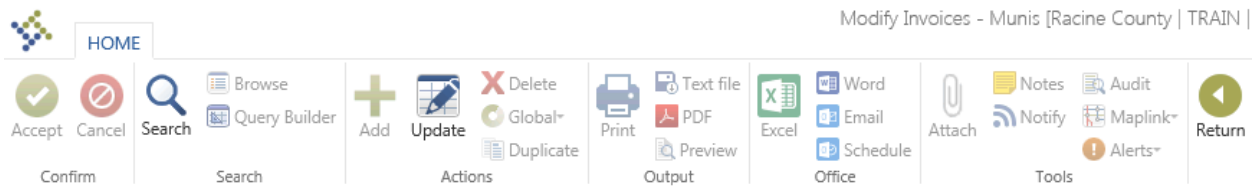
Make the necessary changes and click Accept .

Click  **Attach** to scan and attach your approved correction. Click Return on the ribbon to close the screen and post the changes.

To make a change to the general ledger accounts for an invoice:

1. Click Invoice Detail.  
The program displays the Detail screen.
- 2.

Modify Invoices - Munis [Racine County | TRAIN |





**Invoice header**


Vendor	1455	CASSITY TREE SERVICE INC
Document	53	Invoice 1000
Net amount		10.00

**Invoice detail**

Line	Org	Object	Project	PO	Amount	1099	A	Bud
1	13500000	441500		2016023	10.00	N - NON-EMPLOY	N	1

Click Update  on the Munis ribbon to make your changes.  
The program makes the fields accessible for updating.

Make the necessary updates, and then click Accept  to save the changes.

Click  **Attach** to scan and attach your approved correction. Click Return on the ribbon to close the screen and post the changes.



## Modifying Invoices

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Other update options:

To restore the invoice to its original state, click Cancel Modify. You must click Cancel Modify prior to exiting the maintained invoice in order to successfully restore the invoice to its original state.

To void an invoice, click Void. Only invoices with a status of Approved or Held are eligible to be voided. The status is updated to Void.

Note: When a check is voided, the associated invoices are updated to an approved status to be included in the next check run. If you do not want the invoice included in the next check run, use the Modify Invoices program to void the invoice itself.

There is no Output/Post option in the Modify Invoices program. Once you close the screen, the program posts any journals associated with the change and updates the invoice.

The status change to the invoice reflects any changes that were made. Voiding an invoice updates the status to Void. A paid invoice remains in a Paid status, unless the check is voided. If the check is voided, the invoice status is updated to Approved. An approved invoice is included in the next check run, unless manually updated through the Modify Invoices program. If the invoice is modified, the invoice will be routed through the Workflow Approval process for approval.

If you change the amount or general ledger account fields, the program makes adjusting journal entries as necessary. The general ledger update occurs when you close the Modify Invoices program.