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# PAYMENT SERVICES USER MANUAL

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## IMPORTING A PURCHASE ORDER INTO PAYMENT SERVICES

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### INTRODUCTION

Once purchase order items are received in Purchasing along with an invoice, the invoice can be entered into Payment Services. When the invoice is ready for fiscal coding and cost distribution, the purchase order items can be imported from the Purchasing application into the **Distribute** screen and the cost distribution rows will be automatically entered with the fiscal coding and cost distribution for each item from the Purchasing application.

You can also split imported purchase order line items if the purchase order was created with a quantity unit of one, but the purchase order amount will be invoiced and paid incrementally.

Each agency can set up different users for each step of entering invoices, authorizing, and entering fiscal coding and cost distribution in Payment Services. In most agencies, the authorization step is not even required. Therefore, the general steps and screens in Payment Services are described below.

### IMPORT A PURCHASE ORDER INTO PAYMENT SERVICES

#### ENTER THE INVOICE

1. Enter a new invoice for the items received from a purchase order.
2. Be sure the **Total Amount** on the Invoice screen matches the amount of the received items (not necessarily the entire purchase order amount). [See below](#).
3. If available, enter the purchase order number on the **Invoice** screen (**PO #**). If the PO number is not available to enter on the **Invoice** screen, you can search for it on the **Distribute** screen.

Figure 1 - New invoice

The screenshot shows the 'New Invoice' screen with the following fields and values:

- Invoice #: 8596210
- Invoice Date: 7/9/2008
- Payment Date: 7/9/2008
- Acct #: [blank]
- Vendor Name - Business Name: Perkins
- Address: [blank]
- City: [blank]
- State Zip: [blank]
- Area Code: [blank]
- Phone #: [blank]
- Ext: [blank]
- Invoice Description: [blank]
- Comments: [blank]
- Total Amount: \$700.00
- Vendor #: [blank]
- Sfx: [blank]
- Document #: [blank]
- PO #: BH080002 (circled in red)
- Group: [blank]

Buttons at the bottom: Save & Continue, Save & Clear, New Invoice, Delete Invoice.

4. If you use the **Document #**, enter a different number than the purchase order number.
5. Click **Save & Continue** or **Save & Clear** to save the invoice.
6. Authorize the invoice if your agency does not automatically authorize them. The invoice should be ready for fiscal coding and cost distribution.

## IMPORT THE PURCHASE ORDER

1. On the **Distribute** screen, click the asterisk next to **PO**.

Figure 2 - Purchase order look up

The screenshot shows the 'Purchase Order Look Up' screen with the following fields and values:

- Invoice #: 8596210
- Invoice Date: 7/9/2008
- Payment Date: 7/9/2008
- Account #: [blank]
- Vendor: PERKINS
- Doc #: [blank]
- PO #: BH080002 (circled in red)
- Group: [blank]
- Status: Awaiting Cost Distribution
- Total Amt: \$6,700.00
- Inv Desc: [blank]
- Distributed Amt: \$0.00
- Comments: [blank]

Buttons: Add Row, Clear All Distribution, Undo Updates.

Template: [blank] Template Amt: 0.00

\* Press F3 for Lookup

Def	Doc	Ref Doc*	Sfx	Bl Y	Amt	Mod	Invoice Description	PLA*	Index*	Exp Sub*	Utr	Rev Sub*	Utr
				2009	6700.00								

2. If the PO number was entered on the **Invoice** screen:
  - a. The purchase order items will be displayed in the **Purchase Order Look Up** dialogue box.
  - b. Check the check boxes to select the purchase order items that are on the invoice. (Items that have not been received will not have a check box.)
  - c. Click **Import**. (Go to step 10.)

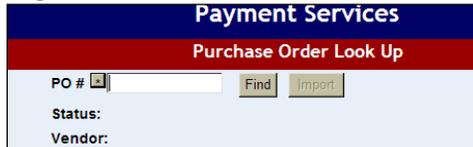
The screenshot shows the 'Purchase Order Look Up' dialog box with the following fields and values:

- PO #: [blank]
- Find: [blank]
- Import: [blank]
- Status: [blank]
- Vendor: 820 ABC STAMP CO
- All  None

Set	Status	Item No	Description	Qty	U/M	Price	SubTotal
<input type="checkbox"/>	Received		Door sign- No Food Allowed -and install	2	Each	14.76	29.52

