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# PAYMENT SERVICES USER MANUAL

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## APPROVING INVOICES WITH ASSIGNED PCA/INDEX APPROVAL AND APPROVALS BY DETAIL LINES

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### INTRODUCTION

Approving the invoice usually can be done either on the **Approval** or the **Multi Proc** screen, so the specific steps to approve invoices depend on the business processes of the individual agency. However, if an approver is assigned a PCA/Index approval and the approval level has been assigned detail line approval, that approver must use the **Approval** screen to approve the invoice.

The agency's Payment Services administrator assigns users to the approval levels needed by the agency. The administrator can also define the number of approval levels and the names of the approval levels. These names are seen on the **Approval** and **Administration** screens and in the column headers on the **Multi Proc** screen. See the Administration document for details.

### ASSIGNED APPROVAL AND APPROVALS BY DETAIL LINE

Your Payment Services administrator may assign approvers certain PCAs or Indexes for approving invoices. In addition, your administrator may have also applied detail line approval for certain approval levels. See the [Administration](#) documentation for more information.

The steps in this document apply only if both of the following conditions exist:

- Your Payment Services administrator has assigned your approval authority by PCA/Index. This gives you permission to approve only those detail lines of an invoice that has been cost distributed with your assigned PCA/Index. The assigned approval PCA/Index has an effect in Payment Services only if your administrator has enabled approval by detail line on your approval level.
- Your Payment Services administrator has enabled approval by detail line. Your administrator might enable approve by detail line on specific approval levels but not enable it on others.

If these conditions do not apply to your agency, please see the Payment Services [Approving Invoices](#) documentation for instructions.

## OPEN THE APPROVAL SCREEN

1. Open the **Approval** screen one of two ways:
  - a. Save and complete the cost distribution on the **Distribute** screen and then click the **Approval** tab. If you are opening the **Approval** screen after distributing costs, skip to the Approving Invoices section below.
  - b. Locate and select an invoice in the **Status** screen.  
Search for invoices if necessary or sort the list of invoices displayed. The status of the invoice will indicate that next approval level needed. See the Status document for more details. The name of the approval levels are defined by your Payment Services administrator.

Figure 1 - Status screen

	Atch	Vendor Name	Invoice #	Total Amount	Invoice Date	PmtReqDate	Status
Select		ALBION TELEPHONE COMPANY	301 CEDAR AVE	\$125.61	03/01/2015	03/06/2015	Awaiting Release
Select		CITY OF DRIGGS	820 VALLEY CEN	\$196.40	02/28/2015	03/06/2015	Awaiting Release
Select		CITY OF RIGBY	380 COMMUNITY	\$327.00	02/26/2015	03/06/2015	Awaiting Release
Select		CITY OF ST ANTHONY	45 S 2ND W	\$118.71	02/24/2015	03/06/2015	Awaiting Release

2. Click **Select** next to a document with a **Status** of **Awaiting Approval Level** to open a document in the **Approval** screen. The **Approval Level** name will be determined by your agency Payment Services administrator. If you do not have appropriate permissions to open a document, a message will be displayed stating so.

## APPROVE INVOICES

1. Review the invoice (invoice number, payment date, vendor and vendor number, amount/distributed amount, etc.) as well as the fiscal coding.
2. To see more information about some of the fiscal coding fields, select the 'title check box' for the fiscal code to display its title. Uncheck the 'title check box' to hide the title.

Figure 2 - Fiscal code titles

The screenshot shows the 'Approval' tab of the software interface. At the top, there are navigation tabs: Status, Invoice, Attachments, Distribute, Approval (selected), Multi Proc, and Reports. Below these, invoice details are displayed: Invoice # 29835, Invoice Date 02/24/2015, Payment Date 03/03/2015, Account #, and Vendor 82 BOISE SIGN SHOP 1910 UNI BOISE, ID 83725 426. The status is 'Awaiting Bureau'. A table of fiscal codes is shown below, with columns for History, Appr, IC, R, Ref.Doc, Sfx, BEY, Amt, Mod, InvDes, PCA, Title, Index, and ExpSub. The 'PCA Title' checkbox is checked, and the 'PCA' and 'Title' columns are circled in red. At the bottom, there are buttons for 'Approve Bureau', 'Send Email Notification', and 'Undo Approval'.

