Commonwealth of the Northern Mariana Islands (CNMI)

Department of Finance

ACCOUNTS PAYABLE

INVOICE ENTRY

POLICY AND PROCEDURES

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SECTION 1: PURPOSE

The Standard Operating Procedure (SOP) establishes clear, consistent, and compliant procedures for processing invoices associated with purchase orders (POs) and contracts within the Department of Finance – Accounts Payable (AP) Section. It ensures that all payments are processed in accordance with CNMI laws, applicable regulations, and internal control requirements. The procedure supports accurate financial reporting, timely vendor payments, and responsible use of government funds through standardized procedures in Munis financial system.

Section 1.1. Definition and Acronym

- **Accounts Payable (AP)** – The finance function responsible for processing and managing payments owed by an organization to vendors or suppliers for goods and services received.
- **Contract** – A legally binding agreement between two or more parties that outlines the terms, conditions, obligations, and rights governing the exchange of goods, services, or other commitments.
- **Invoice** – A formal document issued by a vendor requesting payment for goods delivered or services rendered. It typically includes quantities, pricing, dates, and payment terms.
- **Munis ERP (Tyler Munis Enterprise Resource Planning)** – A financial and administrative software system developed by Tyler Technologies and used by government agencies to manage functions such as financials, procurement, human resources, and budgeting. ERP refers to Enterprise Resource Planning, a system that integrates multiple business processes into a unified platform.
- **Vendor** – An individual or business entity that provides goods or services to an organization, typically under a purchase order or contract, and receives payment upon invoicing.

Section 1.2 Effective Date

The Accounts Payable Invoice Entry Policies and Procedures will take effect in Fiscal Year 2026, beginning **March 27, 2026**. The following requirements and activities will be implemented and enforced from that date forward.

SECTION 2: INVOICE PROCESSING POLICY

Section 2.1 Policy Statement

The Accounts Payable Section is responsible for ensuring that all payments related to contracts, purchase orders (POs), and other authorized obligations are processed accurately, timely, and in accordance with established guidelines. Payments shall only be issued when all required documentation has been submitted, verified, and approved by an authorized expenditure authority. Vendors must maintain full compliance with CNMI business requirements, including holding a valid tax clearance issued by the Division of Revenue and Taxation.

Section 2.2 Invoice Submission Requirements

The invoice process begins when vendors submit original invoices to the Department of Finance – Administrative Services Division. Each invoice must reference a valid purchase order or contract, when applicable, to ensure proper traceability and accurate matching.

Section 2.3 Verification and Matching Requirements

Upon receipt, AP staff shall review the original invoice to verify its validity. This includes confirming that:

- The invoice corresponds to an approved PO, contract, or other obligation document.
- Goods or services have been delivered or performed as specified.
- The invoice amount does not exceed the obligated amount.

During the review process, AP staff must ensure that the invoice matches the PO, receiving report, or service confirmation. Any discrepancies must be documented and communicated promptly to the initiating department or vendor for resolution. No payment may proceed until all discrepancies are resolved.

Section 2.4 Invoice Entry and Documentation Standards

All approved invoices must be entered (vouchered) into the Munis system. AP staff are responsible for ensuring that:

- Vendor information is accurate and current.

- The invoice number and invoice date match the original document.
- General ledger (GL) coding is correct and consistent with the obligation.

The invoice and all supporting documentation must be scanned and stored in the designated electronic folder to maintain a complete, auditable record. A payment request may only be submitted, and a payment voucher generated once all documentation has been verified and properly filed.

Section 2.5 Approval Workflow

Invoices must be routed through the established approval workflow to obtain all required departmental, financial, and budgetary approvals before payment is scheduled. No payment shall be processed without full workflow approval.

Section 2.6 Payment Processing

Once fully approved, payments will be processed in accordance with vendor terms, due dates, and the appropriate disbursement method (e.g., check, ACH, wire transfer). AP staff must ensure that payments are issued only after all policy requirements have been met.

Section 2.7 Incomplete or Insufficient Documentation

If documentation is incomplete, inaccurate, or insufficient, AP staff must notify the requesting department promptly. The AP Section will provide reasonable assistance to resolve issues; however, payment processing will not proceed until all required documentation is complete.

