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PAYMENT SERVICES USER MANUAL

ENTER FISCAL CODES AND DISTRIBUTE COSTS

INTRODUCTION

After an invoice has been entered and authorized, it is ready for fiscal coding. From the Payment Services main menu, click **Invoice**. Select an invoice from the **Status** screen to open the **Distribute** screen. This allows you to enter the fiscal codes for the invoice and, if needed, to distribute the invoice payment among Indexes, PCAs, Encumbrances, and related Funds, etc. An **Invoice Look Up** is also part of this section. See the [Invoice Look Up section](#) below for more information.

Entering the Transaction Code (TC) will automatically highlight other fiscal code fields required by the TC. Several fiscal codes (including the TC) can be 'looked up' and used to automatically populate other related fiscal codes. Refer to the [Fiscal Code and Cost Distribution Data Entry Fields](#) document for descriptions of the fields.

- You can also use a template with fiscal codes already entered and distributed by dollar amount or by percentages of the total invoice amount. See the [Using a Template document](#).
- If importing a Purchase Order from the Purchasing application, [click here for instructions](#).

Once the fiscal coding is completed, it will be ready for an Approver.

BATCH NUMBERS

In addition, if your agency records or tracks batch numbers, **Today's Batch #** 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



SELECT AN INVOICE

From the Payment Services main menu, click **Invoice**, and then select an invoice that is awaiting cost distribution or is in progress from the **Status** screen. When an invoice is selected, the **Distribute** screen will open and you can enter the fiscal codes and distribute, or “split”, the costs. Depending on your agency’s process, do one of the following to open the **Distribute** screen:

1. Click **Select** next to an invoice on the **Status** screen. The status of the invoice should read “Awaiting Cost Distribution” or “Cost Distribution in Progress”. (You can search for invoices or sort the invoice list - see the Status screen documentation for details).
2. After saving and authorizing the invoice on the **Invoice** screen, click the **Distribute** tab. (See the **Distribute** tab in the example above.)
3. Open the **Invoice** screen, use the **Invoice Look Up** to find and select the invoice, and then click the **Distribute** tab. (See the Invoice document for details.)

ENTER FISCAL CODES

The **Distribute** screen will display the invoice details and a distribution grid in which the fiscal codes are entered and costs are distributed. A few notes about certain fiscal codes:

- **Vendor name or number**: The vendor cannot be changed on the **Distribute** screen. The fiscal coding must be completed and then the Approver would have to “unapprove” the invoice back to the Authorization stage where the Vendor Number can be changed.
- **Invoice Amount**: If the invoice amount is incorrect, click the **Invoice** tab and change the amount. (The **Total Amt** and **Distributed Amt** must match to complete cost distribution.)
- **Grant or Project number 999999**: Payment Services does not allow a Grant or Project number 999999 to be manually entered and will error if that number is used. Use the look up in Payment Services to select a valid Grant or Project.

You can save your work on the fiscal coding/cost distribution without having to enter anything in the required fiscal code fields. However, required fields must be completed when the distribution is marked as complete.

1. In the distribution grid, enter a transaction code in the **TC** field on the first row and press **TAB** or click into another field, and the transaction code will be validated. When the TC is validated, other fiscal code fields required by the TC will be highlighted. (Since Payment Services is a *payment* system, use a TC that will create a warrant or EFT.)

Figure 2 – Fiscal Code fields

Del	Dup	TC	R	Ref Doc	Sfx	BFY	Amt	Mod	Invoice Description	Index	PCA	Exp Sub	Dtl	Rev Sub	Dtl
		230				2015	29.56		NOTARY STAMP RH						

2. If paying an encumbrance, enter the encumbrance document number in the **Ref Doc** and **Sfx** fields. If you manually enter the **RefDoc** and **Sfx**, you must also enter the **BFY** of the encumbrance. See the [Paying an Encumbrance](#) document.
3. Enter the **PCA** or **Index** or use the lookup to find and automatically enter them (recommended). See [the Validation/Look Up section](#).
 - If you inadvertently change these any of the fields that have been automatically entered by the look up, and you need to correct them, press **F3** in the **PCA** or **Index** field to select the **PCA** or **Index** so that the look up will populate the correct **Budget Unit**, **Fund**, or **Fund Detail**. (If you manually change the **Budget Unit**, **Fund**, and **Fund Detail** and then try to correct them by manually changing the **PCA** or **Index**, the look up will not work.)

