PAYMENT SERVICES USER MANUAL

GETTING STARTED

INTRODUCTION

Payment Services is a web-based tool with a user interface flexible enough to allow for a variety of unique business processes across state agencies. Each agency will be able to apply their own business processes to use Payment Services.

LOGGING ON

Payment Services is accessed through the **Online Logon** on the State Controller's Web site at http://www.sco.idaho.gov. Select **Statewide Accounting System** from the list of applications, and then select **Payment Services**.

The Payment Services main menu includes:

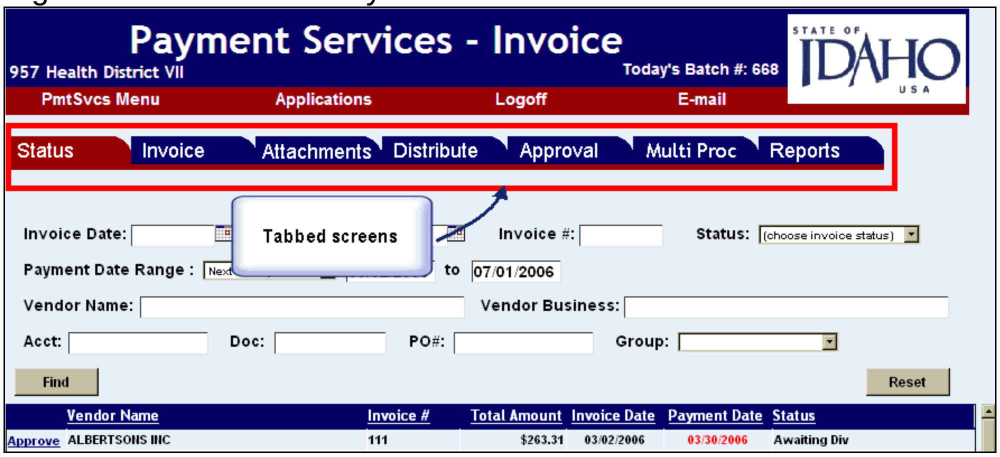
- **Invoice** – includes the tabbed screens for invoice data entry and approvals.
- **Recurring Payments** – schedule recurring payments.
- **Template Maintenance** – create and maintain templates for invoice cost distribution. If this selection is unavailable (grayed out), it is because you have not been given authorization by your Payment Services administrator.
- **Administration** – set up and maintain users and set up the application for specific agency needs. Accessible only to the Payment Services administrator.
- **Processed Invoice** – search for invoices that have approved, released, and sent to STARS.

This document will focus on three of these menus essential to basic invoice processing – **Invoice**, **Template Maintenance**, and **Administration**.

INVOICE MENU

The Invoice menu is the entry point for invoice data entry and approval. A series of tabs are presented which represent a functional process or actions that can be taken in the workflow of an invoice payment. These tabs are also the main navigational tools for selecting the various functional areas. However, as will be seen, many of the same functions can be performed on different screens.

Figure 1 - Tabbed screen layout



In addition, each agency's Payment Services administrator has some degree of control over how Payment Services behaves. For instance, the administrator can:

- Change the number of and 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.

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.

And finally, the role or roles people have in Payment Services will vary widely across all agencies. Each person may have a different view of the application and different capabilities in using it.

Thus, the specific steps in the application to enter and approve invoices depend on the business processes of the individual agency.

However, the general workflow includes these steps:

Function	**Payment Services Screen(s)**
1. Enter and save invoice information.	Invoice
2. Authorize the invoice.	Administration, Invoice, Approval, Multi Proc

