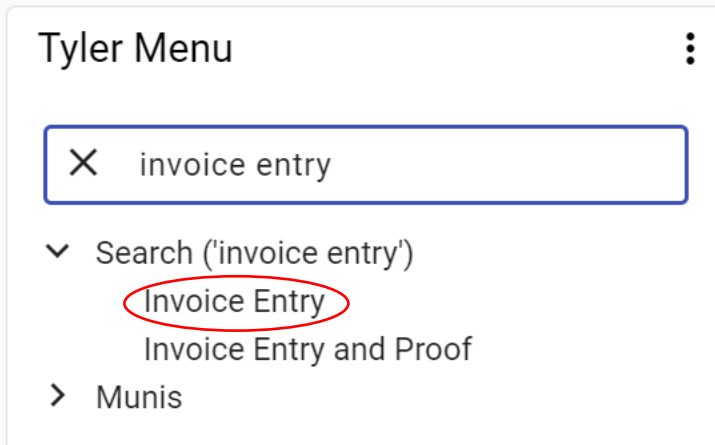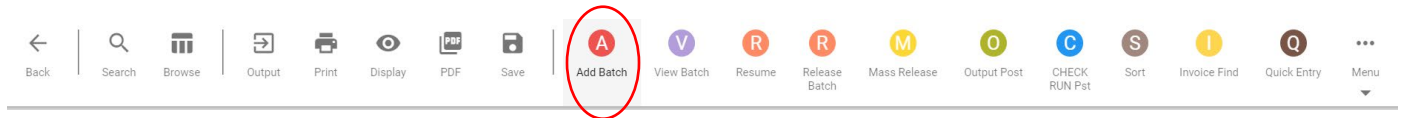# Entering SAF Invoices in Munis

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).

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.

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

CHECK RUN   140

7. Your screen should now look like this:

8. Click "Accept":

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:

Double check that all information entered matches the invoice before proceeding

10. Click "Accept":

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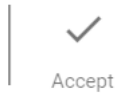
11. In the account field, enter the account number that is being used to pay the invoice:

Accounts   Line Items

Line	PA Type	Project Account	T	Account	
1				61.065.0341.620165.000.0000.000.	

12. Click "Accept":

✓
Accept

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

←
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:

+
Add

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

←
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.