Invoice Logger

Table of Content

The Invoice Logger allows users to log invoices against purchase orders (PO's) and add the invoices or other documents to the PO.

This document with cover how to log invoices

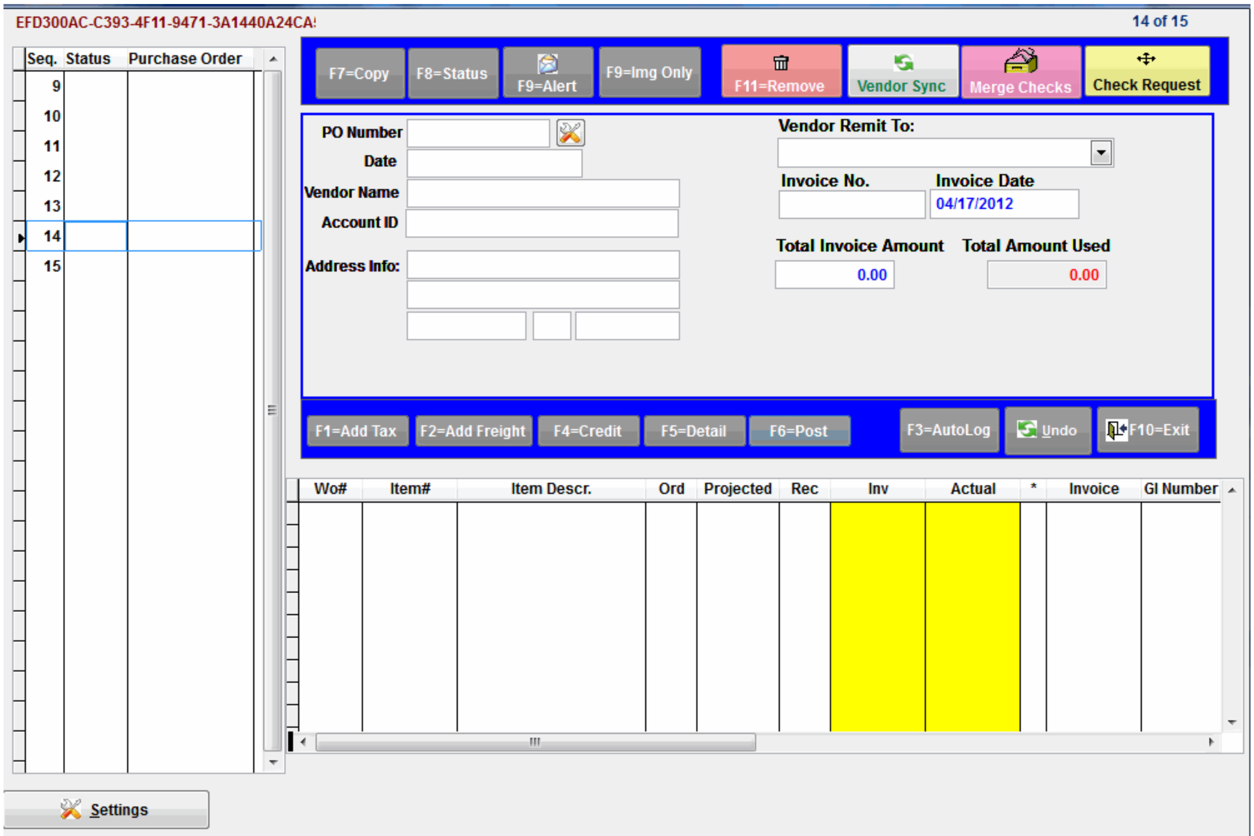


Figure 1

Screen overview (figure 1):

- F7 = Copy – for multi-page invoices
- F8 = Status – currently used if users select copy and want to delete the extra copy made, users click on status and the system will remove the extra copy made
- F9 = Alert (figure 2) – used if there is a problem with a PO, allows users to send messages to the person who approved the PO. If PO was not approved, the facility field will not auto fill, users will need to search for person within the dropdown based on the facility where the PO came from.

