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PAYMENT SERVICES USER MANUAL

AUDITORS

INTRODUCTION

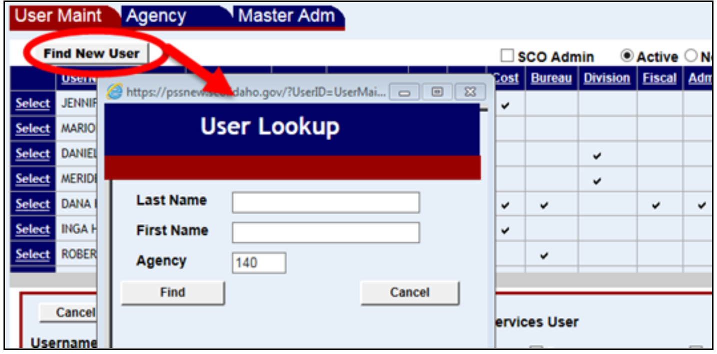
Each agency's Payment Services administrator can add an auditor to Payment Services to give them access to Processed Invoice section of Payment Services only. This allows an auditor to log on to Payment Services on their own and view invoices, attachments, and generate reports of invoices that have been "Sent to STARS". Auditors will not have access to any other part of Payment Services.

ADD AN AUDITOR TO PAYMENT SERVICES

Auditors are added as users by the Payment Services administrator.

1. Click **Find New User**.

Figure 1 - Find New User lookup


User Maint
Agency
Master Adm
Find New User
☐ SCO Admin
● Active ○ N
Cost
Bureau
Division
Fiscal
Adm
Select
JENNIF
MARIO
DANIEL
MERIDI
DANA
INGA H
ROBER
https://pssnew daho.gov/?UserID=UserMai...
Cancel
Username
ervices User

User Lookup

Last Name
First Name
Agency 140

Find
Cancel

2. Type the last name of the new user in the **Last Name** field. (You can type the first few letters of a user's name if you are not sure exactly how it is spelled.)
3. Enter their agency number in the **Agency** field. (You are adding a user *from* another agency. Do not add an employee from your agency *to* another agency number.)
4. Click **Find**.
5. Once the user is found, select the **Active Payment Services User** and the Auditor check boxes. An auditor will have only **Processed Invoice** as a menu selection. A user should not be set up as an auditor and another role because they will have only **Processed Invoice** as a menu selection.
6. Click **Add User**.

AUDITOR FUNCTIONS

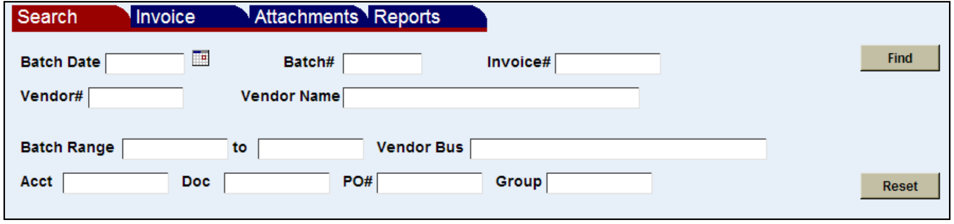
An auditor will have only **Processed Invoice** as a menu selection. This allows an auditor to view any invoice and its attachments that has been "Sent to STARS", and to generate reports.

1. Once logged into Payment Services, click **Processed Invoice**.
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.

Batch Date	Vendor Name	Acct – account number
Batch#	Batch Range (date range in mm/dd/yyyy)	Doc – Document number
Invoice#	Vendor Bus - vendor's business name	PO#
Vendor#		Group

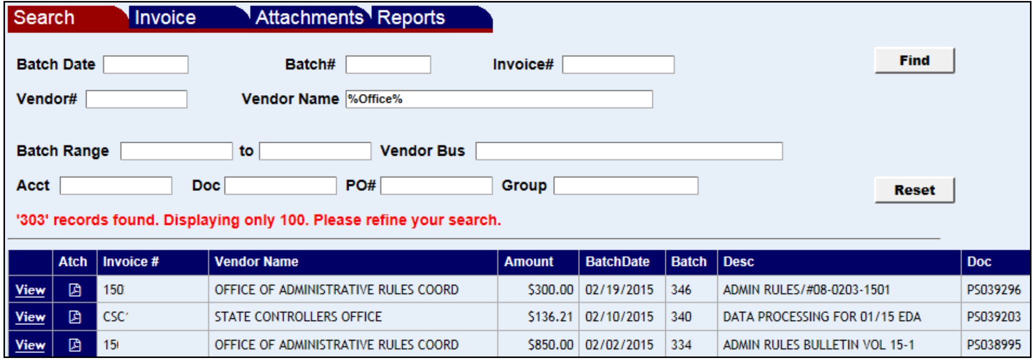
If only one of the following secondary search criteria is entered - Batch Range, Vendor Bus, Acct, Doc, PO#, or Group -, a message will indicate that one of the primary search criteria is also required.

