
PAYMENT SERVICES USER MANUAL	1
ENTERING AND AUTHORIZING INVOICES	1
INTRODUCTION	1
BATCH NUMBERS	1
ENTER AN INVOICE	1
SEARCH FOR VENDORS OR PREVIOUS INVOICES	3
SEARCH FOR VENDORS	3
SEARCH FOR AN INVOICE	4
DUPLICATE INVOICE NUMBER WARNING.....	5
CREATE A GROUP	6
REVIEW AND AUTHORIZE THE INVOICE	6
SAVE THE INVOICE	7
E-MAIL NOTIFICATIONS	8
TO SEND AN E-MAIL NOTIFICATION	8
TO SEND E-MAIL NOTIFICATIONS FROM THE QUEUE	8
FISCAL CODING AND COST DISTRIBUTION	9

PAYMENT SERVICES USER MANUAL

ENTERING AND AUTHORIZING INVOICES

INTRODUCTION

The basic **Invoice** screen workflow is to enter, save, and authorize the invoice. You may enter invoices as soon as you receive them. You do not have to wait until the payment date to begin data entry, and you do not need to batch invoices with a batch header. In addition to the vendor name and dollar amount details of an invoice, you can use fields such as a **Group** name or an **Account** number to help identify and find invoices in the application.

Payment Services can now be used to pay Bank of America P-Card payments. You must put in an **Invoice Number** in Payment Services, but the Invoice Number will not be included when the batch is uploaded to STARS. The **Invoice Description** must begin with the agency's unique 16-digit account number. The remaining 14 characters can be descriptive information.

BATCH NUMBERS

If your agency records or tracks batch numbers, the "Today's Batch Number" is displayed at the top of the Payment Services page. When invoice payments are approved and released from Payment Services, they will be automatically assigned this batch number (this applies to all invoice payments released that day).

Figure 1 - Batch number in banner



ENTER AN INVOICE

1. Open Payment Services and select **Invoice**.
2. Click the **Invoice** tab if necessary. (Your Payment Services administrator can set up which screen appears first; therefore, your Payment Services may open on the **Status**, the **Invoice**, or some other screen.)
3. Press TAB or click in the data entry fields to move the cursor.

Only two fields are actually required to be able to initially *save* an invoice in Payment Services – the **Invoice #** and the **Total Amount**. However, the **Vendor #** is required to complete the fiscal coding on the **Distribute** screen.

Figure 2 – Invoice screen and the required fields

The screenshot shows the 'Invoice' screen with the following fields and values:

- Invoice #**: ADD4334 (circled in red)
- Invoice Date**: [Calendar icon]
- Payment Date**: [Calendar icon]
- Acct #**: [Empty]
- Vendor Name - Business Name**: [Empty]
- Address**: [Empty]
- City**: [Empty]
- State**: [Empty]
- Zip**: [Empty]
- Area Code**: [Empty]
- Phone #**: [Empty]
- Ext**: [Empty]
- Invoice Description**: [Empty]
- Comments**: [Empty]
- Total Amount**: 85.96 (circled in red)
- Vendor #**: [Empty]
- Sfx**: [Empty]
- Document #**: [Empty]
- PO #**: [Empty]
- Group**: [Dropdown menu]

Buttons at the bottom: Save & Continue, Save & Clear, New Invoice, Delete Invoice.