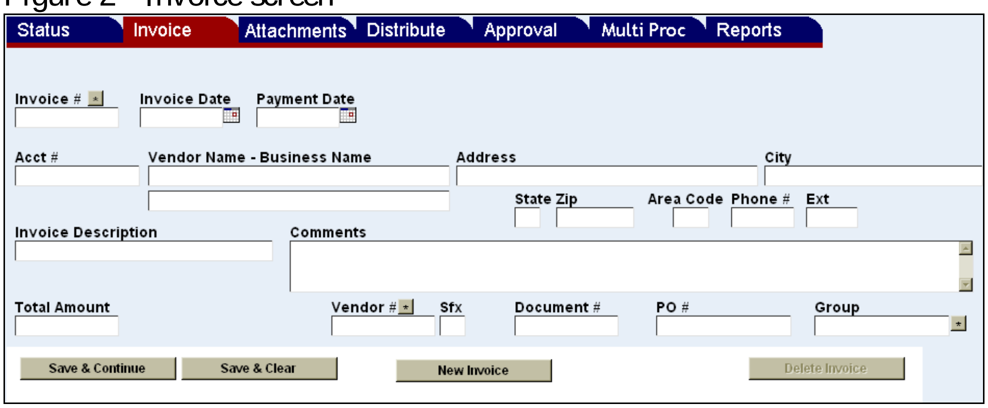
Function	Payment Services Screen(s)
3. Attach scanned invoice and supporting documentation. This is optional. If used, it can be done at any time during the invoice workflow.	Documents
4. Enter fiscal codes and/or distribute the invoice costs across PCA, Indexes, Encumbrances, etc.	Distribute
5. Approve the invoice. Five levels of approval can be set up. Includes making final approval for payment of invoice.	Approval, Multi Proc

ENTERING AND SAVING AN INVOICE

Invoices can be entered as soon as you receive them. You do not have to wait until the payment date to begin data entry or approval processes.

On the **Invoice** screen, you can use your TAB key or your mouse to move to each data field.

Figure 2 - Invoice screen



1. Enter the invoice number in the **Invoice #** field.
2. Enter the Vendor Name in the **Vendor Name** field
3. Enter the amount of the invoice in the **Total Amount** field.
4. Complete any other fields needed by your agency.
5. Click **Save & Continue** or **Save & Clear** to save the invoice.
6. Click **Authorize** if necessary. Depending on your agency's process, invoices may be automatically authorized or a person other than data entry may authorize invoices on this or another screen.

AUTHORIZING AN INVOICE

After the invoice is saved, it must be authorized in order for the costs to be distributed. Depending on your agency's process:

- Invoices may be authorized on the **Invoice** screen by the person who enters and saves them.
- A person other than data entry may authorize invoices on the **Approval** or the **Multi Proc** screen.
- The Payment Services administrator may set up automatic authorization so that this step is not needed by your agency.

Below are examples of the screens where an invoice can be authorized.

