PAYMENT SERVICES USER MANUAL

ADMINISTRATION

INTRODUCTION

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

Agency maintenance includes being able to:

- Create 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
- Require a Document Number to be entered manually on the Invoice

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

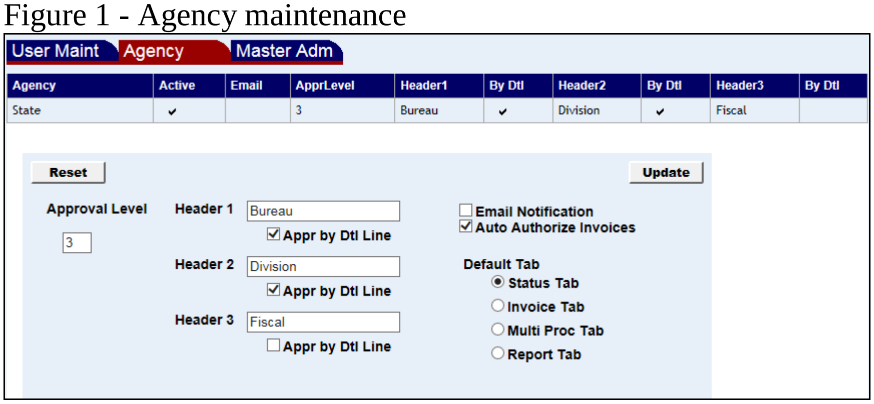
User maintenance includes:

- Adding new users
- Assigning roles (permissions) to users, (e.g., assign users as approvers)
- 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



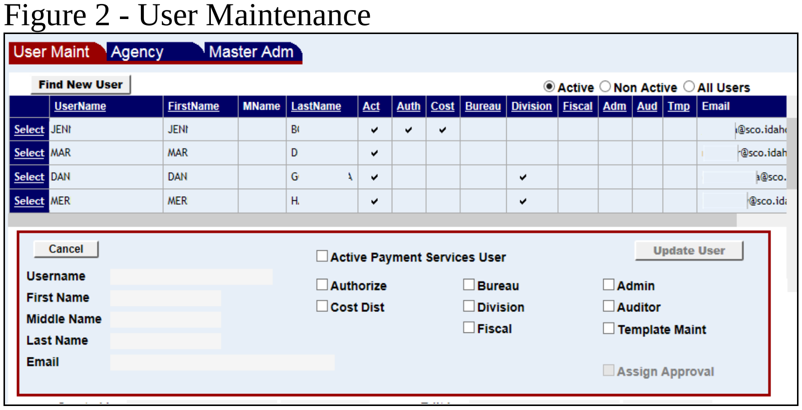
SET UP YOUR AGENCY

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. If you want your users to enter Document Number manually on the Invoice screen, contact SCO to request this. Otherwise, Payment Services automatically creates Document Numbers in STARS that begin with “PS”….
8. 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.

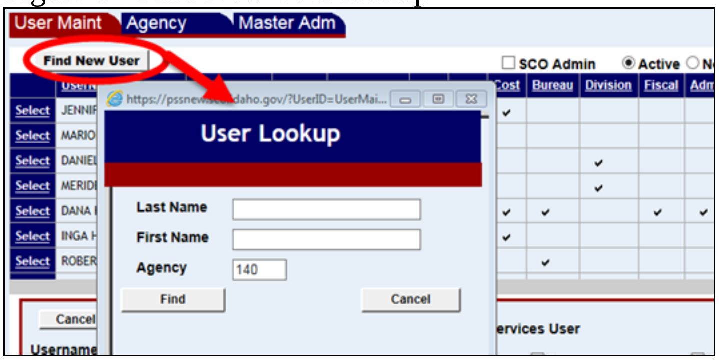
Figure 2 - User Maintenance



ADD A NEW USER

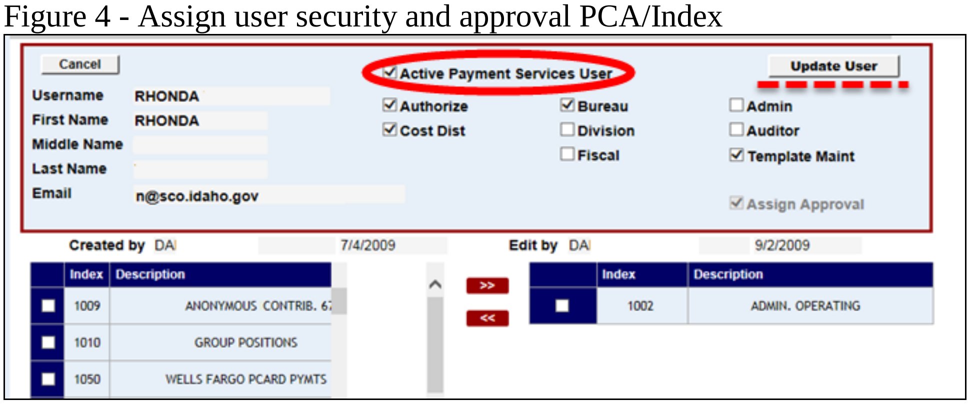
1. Click **Find New User** to search and find users.

Figure 3 - Find New User lookup



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) <u>from</u> 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



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 best 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. Do not set up a user 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 Approva**l 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 Approve an Invoice 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**.

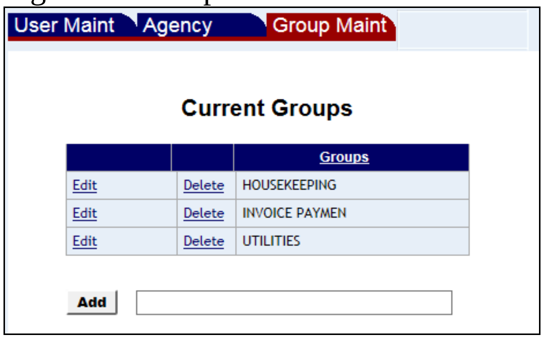
   Name changes: If a user's name has changed, contact dsahelpline@sco.idaho.gov.

GROUP MAINTENANCE

Payment Services Administrators have access to Group Maintenance. **Group** is an optional tag to help categorize the invoices so users can search for them on the **Status** screen, or to create categorized reports. A Group name is useful, for example, if approvers are responsible for approving only certain invoices, e.g., utilities. You could create a group called "Utilities" and then those approvers can filter all invoices labeled "Utilities" on the **Status** screen.

1. Only Administrators will be able to add, update existing group names and delete existing groups.
2. Type a name for the group and then click **Add**. Do not use special characters or symbols, including **&**, ', **“**, <, and \.
3. Click **Edit** to edit a group name or **Delete** to delete a group.

Figure 1 - Group maintenance



- If you delete a group name, it will not be available for new invoices. If a group name is on an invoice that is still in process, and you delete or change the group name, 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.
- You can search Reports (for active invoices) by Group name, even you have deleted or changed the group name. 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.