When the transactions are uploaded to STARS:

- If there is a **PCA** or **Index** on the transaction, Payment Services will *not* upload the **Budget Unit** and **Fund** fields.
 - If there is not a **PCA** or **Index** on the transaction, Payment Services *will* upload the **Budget Unit** and **Fund** fields.
4. The **Invoice Description** is automatically populated with the description from the **Invoice** screen. You can change the description on any individual cost distribution line.
 - Do not use special characters or symbols, including &, ', ", <, and \.
 - If paying a Bank of America P-Card bill, the **Invoice Description** must begin with the agency's unique 16-digit account number. The remaining 14 characters in the Invoice Description can be descriptive information.
 - The description(s) from the Distribute screen is sent to STARS, printed on the remittance advice to the vendor, and can be seen on reports if a detail view is selected. However if changed, this field will not update the Invoice Description on the Invoice screen

5. Continue entering additional fiscal codes as needed.
 - a. To look up or search for certain fiscal codes, choose a field marked with an asterisk, place the cursor in the field, and press F3. See [the Validation/Look Up section](#).
 - b. For a fiscal code field marked with an asterisk, the application will validate the code that is entered and may automatically enter any other related fiscal codes if it has been set up in STARS to do so. NOTE: The **PCA** or **Index** can automatically populate **Budget Unit** and **Fund**; however, [see the section above regarding Budget Unit and Fund fields](#).
 - c. Error messages will be displayed if a fiscal code is not valid.
6. To create an additional row to distribute payments to different PCAs, funds, etc., click **Add Row** or **Dup**. Use **Dup** to copy all of the fiscal coding into the next row so you do not have to re-enter codes you will be using again. See the [Distribute Costs](#) section. Click **Del** on a row to delete that row.
7. Check the **Perform STARS Lookup** checkbox and the balances of Encumbrance funds for encumbered invoices, or the Cash Control file for cash balances, will be displayed below the distribution grid when the distribution is saved. Question marks may be displayed on a Fund if it is in the GL at the Fund/Grant level. STARS can only send Fund information to Payment Services on those Funds that *do not* have balances at the Grant Level.
8. When finished with fiscal coding, click **Save & Continue** or **Save & Clear**. If you are adding several rows for distribution, click **Save & Continue** often.
 - **Save & Continue** saves the distribution you have entered and keeps it displayed on screen.
 - **Save & Clear** will save the data you have entered, close the **Distribute** screen, and then automatically open the **Invoice** screen.
 - Click **Delete Invoice** to delete the entire invoice. Caution: this will delete the entire record of the invoice and it cannot be retrieved.

Figure 3 - Save the fiscal coding

The screenshot shows the 'Distribute' screen in the Payment Services application. At the top, it displays 'Total Amt \$29.56' and 'Inv Desc NOTARY STAMP RH'. Below this, there are buttons for 'Add Row', 'Clear All Distribution', and 'Undo Updates'. A table with columns 'IC*', 'B', 'Ref Doc*', 'Sfx', 'BEY', 'Amt', 'Mod', 'Invoice Description', and 'Index' is visible, with one row containing '230', '2015', '29.56', and 'NOTARY STAMP RH'. A checkbox labeled 'Perform STARS Lookup' is checked. A red box highlights the message 'Distribute Cost Complete', with a red arrow pointing to it. At the bottom, there are buttons for 'Save & Continue', 'Save & Clear', and 'New Invoice'.

9. When finished saving, click **Distribute Cost Complete**. (The **Total Amt** and **Distributed Amt** must match for this to be available.) Depending on your agency's process, the distribution can be completed on several different screens:
 - a. On the **Distribute** screen, click **Distribute Cost Complete**.
 - b. On the **Approval** screen, click **Cost Disb. Complete**.
 - c. On the **Multi Proc** screen, select the check box in the **Dist** column and click one of the **Save** buttons.

Any data entry errors or [incorrect fiscal codes](#) will generate an error message and will be highlighted on the distribution grid. Once distribution is complete, fiscal coding cannot be changed unless unapproved by an approver.

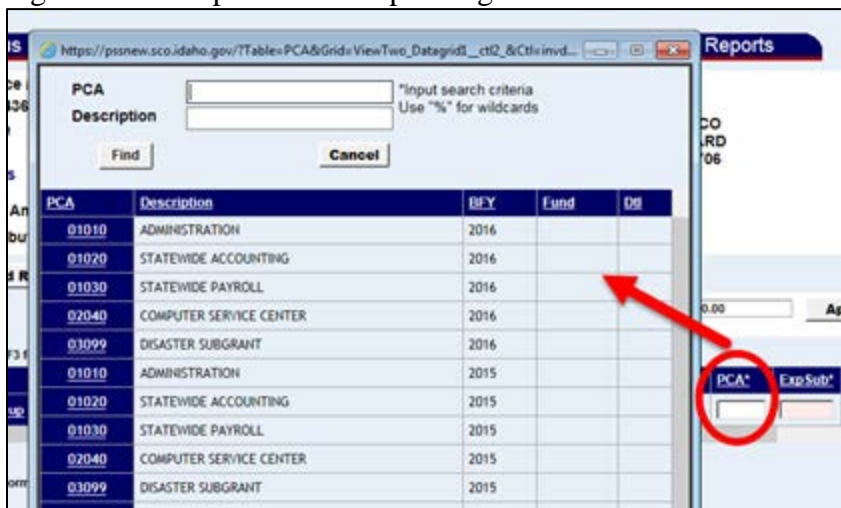
SEARCH FOR OR VALIDATE A FISCAL CODE

Any fiscal code column header marked with an asterisk can perform validations or lookups for that fiscal code.

