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PAYMENT SERVICES USER MANUAL

FIND PROCESSED INVOICES AND ATTACHMENTS

INTRODUCTION

This section of Payment Services allows agencies to view any invoice that has been “Sent to STARS”.

Select **Processed Invoice** in the Payment Services main menu.

Figure 1 - Processed Invoice menu selection



VIEW A PROCESSED INVOICE AND ATTACHMENTS

Select the criteria of the invoice or invoices to search by. At least one of the following primary search criteria is required - **Batch Date**, **Batch #**, **Invoice #**, **Vendor #**, or **Vendor Name**. For **Vendor Name** it can be helpful to use the wildcard (%) in your search, e.g., %Century% to find CenturyLink.

Batch Date	Vendor Name	Acct – account number
Batch#	Batch Range (date range in mm/dd/yyyy)	Doc – Document number
Invoice#	Vendor Bus - vendor's business name	PO#
Vendor#		Group

If only one of the following secondary search criteria is entered - Batch Range, Vendor Bus, Acct, Doc, PO#, or Group -, a message will indicate that one of the primary search criteria is also required.

Figure 2 - Search criteria

1. Click **Find**. If more than 100 records exist for any one of the selected search criteria, a message with the number of records found is displayed, and only the top 100 records are displayed.

Figure 3 - Search results

	Atch	Invoice #	Vendor Name	Amount	BatchDate	Batch Desc	Doc	Acct	PO	Group
View		687373	BOISE OFFICE	\$43.22	01/02/2009	603 SN#H7026900747/TO 18	PS001236			BEMPG 08
View		93845A	BOISE OFFICE	\$2,270.95	01/05/2010	855 ACT 50	BP100229		BH100229	SUSAN
View		793116	BOISE OFFICE	\$36.58	01/06/2010	856 ACT 50	PS003310			SUSAN
View		1012036101	OFFICE OF ADMIN	\$56.00	01/06/2010	856 ADMIN RULES BULLETI	PS003314			IA
View		543288	OFFICEMAX COI	\$614.01	01/07/2010	857	PP100178		PS100178	
View		CSC11510	STATE CONTROLLERS OFFICE	\$315.70	01/07/2010	857 DATA PROCESSING FO	PS003353			MM
View		742464	OFFICEMAX CO	\$12.60	01/07/2010	857	MP100081		MM100081	MM

2. Click **View** next to an invoice number. The details of the invoice(s) will be displayed, including the fiscal coding, line items etc.

Figure 4 - Invoice detail

History	IC	R	Ref Doc	Sfx	BFY	Amt	Mod	InvDes	PCA	Index	ExpSub	Dtl	Grant	Ph	Project	Ph	BU	Fund	Dtl S
View	230				2010	\$9.72		SUPPLIES	01010	1002	5410						SCAA	0001	
View	230				2010	\$18.36		SUPPLIES	01030	3502	5410						SCCA	0001	
View	230				2010	\$5.39		SUPPLIES	02040	4901	5410				LANGEN	01	SCDA	0480	
View	230				2010	\$60.44		DJ 2 BLACK IIIK CRTRDC	01010	1002	5600						SCAA	0001	
View	230				2010	\$22.68		SUPPLIES	01020	2502	5410						SCBA	0001	
View	230				2010	\$44.27		SUPPLIES	02040	4512	5410				CSCADM	01	SCDA	0480	

3. Click **View** next a line item of the invoice to view the document history – when it was authorized, disbursed (coded), and approved.

Figure 5 - Approval history

The screenshot shows the 'Invoice' view of the Payment Services application. A pop-up window titled 'Windows Internet Explorer' displays the approval history for the invoice. The pop-up contains the following text:

Approval History
 Authorized by RHONDA (10/26/2009)
 Disbursed by RHONDA (10/26/2009)
 Bureau approved by RHONDA (10/26/2009)
 Division approved by RHONDA (10/26/2009)
 Fiscal approved by ROCKY (10/28/2009)

The background interface shows the following invoice details:

Invoice #	Invoice Date	Payment Date	Account #	Vendor
762	10/14/2009	10/26/2009		821 OFFICE! 75 REM! CHICAGO, IL 606752698 774008
Doc # P	PO #	Group		
Status Sent to STARS				
Total Amt	\$160.86	Inv D		
Distributed Amt	\$160.86	Com		

Below the invoice details is a table with columns: History, TC, R, Ref Doc, Sfx, BFY, Am. The table contains several rows with 'View' links next to them.

4. On the **Invoice** view, click the **Attachments** tab to view any scanned documents that have been attached to the invoice.

The screenshot shows the 'Payment Services - Processed' interface. The 'Attachments' tab is selected. The interface includes search filters for Batch Date, Batch#, Invoice#, Vendor#, Vendor Name, Batch Range, Vendor Bus, Acct, Doc, PO#, and Group. A table at the bottom lists attachments with columns: Atch, Invoice #, Vendor Name, Amount, BatchDate, Batch Desc, Doc, Acct, PO, Group. The first row shows an attachment with Invoice # 03, Vendor Name DOD, Amount \$175.00, BatchDate 03/22/2010, and Batch Desc 0010 REI. A red circle highlights the 'View' link next to the attachment icon.

GENERATE A REPORT

Two reports are available – **Invoice Reports** and **Audit Reports**. The **Audit Reports** have the same search criteria as **Invoice Reports**, except that they are available only in PDF format and there are no sorting options.

1. Click the **Reports** tab.
2. Select either **Invoice Report** or **Audit Report**.

3. Select criteria to search by:

Selectable criteria	Searchable fields
<ul style="list-style-type: none"> • Payment Range • Payment Date • Invoice Date • Batch No (batch number) • Batch Date (the date transactions went to STARS) • Tran Code (transaction code) • Index • PCA 	<p>(You can use the percent symbol (%) as a wildcard in the search field)</p> <ul style="list-style-type: none"> • Invoice number • Approver (Approver's name) • Acct (Account number) • Doc (Document number) • PO # • Group (Group name) • Vendor # and Sfx • Vendor name/address information

Figure 6 - Search criteria

4. Click **PDF Report**, **TXT Report**, or **CSV Report**. Reports are then generated and displayed in PDF, text, or comma separated value (CSV) format. NOTE: Audit reports are generated only in PDF. Audit Reports display the approval history of an invoice (the approver's names, the approval levels that have been completed, and the dates the approvals were completed) the invoice number, invoice and payment dates, vendor name, document number, PO number, Group, and the disbursed and total amounts.