Figure 3 - Authorization button on the **Invoice** screen

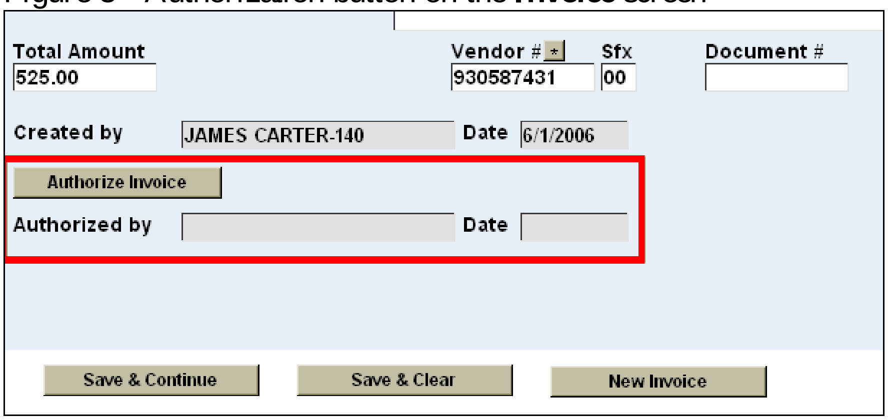


Figure 4 - Authorization on the **Approval** screen

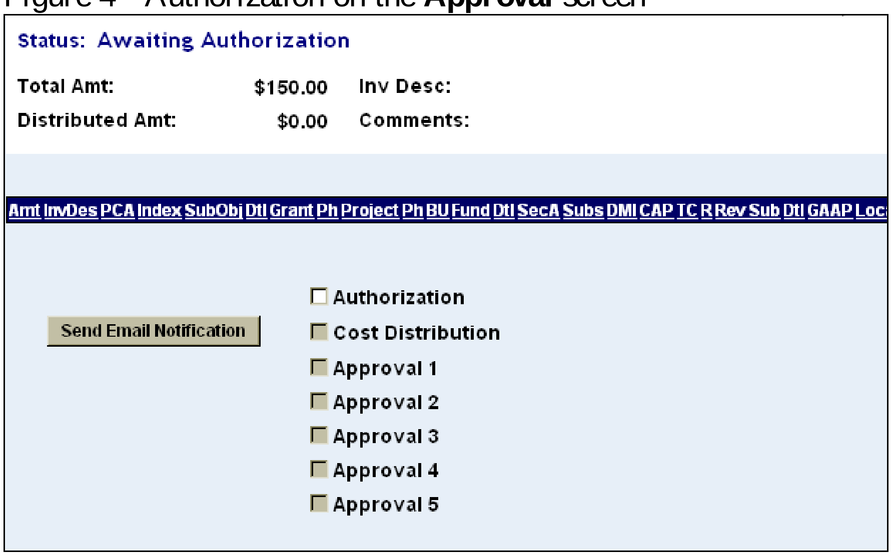
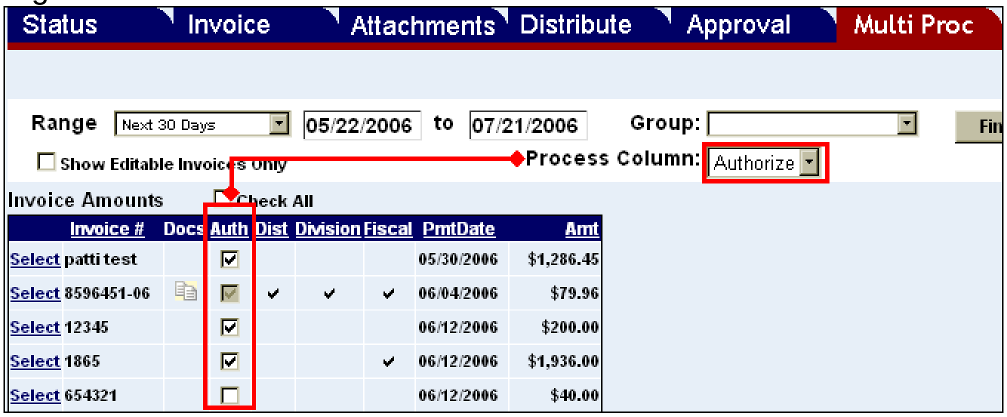


Figure 5 - Authorization on the **Multi Proc** screen

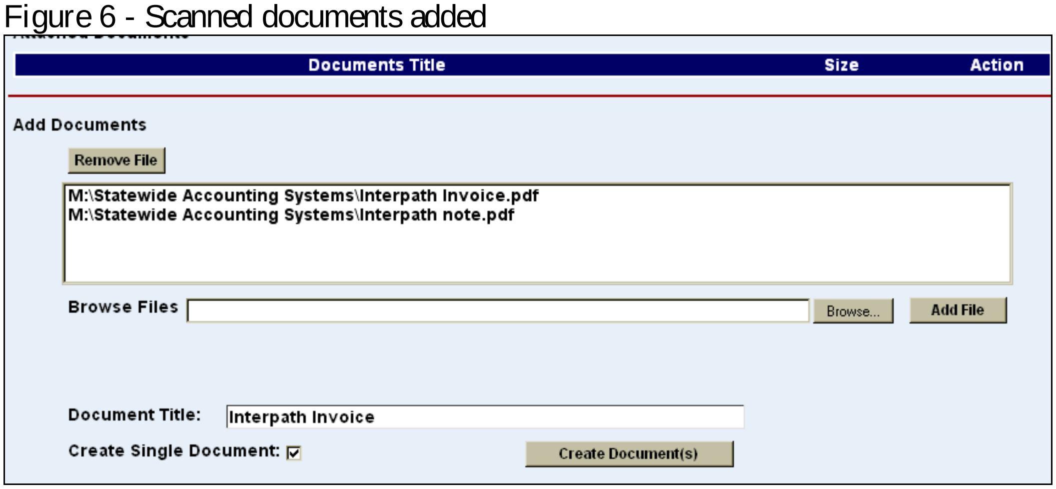


ATTACHING A SCANNED DOCUMENT

This step is optional. The scanned invoice or document(s) must already be on your local or network hard drive, that is, you must scan and save the documents using your scanners and scanning software. Click the **Attachments** tab to upload the scanned documents to the State Controller's server. Scanned documents can be uploaded and attached to an invoice at any time during the invoice workflow – even after the invoice has been approved.

