PAYMENT SERVICES USER MANUAL

SEARCH FOR AN INVOICE

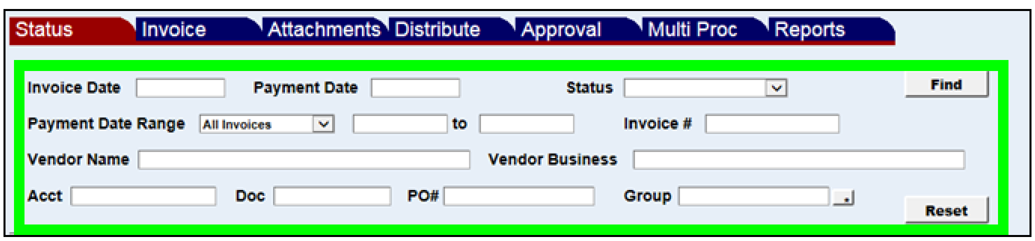
INTRODUCTION

Several ways to search for invoices in Payment Services are:

- The **Status** screen.
- The **Invoice** screen's **Invoice Look Up** can find invoices that are currently in Payment Services and those that have been sent to STARS. (If an invoice that has been sent to STARS is not found using the lookup, use the Processed Invoice menu.)
- Select **Processed Invoice** on the Payment Services main menu to find an invoice that has been sent to STARS.

THE STATUS SCREEN

There are several search criteria you can use to find invoices. Click here for more information about using the **Status** screen.



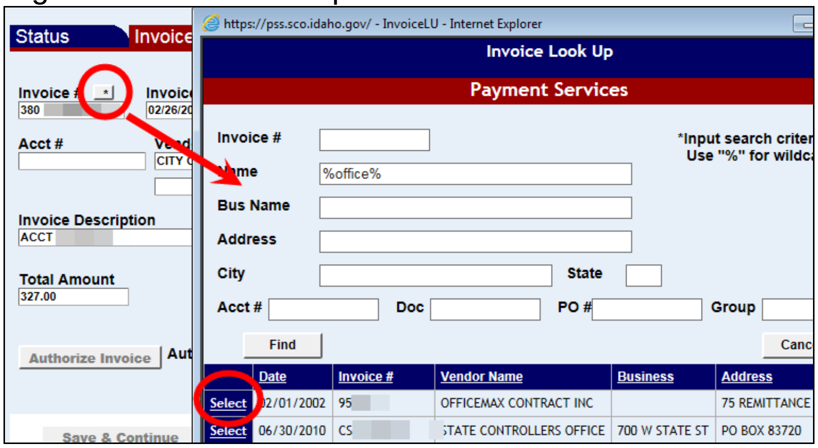
THE INVOICE SCREEN LOOKUP

Look up an existing invoice to finish data entry, authorize, attach a document, etc., or reuse it for a new invoice. If you are looking for an invoice for research or auditing purposes, use the **Processed Invoice** or **Report** section of Payment Services.

1. Click the asterisk next to **Invoice #** or place the cursor in the **Invoice #** field and press F3**.**
2. In the **Invoice Look Up** window, enter any combination of search criteria – invoice number, vendor name, business name, city, etc. in the dialog box. You can enter just the first part of your search criteria, e.g., a vendor name or invoice number.
3. Click **Find**. Use the scroll bar at the bottom of the search results to view all of the column headers (e.g., **Address**, **Status**, etc). Click the column headers of the search results to sort the list, if needed.

4. Click **Select** next to an invoice number to open it.

Figure 1 - Invoice look up



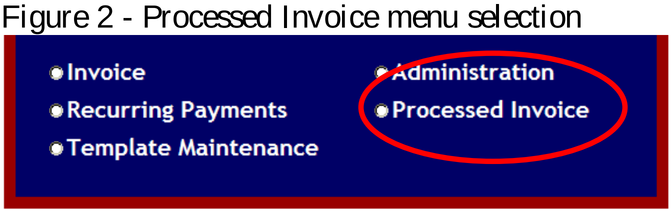
5. You can reuse the same invoice information (vendor, description, etc) by changing the **Invoice #** and clicking **Save As**. You cannot make changes to invoices already sent to STARS.
6. To view the fiscal coding and distribution, click the **Distribute** tab.
7. To view or attach scanned documents, click the **Attachments** tab.

PROCESSED INVOICE

See also the Processed Invoices document for more details.

