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PAYMENT SERVICES USER MANUAL

ADMINISTRATION

INTRODUCTION

The Payment Services administrator is responsible for **Agency** maintenance and **User Maintenance**.

Agency maintenance includes being able to:

- Change the names of the approval levels seen in the Payment Services screens
- Enable or disable E-mail notification
- Enable or disable automatic authorization of invoices
- Set the default tab for the **Invoice** menu

Set up the Agency section first, so that you can assign users to the approval levels.

User maintenance includes:

- Adding new users
- Assigning roles (permissions) to users
- Making users active or inactive in the application

AGENCY MAINTENANCE

Click the **Agency** tab to maintain various features of the application that will be specific to your agency, such as the names and number of the approval levels, e-mail notification, etc. (If you make changes to the Agency, it may help to stop entering invoices and approve all existing invoices first.)

Figure 1 - Agency maintenance

Agency	Active	Email	ApprLevel	Header1	By Dtl	Header2	By Dtl	Header3	By Dtl
State	✓		3	Bureau	✓	Division	✓	Fiscal	

<input type="button" value="Reset"/>	<input type="button" value="Update"/>
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Approval Level:

Header 1: Appr by Dtl Line

Header 2: Appr by Dtl Line

Header 3: Appr by Dtl Line

Email Notification
 Auto Authorize Invoices

Default Tab
 Status Tab
 Invoice Tab
 Multi Proc Tab
 Report Tab

SET UP YOUR AGENCY

1. Enter the number of approval levels needed by your agency in the **Approval Level** field. Up to five levels can be created.
2. Type **Header** names for the approval levels. These will be the names of the approval levels that you will see on the **Approval** and **Administration/User Maint** screens and the names of the column headers for each approval level on the **Multi Proc** screen. Do not use special characters or symbols, including **&**, **'**, **“**, **<**, and ****.
3. Select **Appr by Dtl Line** to enable approval check boxes on the **Approval** screen for each cost distribution line item. NOTE: On the **Approve** and **Multi Proc** screens, check boxes to approve invoices will be unavailable if an Approver is assigned a PCA/Index approval on the **User Maintenance** screen ([see below](#)) and the approval level has been assigned 'detail line approval'.
4. Check or uncheck the **Email Notification** check box. This sets an e-mail notification dialogue box to automatically pop up on other screens of the application when some action is saved (cost distribution, approvals, etc.) which allows users to send e-mail messages regarding the cost distribution, approvals, etc., to other application users.
5. Check or uncheck the **Auto Authorize Invoices** check box. When checked, this will automatically authorize invoices when they are saved on the **Invoice** screen. When unchecked, users will have to authorize them before they are available on the **Distribute** screen.
6. Select the **Default Tab** to set which screen opens when users select the **Invoice** menu.
7. Click **Update** to save the changes.

USER MAINTENANCE

Users can be added, be assigned roles (security), and given or denied access to the application by making them active or inactive in the application.

Figure 2 - User Maintenance

The screenshot shows the 'User Maintenance' application interface. At the top, there are tabs for 'User Maint', 'Agency', and 'Master Adm'. Below the tabs is a search bar labeled 'Find New User' and radio buttons for 'Active', 'Non Active', and 'All Users'. The main area contains a table with columns: 'Select', 'UserName', 'FirstName', 'MName', 'LastName', 'Act', 'Auth', 'Cost', 'Bureau', 'Division', 'Fiscal', 'Adm', 'Aud', 'Imp', and 'Email'. There are four rows of user data, each with a 'Select' button in the first column. Below the table is a form for editing a user, with fields for 'Username', 'First Name', 'Middle Name', 'Last Name', and 'Email'. To the right of these fields are several checkboxes: 'Active Payment Services User', 'Authorize', 'Cost Dist', 'Bureau', 'Division', 'Fiscal', 'Admin', 'Auditor', 'Template Maint', and 'Assign Approval'. There are 'Cancel' and 'Update User' buttons at the top of the form.

Select	UserName	FirstName	MName	LastName	Act	Auth	Cost	Bureau	Division	Fiscal	Adm	Aud	Imp	Email
Select	JENI	JENI		Bi	✓	✓	✓							j@sco.idah
Select	MAR	MAR		D	✓									m@sco.idah
Select	DAN	DAN		G	✓				✓					d@sco.
Select	MER	MER		H	✓				✓					m@sco.idi

ADD A NEW USER

1. Click **Find New User** to search and find users.

Figure 3 - Find New User lookup

The screenshot shows the 'User Lookup' dialog box. The 'Find New User' button is circled in red. The dialog box has the following fields: 'Last Name', 'First Name', and 'Agency' (with '140' entered). There are 'Find' and 'Cancel' buttons. The background shows a user list with names like JENNIFER, MARIO, DANIEL, MERIDI, DANA, BINGA, and ROBER.

