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PAYMENT SERVICES USER MANUAL

APPROVING INVOICE PAYMENTS

INTRODUCTION

Approving invoices 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. The agency's Payment Services administrator assigns users to the approval levels and also defines the number of and names of approval levels. Invoices must have fiscal coding/cost distribution saved and completed before they can be approved.

Final approvers can also set the date that the invoice payment is sent from Payment Services to STARS, as well as the date (the 'effective date') that the invoice payment will process in STARS. Otherwise, invoices approved at the final level by 6:30 PM MST of the business day will be sent to STARS that night. Invoices released after that time will be sent at the end of the next business day.

APPROVAL RESTRICTIONS AND APPROVALS BY DETAIL LINE

If a 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. Your Payment Services administrator can restrict specific PCAs or Indexes to certain people for approving invoices (so that those people can only approve invoice line items that have been coded with those specific PCAs or Indexes). Your administrator can also apply detail line approval to specific approval levels:

- Restricted PCA/Index approval has an effect in Payment Services *only* if your administrator has enabled approvals by detail line.
- Your administrator might enable detail line approval on some approval levels but not on others.

The steps in this document apply to the following conditions:

<u>Administrator has assigned PCA/Index approval?</u>	<u>Administrator has enabled approval by detail line?</u>
Yes	No
No	Yes
No	No

See the [Approving Invoices with Restricted Approval Rules](#) document for more 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.

Figure 1 - Batch number



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.
 - b. Locate and select an invoice on the **Status** screen. (If you search by **Group** name, the group must have active invoices associated with it, to be available from the Group drop down menu.)

The status of the invoice will indicate that next approval level needed.

Figure 2 - 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 set up by your agency’s Payment Services administrator.
 - If you do not have appropriate permissions to open a document, a message will be displayed stating so (it could be that your administrator has restricted your approvals by PCA or Index). See the [Approving Invoices with Restricted Approval Rules](#) document for more information.

APPROVE INVOICE PAYMENTS

1. Review the invoice (invoice number, payment date, vendor and vendor number, amount/distributed amount, etc.) as well as the fiscal coding.

For security purposes, SCO Web applications will not display a vendor number that is a social security number. It will be displayed as XXXXXXXXXX.

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. For example, select **SubObj Title** to display the title of the subobject code. Uncheck the 'Title check box' to hide the title.

Figure 3 - Fiscal code titles

3. To approve an invoice, click the “**Approve...**” button. In the example below, the approval level was named “Fiscal”, so the Approve button reads, **Approve Fiscal**. You may approve an entire invoice or individual line items of an invoice, depending on how your Payment Services Administrator set up the application.

Figure 4 - Approval and Undo Approval buttons

- a. If you are unable to approve an invoice or line item, e.g., if an **Approve** button or the check box of a line item is unavailable, it could be that the detail line is coded with a PCA/Index that you have not been assigned, or the **BFY** of the invoice detail line does not match the actual BFY of the PCA/Index.
- b. **Approve by Detail Line Item**
 - If your agency administrator has enabled approval by detail line for your approval level, a check box will be displayed next to each line item. Select each line item you want to approve, and then click **Save & Continue** or **Save & Clear**. See below.
 - **Save & Continue** will save the invoice approval changes and leave the invoice on screen. **Save & Clear** will save the invoice approval changes and clear the **Approval** screen.

If you do not have any assigned PCA/Index for approval (i.e., you can “approve all”), the **Approve...** button may be available as well. However, this will approve *all* detail lines, even if you have selected only some of them. Therefore:

- Use the **Save...** to approve the selected detail lines
- Use the **Approve...** button to approve all detail lines

Figure 5 - Detail line approvals

Status **Awaiting Bureau** PC BOX
BOISE, ID

Total Amt \$220.00 Inv Desc 2 CISCO 7960 RECEP...
Distributed Amt \$220.00 Comments

Check All Index Title PCA Title ExpSub Title RevSub Title

History	Appr	TC	R	Ref Doc	Stx	BFY	Amt	Mod	InvDes
View	<input checked="" type="checkbox"/>	230				2115	\$13.44		1 CISCO 7960 RECEP...
View	<input checked="" type="checkbox"/>	30				2115	\$22.00		1 CISCO 7960 RECEP...
View	<input type="checkbox"/>	30				2115	\$20.78		1 CISCO 7960 RECEP...
View	<input type="checkbox"/>	30				2115	\$154.00		2 CISCO 7960 RECEP...
View	<input type="checkbox"/>	230				2115	\$4.89		1 CISCO 7960 RECEP...
View	<input type="checkbox"/>	230				2115	\$4.89		1 CISCO 7960 RECEP...

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 of approver(s) or click **Send Email Notification** to notify the next level of 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 6 - Approval history

Status **Awaiting Bureau**

Total Amt \$10.00
Distributed Amt \$10.00

History	Appr	TC	R	Ref Doc
View	<input type="checkbox"/>	230		

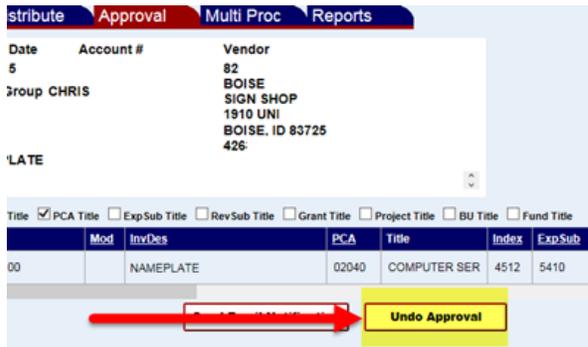
Message from webpage

Approval History

Authorized by RHONDA (03/03/2015)
Disbursed by RHONDA (03/03/2015)

UNDO APPROVALS, CANCEL A STARS UPLOAD, OR DELETE AN INVOICE

To disapprove an invoice payment (e.g., to send back for fiscal coding or invoice data entry), click **Undo Approval**. (Approvers cannot change fiscal coding, vendor number, or cost distribution directly on the **Approval** screen.)



