

## Group Entry

Group Entry allows for multiple invoices to be keyed against a single purchase order without the requirement of adding each individually. It is a modified entry format that requires minimal information for each invoice. Once generated, the system will create an invoice record for each line of group entry saving time with data entry.

Note: Group Entry must liquidate a purchase order.

*Financials>Accounts Payable>Invoice Processing>Invoice Entry*

1. Click Group Entry from the Menu group of the ribbon.
2. Complete Batch Header.
3. Click Accept.  
The system will display the Group Entry screen.

The screenshot displays the 'Group Entry' interface. At the top is a ribbon with tabs for 'Accept', 'Cancel', 'Search', 'Advanced', 'Query Builder', 'Add', 'Update', 'Duplicate', 'Delete', 'Global', 'Print', 'PDF', 'Excel', 'Word', 'Email', 'Schedule', 'TCM', 'Notes', 'Attachments', 'Maplink', 'Audit', 'View Address', 'Menu', and 'Return'. Below the ribbon is the 'Liquidation Information' section, which includes the following fields and controls:

- PO year:** 2013
- PO number:** [Empty field] with a 'Receiving' button to its right.
- Vendor:** 0
- Discount %:** 0.000
- Liquidation Amount:** 0.00
- Open Amount:** [Empty field]
- Close PO when fully liquidating

Below the liquidation information is a table with the following columns: Line, Document, Invoice, Gross Amount, Net Amount, CHECK RUN, Date, Description, and # Pgs. The table is currently empty.

At the bottom of the screen is the 'Invoice Totals' section, which includes the following fields:

- Gross:** [Empty field]
- Net:** [Empty field]

4. Enter the Purchase Order Year and Purchase Order Number, or click the field help to choose from a list of purchase orders.  
The system will populate the vendor information.
5. Enter the total liquidation amount. This should be the sum of all invoices to be entered.

Invoice Entry - Munis [Tyler Connect 2013] > Group Entry

**Liquidation Information**

PO year: 2011    PO number: 2013    Receiving

Vendor: 1000    ABC SUPPLY COMPANY

Discount %: 0.000

Liquidation Amount: 1,000.00

Open Amount: 12,500.00

Close PO when fully liquidating

Line	Document	Invoice	Gross Amount	Net Amount	CHECK RUN	Date	Description	# Pgs
1	5984	5984	100.00	100.00		02/15/2013	SANDER	1
2	5985	5985	250.00	250.00		02/15/2013	SANDER	1
3	5986	5986	400.00	400.00		02/15/2013	SANDER	1
4	5987	5987	250.00	250.00		02/15/2013	SANDER	

**Invoice Totals**

Gross: 1,000.00

Net: 1,000.00

- Enter the invoice number, gross amount, invoice date, description, and number of pages (if utilizing batch scanning) for each record. Enter invoices until the Gross equals the Liquidation amount indicated above.

**Invoice Totals**

Gross: 1,000.00

Net: 1,000.00

- Click Accept to save the entries.
- Click Gen Invoices from the Menu group of the ribbon to create the invoice records. The system displays the batch header with the total invoices included in the batch.  
NOTE: You will be prompted to print labels if utilizing batch scanning.

Invoice Entry - Munis [Tyler Connect 2013]

**Batch Information**

**Batch**

**Effective date**

**Year/Period**   FEB

**Fund**  ... GENERAL FUND

**Cash account**  ...  ...  ... CASH

**CHECK RUN**

**Due date**

Enable TCM invoice barcode label printing

**Invoice count**

**Amount total**

**Vendor hash**

Released

- Resume the batch and continue adding additional invoices or continue processing the batch as the site procedures require.