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# PAYMENT SERVICES USER MANUAL

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## PAYING P-CARD STATEMENTS

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### INTRODUCTION

Payment Services can 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 in the **Invoice Description** can be descriptive information. Templates can be used for P-Card payments. See the [Creating Templates for Fiscal Coding](#) and [Using a Template for Fiscal Coding](#) documents.

### DATA ENTRY

1. 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.)
2. Enter the **Invoice #** (14 alphanumeric characters). When the Payment Services transaction is uploaded to STARS, the Invoice Number will be removed since Bank of America does not allow this field to be populated when payments are sent to them.
3. Enter the **Invoice Date** or select a date using the calendar icon.
4. Enter the **Payment Date** – the date the invoice will be sent from Payment Services to STARS. If either **Invoice Date** or **Payment Date** is left blank, the current date will be automatically entered when the invoice is saved. The final Approver can change the **Payment Request Date** and will also set the **STARS Effective Date**, which is the date when STARS processes the invoice transaction.
5. 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 agency's Bank of America account number. That number must be entered in the **Invoice Description**.
6. Enter the **Vendor Name** and/or **Business Name** (40 alphanumeric characters each) and other vendor information or just enter the [Vendor Number](#).
7. Enter an **Invoice Description** (30 alphanumeric characters). The **Invoice Description** must begin with the agency's unique 16-digit account number. The remaining 14 characters can be descriptive information.

8. 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 \.
9. Enter the **Total Amount**.
10. Enter the vendor number (**Vendor #**) and the vendor number suffix (**Sfx**). The Bank of America P-Card vendor number is 941687665 PC; the Wells Fargo vendor number is 941347393 PC. Click in the next field or press TAB and the name and address of the vendor will be automatically populated.
11. Enter a document number (**Document #**) if needed.
12. Select a group name from the **Group** drop down menu, if your agency uses groups.
13. Click **Save & Continue** or **Save & Clear**. You can update the invoice even after you have saved the invoice - enter whatever information you need and click one of the Save buttons.
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. If you can authorize invoices, you can update any part of the invoice and save the changes even after the invoice has been authorized.

## APPROVING INVOICES AND THE STARS EFFECTIVE DATE

Once authorized and fiscal coding has been entered, the invoice must be approved. When the final approval level is selected, the Approver will determine and set:

- The **Payment Request Date** which is the date when Payment Services sends the invoice transaction to STARS (at the end of the business day of that date).
- The **STARS Effective Date** which is the date when STARS processes the invoice transaction.

To ensure that invoices are sent to STARS on the same day that they are approved, they must be 'final approved' before 6:30PM MST.