PAYMENT SERVICES USER MANUAL

AUTHORIZE, COMPLETE DISTRIBUTION, OR APPROVE MULTIPLE INVOICES (MULTI PROC)

INTRODUCTION

The Multi Proc screen allows you to "process" multiple invoices at once. To process an invoice means to:

- Authorize
- Mark the cost distribution (fiscal coding) as complete
- Approve

The final approval level allows you to change the payment date and/or effective date of invoices and view the impact of invoice payments on Funds. Invoices must be final approved by 6:30PM MST to be uploaded to STARS.

Processes can also be "reversed", that is, you can unauthorize an invoice, mark distribution as incomplete, or unapprove an invoice.

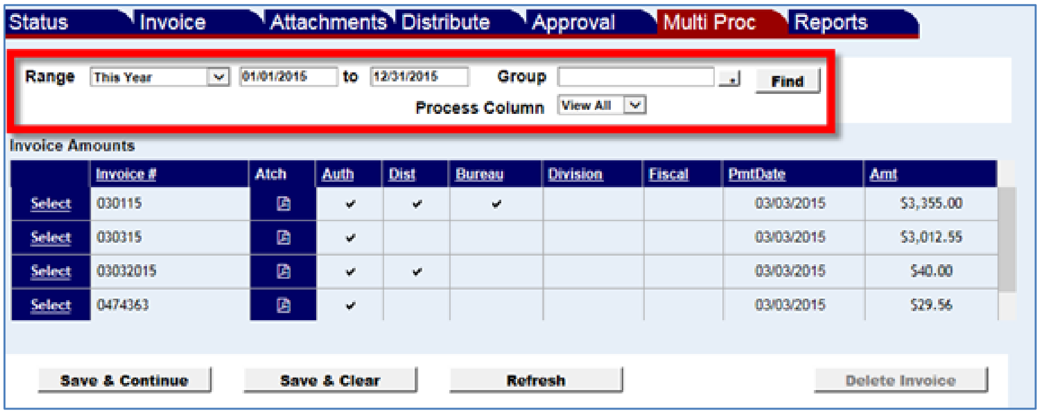
<u>Restrictions</u>: You will not be able to approve invoices (check boxes will not be available) if your Payment Services administrator has assigned **detail line approval** to the approval level. Use the **Approval** screen instead.

When invoice payments are approved and released from Payment Services, they will be automatically assigned to a batch (this applies to all invoice payments released on the same day). If your agency records or tracks batch numbers, the “Today’s Batch Number” is displayed at the top of the Payment Services page. This number is assigned to all Payment Services transactions released that day.

Batch number in banner

FIND INVOICES

Find invoices

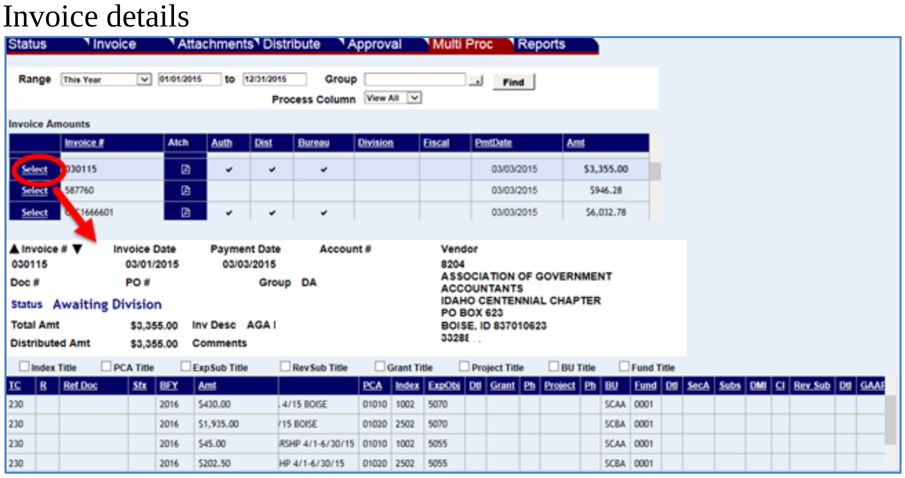


1. From the Payment Services main menu, click **Invoice**, and then click the **Multi Proc** tab.
2. If you do not see invoices that you expect to see:
   a. Click the **Range** drop down menu to select a data range. You can enter a specific date range in the text boxes.
   b. Click **Find**.
3. Select a **Group** if needed. 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.
4. Click any of the column headers in the list of invoices to sort the list by that value. For example, click **Invoice #** to sort the list by invoice number, low to high. Click **Invoice #** again to re-sort the list, high to low.