Figure 1 - Search criteria


Search
Invoice
Attachments
Reports
Batch Date
Batch#
Invoice#
Find
Vendor#
Vendor Name
Batch Range
to
Vendor Bus
Acct
Doc
PO#
Group
Reset

3. Click **Find**. If more than 100 records exist for any one of the selected search criteria, a message with the number of records found is displayed, and only the top 100 records are displayed.

Figure 2 - Search results


Search
Invoice
Attachments
Reports
Batch Date
Batch#
Invoice#
Find
Vendor#
Batch Range
to
Vendor Bus
Acct
Doc
PO#
Group
Reset

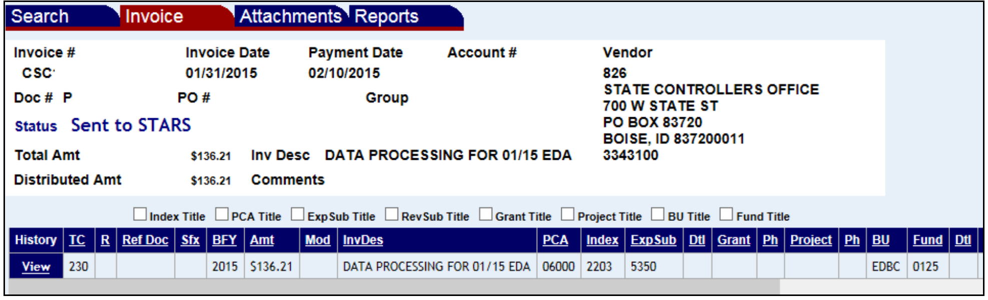
Vendor Name %Office%

'303' records found. Displaying only 100. Please refine your search.

	Atch	Invoice #	Vendor Name	Amount	BatchDate	Batch	Desc	Doc
View	🗎	150	OFFICE OF ADMINISTRATIVE RULES COORD	$300.00	02/19/2015	346	ADMIN RULES/#08-0203-1501	PS039296
View	🗎	CSC	STATE CONTROLLERS OFFICE	$136.21	02/10/2015	340	DATA PROCESSING FOR 01/15 EDA	PS039203
View	🗎	15	OFFICE OF ADMINISTRATIVE RULES COORD	$850.00	02/02/2015	334	ADMIN RULES BULLETIN VOL 15-1	PS038995

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.

Figure 3 - Invoice detail



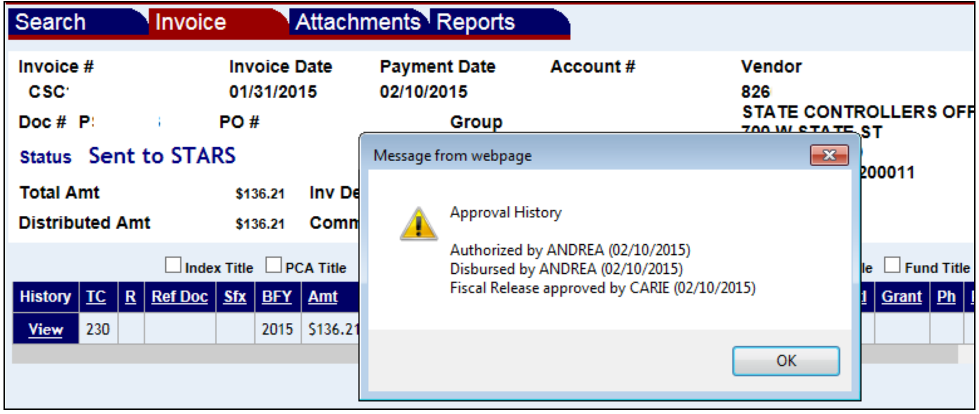
Invoice # CSC
Invoice Date 01/31/2015
Payment Date 02/10/2015
Account #
Doc # P
PO #
Group
Status Sent to STARS
Total Amt $136.21
Distributed Amt $136.21
Inv Desc DATA PROCESSING FOR 01/15 EDA
Comments
Vendor
826
STATE CONTROLLERS OFFICE
700 W STATE ST
PO BOX 83720
BOISE, ID 837200011
3343100