Below is an example of the **Attachments** screen:

Figure 6 - Scanned documents added



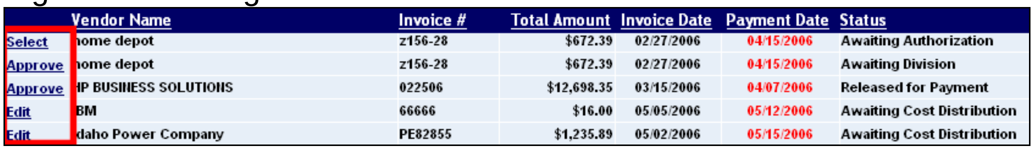
DISTRIBUTING COSTS AND ADDING FISCAL CODES

After the invoice has been authorized, the costs can be distributed and/or the fiscal codes applied. This can only be done on the **Distribute** screen; however you can get to the **Distribute** screen in different ways.

Depending on your agency's process, do one of the following:

A. Locate the invoice on the **Status** screen. The status of the invoice should read "Awaiting Cost Distribution". You can search for invoices or sort the invoice list. Click **Edit**.

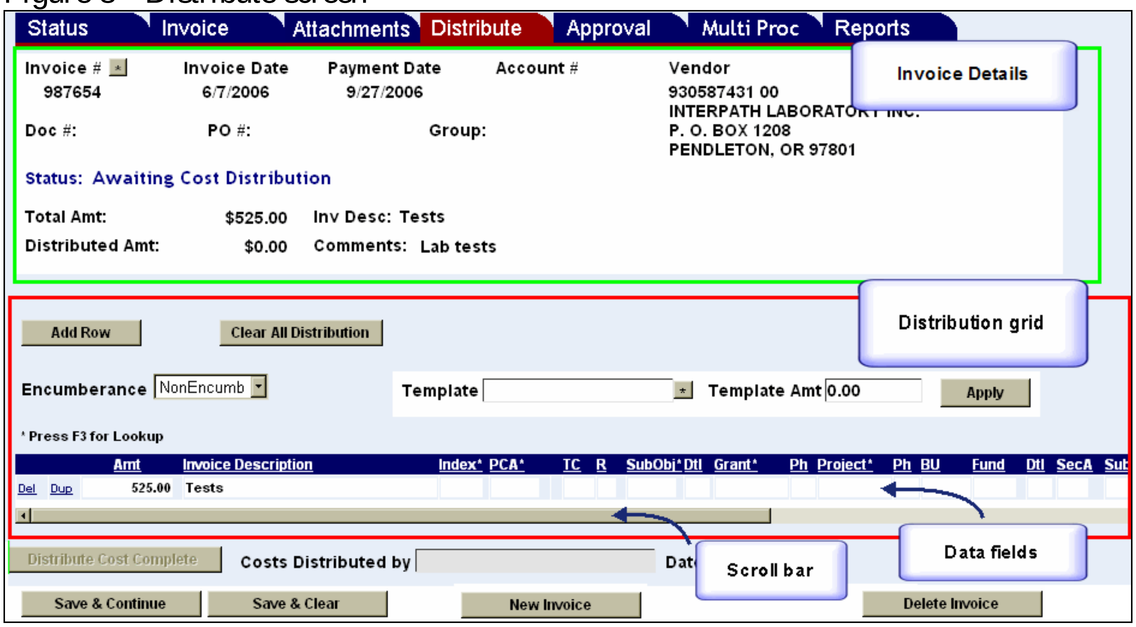
Figure 7 - Locating an invoice on the Status screen



	Vendor Name	Invoice #	Total Amount	Invoice Date	Payment Date	Status
Select	ome depot	z156-28	$672.39	02/27/2006	04/15/2006	Awaiting Authorization
Approve	ome depot	z156-28	$672.39	02/27/2006	04/15/2006	Awaiting Division
Approve	P BUSINESS SOLUTIONS	022506	$12,698.35	03/15/2006	04/07/2006	Released for Payment
Edit	BM	66666	$16.00	05/05/2006	05/12/2006	Awaiting Cost Distribution
Edit	daho Power Company	PE82855	$1,235.89	05/02/2006	05/15/2006	Awaiting Cost Distribution

B. Open the invoice in the **Invoice** screen and click **Distribute.**

Figure 8 - Distribute screen



You can also use your mouse to drag the scroll bar beneath the grid to get to the data fields.