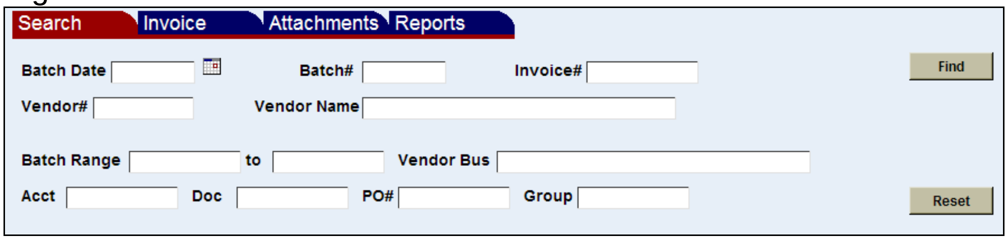
1. Select **Processed Invoice** in the Payment Services main menu.

Figure 2 - Processed Invoice menu selection



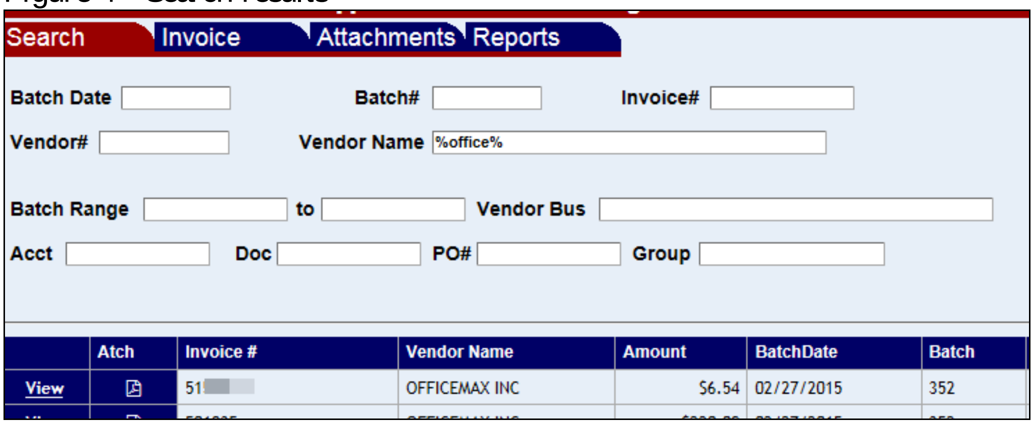
2. Select the criteria of the invoice or invoices to search by. At least one of the following primary search criteria is required - Batch Date, Batch #, Invoice #, Vendor #, or Vendor Name.

Figure 3 - Search criteria



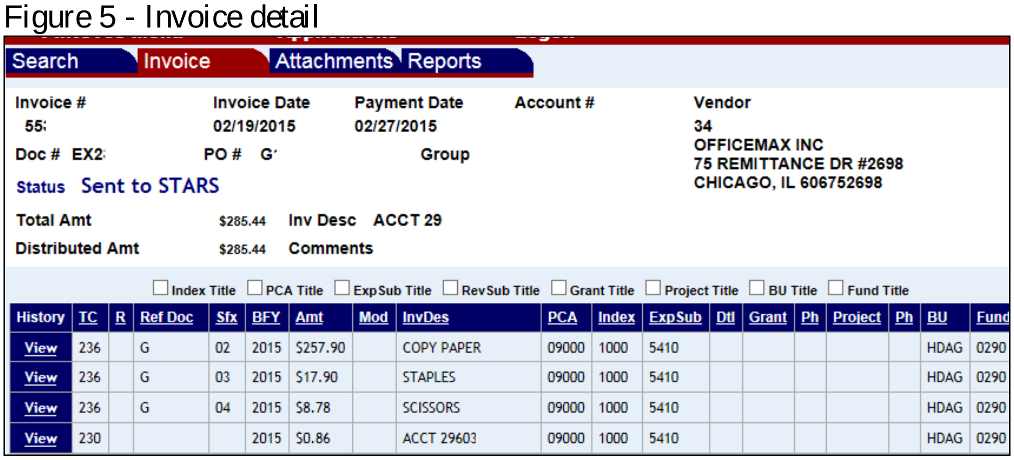
3. Click **Find**.

Figure 4 - Search results



4. Click **View** next to an invoice number. The details of the invoice(s) will be displayed, including the fiscal coding, batch date, batch number, line items etc.
5. With the **Invoice** details open, click the **Attachments** tab to view any scanned documents that have been attached to the invoice.

Figure 5 - Invoice detail



6. Click **View** next a line item of the invoice to view the document history – when it was authorized, disbursed (coded), and approved.

Figure 6 - Approval history