Section 2.8 Records Management

All invoice records and supporting documentation must be stored securely in accordance with the Department of Finance's records retention policy and applicable audit requirements. Records must remain accessible for audit, compliance review, and management oversight.

SECTION 3: INVOICE PROCESSING BY SOURCE TYPE

3.1 Processing Invoices with Purchase Orders Policy

Each agency or department is responsible for ensuring that all purchased items are properly received in Munis. For capital assets, receiving and verification must be completed by Property Management. No invoice may be processed for payment until the corresponding items have been received and appropriately signed off in the system. However, for regular invoices, no signature is required, as the receiving process itself serves as confirmation.

Vendors must submit invoices directly to the Department of Finance – Administrative Services Division. To ensure timely processing, all invoices must include a valid Purchase Order (PO) number. When entering invoice information into Munis, all data must be typed in **ALL CAPS** for consistency, and the correct cash account must be selected based on the applicable organization code.

Invoice numbers must be entered exactly as they appear on the vendor's invoice to maintain accuracy and prevent duplicate payment errors. Payment methods cannot be changed as the vendor file is set up during the vendor registration. Vendors can update payment method through the vendor self-service portal or by communicating through email using vendorhelp@dof.gov.mp for assistance. Invoice descriptions must match the descriptions listed on the corresponding PO.

Proper liquidation must be followed for both full and partial payments. Before releasing an invoice into the workflow, only essential supporting documents should be attached to avoid delays. Departments and agencies must conduct weekly follow-ups to monitor invoice status, ensure timely processing, and promptly address any rejections.

Procedure

When entering invoices that have a purchase order you must follow the following processes within Munis

1. Receiving
    a. Each agency/department is responsible for processing the purchase order receiving items in Munis ERP.
    b. Capital items are received by the CNMI Procurement Services – Property Management Section.
    c. Invoices cannot be paid unless items have been received.
    d. Do not enter invoices into the system if the purchase order has not been received.

2. Vendors are required to send invoices directly to the Department of Finance – Administrative Services Division. Vendors may deliver or mail invoices to any of the following Department of Finance locations authorized to process invoices with purchase orders (POs):

   a. Department of Finance Saipan: Capitol Hill
   b. Department of Finance Rota: Island of Rota
   c. Department of Finance Tinian: Island of Tinian
   d. Judiciary: Guma Husticia Building Finance Office

3. Invoice must reference a PO number

4. Invoices don't need a copy of the PO as a copy of the PO is in Munis with the invoice.

5. Enter all data for invoices in ALL CAPS

6. Use the correct Cash Account for your batches.
   a. For org codes beginning with a 1 (e.g., 11170300) or 5 (e.g., 51170100) the cash account is 9999.10000
   b. For org codes beginning with a 4 (e.g., 41170800) the cash account is 9999.10040
   c. If you forget to enter the correct cash account, you can update it in the Invoice Entry screen by selecting Journal Info and adjusting the cash account for each entry.

7. When verifying receiving as part of the 3-way match, enter the PO number and confirm that all items on the invoice have been fully received. If any items have not been received, email the department to verify whether the goods or services have been received. If they have, the department must return to PO receiving and complete the receiving process before the invoice can be entered. Invoice details must match the PO and receiving records as part of the 3-way matching process.

8. When entering an invoice, the invoice number needs to be as follows:
   a. If vendor provides an invoice enter exactly as invoice shows. Don't alter it.
   b. If there is no invoice number but an account number use the account number plus invoice or statement date (ex. 12345 051022)
   c. If there is no invoice number or account number, use short description of services and date. (ex. Donation 051022)

9. Payment Method (changes)
   a. Under no circumstances are you to change the payment method because the vendor wants a different payment method just for one payment (manual).
   b. If a vendor wants to change their payment method, they must go to VSS and change their payment method.

10. When liquidating:
   a. If paying the whole PO, click on Full Liquidate.
   b. If not paying the whole PO, you need to click modify then put in liquidated quantity and liquidated amount on the lines that are being paid.
   c. Then after clicking Accept, click Continue.
   d. Do not change the accounts once you get to the header page as these are tied to the PO.