In the **Distribute** screen:

1. Enter the amounts, the fiscal codes in the distribution grid.
2. Click **Add Row** or **Dup** to create additional rows for cost distribution.

The application can validate your data entry and perform look ups on any field in the distribution grid marked with an asterisk:

- The application will validate your data entry against STARS tables. If the data entry is valid, it will automatically fill in the distribution grid with any available related data from the tables.
- To perform a "look up" or search, place the cursor in the field and press F3. A look up dialog box will appear and you can search for the fiscal code that you need.

If the invoice details need to be changed, the invoice must be 'unauthorized' in the **Approval** or **Multi Proc** screen, then re-entered on the **Invoice** screen.

After the distribution is saved it must be marked as complete to be ready for approval. This, too, can be done several different ways depending on your agency's process:

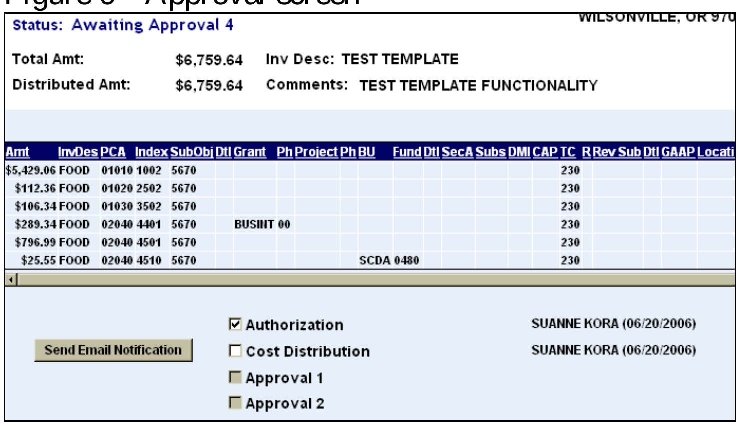
- Click **Cost Distribution Complete** on the **Distribute** screen.
- Select **Cost Distribution** on the **Approval** screen and save.
- Select the check box in the **Dist** column of the **Multi Proc** screen.

APPROVING AN INVOICE

Approving the invoice can be done on different screens, depending on your agency's process:

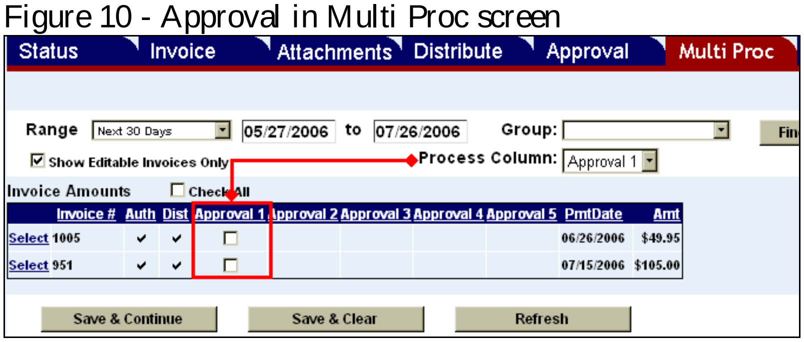
A. Locate the invoice on the **Status** screen. The status of the invoice should read "Awaiting Approval" or something similar, depending on what your Payment Services administrator has named your approval levels. Click **Approve**. The **Approval** screen will open. Select the appropriate approval level and save.

