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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:

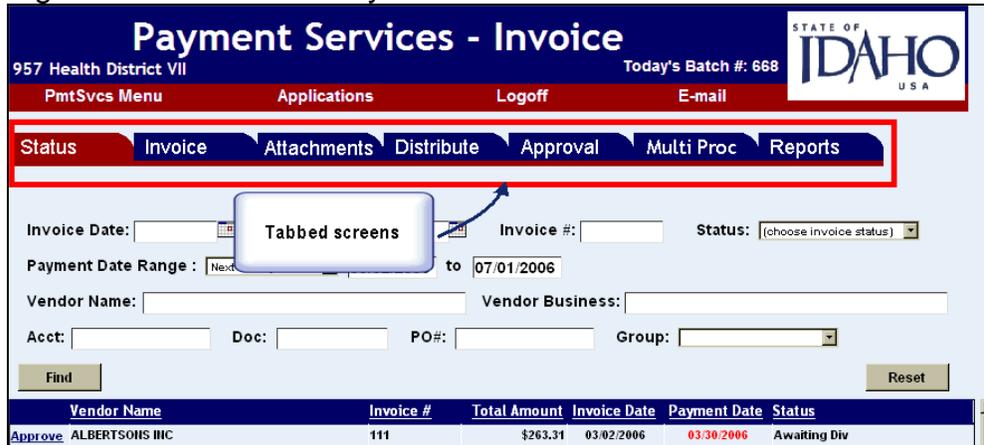
- **Invoice** – includes the tabbed screens for invoice data entry and approvals.
- **Recurring Payments** – schedule recurring payments.
- **Template Maintenance** – create and maintain templates for invoice cost distribution. If this selection is unavailable (grayed out), it is because you have not 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

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

Total Amount	Vendor #	Sfx	Document #
525.00	930587431	00	

Created by: JAMES CARTER-140 Date: 6/1/2006

Authorize Invoice (highlighted with a red box)

Authorized by: _____ Date: _____

Buttons: Save & Continue, Save & Clear, New Invoice

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

The screenshot shows the 'Approval' screen with the following information:

Status: Awaiting Authorization

Total Amt: \$150.00 Inv Desc:
Distributed Amt: \$0.00 Comments:

Amt	InvDes	PCA	Index	SubObj	Dtl	Grant	Ph	Project	Ph	BU	Fund	Dtl	SecA	Subs	DMI	CAP	TC	R	Rev	Sub	Dtl	GAAP	Loc
-----	--------	-----	-------	--------	-----	-------	----	---------	----	----	------	-----	------	------	-----	-----	----	---	-----	-----	-----	------	-----

Buttons: Send Email Notification

- Authorization
- Cost Distribution
- Approval 1
- Approval 2
- Approval 3
- Approval 4
- Approval 5

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

The screenshot shows the 'Multi Proc' tab selected in a navigation bar. Below the navigation bar, there are fields for 'Range' (Next 30 Days), dates (05/22/2006 to 07/21/2006), and a 'Group' dropdown. A 'Process Column' dropdown is set to 'Authorize'. Below this is a table of 'Invoice Amounts' with columns: Invoice #, Docs, Auth, Dist, Division, Fiscal, PmtDate, and Amt. The 'Auth' column contains checkboxes for each row.

Invoice #	Docs	Auth	Dist	Division	Fiscal	PmtDate	Amt
Select patti test		<input checked="" type="checkbox"/>				05/30/2006	\$1,286.45
Select 8596451-06		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	06/04/2006	\$79.96
Select 12345		<input checked="" type="checkbox"/>				06/12/2006	\$200.00
Select 1865		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	06/12/2006	\$1,936.00
Select 654321		<input type="checkbox"/>				06/12/2006	\$40.00

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

The screenshot shows the 'Attachments' screen with a table of documents. Below the table, there are options to 'Add Documents', 'Remove File', 'Browse Files', and 'Create Document(s)'. The 'Document Title' field is filled with 'Interpath Invoice'.

