PAYMENT SERVICES USER MANUAL 1

THE STATUS SCREEN: FINDING AND OPENING INVOICES 1

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PAYMENT SERVICES USER MANUAL

THE STATUS SCREEN: FINDING INVOICES

INTRODUCTION

The **Status** screen allows you to find and open invoices that have been entered into Payment Services, but not yet sent to STARS. You can also sort the list of invoices, find invoices based on search criteria to help locate a particular invoice, and view the status of invoices. Also, you can use the **Processed Invoice** or **Report** menus of Payment Services to find invoices that have been sent to STARS.

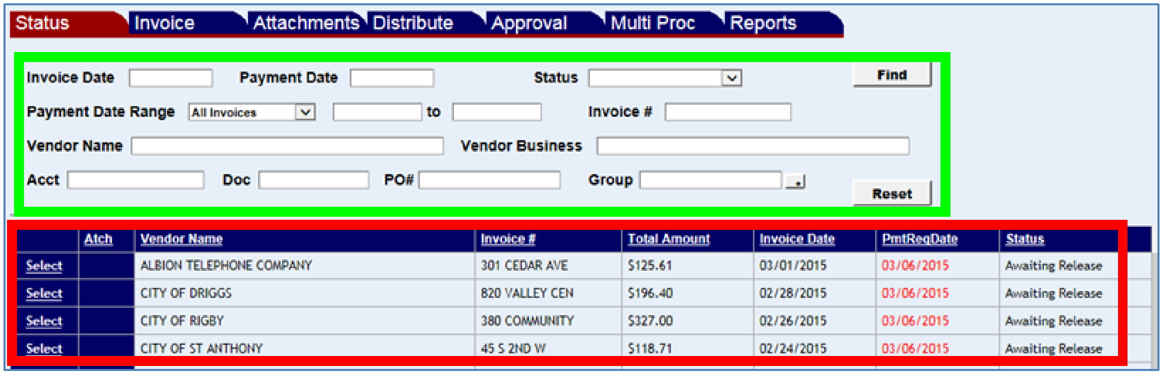
Once an invoice is found, it can be opened in the **Invoice**, **Distribute**, or **Approval** screens to finish the payment process depending on its status and depending on your role and permissions granted by your Payment Services administrator.

STATUS SCREEN VIEW

There are two parts of the Status screen:

- A search criteria area with various fields that you can select or enter information into and then click **Find** to find particular invoice.
- A list of invoices. By default the list is sorted by vendor name, alphabetically, and invoices with a Payment Request Date (**PmtReqDate**) older than the current date are highlighted in red. **PmtReqDate** will reflect the either the **Payment Date** on the Invoice screen or **Payment Request Date** on the final Approval screen.
    - A long list of invoices will generate “pages” and there will be page numbers at the bottom of the list.

Figure 1 - Status

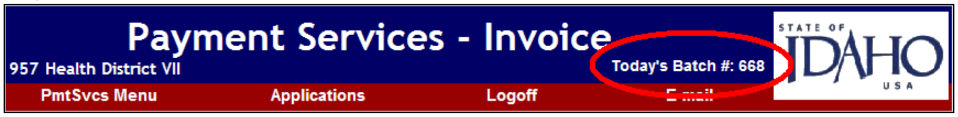


Payment Date Range: All Invoices

	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

In addition, 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 (this applies to all invoice payments released that day).

Figure 2 - Batch number

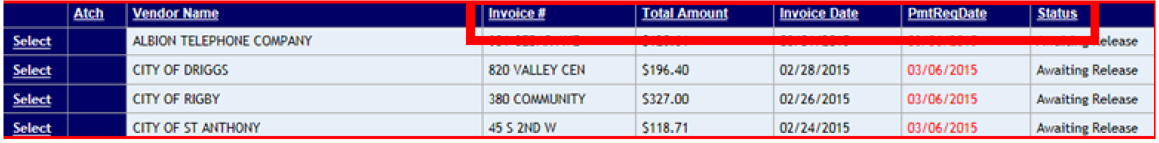


SORT THE INVOICE LIST

Click any of the column headers to sort the invoice list in ascending or descending order. For example, click **Invoice #** to sort the list by invoice numbers or click **Total Amount** to sort the list by the amounts.

A long list of invoices will generate "pages" and there will be page numbers at the bottom of the list.