11. Adding your documentation
    a. You only need to attach the invoice and any corresponding documentation.
    b. You don't need to attach a copy of the PO.
    c. When you click Add, click AP Invoice twice
    d. Do not click AP Invoice attachment (VERY IMPORTANT). This doesn't always show there is an attachment.
    e. Double check to make sure your attachment is there before you release into workflow.

12. Releasing into workflow
    a. Release invoices into workflow as you finish them
    b. Don't wait until you think you are done with the batch or until the end of the day or beginning of the next day.
    c. You need to follow up with your batches on a weekly basis to make sure they are being processed and to see it you have any rejections.

3.2 Processing Invoices with Contracts

When processing invoices tied to contracts, it is important that departments sign off on these invoices, as receiving is not applicable for contract-based purchases. Each invoice must include a valid contract number to ensure it is correctly linked to the corresponding agreement.

For consistency, all invoice data should be entered in ALL CAPS. Additionally, batch periods should align with the invoice dates to maintain accurate financial records, and the correct cash account must be used for each batch.

It is crucial to follow the correct invoice numbering conventions based on the vendor's information to avoid discrepancies. Payment methods cannot be changed as the vendor file is set up during the vendor registration. Vendors can update payment method through the vendor self-service portal or by communicating through email using vendorhelp@dof.gov.mp for assistance. Furthermore, invoice descriptions should match the descriptions found in the corresponding Contract, with any other-related funds clearly indicated.

Invoice descriptions must align with the details outlined in the contract, with funds clearly noted where applicable. For proper liquidation, departments should utilize the "Contract Accounts" section to input account details.

Before releasing invoices into the workflow, only the necessary documentation should be attached to prevent delays. Lastly, it is important to follow up on invoices weekly to track their processing status and address any rejections promptly.

Procedure

When entering invoices that have a CONTRACT you must follow processes within Munis including the workflow.

1. Receiving
    a. Each department must sign off on the invoice for a Contract as there is no receiving for Contracts at this time.

2. The vendor will submit the invoice to the Department of Finance – Administrative Services Division.

3. Invoice must reference a Contract number on it to be paid.

4. Invoices do not need a copy of the Contract.

5. Enter all data for Invoice in ALL CAPS.

6. When entering a batch, make sure the invoice date is the actual date of the invoice.

7. Use the correct Cash account for the batches.
    a. For org codes beginning with a 1 (e.g., 11170300) or 5 (e.g., 51170100) the cash account is 9999.10000.
    b. For org codes beginning with a 4 (e.g., 41170800) the cash account is 9999.10040.
    c. If you forget to enter the correct cash account, you can update it in the Invoice Entry screen by selecting Journal Info and adjusting the cash account for each entry.

8. When entering an invoice, the invoice number needs to be as follows:
    a. If vendor provides an invoice enter exactly as invoice shows. Do not alter it.
    b. If there is no invoice number, use the customer account number and invoice date (ex. 12345 051022)
    c. If there is no invoice number or account number use short description of services and date (ex. Donation 051022)

9. Payment method
    a. Under no circumstances are you to change the payment method because the vendor wants a different payment method just for one payment (manual).

    b. If a vendor wants to change their payment method, they must go to VSS and change their payment method. It will have to go to the VSS approval process for updates to happen. Vendors can also email vendorhelp@dof.gov.mp for assistance.
10. When liquidating:
    a. When you get to the account lines there is a skittle at the top that says “Contract Accounts” you must use that to put in the account information, or the contract will not liquidate properly.

11. Adding your documentation
    a. You only need to attach the invoice and any corresponding documentation.
    b. Double check to make sure your attachment Is saved there before you release into workflow.

12. Releasing into workflow
    a. Release invoices into workflow as you complete them.
    b. Do not wait until the batch is finished, the end of the day, or the next day.
    c. Follow up on your batches weekly to ensure they are being processed and to check for any rejections.