1. Enter the **Invoice #** (14 alphanumeric characters). This invoice number is sent to STARS and will print on a warrant stub. If you enter an invoice number that has been used before, a warning will be displayed. Click the **Possible Duplicate Invoice** warning to display some details about the other invoice. You can use the same invoice number if necessary. (See the [Duplicate Invoice Number Warning](#) section below.)
2. Enter the **Invoice Date** or select a date using the calendar icon.
3. Enter the **Payment Date** – the date the invoice will be sent from Payment Services to STARS. On the final Approval screen, this will populate both the **Payment Request Date** and the **STARS Effective Date** (however, changing the STARS Effective Date on the Approval screen will not change the Payment Date on the Invoice screen). If either **Invoice Date** or **Payment Date** is left blank, the current date will be automatically entered when the invoice is saved.
4. Enter an account number (17 alphanumeric characters) in the **Acct #** field. (This does not get sent to STARS and does not appear on warrants. This is not the Bank of America P-Card account number.)
5. Enter the **Vendor Name** and/or **Business Name** (40 alphanumeric characters each) and other vendor information. You can also enter a **Vendor Number** or use the Vendor Look up to search for a vendor. See [To Search for Vendor Numbers](#) below.
 - a. Enter the **Address**, the **City**, and the **State** (two character abbreviation), and the **Zip** (zip code).
 - b. Enter the **Area Code**, **Phone #**, and **Ext** (extension). The phone number must be entered as seven digits *without* a hyphen, e.g., 5552211.
6. Enter an **Invoice Description** (30 alphanumeric characters). Do not use special characters or symbols, including **&**, **'**, **“**, **<**, and ****. This description will be automatically entered on the line item of the **Distribute** screen. The description from the **Distribute** screen is sent to STARS, printed on the remittance advice to the vendor, and can be seen on reports.
 - If paying Bank of America P-Card, the **Invoice Description** must begin with the agency’s unique 16-digit account number. The remaining 14 characters in the Invoice Description field can be descriptive information.

7. Enter **Comments**. This is intended for notes or instructions to approvers, or for general information. This information does not get sent to STARS and does not appear on warrants. Do not use special characters or symbols, including **&**, **'**, **“**, **<**, and ****.
8. Enter the **Total Amount**. You can enter a negative amount using a minus sign (e.g., -250.00). If you do, then the amount will be displayed in parentheses (\$250.00) and the reversal (**R**) indicator will be automatically entered on the **Distribute** or **Multi Proc** screen.
9. Enter the vendor number (**Vendor #**) and the vendor number suffix (**Sfx**). (This is required to complete fiscal coding on the Distribute screen.) Click in the next field or press TAB and the name and address of the vendor will be automatically populated. You can search for vendor numbers by using the look up. See [To Search for Vendor Numbers](#) below. A vendor that has been added or activated in STARS will not be available in Payment Services until the day after it is entered in STARS.
10. Enter a document number (**Document #**), if needed.
11. Enter a purchase order number (**PO#**), if applicable.
12. Either enter a new group name or select one from the **Group** menu, if desired. **Group** is simply a tag to help find invoices, or used for creating reports. See the [Group section](#) below.
13. Click **Save & Continue** or **Save & Clear**. See the [Saving the invoice](#) section for more details. You can update the invoice even after you have saved the invoice - enter whatever information you need and click one of the Save buttons.
 - Click **Delete Invoice** to delete it.
14. Click the **Attachments** tab to attach scanned invoices or other documents for the invoice. See the [Attaching Scanned Invoices](#) document.
15. The invoice is ready to be authorized. Depending on how your administrator has set up your agency, invoices may be automatically authorized, or a person other than the invoice data entry person may authorize invoices. See the [Review and Authorize the Invoice](#) section. If you can authorize invoices, you can update any part of the invoice and save the changes even after the invoice has been authorized.

SEARCH FOR VENDORS OR PREVIOUS INVOICES

You can perform searches or “look ups” on two fields on the **Invoice** screen – **Invoice #** and **Vendor #**. These are indicated with an asterisk. Perform a look up in one of two ways:

- Click the asterisk next to the field.
- Place the cursor in the field and press F3.

For instance, to find a vendor number, click the asterisk next to **Vendor #** or place the cursor in the Vendor # field and press F3.

SEARCH FOR VENDORS

You can search for (or “look up”) a vendor name or number. A vendor that has been added or activated in STARS will not be available in Payment Services until the day after

it has been entered in STARS. For security purposes, SCO Web applications will not display a social security number as the vendor number.