Figure 2 - Column headers



	Atch	Vendor Name	Invoice #	Total Amount	Invoice Date	PmtReqDate	Status
Select		ALBION TELEPHONE COMPANY	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
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

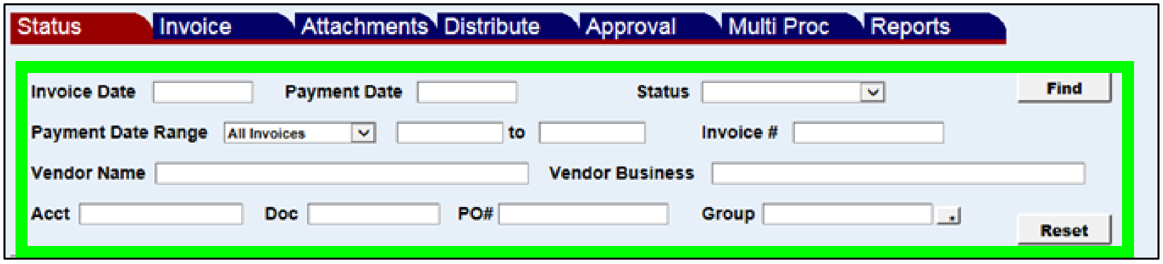
SEARCH FOR INVOICES

The default view of the Status screen includes past due invoices and invoices with the **Payment Date Range** set for "Next 30 Days". There are several other criteria you can use to find invoices:

- Use *any* combination of the following criteria to show invoices with *only* those criteria (no past due invoices): **Invoice #**, **Status**, **Vendor Name**, **Vendor Business**, **Acct**, **Doc**, **PO#**, or **Group**. Use a percent sign (%) as a wildcard in text fields.
- Use *only* the following criteria to show invoices with the specified date or date range *as well as* show the past due invoices: **Invoice Date**, **Payment Date**, and **Payment Date Range**. NOTE: **Payment Date** is the Payment Request Date as entered on the Invoice screen or on the final Approval screen.
- To find invoices that have been sent to STARS, use the **Processed Invoices** on the Payment Services main menu. You can also use the **Invoice** screen and the Invoice Look Up.

1. Select or enter the search criteria (**Invoice Date**, **Status**, **Vendor Name**, etc.).
2. Click **Find**.
3. If necessary, click **Reset** to reset the search criteria to the defaults and click **Find**.

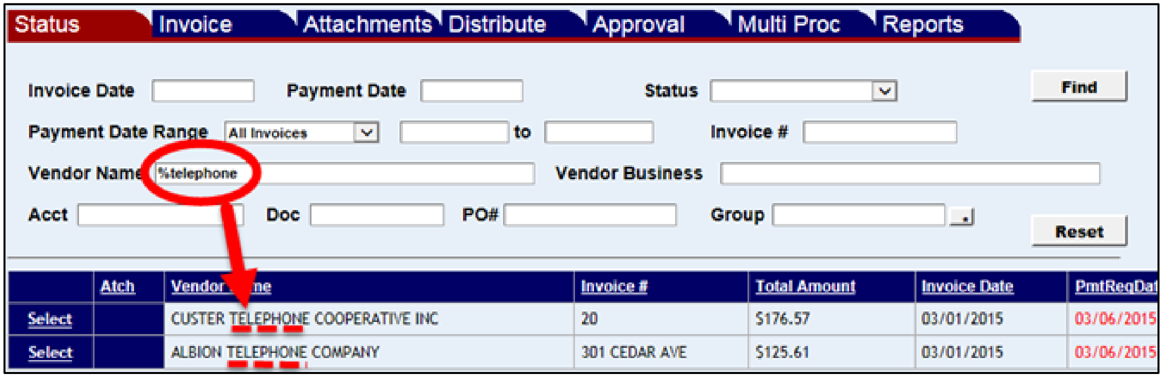
Figure 3 – Search criteria


Status
Invoice
Attachments
Distribute
Approval
Multi Proc
Reports
Invoice Date
Payment Date
Status
Find
Invoice #
Vendor Name
Vendor Business
Acct
Doc
PO#
Group
Reset

Payment Date Range: All Invoices

Use a percent sign (%) as a wildcard in text fields:

Figure 3 - Using the percent sign wildcard


Status
Invoice
Attachments
Distribute
Approval
Multi Proc
Reports
Invoice Date
Payment Date
Status
Find
Invoice #
Vendor Business
Acct
Doc
PO#
Group
Reset