3.3 Processing Invoices Without a Purchase Order or Contract (Direct Payments)

For invoices that do not have an associated Purchase Order or Contract, vendors must send the invoices directly to the department. These invoices require a department signature because they typically involve recurring **operational charges such as utilities, communications, and fuel**. **ONLY operational invoices can be processed as direct payments**. All one-time payments must follow the standard procedures, including programs such as the CNMI Scholarship and CNMI SHEFA.

When entering invoice data, all information must be typed in **ALL CAPS** for consistency. Batch periods must align with the invoice dates to ensure accurate records, and the correct cash account must be selected for each batch.

Invoice numbers must follow the vendor's established numbering format to ensure proper tracking. Payment methods should not be changed unless the Treasury provides explicit instructions. Before releasing invoices into the workflow, attach only the required supporting documents to prevent delays.

Finally, to ensure efficient processing, it is important to follow up weekly to track the status of invoices and address any rejections promptly.

Procedure

1. The vendor will submit their invoices to the Department of Finance – Administrative Services Division to begin the process.

2. In some cases, invoices will have to be signed approve for payment by the department expenditure authority prior to vendor submitting the invoice to financial services.

3. Enter all data for invoices in ALL CAPS.

4. When entering a batch, make sure the invoice date is the actual date of the invoice.

5. Use the correct Cash account for the batches.
    a. For org codes beginning with a 1 (e.g., 11170300) or 5 (e.g., 51170100) the cash account is 9999.10000.
    b. For org codes beginning with a 4 (e.g., 41170800) the cash account is 9999.10040.
    c. If you forget to enter the correct cash account, you can update it in the Invoice Entry screen by selecting Journal Info and adjusting the cash account for each entry.

6. When entering an invoice, the invoice number needs to be as follows:
    a. If vendor provides an invoice enter exactly as invoice shows. Do not alter it.
    b. If there is no invoice number but an account number use the account number plus invoice date (ex. 12345 051022)
    c. If there is no invoice number or account number use short description of services and date (ex. Donation 051022)
    d. For Commonwealth Utilities Corporation (CUC) invoices, refer to SFM 2026-004 BILLING GUIDANCE.pdf

7. Payment Method
    a. Under no circumstances are you to change the payment method because the vendor wants a different payment method just for one payment (manual).
    b. If a vendor wants to change their payment method, they must go to VSS and change their payment method or email vendorhelp@dof.gov.mp for assistance.

8. Adding your documentation
    a. You only need to attach the invoice and any corresponding documentation.
    b. When you click ADD, click AP Invoice twice.
    c. Do not click AP Invoice Attachment (VERY IMPORTANT). This does not always show there is an attachment.
    d. Double check to make sure your attachment is there before you release into workflow.

9. Releasing into workflow
    a. Release invoices into workflow as you finish them.
    b. Do not wait until you think you are done with the batch or until the end of the day or beginning of the next day.
    c. You need to follow up with your batches on a weekly basis to make sure they are being processed and to see if you have any rejections.

SECTION 4: INVOICE WORKFLOW AND PAYMENT PROCEDURES

(Refer to Appendix A – AP Invoice Entry Flowchart)

4.1 Pre-Entry Checklist

Before entering an invoice, ensure the following:

- Invoice has prior approval by department expenditure authority (Internal Process)
- Review of funds availability (Internal Process)
- Correct GL expense account(s) are identified
- Project expense account(s) are determined (if applicable)
- Responsible Department is identified
- Supporting documents are properly scanned and ready for upload to Tyler Content Manager (TCM)

4.2 Create an Invoice Batch

To ensure consistent and accurate processing of invoices in the ERP System, all accounts payable personnel must follow the standard invoice entry procedure as outlined below. *(Refer to Appendix B for the Munis screenshots)*

1. From the Tyler Menu, click Financials > Accounts Payable> Invoice Processing > Invoice Entry

2. On the ribbon, click Add Batch. Tab through all fields, update only as necessary

3. Tab through Batch

4. Tab through Effective date, adjust as applicable

5. Tab through Year/Period – ***do not change this!***

6. Tab through Fund, system will default to 9999 – ***do not change this!***

7. Tab through Cash Account, adjust only for specific payment scenarios
    a. If you are paying out of Federal Funds you will need to change the Cash Account to 9999-10400.

