

Invoice Processing

In order to complete the cycle of Requisition, Bid, Purchase Order, Receipt and Payment, Invoices may be created in ProcureAZ for the payment of goods or services received. Invoices can be created for Purchase Orders in Partial Receipt status (3PPR) or in Complete Receipt status (3PCR). In order to create an invoice, a user must have an Accounts Payable (AP) role. Items on a given invoice may be partially or fully received.

Creating an Invoice from your Home Page

Select Documents>Invoice>New (if a user does not have the AP role, and is not on the AP tab, they will not get an option to start a new invoice).



This brings up the advanced search window so that the purchase order can be located. Enter the PO number to bring up the PO to be invoiced or use any of the other criteria to find the necessary PO. At the top, use the pull-down to search by any or all of the criteria. Search results will be appended to the bottom of the screen.

ProcureAZ returns results based on the criteria used in the search. The results are listed with a link to the original PO, the purchase order date, the description, department and location information, purchaser name, vendor name, total, status, and permit to pay. To begin a new invoice for a PO, click on the radio button in the select column to the right of the PO number. Next, choose select at the bottom of the page.

Open Market Results

You will not be able to select a purchase order if the purchase order has no po items that can create invoice items from.

Select	Purchase Order #	Purchase Order Date	Description	Dept/Loc	Purchaser	Vendor Name	Total	Status	Permit to pay
<input type="radio"/>	P500710	10/29/2007	Advertise for caregivers Ad	AGNG/AGNG	Sue Ziegler	CEGW Inc dba City Paper	\$1,515.00	3PCR - Complete Receipt	\$0.00
<input type="radio"/>	P501635	03/11/2008	Rudolph Office Supplies	AGNG/AGNG	Sue Ziegler	Rudolph's Office & Computer Supply Inc.	\$3,319.00	3PCR - Complete Receipt	\$0.00
<input type="radio"/>	P502228	05/23/2008	Shredding Services	AGNG/AGNG	Sue Ziegler	Shred-it Baltimore	\$1,040.00	3PCR - Complete Receipt	\$0.00
<input type="radio"/>	P503627	08/25/2008	10 N Calvert	AGNG/AGNG	Sue Ziegler	B & R 10 Borrower, LLC	\$297,933.03	3PCR - Complete Receipt	\$0.00
<input type="radio"/>	P507885	04/15/2009	Reproduction courier newsletter for the period of 6 months	AGNG/AGNG	Sue Ziegler	Time Printers, Inc.	\$5,490.00	3PCR - Complete Receipt	\$0.00

Select Exit

Starting an Invoice from a PO

Another way to start a new invoice is to locate the PO through advanced search or through the status dropdowns under the AP Role. Once the PO is found, clicking on the PO number will bring the user to the summary tab of the PO. A section on the Summary tab will display any previously entered invoices. In this section there is also a button to Create Invoice. Clicking this will begin the invoice process.

Invoice #	Vendor	Vendor Group	Status	Description	Invoice Date	Invoice Amount
98432167654	000022012	01	4R - Ready for Approval	Recyclable widgets 1	03/23/2012	\$130.23

An invoice in ProcureAZ is organized, like other ProcureAZ documents, into tabs. Invoices have eleven tabs which are explained in the following section.

Editing the Invoice

General Tab

This table shows the fields available on the General Tab of a new invoice (asterisk denotes required field)....