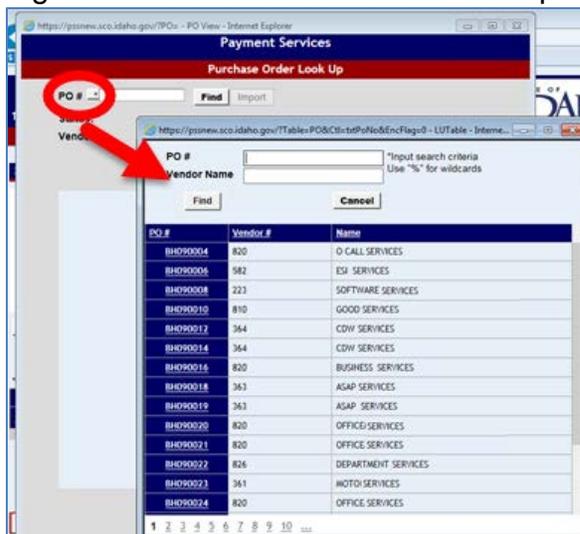
3. If the PO number was not entered on the **Invoice** screen:
  - a. If you know the purchase order number, enter it in the **PO#** field and click **Find**.

Figure 3 - Purchase order number



- b. If you do not know the purchase order number to enter, click the asterisk next to **PO#** on the **Purchase Order Look Up** screen. A list of purchase orders will be displayed.

Figure 4 - Purchase order number look up



PO #	Vendor #	Name
BH090004	820	CALL SERVICES
BH090006	582	ESI SERVICES
BH090008	223	SOFTWARE SERVICES
BH090010	810	GOOD SERVICES
BH090012	364	CDW SERVICES
BH090014	364	CDW SERVICES
BH090016	820	BUSINESS SERVICES
BH090018	363	ASAP SERVICES
BH090019	363	ASAP SERVICES
BH090020	820	OFFICE SERVICES
BH090021	820	OFFICE SERVICES
BH090022	826	DEPARTMENT SERVICES
BH090023	361	PHOTO SERVICES
BH090024	820	OFFICE SERVICES

- c. Click the purchase order number that you need. (You can search for a purchase order by entering part of the purchase order number or the vendor name and clicking **Find**.)
    - d. The individual purchase order items will be displayed. Items received will have a check box next to them. Items not received will not have a check box
    - e. Check the check boxes to select the purchase order items that correspond to the invoice.
    - f. Click **Import**.
4. The items will be entered as rows on the **Distribute** screen. If a purchase order line item has a separate freight charge line item, it will be imported as a separate row.

Figure 5 - Imported purchase order

Invoice #	Invoice Date	Payment Date	Account #	Vendor
859	7/9/2008	7/9/2008		820 PERKIN 2039 E BOISE, ID 83712 367
Doc #	PO #	Group		
	BH0			
<b>Status Awaiting Cost Distribution</b>				
Total Amt	\$6,700.00	Inv Desc		
Distributed Amt	\$0.00	Comments		

IC*	Ref Doc*	Sfx	BY	Amt	Mod Invoice Description	PCA*	Index*	Exp Sub*	DB	Rev Sub*	DB	Grant*	Ph	Project*	Ph	BL*	
Del				6700.00													
Del	230		2009	1500.00	Sand Bags	97061	6000	6401				000703	06	Z07006	00	GVOZ	
Del	230		2009	5200.00	MPC Laptop #456, quote 8999	82148	6500	6401				82148	05	BPDMC	05	GVOF	

5. The original amount from the **Invoice** screen will remain on the first row. Click **Del** to delete this row.
6. The fiscal coding should be imported from the purchase order, but if necessary, complete any of the fiscal coding required.
7. Click **Distribute Cost Complete**.
8. Complete the invoice approval according to your agency's process.

## COST DISTRIBUTION AMOUNT AND THE INVOICE TOTAL AMOUNT

The **Distributed Amt** and the **Total Amt** must match. If they do not, the **Distribute Cost Complete** button will not be available. You can change the **Total Amount** on the **Invoice** screen if it was entered incorrectly or make a change to the amounts on the **Distribute** screen if they do not match the actual invoice from the vendor. Be sure you enter what the vendor actually charges because this is what will be paid to the vendor.

Figure 6 - Matching Amounts

Invoice #	Invoice Date	Payment Date	Account #	Vendor
STR	8/13/2008	8/13/2008		820 WINCO FOODS WINCO FOODS #1 110 E BOISE, ID
Doc #	PO #	Group		
	009			
<b>Status Awaiting PreProcessRev</b>				
Total Amt	\$551.00	Inv Desc		
Distributed Amt	\$551.00	Comments		

IC*	R	Ref Doc*	Sfx	BY	Amt	Mod Invoice Description	Index*	PCA*	Exp Sub*	DB	Rev Sub*	DB
230				2009	320.00	PAPER	2702	01020	5105			
230				2009	135.00	TRUMPETS	2702	01020	5105			
230				2009	60.00	BOTTLED WATER	2702	01020	5020			
230				2009	36.00	BLEACH	2702	01020	5020			