b. If you are paying out of General Funds the Cash Account should be 9999-10000 and for Special Funds (Revolving) the Cash Account should be 9999-10000

8. Tab through CHECK RUN – ***leave this blank!***

9. Do not change the effective date on due date. The system will generate a net 30-days Effective Date

10. Continue to use the tab key function to navigate all the way to account allocation line.

11. Attached all required documents on Tyler Content Manager (TCM).

12. Click Accept, to continue. Or you may add additional invoices to the same batch, continue the same process.

13. Once you are done entering all invoices using the same batch, you may click on the Release Invoice button to release into the approval workflow.

14. Use the back button to bring you back to the invoice entry header, from here you will have to click on the "Output post" button to finalize posting on batch.

15. You are done!

Note*: Invoice Count, Amount Total* and *Vendor Hash* will automatically populate once an invoice is entered into the batch

For standard descriptions of all fields select **Help (?)** in the upper-right corner of the screen. AP Invoices may be entered against a Purchase Order, a Contract, or neither. When neither is used, the entry is considered a direct-entry AP invoice, which is the type you will be entering.

4.3 Create an Invoice Header

Invoice data must be entered correctly to ensure efficient processing, budget compliance, and transparency in payments. Users must adhere to the following procedures to avoid errors, delays, or audit issues. *(Refer to Appendix C)*

1. Tab through default Year

2. Tab through the PO and Contract fields (Not applicable)

3. Tab to Vendor and input or use the field help ... if you need to look up the vendor.
    a. If using a one-time pay vendor, the vendor information fields will pop up when you start tabbing.

4. Tab through the default vendor address, use the Field help ... to select an alternate Remit Address if needed.

5. Tab through Document as this will default

6. Enter the Invoice Number that is found on the Vendor's invoice or use the date such as 102421-short description. This field is only 20 characters long

7. Enter the Gross amount to be paid

8. Tab through the Payment Method, the default is Normal

9. Tab through Check/Wire field

10. Enter the description of what is being paid for.

11. Tab through Status

12. Tab through Voucher as this will default

13. Tab to Invoice Date, enter the date of the invoice.

14. Tab to Received Date, which should be the same date received at Administrative Services or at Department/Agency

15. Tab to Due Date, which should be 30 days after invoice date

16. Enter the Department the Invoice is being paid for

17. Tab through Allocation *(not being used)*

18. Tab through Requisition *(not applicable)*

19. Tab to Separate Check, select this box ***only*** when you want to generate a separate check for this Invoice.

20. Tab to PA Applied, check if Project Strings will be associated with the Invoice liquidation.

21. Click on Comments box. Enter invoice comments, if applicable.

22. You can enter as many invoices to one batch as you need as long as it is the same fund

If you get an error about the budget, then you need to inform the department to research and work with the following agencies to clear up the budget issues:

1. General Fund Budget: Office of Management & Budget
2. Federal Funds Budget: Department of Finance
3. Special Revenue Budget: Secretary of Finance

4.4 Attaching Documentation

1. Attach any documentation, including invoices or receipts

2. Save to AP Invoice

3. Click back button once you have attached your documents

4. Click Release Batch

in the ribbon to release the Invoice(s) into workflow

5. You can click on Resume

in the ribbon

6. You can click Approvers at the bottom of the screen to check on where the Invoice is in workflow

4.5 Making Changes in Invoice

1. From the Invoice Entry Batch Header Screen, click Resume. The program displays the Invoice Entry screen.
2. Use the navigation arrows at the bottom of the Invoice Entry screen to find the record to modify.
3. Click Update and modify the information, as required.
4. Click Accept, and then click Return on the toolbar to return to the batch header screen.

4.6 Releasing the Invoice Batch for Approval

1. Return to the Invoice Batch Header screen.

2. Click Release in the Toolbar. This changes the Status to Pending Approval – and starts the approval process for the Invoice. Once you have released the Invoice, you will be able to see it but will not be able to make changes to it.

Note: If you need to make changes to your Invoice after you have released it, you will click release in the ribbon a second time to resume edits.

