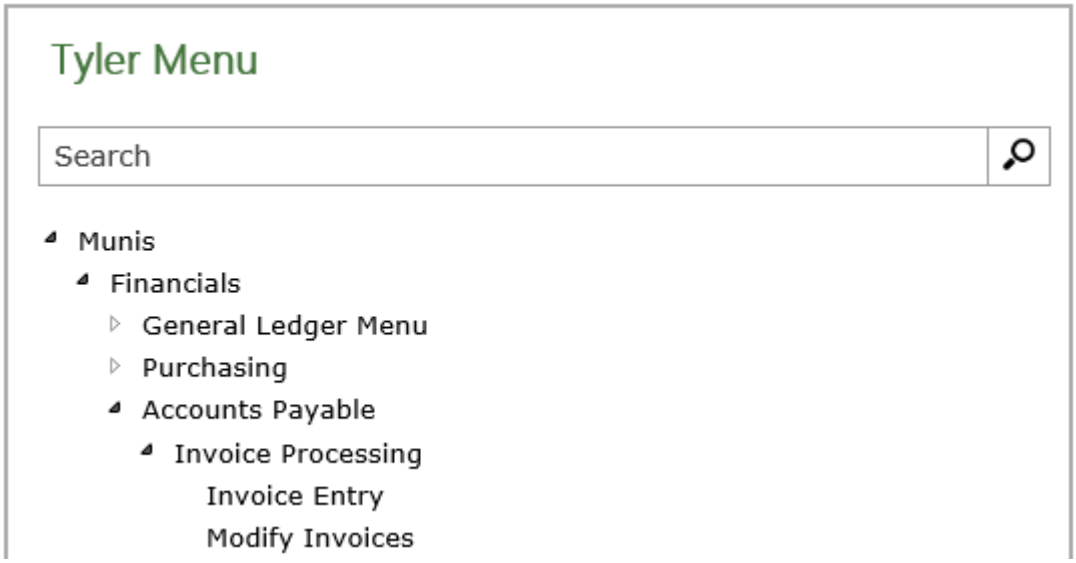
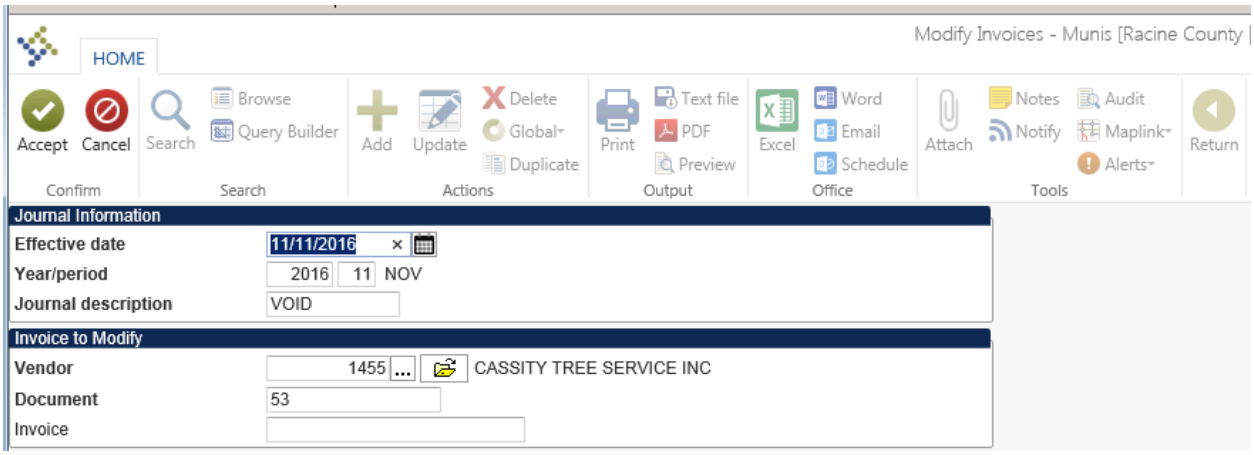
Modifying Invoices

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.