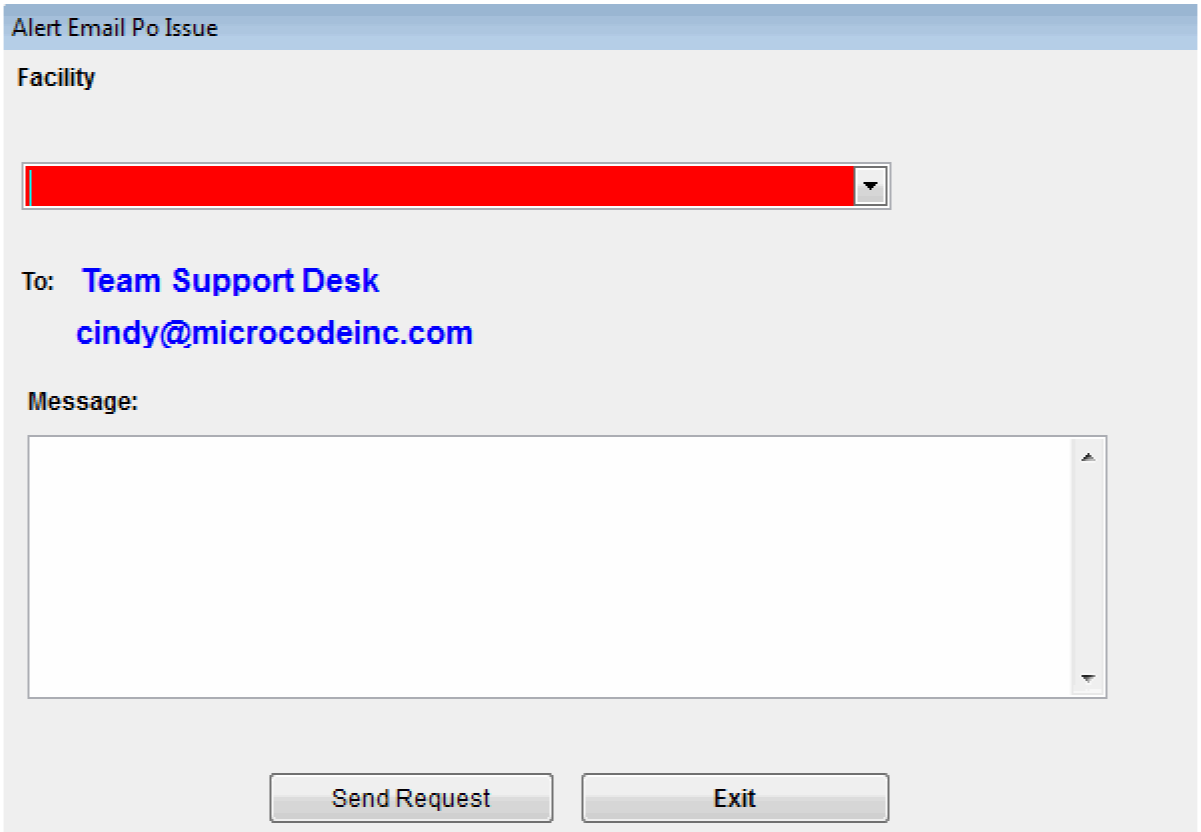


Figure 2

- F9 = Img Only (figrue 3) – used when users forget to copy down and realize they have multiple pages to an invoice, they can select the Img Only and add a message/invoice and upload the image if needed. This feature allows users to upload addition documents without invoicing; for example, emails.