SECTION 5: REVISION/VERSION HISTORY

** This Accounts Payable Invoice Entry policy and procedure will be periodically reviewed and updated to reflect changes in regulations or organizational requirements.*

Revision History

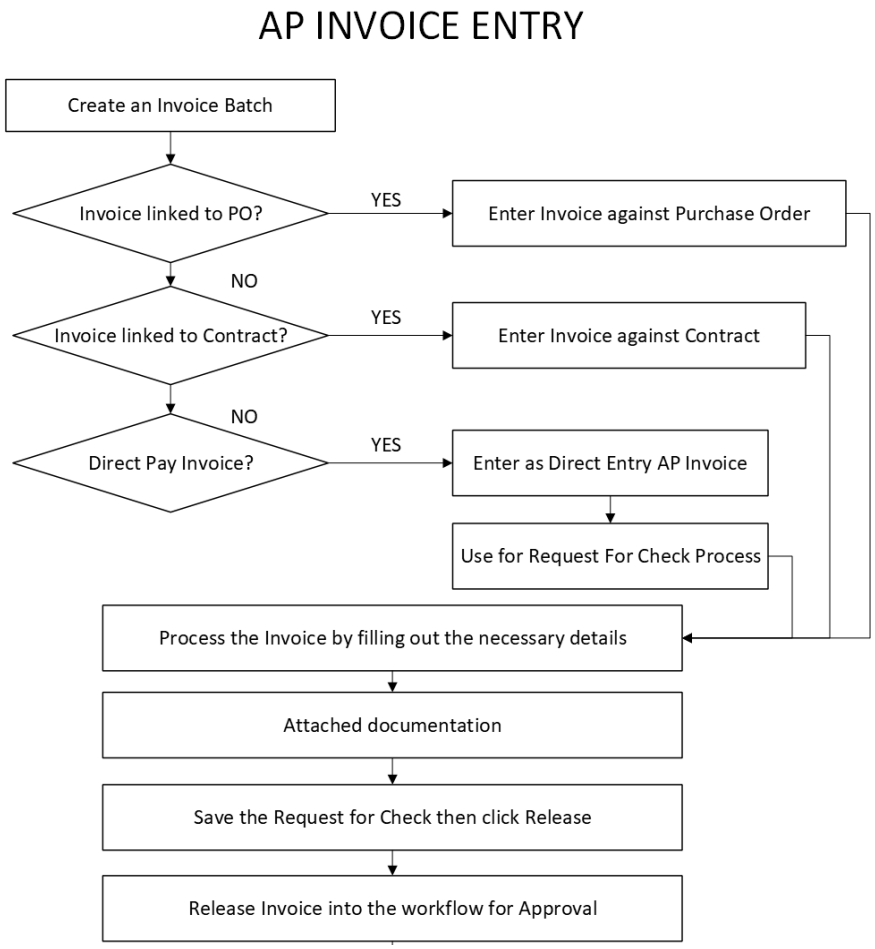
Originator:	Department of Finance, Financial Services Division
Effective Date:	03/27/26
Reviewed By:	Bernadita C. Palacios, Financial Services Director
Reviewer Signature:	
Approved By:	Tracy B. Norita, Secretary of Finance
Approval Signature:	
Procedure Purpose:	To establish standardized procedures for accurately entering and processing accounts payable (AP) invoices within the financial management system. This ensures timely vendor payments, adherence to regulatory requirements, strong internal controls, and accurate financial reporting. This policy promotes transparency, accountability, and consistency across all departments and among all vendors engaged in procurement or service agreements with the organization.