Search for a fiscal code:

1. Place the cursor in the field and press F3.
2. In the look up dialog box, enter search criteria (Name, Description, Type, PCA or Index, or whatever is applicable to the fiscal code). You can enter just the first few numbers or letters or use the wildcard (%).
3. Click **Find**. Click the fiscal code you want to use. The code will be entered on the distribution grid and any related fiscal codes will also be entered automatically. The **PCA** or **Index** can automatically populate **Budget Unit** and **Fund**. Do not manually change these. [See the section above regarding Budget Unit and Fund fields.](#)

Figure 4 - Example of a lookup dialog box



Sort the list of fiscal codes by clicking the column headers. In the example above, you could click **Description** to sort the descriptions alphabetically or **Index** to sort the index numbers numerically.

Manually enter and validate a fiscal code:

1. Enter a fiscal code into a field marked with an asterisk on the distribution grid.
2. Press TAB to move to the next field or click into another field.
3. If the fiscal code is valid, other fiscal codes related to the validated code will be automatically filled in. (To validate **Grant** or **Project**, you must include the **Grant Phase** or **Project Phase** as well. Grant or Project number 999999 cannot be manually entered.)
4. If you manually change the **Budget Unit**, **Fund**, or **Fund Detail** and then try to correct them by manually changing the **PCA** or **Index**, the look up will not work. Press F3 to select the **PCA** or **Index** to select (or re-select) the **PCA** or **Index** so that it will populate the correct **Budget Unit**, **Fund**, or **Fund Detail**.
5. [See the section above regarding Budget Unit and Fund fields.](#)
6. Click **Distribute Cost Complete** and a final validation will be performed to make sure all required codes have been entered.
7. Error messages will be displayed if a fiscal code is not valid.

DISTRIBUTE COSTS TO PAY FROM DIFFERENT SOURCES

Distribute costs among fiscal sources by adding additional rows and entering different individual amounts and funding sources (fiscal codes) on each row.

A good practice for data entry is to enter the transaction code (**TC**) first, change the amount (**Amt**) in the first row, and then add other fiscal coding as needed. Then use **Dup** to create the next row and the remaining balance will automatically be entered in the **Amt** field of the next row. This can be repeated on each subsequent row. [See the section above regarding Budget Unit and Fund fields.](#)

If the invoice amount is incorrect, click the **Invoice** tab and change the amount. (The **Total Amt** and **Distributed Amt** must match to complete cost distribution.)

1. After entering the **TC**, **Amt**, and other fiscal coding, click **Add Row** or **Dup**. Use **Dup** to copy all of the fiscal coding into the next row so you do not have to re-enter codes you will be using again.

Figure 5 - Create additional rows

Your options are:

- Change the Amount on the first line and add other fiscal codes and then click Add Row. Another row will be created with the remaining balance of the invoice in the Amt field and just the Invoice Description field populated from the first row.
- Do not change the amount on the first line or add fiscal codes and then click Add Row. Another row will be created with an amount (Amt) of 0.00 and just the Invoice Description field populated from the first row.
- Change the Amount on the first line and add other fiscal codes and then click Dup. A duplicate of the row, including the fiscal codes, will be created and with the remaining balance of the invoice in the Amt field.
- Do not change the amount on the first line or add fiscal codes and then click Dup. A duplicate of the row, including any fiscal codes, will be created with an amount (Amt) of 0.00.

It is best to change the **Amount** first, because if you don't, you will have to manually calculate and enter the first and second amounts.

Figure 6 - Amount balance

If entering several rows of distribution, click **Save & Continue** often. If you do not and try to click on another tab or try to log off, the application displays a warning, and it is likely that none of your work will be saved. If you see a warning message that tells you there are unsaved disbursement updates, click **Cancel** and be sure any required fiscal codes (e.g., the Transaction Code) are entered.