Figure 9 - Approval screen



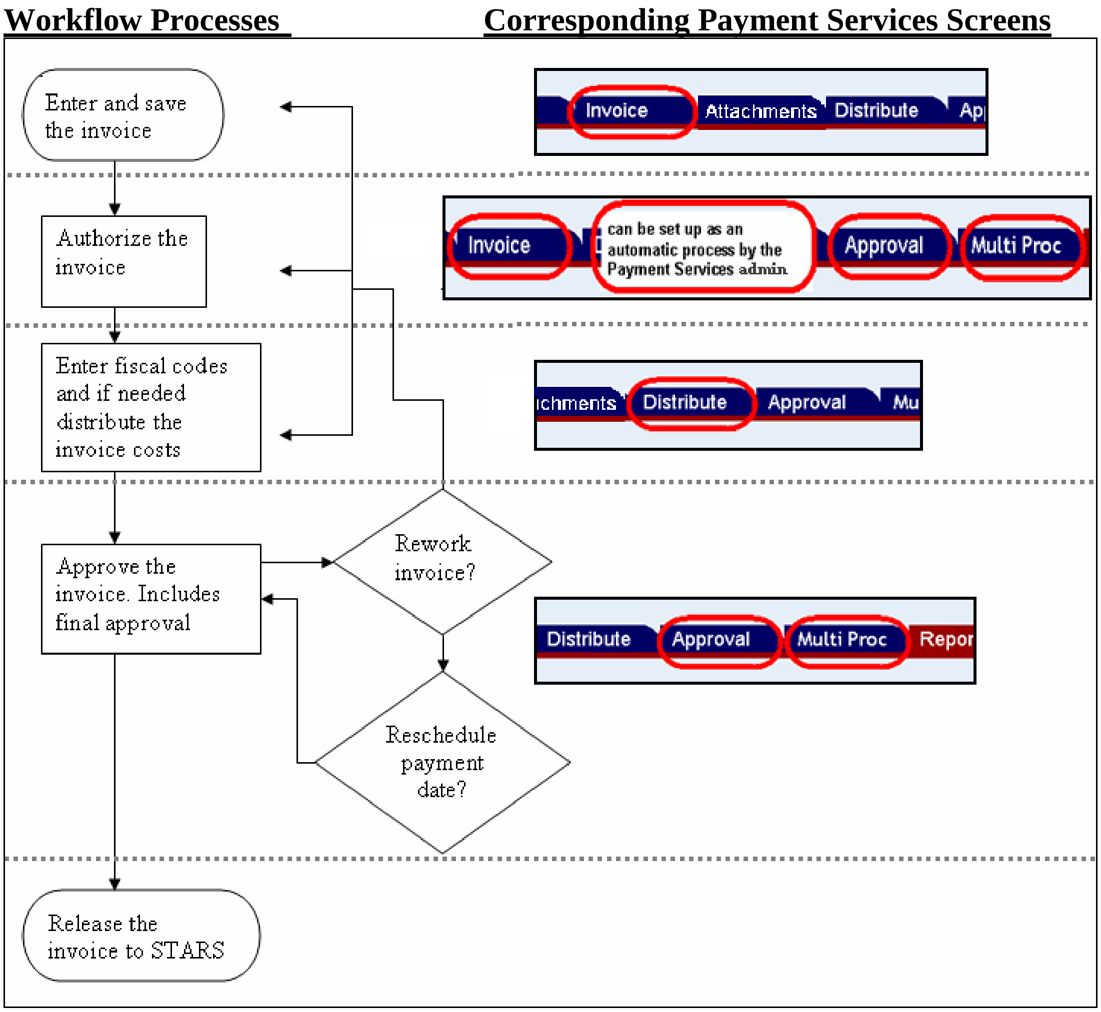
B. Select the appropriate approval level from the **Process Column** menu on the **Multi Proc** screen. Select the check boxes in the appropriate approval columns and save.