Version History:

Version Number	Version Date	Description of Change	Point of Contact
Version 1.0	*03.27.26*	*Initial Release*	*SOF Office*

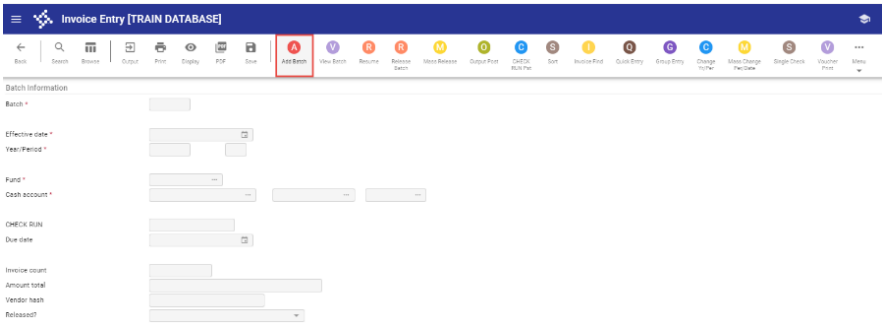
SECTION 6: APPENDICES

Appendix A: AP Invoice Entry Flowchart (Applies to POs and Contracts)



Appendix B: Creating an Invoice Batch Screenshots

1.



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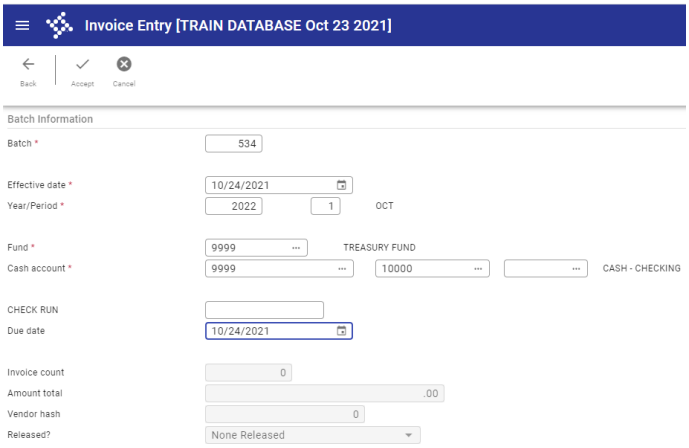

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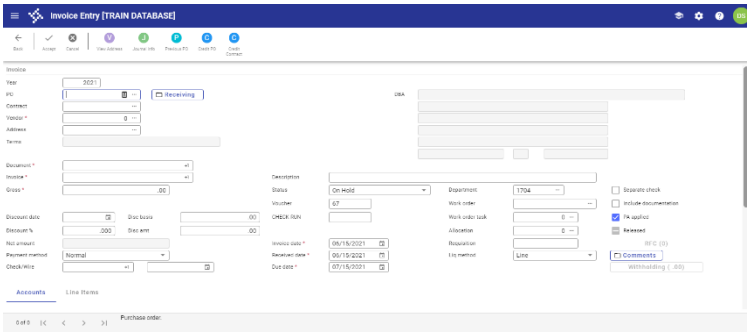
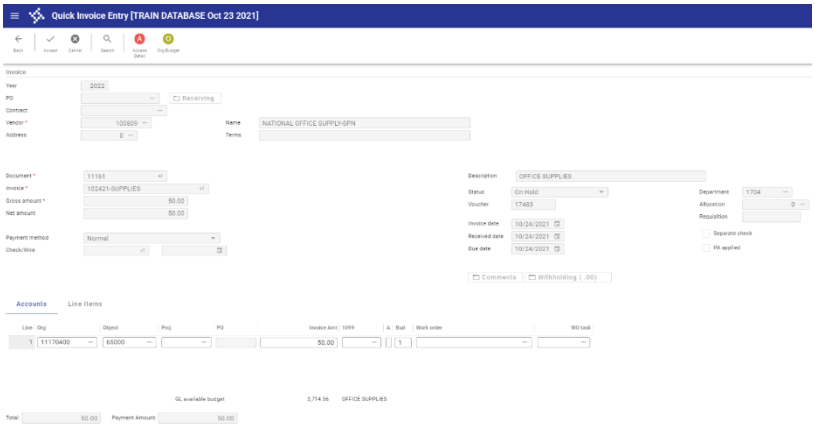
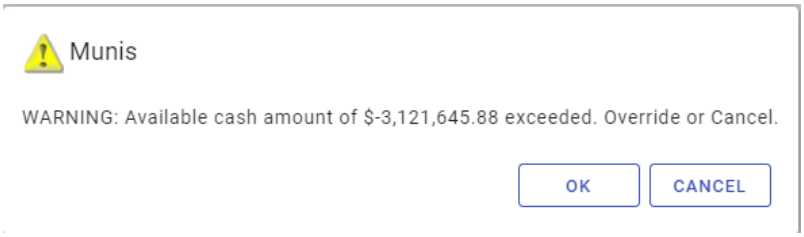