VIEW THE INVOICE DETAILS

1. Click **Select** next to an invoice number.

Invoice details

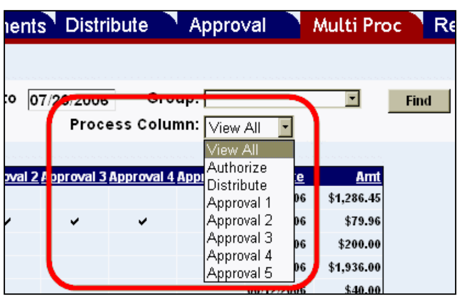


2. On the same row as the **Select** button, a scanned attachments icon in the **Atch** column will be displayed if there are scanned documents attached to an invoice. Click the icon to open the **Attachments** screen, and on that screen click **View** to inspect the scanned invoice or related documents.
3. The invoice details will display the invoice dates, vendor information, the status of the invoice, and any fiscal coding on the invoice.
4. To see descriptions of some of the fiscal coding fields, select a 'title check box' for the fiscal code to display its title. For example, select **PCA Title** to display the title of the PCA code. Uncheck the 'title check box' to hide the title.
5. To see the previous or next invoice in the list of invoices, you can click the up or down arrow next to **Invoice #** or click **Select** next to an invoice in the main list.

SELECT A PROCESS TO AUTHORIZE, COMPLETE COST DISTRIBUTION, OR APPROVE

To authorize, complete cost distribution, or to approve an invoice, select one of the processes in the **Process Column** menu. The default is **View All** which displays invoices within a default date range. However, a specific process must be selected from the **Process Column** menu to take further action on invoices.

Process Column menu



The permissions assigned to you by your Payment Services administrator will determine what you see in the **Process Column**. For example, if you are assigned to be an approver level 1 only, you will not see any other approver levels higher than level 1.

When a specific process is selected from the **Process Column** menu, other options will also be displayed: **Show Editable Invoices Only** and **Check All**:

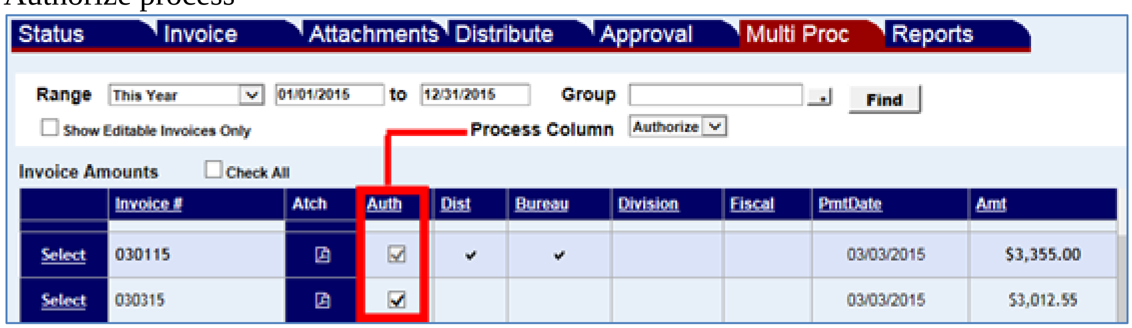
- Check **Show Editable Invoices Only** to see *only* those invoices that you can take action on.
- You can check the **Check All** check box to select all of the invoices for approval. Because you have to select a specific approval level in the **Process Column** menu, any lower approval levels must be approved in order for the **Check All** to check the check box for the level you have selected.

AUTHORIZE INVOICES

1. Select **Authorize** to authorize multiple invoices so they will be ready for cost distribution.
   - Invoices that have already been authorized on the **Invoice** screen are checked.
   - Invoices that have not been authorized are unchecked.
   - Check boxes that appear unavailable to select indicate that the invoice has been through the final approval level.
2. To authorize or unauthorize invoices:
   a. Check the invoices to be authorized.
   b. Uncheck invoices that you do not authorize.
   c. Click **Save & Continue** or **Save & Clear**. (Either option will save the changes and leave them displayed on the **Multi Proc** screen.)

If e-mail notification has been enabled by your Payment Services administrator, an e-mail dialogue box will appear after saving any changes. See E-Mail Notification section below.