Invoice Number*	Enter the vendor's invoice number (max. 22 characters)
Invoice Status	There are six statuses: In Progress, Ready for Approval, Returned, Approved for Payment, Paid, and Cancelled
Invoice Type	At this time, three way matching is the only invoice type available
Invoice Description*	Enter a description for this invoice
Invoice Date*	Date the invoice was entered
Effective Date*	Date of Invoice
Invoice Amount	Total amount of the invoice. Will not populate until Pay Item button is selected on the Item tab.
Handling Code	Agency defined code. Each pull-down will contain different information depending on your processes.
Paid-BankID/CheckNbr	If you are interfacing with an external accounting package, it will pass back the information to populate this field.
Payment Date*	Date payment can be made. The agency can set a default in ProcureAZ, which sets the number of days to pay from the invoice date. This will determine the default date that appears in this field. An exception to this occurs when the terms indicate a discount when paying the discount period.
Payment Terms	These are defaulted from the vendor
Payment Discount	Discount amount that applies to the payment.
Payment Terms Day	Set on the PO
Alternate ID	Alternate ID of Invoice

Upon saving this tab, the Invoice General tab will refresh and two new links will appear labeled Freight and Misc Amount. These fields will allow the AP user to capture any other accounting information that may not have existed on the original PO. For example, if the PO did not contain freight, but freight was charged the AP user can add it to the invoice to be included in the check.

Invoice #: 462 Vendor #:00006420 Vendor Group #:01 Status: 4II - In Progress

General Validation Errors

- Invoice Accounting distribution is missing and required. Please go to Items tab and save payment(s) to create missing distribution.

Invoice number:	462	Invoice Status:	4II - In Progress
Invoice Type:	3 way matching	Invoice Description:*	Creating QRG
Invoice Date: *(MM/DD/YYYY)	05/03/2012	Effective Date: *(MM/DD/YYYY)	05/03/2012
Payment Amount:	\$0.00	Handling Code:	
Paid-BankID/CheckNbr:		Payment Date: *(MM/DD/YYYY)	06/02/2012
Payment Terms:	Net 30	Payment Discount:	0.0 %
Payment Terms Day:	30	Misc Amount:	\$0.00
Alternate Id:		Freight Amount:	\$0.00
Entered By:	BuySpeed Support	Credit Amount:	\$0.00
Entered Date:	05/03/2012	Last Date Updated:	05/03/2012
Last User Updated:	BuySpeed Support		

Purchase Order Information

Clicking on one of these links (Misc. or Freight) will take the user to the account entry screen to allow the user to enter the account code to be charged and the dollar amount. Once completed, save and exit will return to the general tab of the invoice with the added amount.

Items Tab

The items tab displays all items to be paid. To pay individual items, enter the invoice amount in the field provided. To pay all the items at once, use the button at the bottom of the page labeled, Pay All Items. If these items are to be completely paid check the Final Pay checkbox to the right of the item. To select Final Pay for all items at once, check the box at the top of the Final Pay column. After all selections are made, select Save & Continue.

Invoice #: 462 Vendor #: 00006694 Vendor Group #: 01 Status: 411 - In Progress

General **Items** Credits Subcontractors Accounts Routing Attachments Notes Reminder Change Order Summary [Back to PO](#)

Item General Validation Errors

- You must pay at least one item (invoice amount != 0).

Invoice Item #/ PO Item #	Item Description							Final Pay <input type="checkbox"/>
	PO Item Status	PO Item Amount	Previous Invoice Amount	Permit To Pay	Invoice Amount	Discount %	Original Pay Amount	
1	PREMIUM GRADE WATERBORNE FAST DRY TRAFFIC PAINT (FORMULATION I - WHITE), 5 GALLON BUCKET							<input type="checkbox"/>
	3PCR - Complete Receipt	\$54.80	\$0.00	\$54.80	34.80	0.0%	\$0.00	<input type="checkbox"/>
2	PREMIUM GRADE WATERBORNE FAST DRY TRAFFIC PAINT (FORMULATION I - YELLOW), 5 GALLON BUCKET							<input type="checkbox"/>
	3PCR - Complete Receipt	\$56.85	\$0.00	\$56.85	0.00	0.0%	\$0.00	<input type="checkbox"/>
Invoice Amount Total: \$0.00								

To Final Pay all items choose the Pay All Items button. Then click the “Final pay” check box to set all items on the Items tab to final pay status. **This function releases any remaining encumbrances for the purchase order and closes it to further receipt/payment activity.** Make sure that this function is appropriate before saving the entry.