History	Appr	IC	R	Ref.Doc	Sfx	BEY	Amt	Mod	InvDes	PCA	Title	Index	ExpSub
View				230			2015	\$10.00	NAMEPLATE	02040	COMPUTER SER	512	5410

3. To approve an invoice, click the **Approve** button (the name will be set up by the Payment Services administrator).

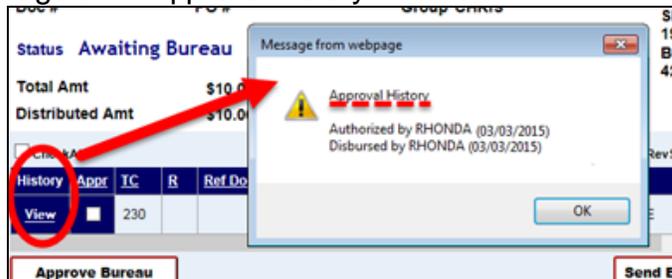
- a. If the line item is coded with a PCA or Index that has not been assigned to you, a stop symbol  will appear when you mouse over the check box.
- b. To approve only some of the items on the invoice, **check** the check box next to detail line(s) you want to approve. (A check box will be unavailable if the detail line has been coded with a PCA or Index that has not been assigned to you.)
- c. Click **Save & Continue** or **Save & Clear**. Save & Continue will save the invoice and leave it on screen with the approvals you have entered. **Save & Clear** will save the invoice approval and clear the invoice off the Approval screen.

Figure 3 – Detail line



4. If e-mail notification has been enabled by your Payment Services administrator, an e-mail dialogue box will appear after saving the approval. Use it to send an e-mail to the next level approver(s) or click **Send Email Notification** to notify the next level approvers. See the [E-Mail Notification section](#) below.
5. To see the history of previous approvals for an invoice or a line item(s), click **View** under the **History** column.

Figure 4 - Approval history



## UNDO APPROVALS OR CANCEL A STARS UPLOAD

To make changes to an invoice that has been approved, or to cancel the STARS upload of an approved invoice, an Approver can click **Undo Approval**. The approver then selects a ‘stage’ in the Payment Services process in which to send the invoice.

Date	Account #	Vendor	Mod	InvDes	PCA	Title	Index	ExpSub
5		82 BOISE SIGN SHOP 1910 UNI BOISE, ID 83725 426	00	NAMEPLATE	02040	COMPUTER SER	4512	5410

1. Click **Undo Approval**, select the approval level (or “status”) you want to set the invoice back to and then click **Save**.
2. If needed, an invoice can be deleted at any of the previous ‘stages’ the approver selects.
3. If the e-mail notification dialogue box appears, use it to send an e-mail to the next level approver(s) or click **Send Email Notification** to notify the next level of approvers. See the E-Mail Notification section below.

## FINAL APPROVAL LEVEL AND STARS EFFECTIVE DATE

When the final approval level is selected, a **Payment Request Date** dialog box appears. This allows the final approver to determine:

- 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 the selected date). Invoices released after the end of the business day will be sent to STARS at the end of the next business day.
- The **STARS Effective Date** which is the date when STARS processes the invoice transaction.

Figure 5 - Payment Request Date and STARS Effective Date

History	TC	R	Ref Doc	Sfx	BEY	Amt	Mod	InvDes
View	230				2015	\$10.00		NAMEPLATE

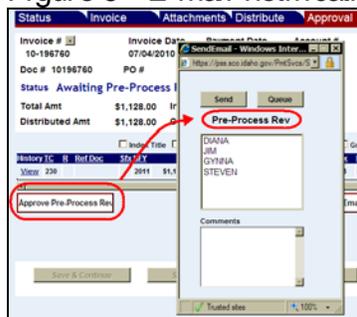
1. Click the check box next to detail line(s) you want to approve. A check box will be unavailable if the detail line has been cost distributed with a PCA/Index that has not been assigned to the approver.
2. Choose one of the **Payment Request Date** options to set when the transaction is sent from Payment Services to STARS:
  - Keep the default date or enter a new date in the **Payment Request Date** field (or use the calendar icon to select a date).
  - Select **Invoice Payment Date**. This will use the date that is entered on the **Payment Date** field of the Invoice screen.
  - Select **Invoice Approval Date**. This will use the date on which the invoice is approved.
4. Click **Save & Continue** or **Save & Clear**.
5. If desired, change the **STARS Effective Date** or use the calendar icon to select a date. **STARS Effective Date** is the date when the transaction that has been sent to STARS will process in STARS, as long as that month is open. NOTE: Changing the **STARS Effective Date** will not change the **Payment Date** on the Invoice or Status screens.
6. Click **Save & Continue**.
7. Click the **Approve...** button.

To determine how your Funds and Budget Units are affected by invoice payments, use the Multi Proc screen. When the final approval level is selected on the Multi Proc screen, you can view the Funds and Budget Units affected, as well as other pending invoice payments which have the same Funds and Budget Units coded. See [the Multi Proc documentation](#) for more information.