2. Type the last name or first name of the new user in the **Last Name** or **First Name** field. (Type just the first few letters of a name if you are not sure exactly how it is spelled.)
 - a. To add an employee (e.g., an auditor) from another agency, type the last and/or first name and enter their agency number in the **Agency** field. Do not add an employee from your agency to another agency number.
3. Click **Find**. If the user cannot be found, contact your payroll administrator to make sure that the user has been added to state payroll records.
4. Click **Select** next to the user's name to add and then click **OK** to confirm adding the user.
5. Select the **Active Payment Services User** check box to make the user active in the application – allowing the user access to the application. Clear the check box to inactivate a user (e.g., when they leave the agency) but still allow *approvers* access to and processing of invoices that the user has entered.

Figure 4 - Assign user security and approval PCA/Index

The screenshot shows the 'Update User' dialog box. The 'Active Payment Services User' checkbox is checked and circled in red. The dialog box shows user details for 'RHONDA' and a list of security indices. The 'Update User' button is also circled in red.

Index	Description
1009	ANONYMOUS CONTRIB. 6
1010	GROUP POSITIONS
1050	WELLS FARGO PCARD PYMTS

Index	Description
1002	ADMIN. OPERATING

6. Select the check boxes of the roles or security to assign to the user. Selecting the check box gives the user permission to use those screens and functions in the application:
 - **Authorize** - allows the user to authorize an invoice
 - **Cost Dist** - allows the user to enter fiscal coding and distribute costs to particular PCAs or Indexes.
 - **Approval levels** - allows the user to approve or disapprove invoices. Final approval level allows users to change the payment date of an invoice. The number of approval levels and the names of the approval levels are set up on the **Agency** tab.
 - **Admin** - allows the user Payment Services administrator functions. It is recommended to have at least two users added for this role so that one can serve as a backup.
 - **Auditor** – an auditor will have only **Processed Invoice** as a menu selection. A user should not be set up as an auditor and another role because they will have only **Processed Invoice** as a menu selection.
 - **Template Maint** – allows the user to set up templates.
 - **Assign Approval** – displays another section for the administrator to assign PCAs or Indexes to approvers so they can view and approve invoices by detail line that are coded with those PCAs or Indexes:
 - a) Leave **Assign Approval** unchecked and the user will be able to approve all PCAs or Indexes.
 - b) Select the PCAs or Indexes to assign to the approver.
 - c) Click the right arrow icon to assign the selected PCAs or Indexes.
- If the PCA/Index is highlighted in red, the PCA or Index is invalid. It could be that the PCA or Index is invalid for the current budget fiscal year.
- NOTE: The assigned approval PCA/Index will restrict users only on those approval levels that you enable with the ‘approve by detail line’ setting. See [Agency Maintenance](#) section and the [Approving Invoices](#) document for more information.
7. Click **Add User**.

UPDATE A USER’S APPROVAL LEVEL, ROLES, ETC.

1. Click **Select** next to the name of the user.
 2. Follow the same steps available as when adding a new user (see above).
 3. If you do not want the user to have access to application (e.g., if they are no longer an employee), uncheck **Active Payment Services User**
 4. Click **Update User**.
- Name changes**: If a user’s name has changed, contact dsahelpline@sco.idaho.gov.

GROUP MAINTENANCE

Group is an optional tag to help categorize the invoices so they can be searched for by fiscal coders, approvers, or used for creating categorized reports. A Group name is useful if, for example, there are approvers who are responsible for approving only certain invoices, e.g., utilities. You could create a group called “Utilities” and all invoices labeled “Utilities” could easily be found on the **Status** screen.

1. Type a name for the group and then click **Add**. Do not use special characters or symbols, including **&**, **'**, **“**, **<**, and ****.
2. Click **Edit** to edit a group name or **Delete** to delete a group.

Figure 1 - Group maintenance

The screenshot shows a web interface with three tabs: "User Maint", "Agency", and "Group Maint". The "Group Maint" tab is active. Below the tabs is a section titled "Current Groups" containing a table with three rows of group information. Each row has "Edit" and "Delete" links to its left. Below the table is an "Add" button and a text input field.

		Groups
Edit	Delete	HOUSEKEEPING
Edit	Delete	INVOICE PAYMEN
Edit	Delete	UTILITIES

Add

- Administrators will be able to add, update existing group names and delete existing groups.
- If a group name is deleted, it will not be available for new invoices. If a group name is being used on an invoice that is still in process, and the group name is deleted or changed, that invoice will process with the ‘old’ group name.
- Once all invoices have been completely processed with deleted group names, the deleted groups will no longer be available from the Group drop down menu.
- Reports can be searched by Group name for active invoices even if the group name has been deleted or changed. If there is a group that has no active invoices associated with it, that group will not be available from the Group drop down menu.

CHANGE A USER’S E-MAIL ADDRESS

The Payment Services administrator cannot change the e-mail address of a user. Instead, each user is responsible for updating their e-mail address. The user must log on to the Statewide Accounting System menu, and then:

1. Click **Edit** next to the e-mail address.
2. Enter the correct e-mail address.
3. Click **Save**. The user may have to log off and log on in order to see the change.