☐ Index Title ☐ PCA Title ☐ ExpSub Title ☐ RevSub Title ☐ Grant Title ☐ Project Title ☐ BU Title ☐ Fund Title

History	TC	R	Ref Doc	Sfx	BFY	Amt	Mod	InvDes	PCA	Index	ExpSub	Dtl	Grant	Ph	Project	Ph	BU	Fund	Dtl
View	230				2015	$136.21		DATA PROCESSING FOR 01/15 EDA	06000	2203	5350						EDBC	0125	

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

Figure 4 - Approval history



Approval History

Authorized by ANDREA (02/10/2015)
Disbursed by ANDREA (02/10/2015)
Fiscal Release approved by CARIE (02/10/2015)

6. On the **Invoice** view, click the **Attachments** tab to view any scanned documents that have been attached to the invoice.

TO GENERATE A REPORT

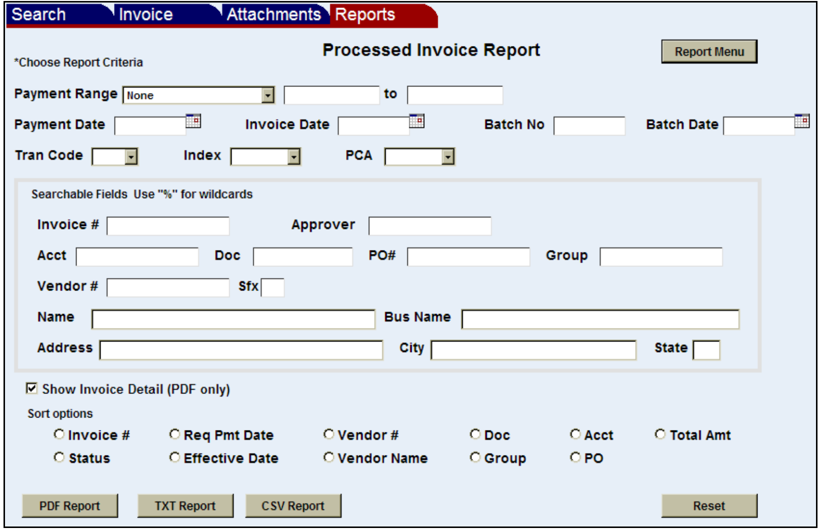
Two reports are available – **Invoice Reports** and **Audit Reports**. The **Audit Reports** have the same search criteria as **Invoice Reports**, except that they are available only in PDF format and there are no sorting options.

1. Click the **Reports** tab.
2. Select either **Invoice Report** or **Audit Report**.
3. Select criteria to search by:

Selectable criteria	Searchable fields

• Payment Range • Payment Date • Invoice Date • Batch No (batch number) • Batch Date (the date transactions went to STARS) • Tran Code (transaction code) • Index • PCA	(You can use the percent symbol (%) as a wildcard in the search field) • Invoice number • Approver (Approver's name) • Acct (Account number) • Doc (Document number) • PO # • Group (Group name) • Vendor # and Sfx • Vendor name/address information

Figure 5 - Search criteria


Search
Invoice
Attachments
Reports
Processed Invoice Report
Report Menu
*Choose Report Criteria
Payment Range
to
Payment Date
Invoice Date
Batch No
Batch Date
Tran Code
Index
PCA
Searchable Fields Use "%" for wildcards
Invoice #
Approver
Acct
Doc
PO#
Group
Vendor #
Sfx
Name
Bus Name
Address
City
State
Sort options
○ Invoice #
○ Req Pmt Date
○ Vendor #
○ Doc
○ Acct
○ Total Amt
○ Status
○ Effective Date
○ Vendor Name
○ Group
○ PO
PDF Report
TXT Report
CSV Report
Reset

Payment Range: None

☑ Show Invoice Detail (PDF only)

4. Click **PDF Report**, **TXT Report**, or **CSV Report**. Reports are then generated and displayed in PDF, text, or comma separated value (CSV) format. Audit reports are generated in PDF only. Audit Reports display the approval history of an invoice (the approver's names, the approval levels that have been completed, and the dates the approvals were completed) the invoice number, invoice and payment dates, vendor name, document number, PO number, Group, and the disbursed and total amounts.