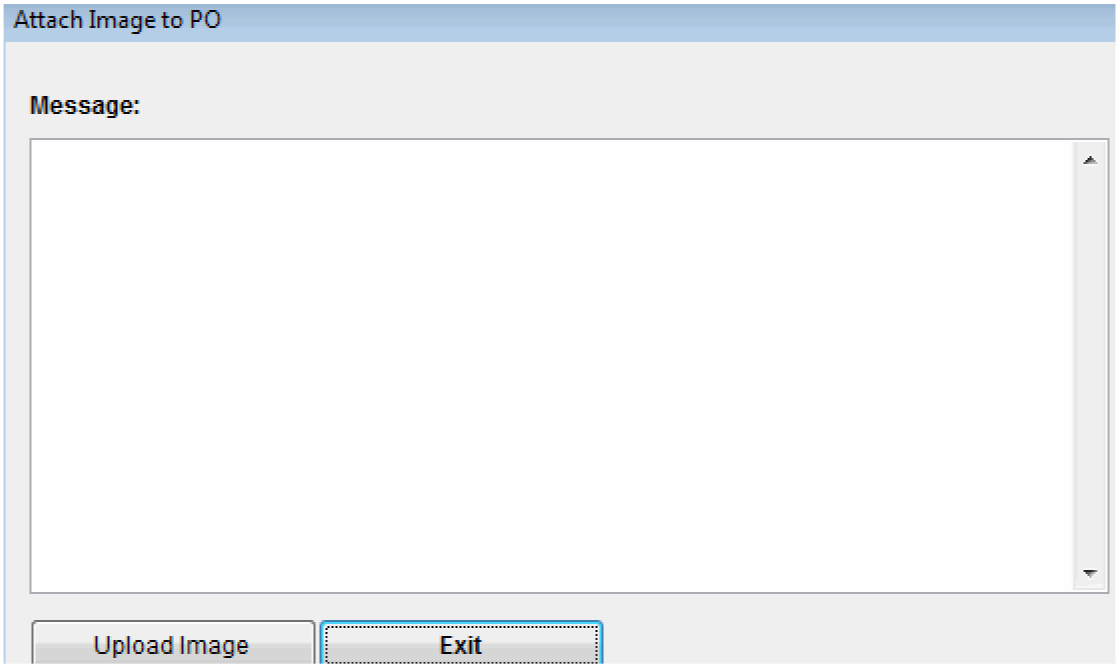


Figure 3

- F11 = Remove (figure 4) – removes a scan, users will receive a notice asking, "Are you sure? This will remove the Image from folder." If yes is selected the system will kick it out of the scan list.

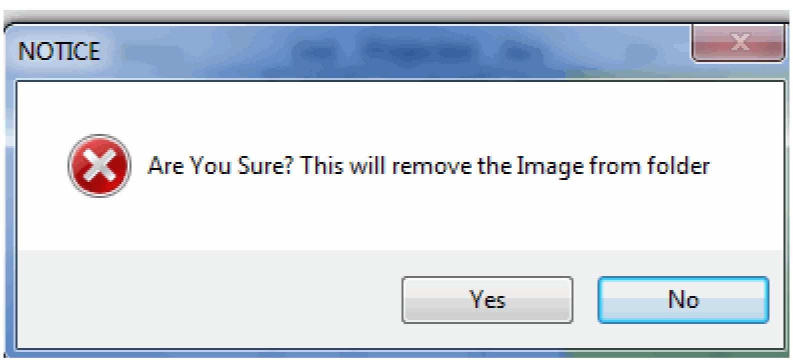


Figure 4

- Vendor Sync (figure 5) – used when adding new vendors. Users will need to add "as of date."

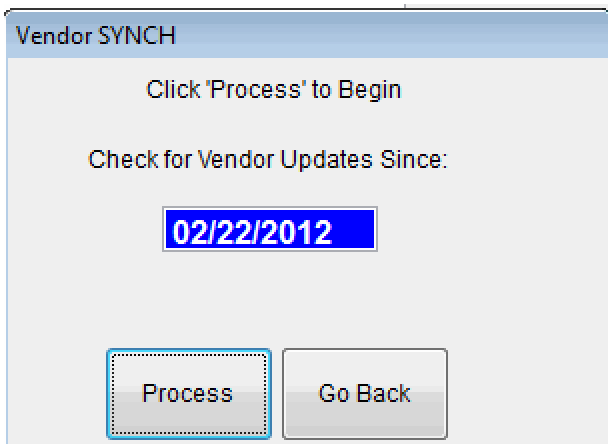


Figure 5

- Merge Checks (figure 6) – once invoices are paid, users can select Merge Checks and it will pull in all check ran in the system by that particular user since the last merge was ran.

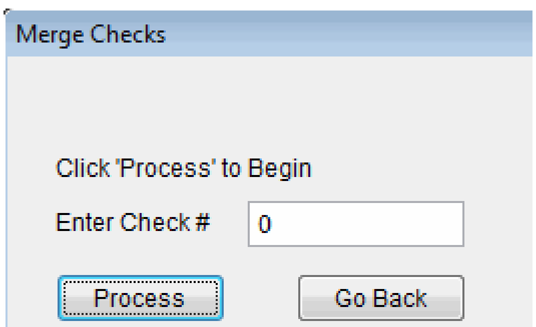


Figure 6

- Check Request (figure 7) – how the upload file is created for that particular facility account program.
  - Different options within Check Request
    - Ready
    - Variances
    - Invoice Logged not Received
    - Manager Approval Missing
    - Exported to CYMA
    - Next Batch to CYMA