Select Save & Continue

If you elect NOT to Final Pay an item, you may receive an Item General Validation Warning “The following complete receipt PO items are fully paid (current invoice amount + previous approved/paid invoice amount = total received dollar amount), but their final pay indicators are not checked. These items will not be closed at the time the invoice is approved.”

Item General Validation Warnings

- The following complete receipt PO items are fully paid (current invoice amount + previous approved/paid invoice amount = total received dollar amount), but their final pay indicators are not checked. These items will not be closed at the time the invoice is approved. [2]

Warnings are provided when a user should be informed of a ProcureAZ requirement. This warning alerts the user if an amount is entered that completes payment but Final Pay is not selected, the items will not be closed. Once Final Pay is selected, this warning will disappear.

Note: if Final Pay is selected, but the amount approved for payment is less than the total amount received of the item, then upon approval for payment, the system will auto-generate a change order reducing the amount of the PO to the amount paid.

Credits Tab

The credits tab lists available credit memos associated with the vendor in question that can be applied to the invoice, and allows the user to capture paid credit memos to the invoice, offsetting the total amount to be paid on that invoice by the amount of credit memo the user wishes to apply. The user can opt to apply all of a single credit memo, part of a single memo, or multiple credit memos.

Subcontractors Tab

The subcontractors tab allows payments to be made to subcontractors, if any are listed on the PO.

Accounts Tab

The accounts tab will display the PO account codes that were used as well as fiscal year, amount distribution, new distribution, previous payments, PO remaining, TC (Transaction Code), and PDT (Payment Distribution Type).

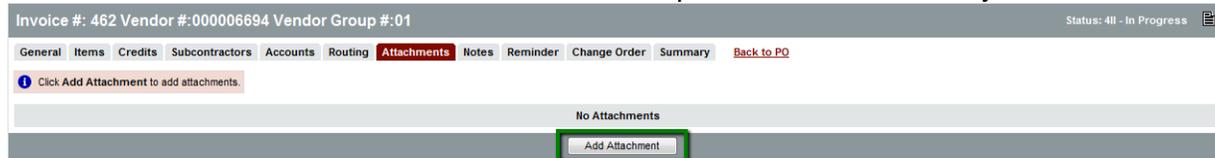
Routing Tab

The Routing Tab displays the approval path of the invoice, if one exists. This tab will not be populated until the document is submitted for approval.

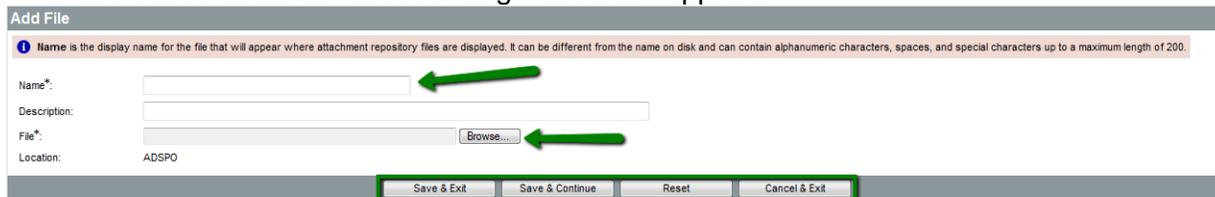
Attachments Tab

Adding attachments to any of your ProcureAZ documents is a useful way to include specifications or other guidelines in your procurement documents. In the case for invoices, scanning in the invoice from the vendor and attaching it to the ProcureAZ invoice allows users to compare the invoice against the received invoice. Select the Attachments tab to display the attachments window.

To add attachments use the Attachment screen to upload an attachment to your invoice.