To look up a vendor number:

1. Click the asterisk next to **Vendor #**.

Figure 3 - Vendor look up



2. Enter any combination of search criteria – **Name** (will search for vendor name and business name), **City**, **Vendor #**, etc. Use the wildcard symbol (the “%” sign) in any field to broaden the search. If the vendor name or person’s name contains an apostrophe, but the look up does not find it, do not use the apostrophe.
3. If the vendor is not found or the address of a vendor is incorrect, uncheck **Agency Vendors** and click **Find**. **Agency Vendors** finds vendors recently used by your agency in Payment Services. If you select a previously used Agency Vendor, Payment Services may automatically enter the current vendor information on the invoice.
4. If desired, uncheck **Agency Vendors** and enter the **Sort Seq** number to filter the search results. You cannot use **Sort Seq** with **Agency Vendors** checked.
5. Click **Find**. Click the column headers of the search results to sort the list, if needed.
6. Click **Select** next to a vendor number and the vendor related fields will be automatically filled in. Vendor information previously entered on the Invoice screen will be updated.

SEARCH FOR AN INVOICE

Look up an existing invoice to finish data entry, authorize, attach a document, etc., or reuse it for a new invoice. If you are looking for an invoice for research or auditing purposes, use the **Processed Invoice** or **Report** section of Payment Services.

1. On the **Invoice** screen, click the asterisk next to **Invoice #**.

Figure 4 - Invoice look up

2. Enter any combination of search criteria – Name (will search for vendor name or business name), City, Invoice #, etc. in the dialog box. You can enter just the first part of your search criteria, e.g., a vendor name or invoice number.
3. Click **Find**. Use the scroll bar at the bottom of the search results to view all of the column headers (e.g., **Address**, **Status**, etc). Click the column headers of the search results to sort the list, if needed.
4. Click **Select** next to an invoice number to open it. You cannot make changes to invoices already sent to STARS, but you can attach scanned documents. You could also reuse the same invoice data (vendor, description, etc.) by changing the **Invoice #** and clicking **Save As**.

DUPLICATE INVOICE NUMBER WARNING

Enter the invoice number in the **Invoice #** field, and then press TAB or click into another field. The application will validate the invoice number against existing invoice numbers that have been entered. If there is an existing invoice with the same invoice number, a red, hyper-linked message, **Possible Duplicate Invoice**, will be displayed. This is just a cautionary warning.

Figure 5 - Duplicate Invoice link

Click **Possible Duplicate Invoice** to see a summary of the existing invoice. Be sure it is not the exact same invoice as the one you are about to enter. If not, continue entering the invoice as is.

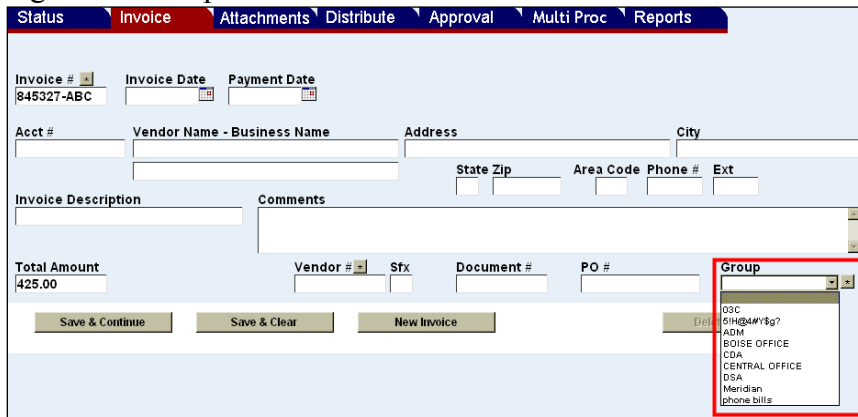
Figure 6 - Summary of duplicate invoice

CREATE A GROUP

Group is simply an optional tag to help categorize the invoices to be searched for by fiscal coders, approvers, or used for creating reports. Groups are created on the **Invoice** screen and do not require administrator rights. Once created, the names are saved globally and can be applied to any future invoices. A group cannot be deleted.