Figure 10 - Approval in Multi Proc screen



WORKFLOW OVERVIEW

As can be seen, the steps to complete the invoice workflow can vary widely among agencies. To outline the steps again and correlate them to the screens that can be used in Payment services, refer to the diagram below:



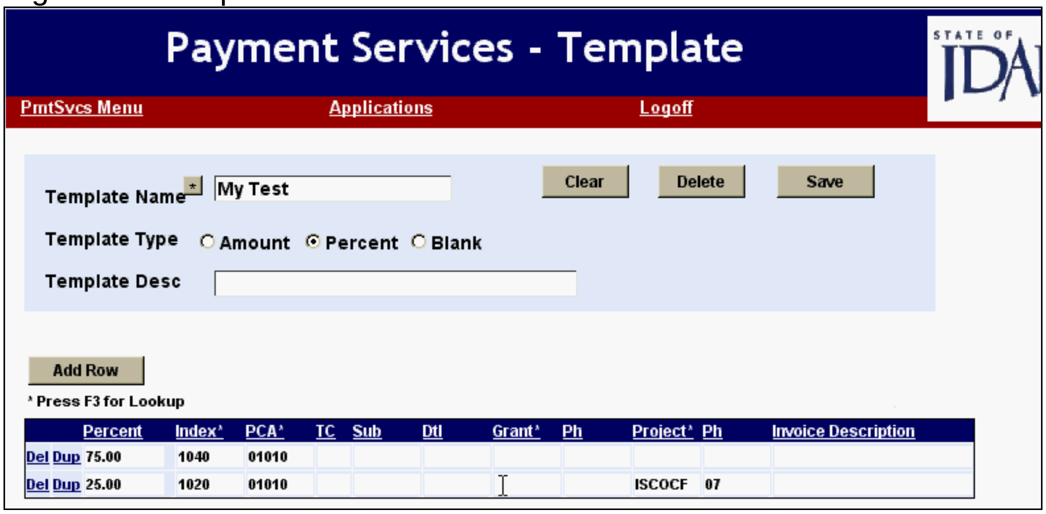
TEMPLATE MAINTENANCE MENU

A template is a preset cost distribution with the fiscal codes defined and the costs distributed by percent or by amount. Generally, a template is intended for invoices that are distributed the same way each time and usually for regularly billed invoices, such as utilities, rent, or telephone invoices.

Templates can be created, edited, or deleted on the **Template Maintenance** screen. The Payment Services administrator assigns users to Template Maintenance access.

Create a template by assigning a name, selecting a type (**Amount**, **Percent**, or **Blank**) and then adding fiscal codes and cost distribution rows. See the Template Maintenance document for more information

Figure 11 - Template Maintenance



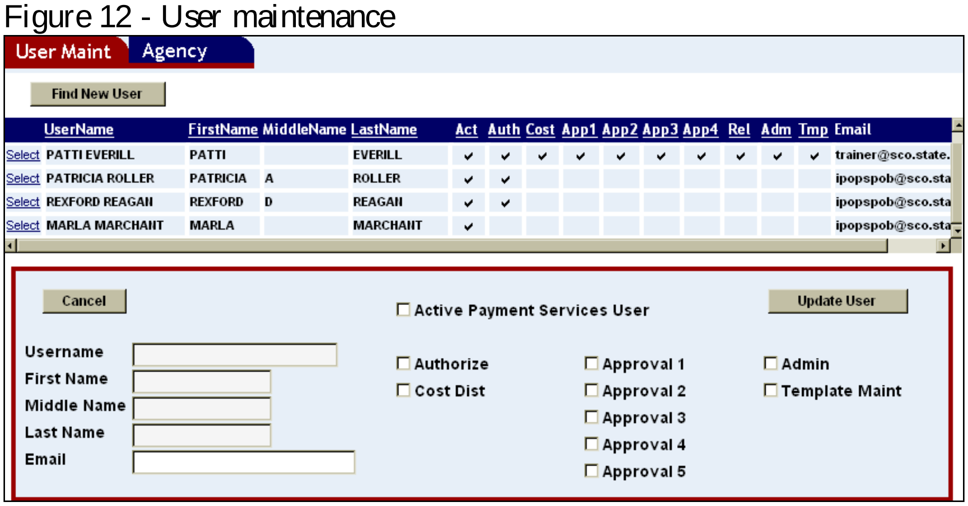
ADMINISTRATION MENU

Administration includes tabs for **User Maintenance** and **Agency** maintenance. See the Administration document for more details.

User maintenance includes:

- Adding new users.
- Assigning roles or permissions to users - authorization, cost distribution, templates, and approval levels.
- Making users active or inactive in the application.

Figure 12 - 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 that is seen when the **Invoice** menu is first opened.

Figure 13 - Agency Maintenance