

Accounts Payable Procedures



CHANGES EFFECTIVE 8/1/2011

As part of our ongoing efforts to improve our ability to track, manage and audit financial records, and to provide employees the ability to access valuable information, we have implemented TCM (Tyler Content Manager) in Munis. This will allow Munis users to see scanned images of Purchase Orders, AP Vendor Checks and paid Vendor Invoices.

During FY 2011, Accounts Payable processed 155,795 invoices and issued 37,542 checks to 8,098 vendors in payments totaling \$214,012,264.70. With the implementation of TCM, we must scan each invoice and associated documents into the system. As we have previously indicated, the following list of changes must be adhered to for this to be a success:

- ① Only one (1) invoice/receipt per 8.5 x 11 sheet.
- ② A Receipt/Invoice/Attachment smaller than 8.5 x 11 must be firmly affixed (**taped on all four sides**) to an 8.5 x 11 sheet of white paper.
- ③ Vouchers [Payment & Travel] and multi-page invoices must have only 1 (one) staple in the upper left corner.