2. Complete any other fiscal coding in the distribution grid. [See the section above regarding Budget Unit and Fund fields.](#)

3. When finished, save your work by clicking **Save & Continue** or **Save & Clear**.
 - **Save & Continue** saves the data you have entered and keeps it displayed on screen. Use this if there are several invoices to distribute costs for and you can use the invoice look up to find them (see below).
 - **Save & Clear** will save the data you have entered, close the **Distribute** screen, and then open the **Invoice** screen. Use this if you are distributing cost for only one invoice and need to return to the **Invoice** screen.
 - Click **Delete Invoice** to delete the entire invoice.
4. After the distribution is saved it must be marked as complete to be ready for approval on the **Approve** or **Multi Proc** screen. This can be done on different Payment Services screens depending on your agency's process:
 - Click **Distribute Cost Complete** on the **Distribute** screen. (The **Total Amt** and **Distributed Amt** must match for this to be available.)
 - Click **Cost Disb. Complete** on the **Approval** screen and save.
 - Select the check box in the **Dist** column of the **Multi Proc** screen and save.

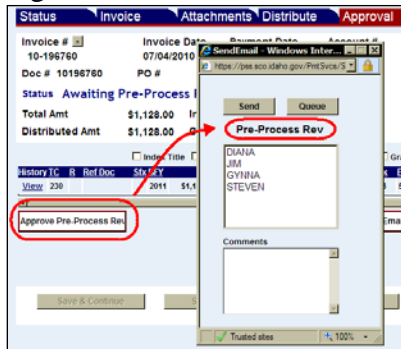
Once distribution is complete, it should not be changed unless unapproved by an approver. However, a person with Cost Distribution rights but not Approver rights can select an invoice from the **Status** screen that is waiting for approval or still in a Released status (but not yet uploaded to STARS) and unapproved it back to Cost Distribution in order to make corrections.

You can save your work on the **Distribute** screen if you need to log off the application and come back to it later. To do this, click either of the "Save" buttons, but if you click **Save & Continue**, do not click **Cost Distribution Complete**.

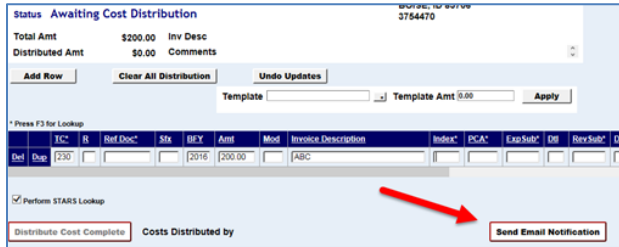
E-MAIL NOTIFICATIONS

If e-mail functionality is enabled by your administrator, an e-mail dialog box will appear *after* you click **Distribute Cost Complete**. The e-mail dialogue box should list of *all* recipients for the next approval level.

Figure 7 - E-mail notification



Otherwise, click **Send E-mail Notification** button below the transaction rows.



TO SEND AN E-MAIL NOTIFICATION

1. After approving the invoice or after clicking **Send E-mail Notifications**, highlight the recipient's name. Press and hold CTRL and click the left mouse button to highlight multiple names.
2. Type a comment if desired.
3. Click **Send** or **Queue**.
 - **Send** to send the e-mail immediately.
 - **Queue** to save e-mail messages in a queue. To view the e-mail queue, see below.
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.

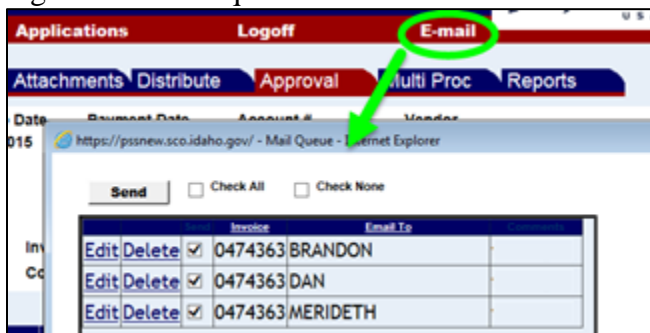
TO SEND E-MAIL NOTIFICATIONS FROM THE QUEUE

When e-mails are queued, *multiple* e-mail messages are saved for the same recipients, but when sent from the queue, only *one* e-mail notification will be sent to each recipient. If you do not open the queue to send the queued e-mails, the application will automatically send them at the end of the day.

To send e-mails that are in the queue right away, do the following:

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

Figure 8- E-mail queue



2. In the e-mail queue dialogue box, all recipients are selected by default. Uncheck the check box in the **Send** column next to a person's name if you do not want to send them an email right away. Any unsent e-mails in the queue will still be *automatically* sent at the end of business day.
3. Click **Edit** next to an invoice/name to change the recipient of that invoice message. Note: This will clear all of the check marks for all recipients.

4. Select a different recipient's name from the **Email To** menu.
5. Type a **Comment** 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 automatic e-mail at the end of the day, 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.

SEND EMAIL LIST DOES NOT MATCH APPROVERS

If you click the **Send Email Notification** button at the bottom of the page before you click **Distribute Cost Complete**, the list of email recipients will display more than just the first level approvers. Verify this by checking the heading in the e-mail dialogue box. If it says **Distribution**, it is likely that the invoice distribution is not complete.

Figure 10 - Recipient list