1. Enter the invoice as you normally would.
2. Type a name for the group in the **Group** field. Group names can be any combination of letters, numbers, up to 16 characters long. Do not use special characters or symbols, including **&**, **'**, **“**, **<**, and ****.
3. Click **Save & Continue** or **Save and Clear**.

Figure 7 - Group menu



The screenshot shows the 'Invoice' screen with a navigation bar at the top containing 'Status', 'Invoice', 'Attachments', 'Distribute', 'Approval', 'Multi Proc', and 'Reports'. The 'Invoice' tab is active. Below the navigation bar are several input fields: 'Invoice #' (845327-ABC), 'Invoice Date', 'Payment Date', 'Acct #', 'Vendor Name - Business Name', 'Address', 'City', 'State Zip', 'Area Code', 'Phone #', and 'Ext'. There are also fields for 'Invoice Description', 'Comments', 'Total Amount' (425.00), 'Vendor #', 'Sfx', 'Document #', and 'PO #'. At the bottom, there are buttons for 'Save & Continue', 'Save & Clear', 'New Invoice', and 'Del'. A red box highlights the 'Group' dropdown menu, which is open and shows a list of options: 'OSC', 'SHIB4M?\$', 'ADM', 'BOISE OFFICE', 'COA', 'CENTRAL OFFICE', 'OSA', 'Meridian', and 'phone bills'.

A Group name is useful if, for example, there are approvers who are responsible for approving only certain invoices, e.g., utilities. You could create a group called “Utilities” and all invoices labeled “Utilities” could easily be found on the **Status** screen.

It could also be used to group invoices for certain approvers to review. For instance, Employee A could put invoices in a group called Employee B. The approver, Employee B could then easily find them on the **Status** screen using the group name as the search criteria.

REVIEW AND AUTHORIZE THE INVOICE

Authorizing an invoice is an option that some agencies may use as a way to review the invoice - to verify the vendor or the appropriateness of the expenditure or other review criteria - before fiscal coding. However, an agency’s [Payment Services administrator](#) can set up a process so that an invoice is automatically authorized when it is saved.

The Payment Services administrator may also set up Authorizers as both an Authorizer and Fiscal Coder, or Authorizer and Approver, or whatever combination is best for the

agency. An invoice can be viewed on the **Distribute** screen, but the distribution grid will not be available until the invoice is authorized.

Authorization can be done in three different areas in the Payment Services application:

- Automatically authorized – this is set up by the Payment Services administrator. If enabled, no user intervention is required. Invoices would be ready for cost distribution as soon as they are entered and saved.
- **Approval** screen – click the **Authorize Invoice** button.
- **Multi Proc** screen – check invoices to authorize and save the changes.

Figure 8 - Authorize button on the Invoice screen

The screenshot shows a form with the following fields: Total Amount (\$25.00), Vendor # (930587431), Sfx (00), Document #, PO #, and Group. Below these are fields for Created by (TERESA) and Date (6/1/2006). A red box highlights the 'Authorize Invoice' button and the 'Authorized by' and 'Date' fields below it.

Each agency's processes will vary as to who authorizes invoices and when. Also, if you have been set up to authorize invoices, you can update any part of the invoice and save the changes even after the invoice has been authorized.

SAVE THE INVOICE

There are two options to save the invoice: **Save & Continue** and **Save & Clear**.

- **Save & Continue** will save the invoice as a record in a database. It will leave the Invoice with the data that you have entered on screen. This option would be useful to enter several invoices from the same vendor and need only to change an invoice number, amount and description.
- **Save & Clear** will save the invoice as a record in a database and clear the fields on the Invoice screen. This option would be useful to enter a new invoice from a different vendor.

When saved, the user's name and the date are automatically saved in the **Created by** and the **Date** field. To start over with the invoice, click **New Invoice** to clear the screen without saving.