Authorize process



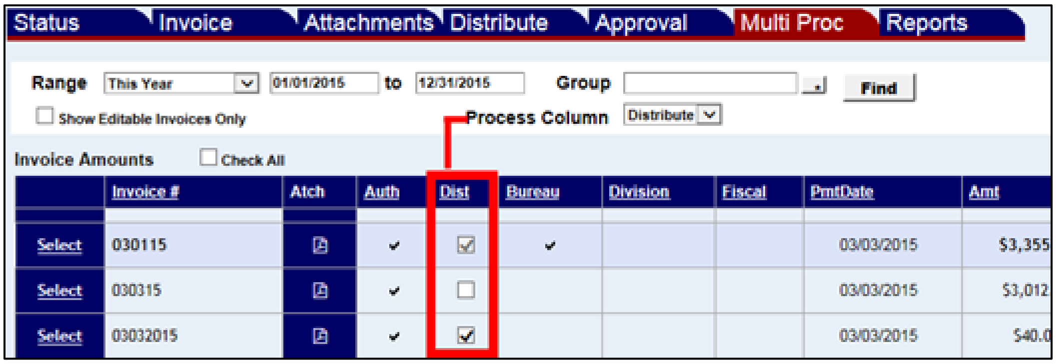
COMPLETE DISTRIBUTION OF INVOICES

1. Select **Distribute** to check off invoices that have had fiscal coding and cost distribution completed. If a check box is not available, the invoice is "Awaiting Distribution" and has not had fiscal coding and cost distribution completed. If the cost distribution has an error and is not complete, you may see the message that an invoice is not updated and there is a Cost Distribution error.

3. Check the check boxes next to the desired invoices. (Uncheck invoices to undo previous 'cost distribution completed' actions - this will not clear the distribution or fiscal coding.)

4. Click **Save & Continue** or **Save & Clear**. Any invoice that was unchecked must then have its cost distribution re-entered on the **Distribute** screen.

Distribute column

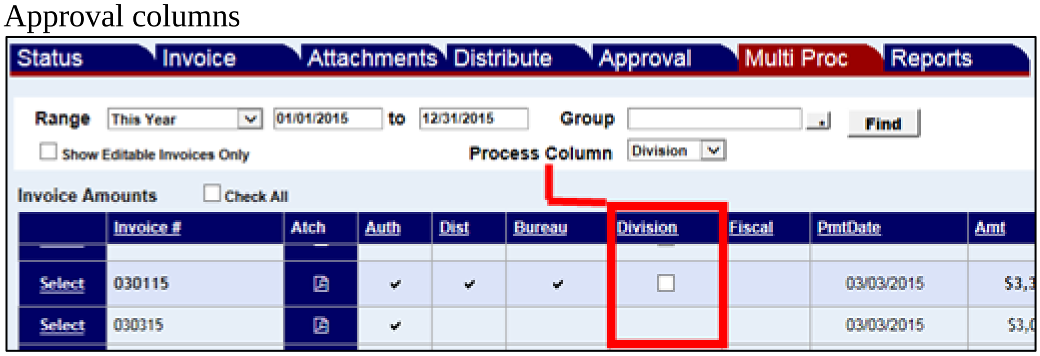


If e-mail notification has been enabled by your Payment Services administrator, an e-mail dialogue box will appear after saving any changes. See E-Mail Notification section below.

APPROVE OR DISAPPROVE INVOICES

1. Select the appropriate approval level(s) as assigned to you. If approving more than one level, you must select each approval level in the **Process Column** and complete the approval steps. In the example below the approval levels are simply named “Approval 1”, “Approval 2”, etc.
5. Check the check box to in the approval level column approve invoices.
6. Uncheck the check box to disapprove invoices.
7. Click **Save & Continue** or **Save & Clear**. (Either option will save the approval changes and leave them displayed on the **Multi Proc** screen.)

Approval columns



- If a check box is unavailable, it is may be that your Payment Services administrator has assigned ‘approve by detail line’ for the approval level. Use the **Approval** screen instead.
- Because you have to select a specific approval level in the **Process Column** menu, any lower approval levels must be approved in order for the **Check All** to check the check box for the level you have selected.

- If e-mail notification has been enabled by your Payment Services administrator, an e-mail dialogue box will appear after saving any changes. See E-Mail Notification section below.

FINAL APPROVAL PROCESSES

Select the final approval level to approve/release invoices for payment. (The approval level name is defined by your Payment Services administrator.) Invoices approved at the final level by 6:30 PM MST of the business day will be sent to STARS of the Payment Request Date. Invoices approved after that time will be sent at the end of the next business day.