Documents	Title	Size	Action
	M:\Statewide Accounting Systems\Interpath Invoice.pdf		
	M:\Statewide Accounting Systems\Interpath note.pdf		

Document Title:

Create Single Document:

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	Home depot	z156-28	\$672.39	02/27/2006	04/15/2006	Awaiting Authorization
Approve	Home depot	z156-28	\$672.39	02/27/2006	04/15/2006	Awaiting Division
Approve	HP 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	Idaho 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:

- 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

The screenshot shows the 'Approval' screen for an invoice with a status of 'Awaiting Approval 4'. The total amount is \$6,759.64. Below this is a table of invoice items with columns for Amt, InvDes, PCA, Index, SubObj, Dtl, Grant, Ph, Project, Ph BU, Fund, Dtl, SecA, Subs, DMI, CAP, TC, R, Rev, Sub, Dtl, GAAP, and Local. At the bottom, there are checkboxes for 'Authorization', 'Cost Distribution', 'Approval 1', and 'Approval 2', along with a 'Send Email Notification' button and user information for SUANNE KORA.

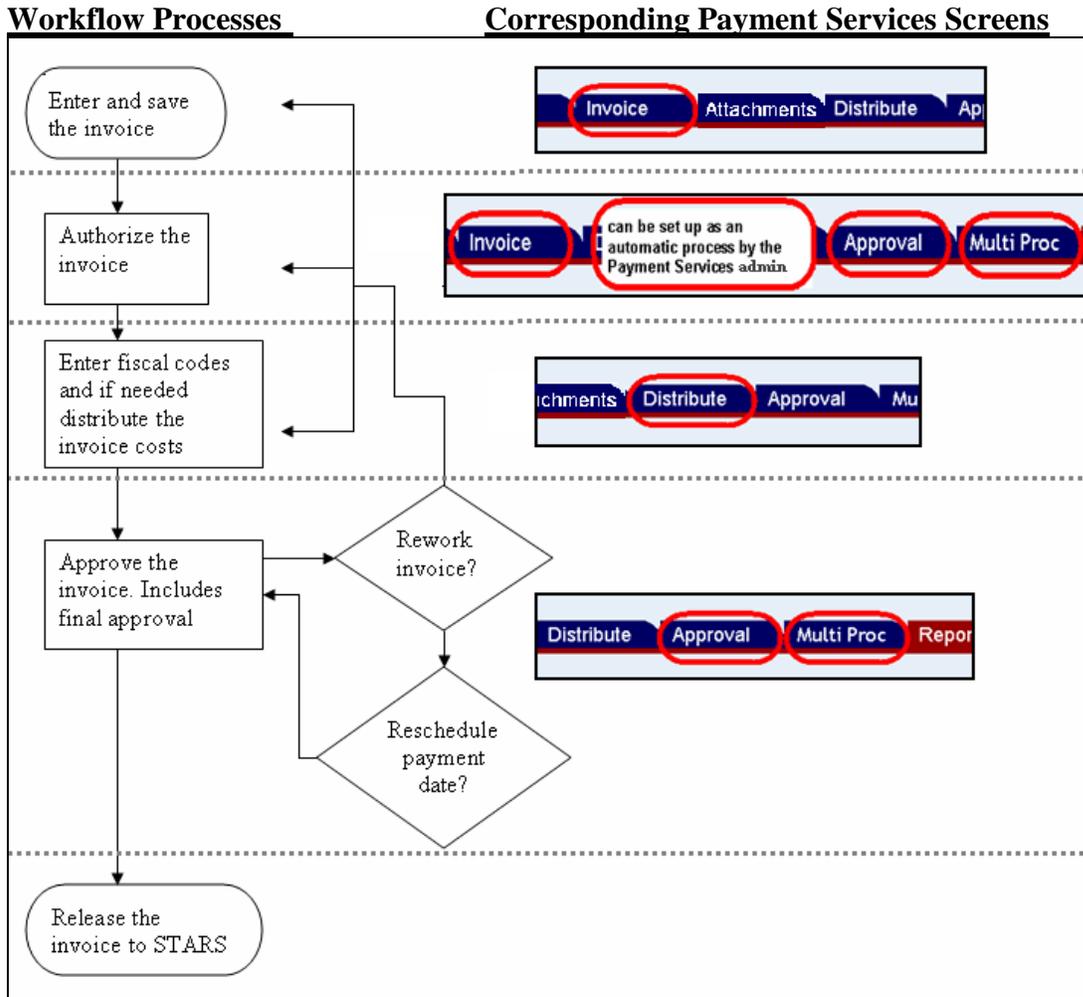
- Select the appropriate approval level from the **Process Column** menu on the **Multi Proc** screen. Select the check boxes in the appropriate approval columns and save.