## E-MAIL NOTIFICATION

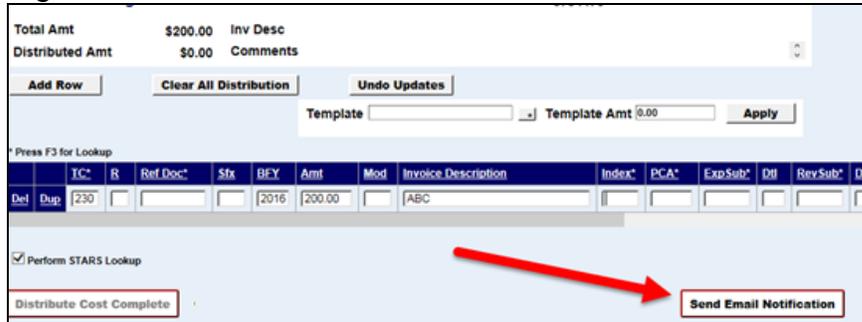
If e-mail notification has been enabled by your Payment Services administrator, an e-mail dialogue box will appear after saving the approval or undoing an approval. The e-mail dialogue box should indicate the list of recipients for the next approval level.

Figure 6 - E-mail notification



You can also click **Send Email Notification** after saving the approval or undoing an approval to generate the same e-mail dialog box:

Figure 7 - Send Email Notification button

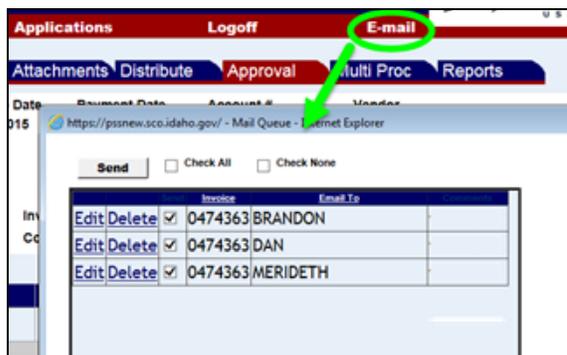


## SEND AN E-MAIL NOTIFICATION

1. If the invoice had detail line approvals, the e-mail dialogue box will highlight everyone on your notification list and send notification to everyone. Click a recipient's name to un-highlight them so they will not be notified.
2. Type a comment if needed.
3. Click **Send** or **Queue**.
  - Click **Send** to send the e-mail immediately.
  - Click **Queue** to save e-mail messages in a queue which will be automatically sent at the end of the day (midnight). Queue will store multiple e-mail messages for the same recipients, but only send one e-mail for each recipient with multiple invoice messages in the one e-mail.
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.

## SEND AN E-MAIL NOTIFICATION FROM THE QUEUE

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



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.

- c. To send notification to someone other than the recipient in the queue, click **Edit** next to an invoice and recipient name. Note that this clears the check boxes on all recipients.
- d. Select a recipient's name from the **Email To** menu.
- e. Type a **Comment** if needed.
- f. Click **Update** to save the change. (Click **Cancel** to cancel the change.)
3. Select **Check All** if the check boxes were cleared when editing a name.
  - a. To select some people in the queue to notify but not others, select **Check All** and then uncheck individual boxes in the **Send** column for individual recipients.)
4. Click **Send** to send all selected e-mails from the queue.

## SEARCH FOR OTHER INVOICES

You can look up an existing invoice to review, to finish data entry, to authorize, to attach a document, etc. This invoice look up will also find some processed invoices – invoices that have been sent to STARS. If an older processed invoice is not found, use the **Processed Invoice** selection on the Payment Services main menu.

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

Figure 8 - Invoice look up

Status	Invoice	Attachments	Distribute	Approval	Multi P
<b>Invoice #</b> *	Invoice Date	Payment Date	Account #	Vendo	
85012507	1/2/2007	1/26/2007	5632ABC	841425	
Doc #:	PO #:	Group:		WRIGH	
<b>Status: Awaiting Approval 3</b>				GREG	
Total Amt:	\$7,651.11	Inv Desc: CHANGE TEST		97 DAF	
Distributed Amt:	\$7,651.11	Comments:		S POR	
<input type="checkbox"/> Check All <input type="checkbox"/> Index Title <input type="checkbox"/> PCA Title <input type="checkbox"/> SubObj Title <input type="checkbox"/> Grant Title <input type="checkbox"/> Proje					
History	Appr Amt	InvDes	PCA	Index	SubObj Dtl Grant Ph Project Ph BU Fund Dtl SecA Subs DMI CAP
View	\$2,449.11	CHANGE TEST	02040	4601	5010
SCDA 0480					

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.

## APPROVAL LEVELS ARE CHANGED BY THE ADMINISTRATOR

If the administrator makes changes to the approval levels, approvers may not be able to approve what they think they should or the approval history may not match the new approval level settings. It may help to stop entering invoices and approve all existing invoices before changing the approval levels or approvers.

## USING THE MULTI PROC SCREEN

The **Multi Proc** screen shows multiple approval levels, and it is possible that the check boxes to approve on some approval levels will be unavailable. This may be because your Payment Services Administrator has enabled approval by detail line for those levels. In this case, use the **Approval** screen to approve the invoice.

For those approval levels that do *not* have approvals by detail line, you will be able to approve invoices on the **Multi Proc** screen.

You can view the invoices and their approval details. Note that the names and the number of approval processes in the **Process Column** menu are defined by the agency's Payment Services administrator. See the [Processing Multiple Invoices documentation](#) for more information.