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

Field	Description
Journal Information	
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.
Invoice to Modify	
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.

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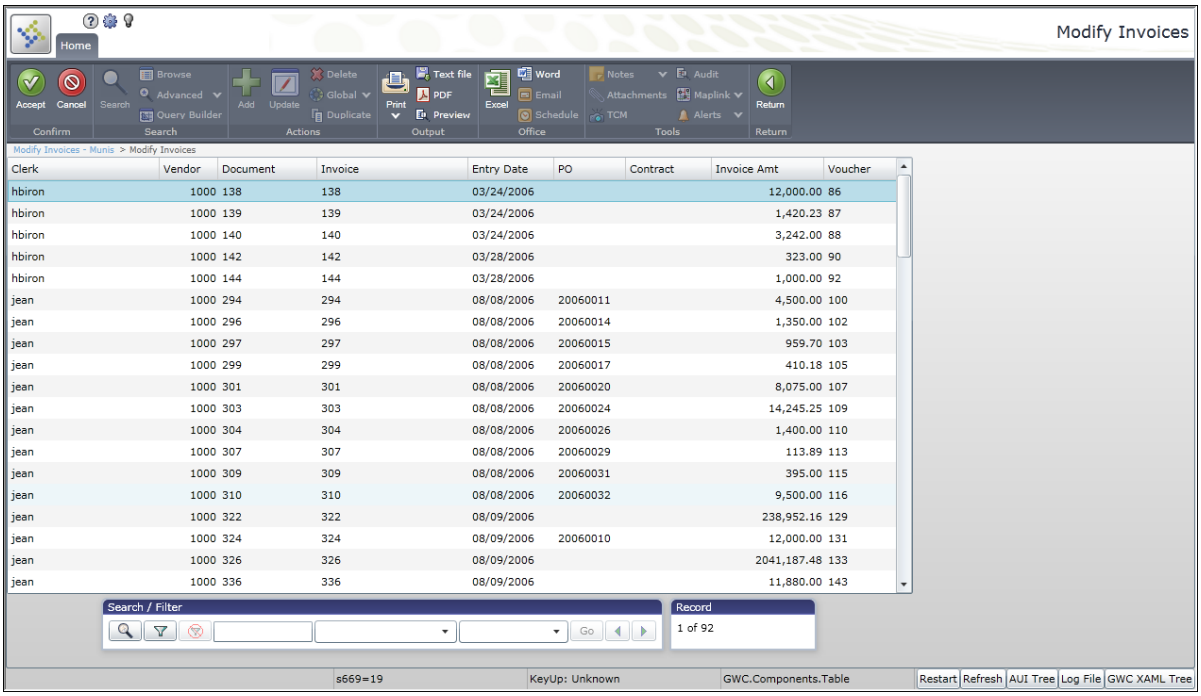
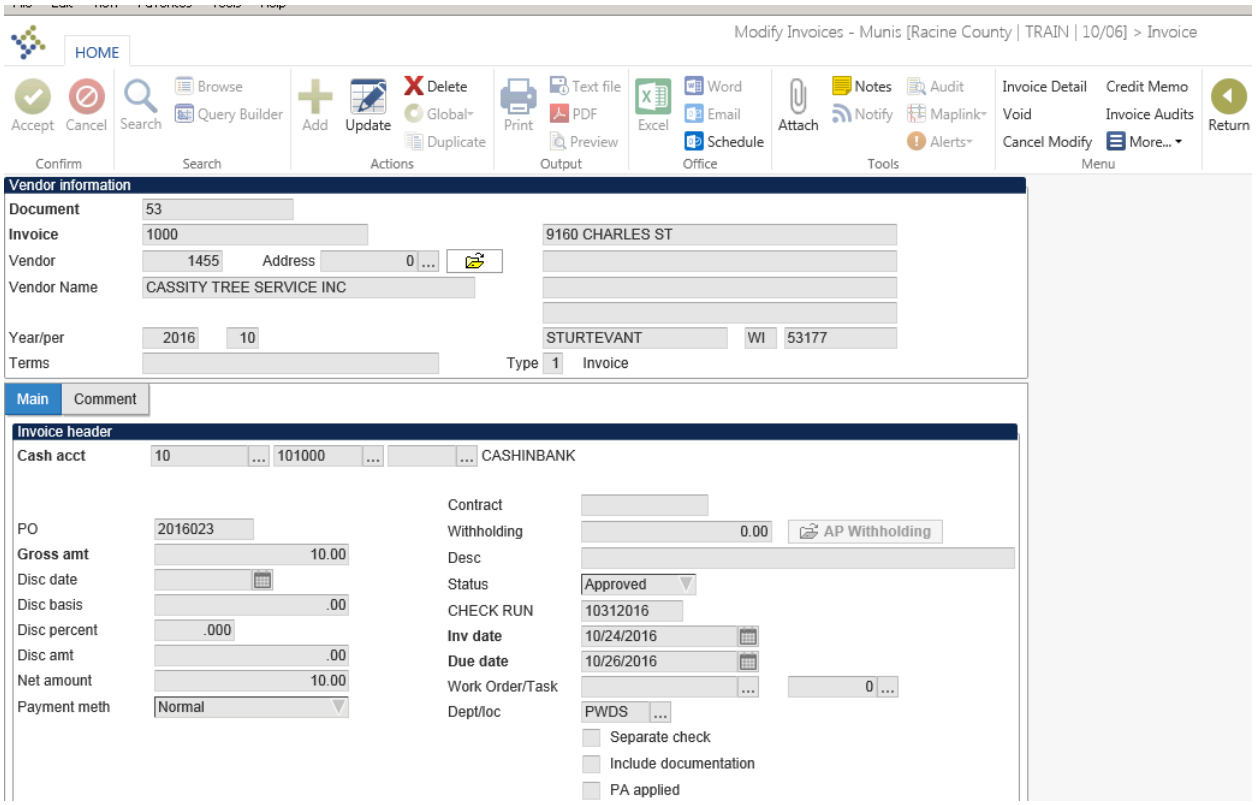
If the vendor number is the only criteria defined, the program displays the invoice record; if multiple records meet the criteria, the program displays the matching invoices in a browse screen.