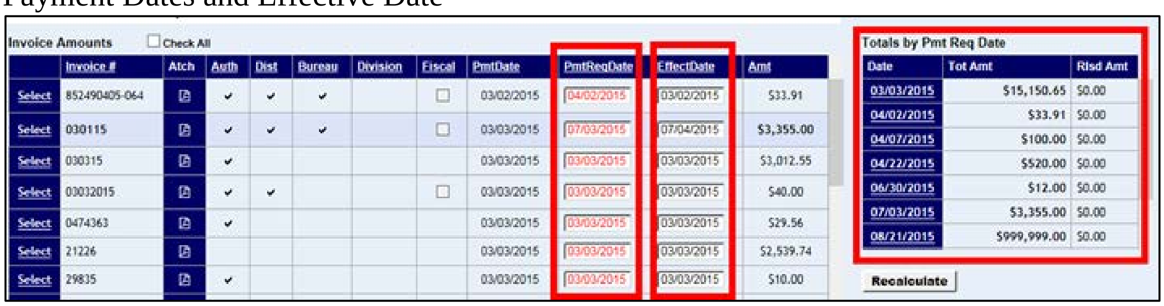
1. Select the final approval level from the **Process Column**.
2. Check the check box in the approval level column to approve invoices.
3. Uncheck the check box to disapprove invoices.
4. Click **Save & Continue** or **Save & Clear.** Either option will save the approval changes and leave them displayed on the **Multi Proc** screen.

The final approval level can also display total costs and fund information as well. By seeing the total amounts and the funds being affected, you can make decisions about which invoices to pay, which invoices you want to re-distribute across funds, etc.

Select the final approval level from the **Process Column** and three additional items are displayed:

- A **PmtReqDate** column - The Payment Request Date releases a payment to STARS on a specified date. See Change the Payment Request Date.
- An **EffectDate** column - The Effective Date processes the payment in STARS by a specified date. See Change the Effective Date.
- A **Totals by Pmt Req Date** table (Totals by Payment Request Date) - Shows dates of invoices and their total amounts that could be sent to STARS.

Payment Dates and Effective Date



Invoice Amounts ☐ Check All

	Invoice #	Atch	Auth	Dist	Bureau	Division	Fiscal	PmtDate	PmtReqDate	EffectDate	Amt
Select	852490405-064		✔	✔	✔		☐	03/02/2015	04/02/2015	03/02/2015	$33.91
Select	030115		✔	✔	✔		☐	03/03/2015	07/03/2015	07/04/2015	$3,355.00
Select	030315		✔					03/03/2015	03/03/2015	03/03/2015	$3,012.55
Select	03032015		✔	✔			☐	03/03/2015	03/03/2015	03/03/2015	$40.00
Select	0474363		✔					03/03/2015	03/03/2015	03/03/2015	$29.56
Select	21226							03/03/2015	03/03/2015	03/03/2015	$2,539.74
Select	29835		✔					03/03/2015	03/03/2015	03/03/2015	$10.00

Totals by Pmt Req Date

Date	Tot Amt	Rlsd Amt
03/03/2015	$15,150.65	$0.00
04/02/2015	$33.91	$0.00
04/07/2015	$100.00	$0.00
04/22/2015	$520.00	$0.00
06/30/2015	$12.00	$0.00
07/03/2015	$3,355.00	$0.00
08/21/2015	$999,999.00	$0.00

Recalculate

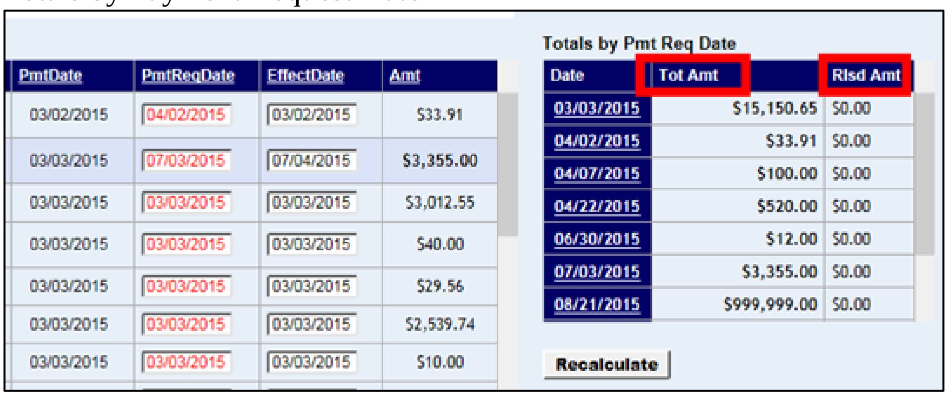
TOTALS BY PAYMENT REQUEST DATE AND FUND AND BUDGET UNIT BALANCES

The **Totals by Pmt Req Date** table shows you invoice amounts waiting for release and amounts that will be released to STARS for a given date. This is shown in two columns:

- **TotAmt** - invoice amounts waiting for release (at any process), sorted by date
- **RlsdAmt** - invoice amounts that have been approved for release to STARS, sorted by date.

And there is a **Total** at the bottom of each of those columns.

Totals by Payment Request Date



PmtDate	PmtReqDate	EffectDate	Amt
03/02/2015	04/02/2015	03/02/2015	$33.91
03/03/2015	07/03/2015	07/04/2015	$3,355.00
03/03/2015	03/03/2015	03/03/2015	$3,012.55
03/03/2015	03/03/2015	03/03/2015	$40.00
03/03/2015	03/03/2015	03/03/2015	$29.56
03/03/2015	03/03/2015	03/03/2015	$2,539.74
03/03/2015	03/03/2015	03/03/2015	$10.00

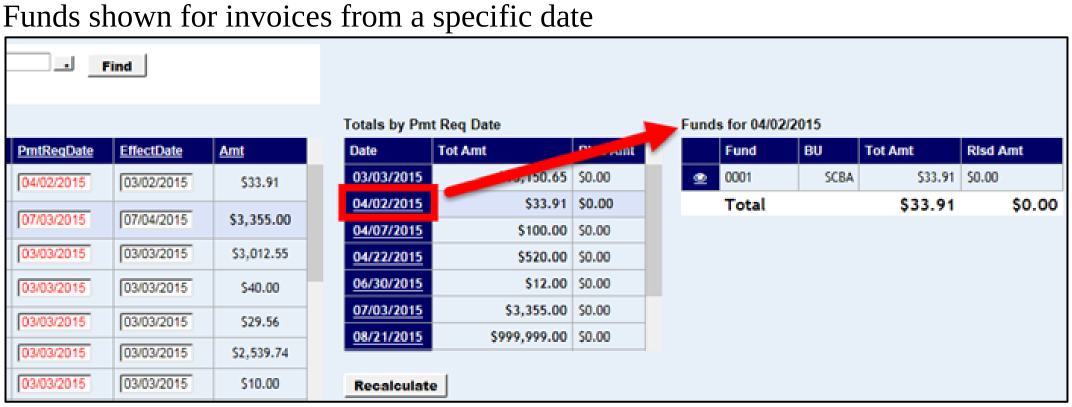
Totals by Pmt Req Date

Date	Tot Amt	Rlsd Amt
03/03/2015	$15,150.65	$0.00
04/02/2015	$33.91	$0.00
04/07/2015	$100.00	$0.00
04/22/2015	$520.00	$0.00
06/30/2015	$12.00	$0.00
07/03/2015	$3,355.00	$0.00
08/21/2015	$999,999.00	$0.00

Recalculate

1. Click a date in the **Totals by Pmt Req Date** table and another table will display the funds those amounts will be paid from (you may need to maximize the browser window or use the slider bar at the bottom of the browser window to see it). The balances show Encumbrance funds for encumbered invoices or the Cash Control file for cash balances. This will help you determine the final approval action to be taken for invoices.

Funds shown for invoices from a specific date



Find

PmtReqDate	EffectDate	Amt
04/02/2015	03/02/2015	$33.91
07/03/2015	07/04/2015	$3,355.00
03/03/2015	03/03/2015	$3,012.55
03/03/2015	03/03/2015	$40.00
03/03/2015	03/03/2015	$29.56
03/03/2015	03/03/2015	$2,539.74
03/03/2015	03/03/2015	$10.00

Totals by Pmt Req Date

Date	Tot Amt	[illegible]
03/03/2015	[illegible]150.65	$0.00
04/02/2015	$33.91	$0.00
04/07/2015	$100.00	$0.00
04/22/2015	$520.00	$0.00
06/30/2015	$12.00	$0.00
07/03/2015	$3,355.00	$0.00
08/21/2015	$999,999.00	$0.00

Recalculate

Funds for 04/02/2015

	Fund	BU	Tot Amt	Rlsd Amt
	0001	SCBA	$33.91	$0.00
	Total		$33.91	$0.00

2. Click the icon next to a particular fund and any invoice in the Multi Proc list that is coded with that fund (partially or fully) will be highlighted.