Figure 10 - Approval in Multi Proc screen

The screenshot shows the 'Multi Proc' screen with a navigation bar at the top. Below the navigation bar, there are search filters for 'Range' (Next 30 Days, 05/27/2006 to 07/26/2006) and 'Group'. A 'Process Column' dropdown is set to 'Approval 1'. Below this is a table of invoices with columns for Invoice #, Auth, Dist, Approval 1, Approval 2, Approval 3, Approval 4, Approval 5, PmtDate, and Amt. A red box highlights the 'Approval 1' column for two invoices, and a red arrow points from the 'Process Column' dropdown to this column.

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

Payment Services - Template

PmtSvcs Menu Applications Logoff

Template Name: My Test [Clear] [Delete] [Save]

Template Type: Amount Percent Blank

Template Desc: []

[Add Row]

* Press F3 for Lookup

	Percent	Index*	PCA*	IC	Sub	Dtl	Grant*	Ph	Project*	Ph	Invoice Description
Del Dup	75.00	1040	01010								
Del Dup	25.00	1020	01010						ISCOCF	07	

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

User Maint Agency

[Find New User]

	UserName	FirstName	MiddleName	LastName	Act	Auth	Cost	App1	App2	App3	App4	Rel	Adm	Tmp	Email
Select	PATTIEVERILL	PATTI		EVERILL	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	trainer@sco.state.
Select	PATRICIA ROLLER	PATRICIA	A	ROLLER	✓	✓									ipospob@sco.sta
Select	REXFORD REAGAN	REXFORD	D	REAGAN	✓	✓									ipospob@sco.sta
Select	MARLA MARCHAHT	MARLA		MARCHAHT	✓										ipospob@sco.sta

[Cancel] Active Payment Services User [Update User]

Username: [] Authorize Approval 1 Admin

First Name: [] Cost Dist Approval 2 Template Maint

Middle Name: [] Approval 3

Last Name: [] Approval 4

Email: [] Approval 5

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

The screenshot shows the 'Agency Maintenance' interface. At the top, there are two tabs: 'User Maint' and 'Agency'. Below the tabs is a table with the following data:

Agency	Active	Email	ApprLevel	Header 1	Header 2	Header 3	Header 4	Header 5
State Controller	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5	Approval 1	Approval 2	Approval 3	Approval 4	Approval 5

Below the table, there are two buttons: 'Reset' and 'Update'. The main configuration area includes:

- Approval Level:** A dropdown menu currently set to '5'.
- Header 1:** Text input field containing 'Approval 1'.
- Header 2:** Text input field containing 'Approval 2'.
- Header 3:** Text input field containing 'Approval 3'.
- Header 4:** Text input field containing 'Approval 4'.
- Header 5:** Text input field containing 'Approval 5'.
- Email Notification:** (checked).
- Auto Authorize Invoices:** (unchecked).
- Default Tab:** A group of radio buttons with 'Status Tab' selected.