Double-click the record to maintain.

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)

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Posted invoices allow changes to the following fields:

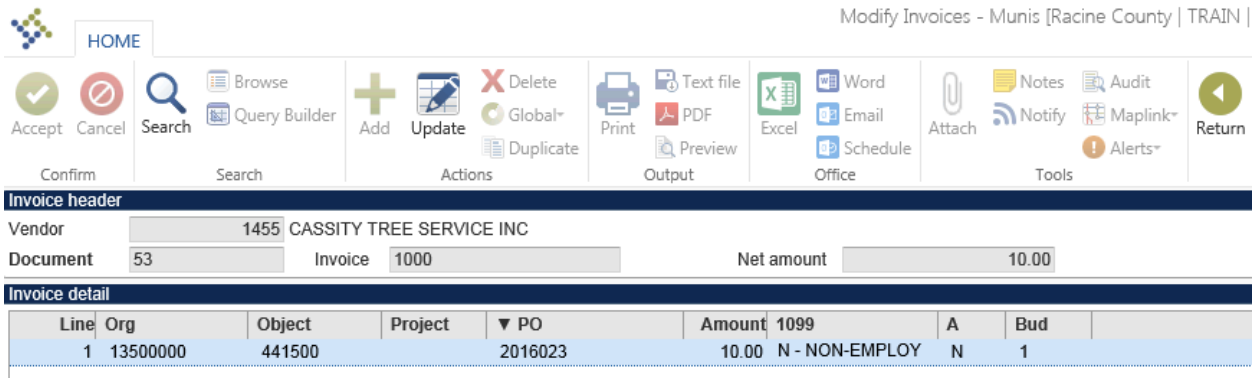
PO Number	Description
Dept/Loc	Org, Object, and Project
Comments	

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. 

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.

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.