Payment Date Range: All Invoices

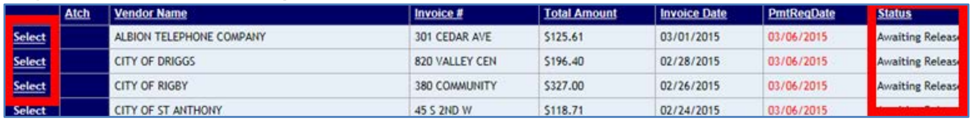
Vendor Name: %telephone

	Atch	Vendor Name	Invoice #	Total Amount	Invoice Date	PmtReqDat
Select		CUSTER TELEPHONE COOPERATIVE INC	20	$176.57	03/01/2015	03/06/2015
Select		ALBION TELEPHONE COMPANY	301 CEDAR AVE	$125.61	03/01/2015	03/06/2015

SELECTING AND OPENING AN INVOICE

Once you have located an invoice, click **Select** to open it and complete the process indicated in the **Status** column. If you do not have appropriate permissions to open a document, a message will be displayed stating so.

Figure 4 – Links to open an invoice



	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 Releas
Select		CITY OF DRIGGS	820 VALLEY CEN	$196.40	02/28/2015	03/06/2015	Awaiting Releas
Select		CITY OF RIGBY	380 COMMUNITY	$327.00	02/26/2015	03/06/2015	Awaiting Releas
Select		CITY OF ST ANTHONY	45 S 2ND W	$118.71	02/24/2015	03/06/2015	

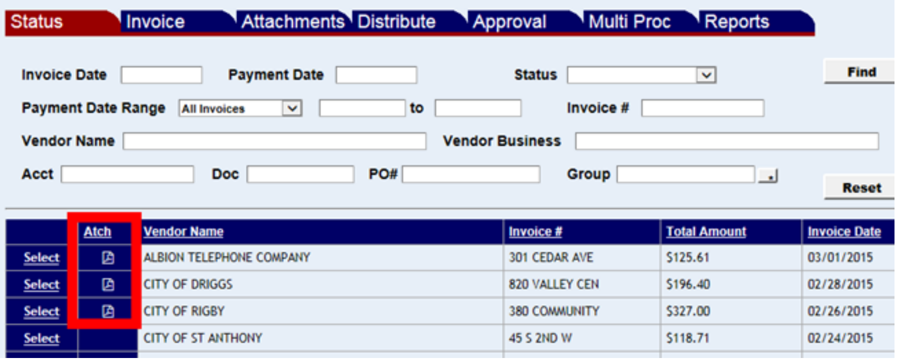
Invoices that have been released, but are still on the **Status** screen are likely to have a **Payment Request Date** that has not been reached, or the **Payment Request Date** is the current date, and invoices are not sent to STARS until the end of the business day.

VIEWING SCANNED ATTACHMENTS

If a scanned invoice or other document has been attached, you can view it from the Status screen:

1. Click on the document icon in the **Atch** column. This will open the **Attachments** screen in Payment Services, which you could also find by click the **Attachments** tab.

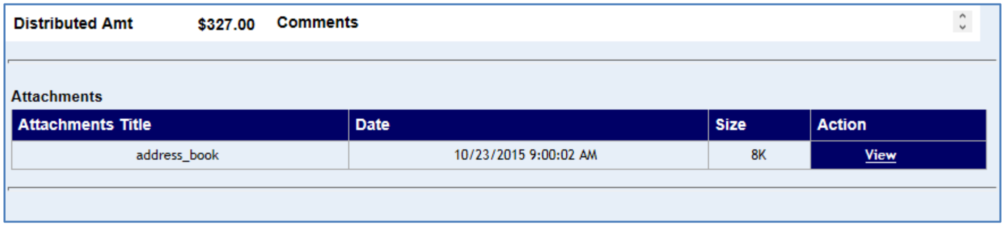
Figure 5 - Scanned attachments icon


Status
Invoice
Attachments
Distribute
Approval
Multi Proc
Reports
Invoice Date
Payment Date
Status
Find
Payment Date Range
All Invoices
to
Invoice #
Vendor Name
Vendor Business
Acct
Doc
PO#
Group
Reset

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

2. Click **View** to view the attached document.

Figure 6 - View scanned documents



Distributed Amt $327.00 Comments

Attachments

Attachments Title	Date	Size	Action
address_book	10/23/2015 9:00:02 AM	8K	View

3. To go back to the **Status** screen, click the **Status** tab.