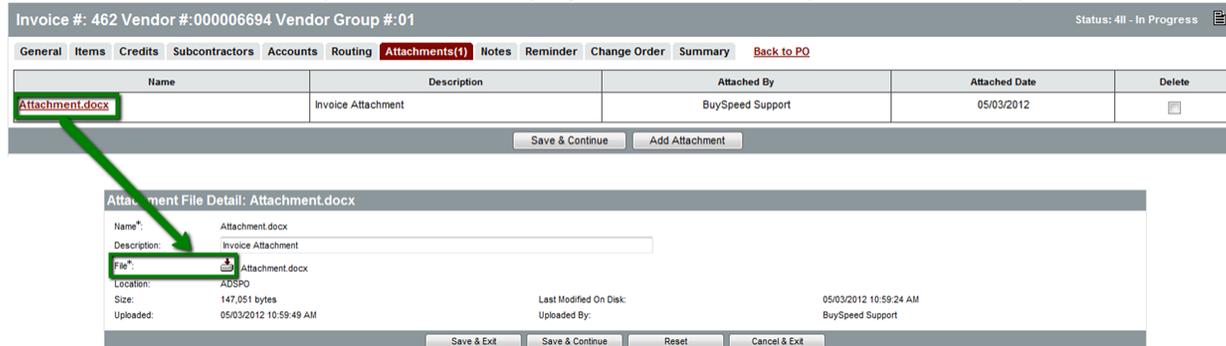
Click Add Attachment and the following screen will appear:



Use the Browse button to locate a file on your computer or on a shared drive to attach to the invoice. Once selected, the name will be displayed as the filename of the attachment. This can be changed if necessary. A description field allows the user to give a description of what the file is about, but is not required.

View/Download Attachments

On the Attachments tab, attachment names are hyperlinks that can be clicked on to show the file details. When an attachment detail is opened, it will display the name, description, and other pertinent information.



Click on the  icon for the option to open or download the file. The customary Windows dialogue box will come up asking to Open or Save the document.

Notes Tab

The Notes Tab allows you to add a note to any or all of your items to give additional information or special instructions to agency users. The notes will not be visible to the vendors. Type your note in the Note field. Select Save & Continue to save your entry and a new blank line will appear, allowing you to enter an additional note to the item. To delete a note once it is saved, check the box in the Delete column next to the item, and select Save & Continue. Notes may be deleted by other agency users, and should not be used to add information that you want to be permanently attached to the document.

Reminders Tab

Send a reminder for this document to a specified person on a specified date.

Invoice #: 462 Vendor #:000006694 Vendor Group #:01 Status: 4H - In Progress

General Items Credits Subcontractors Accounts Routing Attachments(1) Notes **Reminder** Change Order Summary Back to PO

Due Date* (MM/DD/YYYY)	Comment* (max 250 characters)	Remind Whom*	Days Prior to Remind*	Date Completed (MM/DD/YYYY)	Send Email	Date Entered	Entered By
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="0"/>		<input type="checkbox"/>		

Save & Continue Reset

Click the calendar icon to choose the Due Date, then enter the appropriate comments, determine who needs to be reminded and how many days prior to the event to remind them. If you wish for the reminder to be emailed to the user, click the Send Email checkbox. Once the reminder is sent, the tab will be updated with that information. When a reminder is saved, another row appears in case more reminders are needed.

Change Order Tab

The change order in invoicing is strictly for PO accounting changes. Creating or updating a change order will delete any already added distribution.

Summary Tab

The summary tab allows the user to review the information on the invoice. It includes all the Header information, Purchase Order Information, PO Vendor and Item information. After reviewing the document, select the Submit for Approval button at the bottom of the page.

