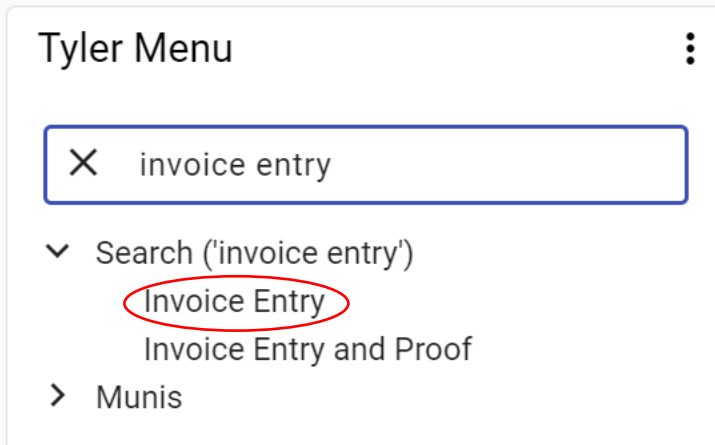


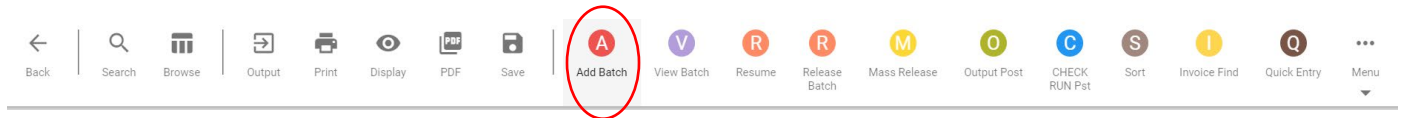


Entering SAF Invoices in Munis

1. Search and select “invoice entry” in the Tyler Menu on the home screen:



2. Click on “Add Batch” in the top ribbon:



3. On the next page, the batch number, effective date, year/period, and due date will be auto populated and should not be updated.
4. The fund should be updated to reflect the fund specific to your school (61 for high schools, 62 for middle schools, and 63 for elementary schools).

Fund * ...

5. The cash account is your schools SAF Cash Account Number. Once the cash account is entered, a description appears to the right of the account number that should match your school location.

Batch Information

Batch *

Effective date *

Year/Period * MAR

Fund * ... High School Student Activity

Cash account * ...

6. The check run is your schools 3 digit location number:

CHECK RUN



7. Your screen should now look like this:

← | ✓ | ✕
Back | Accept | Cancel

Batch Information

Batch * 7123

Effective date * 03/12/2021

Year/Period * 2021 | 9 | MAR

Fund * 61 High School Student Activity

Cash account * 61.000.9115.711444.000.0000.000. Cash-Shabazz Student Activi

CHECK RUN 140

Due date 03/12/2021

Enable TCM invoice barcode label printing

Default warrant/group for invoices in the batch.

8. Click "Accept":

← | ✓ | ✕
Back | Accept | Cancel

9. On the next screen, you will enter the invoice information including the vendor number, address (remit) number, invoice number, total, description, and invoice date:

← | ✓ | ✕ | V | J | C | C
Back | Accept | Cancel | View Address | Journal Info | Credit PO | Credit Contract

Invoice

Year 2021

PO Receiving

Contract c/o DOYLE - BPA

Vendor * 739204 GAUSMANN HALEY A

Address 0

Terms

Invoice * TEST +1

Gross * 1.00

Description TEST

Status On Hold

Department 511T

Work order

Work order task 0

Allocation 0

Requisition

Liq method Line

Discount date Disc basis .00 CHECK RUN 140

Discount % .000 Disc amt .00

Net amount 1.00

Payment method Normal

Check/Wire

Invoice date * 03/12/2021

Received date * 03/12/2021

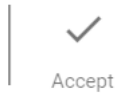
Due date * 03/12/2021

Separat
 Include
 PA appl
 Release

Double check that all information entered matches the invoice before proceeding



10. Click “Accept”:



11. In the account field, enter the account number that is being used to pay the invoice:

Accounts Line Items

Line	PA Type	Project Account	T	Account	F
1				61.065.0341.620165.000.0000.000.	

12. Click “Accept”:



13. A “Print Labels” screen will come up, click “Back”:



14. This completes the invoice entry for this invoice. If you have additional invoices to enter to pay using SAF funds, click the “Add” button in the top ribbon and repeat steps 9-14:



15. Once you have entered all invoices to be paid with SAF, click “Back”:



16. SAF checks are printed on Tuesdays and Thursdays. Once you have confirmed your check printer is on and the check stock is loaded, an email including the batch number (found on the batch information screen) should be sent to both Natalie Rew and Haley Gausmann on Tuesday or Thursday before 2:30 for processing. Natalie or Haley will let you know when your check(s) have been printed and will request a confirmation that the check has been received.