A person who can do Cost Distribution, but is not an Approver may be able to 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 unapprove it back to Cost Distribution in order to make corrections.

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.

Figure 7 - Set Status after undoing an approval



3. To undo an approval of just one line item that has been approved, clear the checkmark next to the line item, and then click **Save & Continue** or **Save & Clear**. (Do not click the **Undo Approval** button.)
4. If e-mail notification has been enabled by your Payment Services administrator, an e-mail dialogue box will appear after undoing the approval and saving the status. Use it to send an e-mail to the next level approver(s) or click **Send Email Notification** to display the e-mail dialogue box. See the E-Mail Notification section below.

FINAL APPROVAL, PAYMENT REQUEST DATE, AND STARS EFFECTIVE DATE

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

- 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.

Figure 8 - Payment Request Date and STARS Effective Date

History	TC	R	Ref.Doc	Stx	BEY	Amt	Mod	Inv.Dat
View						\$10.00		NAMEPLATE

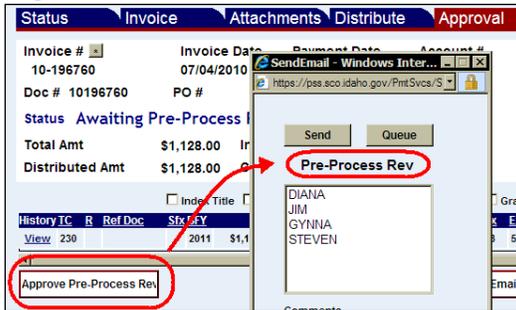
1. If there are multiple line items, check the check box next to each line item to approve.
2. Choose one of the **Payment Request Date** options to set when the transaction is sent from Payment Services to STARS:
 - Keep the default date or enter a new date in the **Payment Request Date** field (or 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.
 - Invoices approved after 6:30PM MST of the business day will be sent to STARS at the end of the following business day.
3. If necessary, change the date in the **STARS Effective Date** field or use the calendar icon to select a date. STARS uses the Effective Date to post the transaction in either the prior month or the current month. You can enter a transaction with a prior month effective date only within the first three days of the current month. This is when STARS considers the prior month to still be “open”. Changing the **STARS Effective Date** will not change the **Payment Date** on the Invoice or Status screens.
4. Click **Save & Continue**.
5. 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

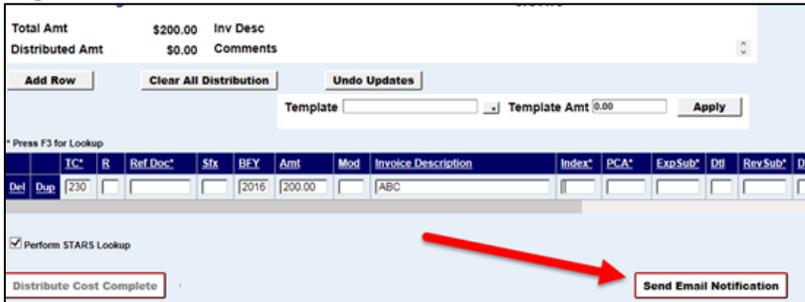
If e-mail notification has been enabled by your Payment Services administrator, an e-mail dialogue box will appear after saving the approval or undoing an approval. The e-mail dialogue box should indicate the list of recipients for the next approval level.

Figure 9 - 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 10 – Send Email Notification button



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 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

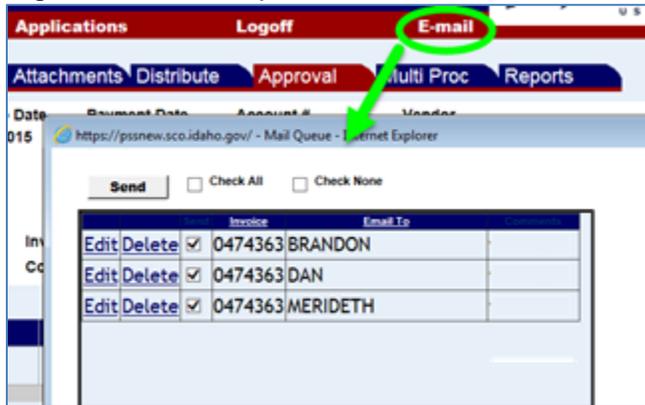
the same recipients, but only send one e-mail for each recipient with multiple invoice messages in the one e-mail.

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.

Figure 11- E-mail queue menu



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.
 - a. 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.
3. Select a recipient's name from the **Email To** menu.
 - a. Type a **Comment** if needed.
 - b. Click **Update** to save the change. (Click **Cancel** to cancel the change.)
4. 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.)
5. Click **Send** to send the selected e-mails from the queue.

IF 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.

APPROVE INVOICE PAYMENTS ON THE MULTI PROC SCREEN

This screen has the same approval function as the **Approval** screen, but allows you to see multiple invoices in a list, check their details if necessary, and approve as many as needed. The actions you can take on invoices will depend on your role or level of permission defined by your Payment Services administrator.

NOTE: You can approve invoices on the **Multi Proc** screen for those approval levels that do *not* have approvals by detail line. If you have any restrictions to the Index/PCAs that can be approved, you will not be able to approve invoices on the **Multi Proc** screen. [Click here to see the Multi Proc document](#) for more information.