Invoice #: 462 Vendor #:000006694 Vendor Group #:01 Status: 4H - In Progress

General Items Credits Subcontractors Accounts Routing Attachments(1) Notes Reminder Change Order **Summary** Back to PO

Header Information

Invoice Number:	462	Invoice Status:	4H - In Progress	Invoice Type:	3 way matching
Invoice Description:	Creating GRG	Invoice Date:	05/03/2012	Effect Date:	05/03/2012
Payment Amount:	\$34.80	Handling Code:		Payment Date:	05/28/2012
Payment Terms:	2% 30 days/Net 31 days	Payment Term Day:	0	Payment Discount:	0.0%
Paid-Bank/Check:		Alternate Id:			
Entered By:	BuySpeed Support	Entered Date:	05/03/2012		
Credit Amount:	\$0.00	Updated Date:	05/03/2012		
Updated By:	BuySpeed Support				

Purchase Order Information

Purchase order Number:	ADOT11-006020.1	PO Description	paint
PO Amount:	\$111.65	Remaining To Invoice:	\$111.65
		Buyer:	Shashank Rao

PoVendor Information

Vendor:	000006694 - SHERWIN-WILLIAMS CORPORATION	Address Grp:	01
Vendor Remit to Address:	Lisa Dax PO Box 402339 Atlanta, GA 30384 US Email: test@goperscope.com Phone: (216)515-8712 Id: 26244 Alternate Id: 002	Fed ID:	****6650
		Remit Text:	

Item Information

Invoice Item #/PO Item #: 1 PREMIUM GRADE WATERBORNE FAST DRY TRAFFIC PAINT (FORMULATION I - WHITE), 5 GALLON BUCKET

PO Item Status	Permit To Pay	Invoice Amount	Discount %	Original Pay Amount	Final Pay
3PCR - Complete Receipt	\$54.80	\$34.80	0.0%	\$0.00	No

Event Type	Fiscal Year	Account Code	Transaction Amount
Exp.	12	12-10000-10000-7599- -----	\$34.80
Enc.	12	12-10000-10000-7599- -----	-\$34.80

Invoice Item #/PO Item #: 2 PREMIUM GRADE WATERBORNE FAST DRY TRAFFIC PAINT (FORMULATION I - YELLOW), 5 GALLON BUCKET

PO Item Status	Permit To Pay	Invoice Amount	Discount %	Original Pay Amount	Final Pay
3PCR - Complete Receipt	\$56.85	\$0.00	0.0%	\$0.00	No

Event Type	Fiscal Year	Account Code	Transaction Amount
Exp.	12	12-10000-10000-7599- -----	\$0.00
Enc.	12	12-10000-10000-7599- -----	\$0.00

Submit for Approval Cancel Invoice Print

Invoice Approvals

Once the invoice is created, it is submitted for approval. A user can make approvals with the AP Supervisor as their Accounts Payable Role Privilege Type.

Approval Actions

I certify that this expenditure/transaction is for a valid public purpose and is consistent with all applicable statutes, laws, appropriations, grants, and contracts. I also certify that sufficient appropriation and monies are available for this expenditure/transaction, and that I am authorized to distribute these monies.

Option(s)	<input checked="" type="radio"/> Approve <input type="radio"/> Disapprove <input type="radio"/> Cancel Invoice
Comment	<input type="text"/>

Upon approval, change orders will be generated automatically for each po item with a status of 3PPR - Partial Receipt if the final pay indicator is selected for that item, the po quantity will be changed to the receipt quantity and the po item will be closed, for each po item with a status of 3PCR - Complete Receipt if the final pay indicator is selected for that item and the total invoice amount less than po item amount, the po unit cost will be changed to total invoice amt/received quantity and the po item will be closed. The po header will be closed if all po items have a status of either closed or canceled.

Actions taken upon approval:

For any item in the status of 3PPR – Partial Receipt for which **Final Pay** was selected, change orders will be generated automatically. The PO quantity will be changed to the receipt quantity and the PO item will be closed. Any item in the status of 3PCR – Complete Receipt - for which Final Pay was selected, will be closed. The PO header will be closed if all PO items have a status of either closed or canceled.