Invoice(s) paid from a specific fund highlighted

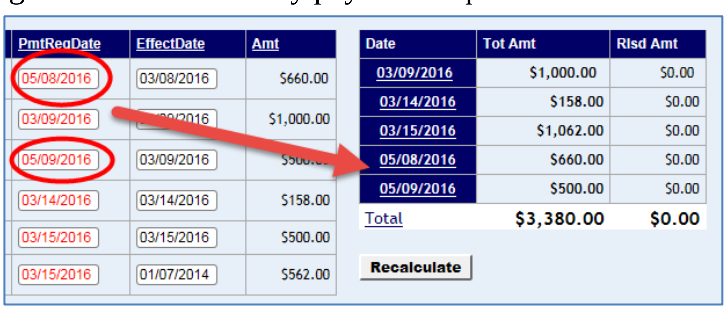
CHANGE THE PAYMENT REQUEST DATE

The payment request date of an invoice can be changed in cases, for instance, when your funds will not have enough funds to pay for invoices.

NOTE: Any final Approver can see the Payment Request Date even if the invoice is still unapproved. If the Approver is restricted from approving transactions, he/she cannot change the payment date.

1. Note the **Recalculate** button under **Totals by Pmt Req Date** section (see Figure 10).
2. If a payment for an invoice could be postponed for a week, locate the invoice in the invoice list.
3. Change the date in the **PmtReqDate** column accordingly. (See Figure 12).
4. Click **Recalculate**. Payment dates will be sorted in ascending order so you can see the impact of the payments over time, say within a given month.

Figure 1 - Recalculate by payment request date



5. You can then determine which invoices to final approve.

CHANGE THE EFFECTIVE DATE

When the Payment Services transactions are uploaded to STARS, STARS uses the Effective Date to determine the month in which the transaction will process, as long as that month is open.

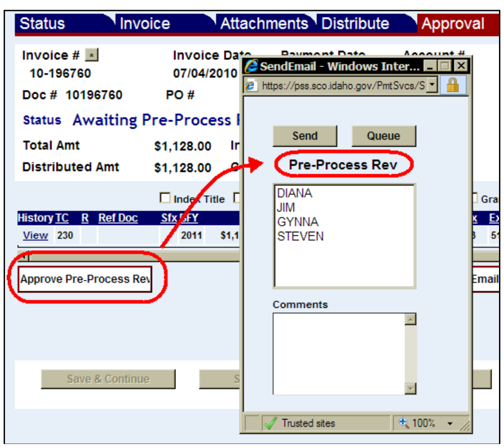
1. Change the date in the **EffectDate** column as needed to post to STARS. Note: An invoice that has not been through final approval will have a blank **EffectDate** field.
2. Make any other changes as needed, and then click **Save & Continue** or **Save & Clear**. Either option will save the approval changes and leave them displayed on the **Multi Proc** screen.

Payment Request Date and Effective Date columns

E-MAIL NOTIFICATION

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

E-mail notification



TO 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. Do not use special characters or symbols, including **&**, ', **"**, <, and \.
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

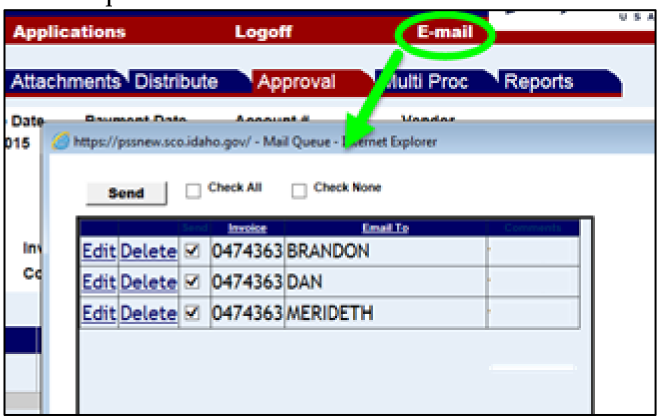
the same recipients, but only send one e-mail for each recipient with multiple invoice messages in the one e-mail.

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.

TO 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.

E-mail queue menu



3. 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.
   a. Select a recipient's name from the **Email To** menu.
   b. Type a **Comment** if desired.
   c. 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 all 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.