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# PAYMENT SERVICES USER MANUAL

## SEARCH FOR AN INVOICE

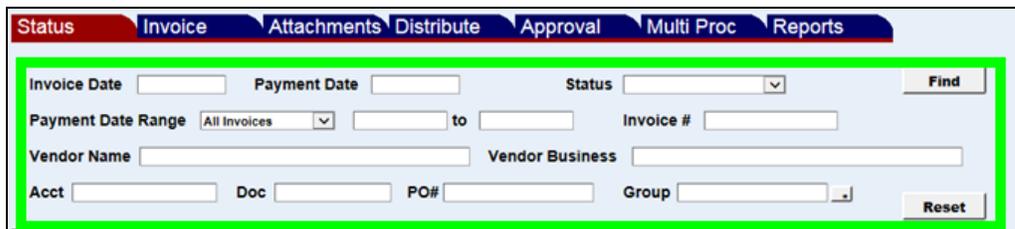
### INTRODUCTION

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 screenshot shows a web application interface with a navigation menu at the top containing 'Status', 'Invoice', 'Attachments', 'Distribute', 'Approval', 'Multi Proc', and 'Reports'. The 'Status' tab is selected. Below the menu is a search form with the following fields: 'Invoice Date' (text box), 'Payment Date' (text box), 'Status' (dropdown menu), and a 'Find' button. Below these are 'Payment Date Range' (dropdown menu set to 'All Invoices', followed by 'to' and two text boxes), 'Invoice #' (text box), 'Vendor Name' (text box), 'Vendor Business' (text box), 'Acct' (text box), 'Doc' (text box), 'PO#' (text box), 'Group' (dropdown menu), and a 'Reset' button. A green rectangular box highlights the search form area.

### 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

Date	Invoice #	Vendor Name	Business	Address
02/01/2002	95	OFFICEMAX CONTRACT INC		75 REMITTANCE
06/30/2010	CS	STATE CONTROLLERS OFFICE	700 W STATE ST	PO BOX 83720

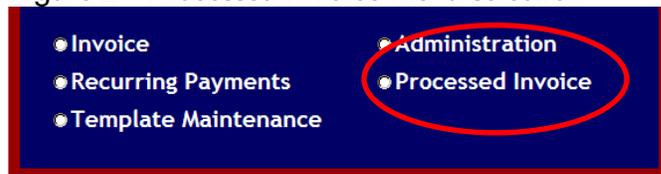
5. You can reuse the same invoice information (vendor, description, etc) by changing the **Invoice #** and clicking **Save As**. You cannot make changes to invoices already sent to STARS.
6. To view the fiscal coding and distribution, click the **Distribute** tab.
7. To view or attach scanned documents,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

Atch	Invoice #	Vendor Name	Amount	BatchDate	Batch
<a href="#">View</a>	51	OFFICEMAX INC	56.54	02/27/2015	352

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

History	TC	R	Ref Doc	Sfx	BFY	Amt	Mod	InvDes	PCA	Index	ExpSub	Dtl	Grant	Ph	Project	Ph	BU	Func
<a href="#">View</a>	236		G	02	2015	\$257.90		COPY PAPER	09000	1000	5410						HDAG	0290
<a href="#">View</a>	236		G	03	2015	\$17.90		STAPLES	09000	1000	5410						HDAG	0290
<a href="#">View</a>	236		G	04	2015	\$8.78		SCISSORS	09000	1000	5410						HDAG	0290
<a href="#">View</a>	230				2015	\$0.86		ACCT 29603	09000	1000	5410						HDAG	0290

- 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

The screenshot displays an invoice summary and a modal dialog box. The invoice summary includes the following information:

- Invoice #:** 55
- Invoice Date:** 02/19/2015
- Payment Date:** 02/27/2015
- Account #:** 09000 1000
- Vendor:** 34 OFFICEMAX INC, 75 REMITTANCE DR #2698, CHICAGO, IL 606752698
- Status:** Sent to ST
- Total Amt:** [Blank]
- Distributed Amt:** [Blank]

The modal dialog box, titled "Message from webpage", displays the following approval history:

- Approval History**
- Authorized by ANITA (02/25/2015)
- Disbursed by ANITA (02/25/2015)
- Release approved by STEVEN (02/25/2015)

The background table shows the following data for the invoice line items:

History	TC	R	Ref Do	ExpSub	Dtl	Grant	Ph	Project	Ph	BU	Fund
View	236	G		5410						HDAG	0290
View	236	G		5410						HDAG	0290
View	236	G		5410						HDAG	0290
View	230			5410						HDAG	0290