Appendix C: Creating an Invoice Header Screenshots

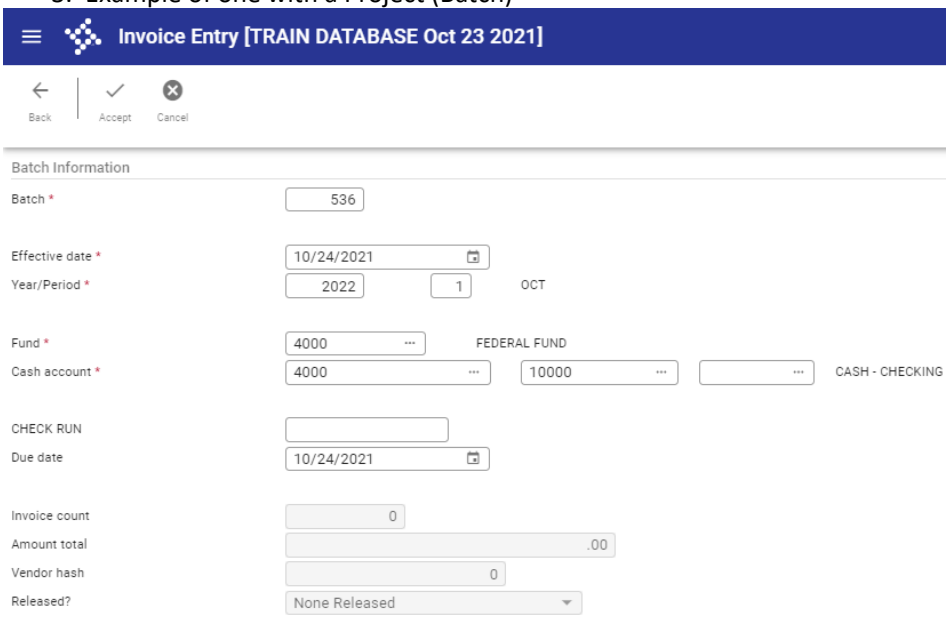
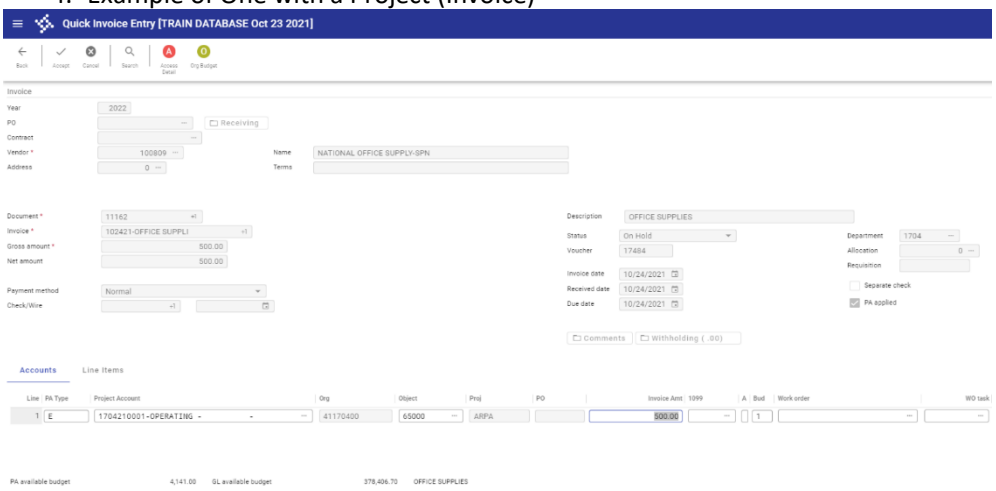
1.



2.



3. Example of one with a Project (Batch)



4. Example of One with a Project (Invoice)