Figure 9 - Save options

The screenshot shows the same invoice form as Figure 8, but with the 'Created by' field set to JAMES and the Date to 6/1/2006. At the bottom of the form, a red box highlights the 'Save & Continue' and 'Save & Clear' buttons. Other buttons visible include 'Authorize Invoice', 'New Invoice', and 'Delete Invoice'.

E-MAIL NOTIFICATIONS

When the invoice is authorized on the **Invoice** or **Approval** screen and e-mail functionality is enabled by your administrator, an e-mail dialog box will appear.

Figure 10 - E-mail notification

Invoice # A3KE/103	Send Queue	Name
Acct # 11263-652	CAROL TU ANH JAMES PATTI STEVEN DAN MERIDETH	Address
Invoice De REFERENC	Comments please review asap	Vendor # Sfx
Total Amot		

TO SEND AN E-MAIL NOTIFICATION

1. Highlight the recipient's name. Hold down CTRL and click the left mouse button to highlight multiple names.
2. Type a comment if desired. Do not use special characters or symbols, including &, ', ", <, and \.
3. Click **Send** or **Queue**.
 - Send will send the e-mail immediately.
 - Queue will save e-mail messages in a queue to be sent later in the day. If you do not open the queue to send an e-mail, the application will send it automatically by the end of the day.
 - Queue will store *multiple* e-mail messages for the same recipients, but only send *one* e-mail for each recipient. The one e-mail will contain messages regarding each invoice.
4. After sending or queuing, a verification message will appear. Click **OK** and then click **X** in the corner of the e-mail dialog box to close.

TO SEND E-MAIL NOTIFICATIONS FROM THE QUEUE

If you do not open the queue to send an e-mail the application will send it automatically by the end of the day. To send e-mails that are in the queue right away, do the following:

1. Click **E-mail** in the top menu bar

Figure 11- E-mail queue menu

PmtSvcs Menu	Applications	Logoff	E-mail			
Status	Invoice	Attachments	Distribute	Approval	Multi Proc	Re
Invoice #	Invoice Date	Payment Date	Account #	Vendor		

2. By default, all recipients are selected. Uncheck the check box in the **Send** column if you do not want to send an email to a particular person. However, any unsent e-mails in the queue will be sent automatically at the end of business day.
3. Click **Edit** next to an invoice and recipient to change the recipient for that invoice message. Note: This may clear all of the check marks for all recipients.
4. Select a recipient's name from the **Email To** menu.

Figure 12 – Editing the E-mail queue

Send	Invoice	Email To	Comments
<input type="checkbox"/>	951	DAH	please review this
<input type="checkbox"/>	951	TU ANH	please review this
<input type="checkbox"/>	987654	DAH	
<input type="checkbox"/>	987654	CAROL TU ANH	
<input type="checkbox"/>	987654	JAMES	
<input type="checkbox"/>	987654	PATTI	
<input type="checkbox"/>	987654	STEVEN	
<input type="checkbox"/>	987654	DAH	
<input type="checkbox"/>	987654	MERIDETH	

5. Type **Comments** if desired. Do not use special characters or symbols, including **&**, **'**, **“**, **<**, and ****.
6. Click **Update** to save the change. (Click **Cancel** to cancel the change.)
7. To prevent a recipient from receiving an e-mail, click **Delete** next to the invoice(s) invoice and recipient.
8. Select **Check All** if necessary. (You could select **Check All** and uncheck individual boxes in the **Send** column to not send e-mails for certain invoices and recipients.)
9. Click **Send** to send all selected e-mails from the queue.

FISCAL CODING AND COST DISTRIBUTION

After an invoice is saved and authorized, it is ready for fiscal coding and/or cost distribution. If e-mail notification has been enabled and is used as described above, the person responsible for fiscal coding/cost distribution will be notified that invoices are ready. See the Approval or Multi Proc documentation for details.