  Selecting “export” will create the batch to be loaded

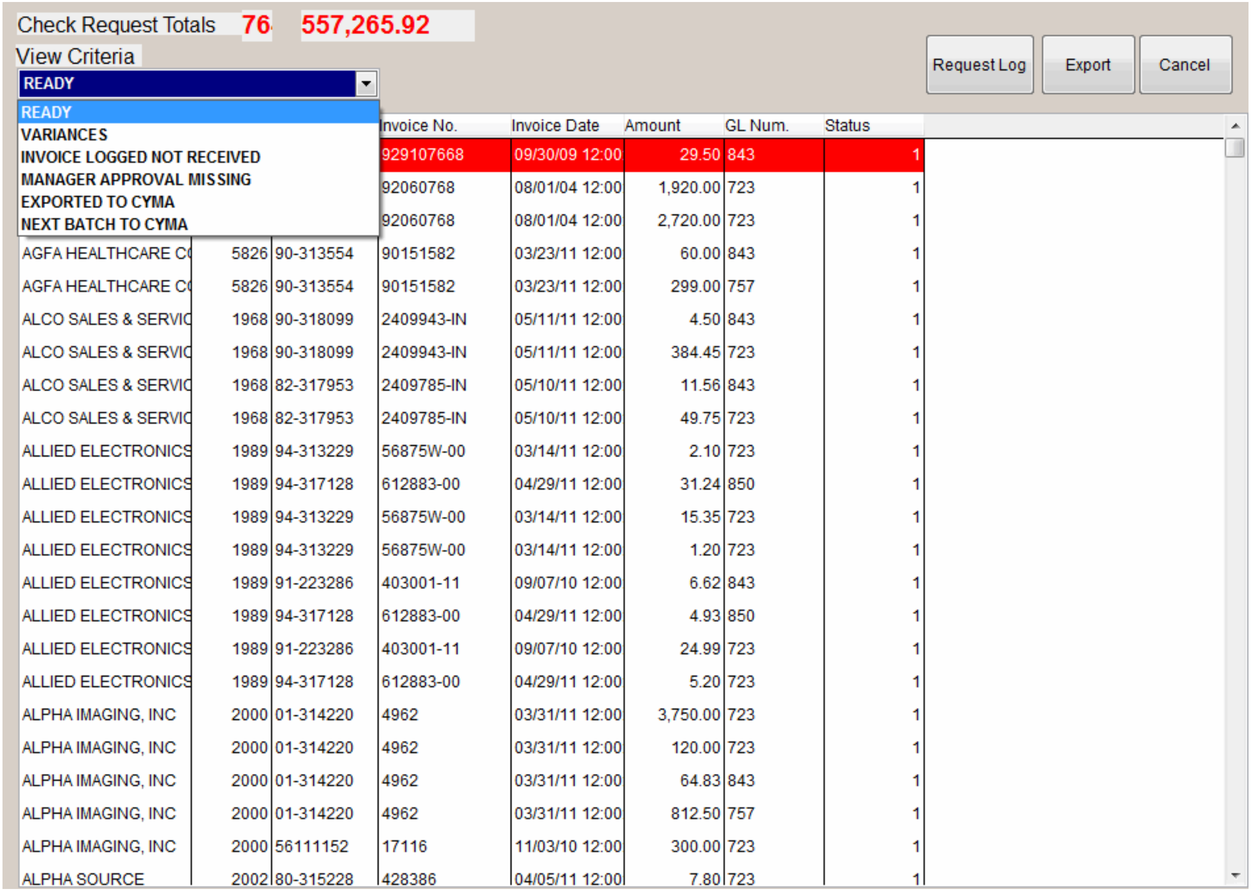


Figure 7

- F1 = Add Tax (figure 8) – used if user needs to add tax to the PO
- F2 = Add Freight (figure 8) – used if user needs to add freight to the PO
- F4 = Credit (figure 8) – used if user needs to add a credit to the PO
- F5 = Detail (figure 8) – adds an area to the screen that allows the user to calculate multiple items on a PO. Users will need to type in the "Inv Qty" and the system will do the math.

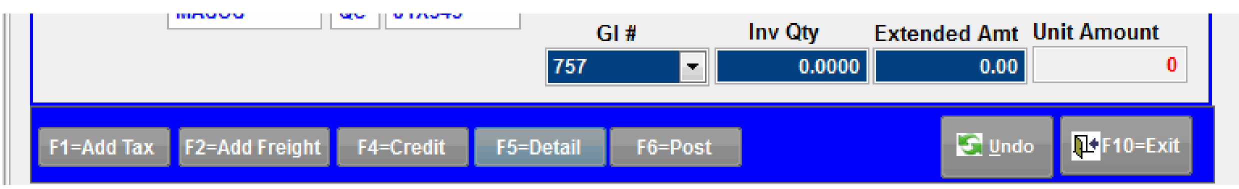


Figure 8

- F6 = Post – uploads the invoice information to the PO and take the scan out of your queue
- F3 = Auto Log – will update the "Total Amount Used" field based on what's entered within the line items
- Undo – clears all information on the screen

- F10 = Exit – closes out the Log Invoice program

Image Import Utility

The Image Import Utility's purpose is to help cut down on paper use and allow the user to view a scanned copy of the PO while entering the invoice information.

Sample of a scanned purchase order (figure 9)

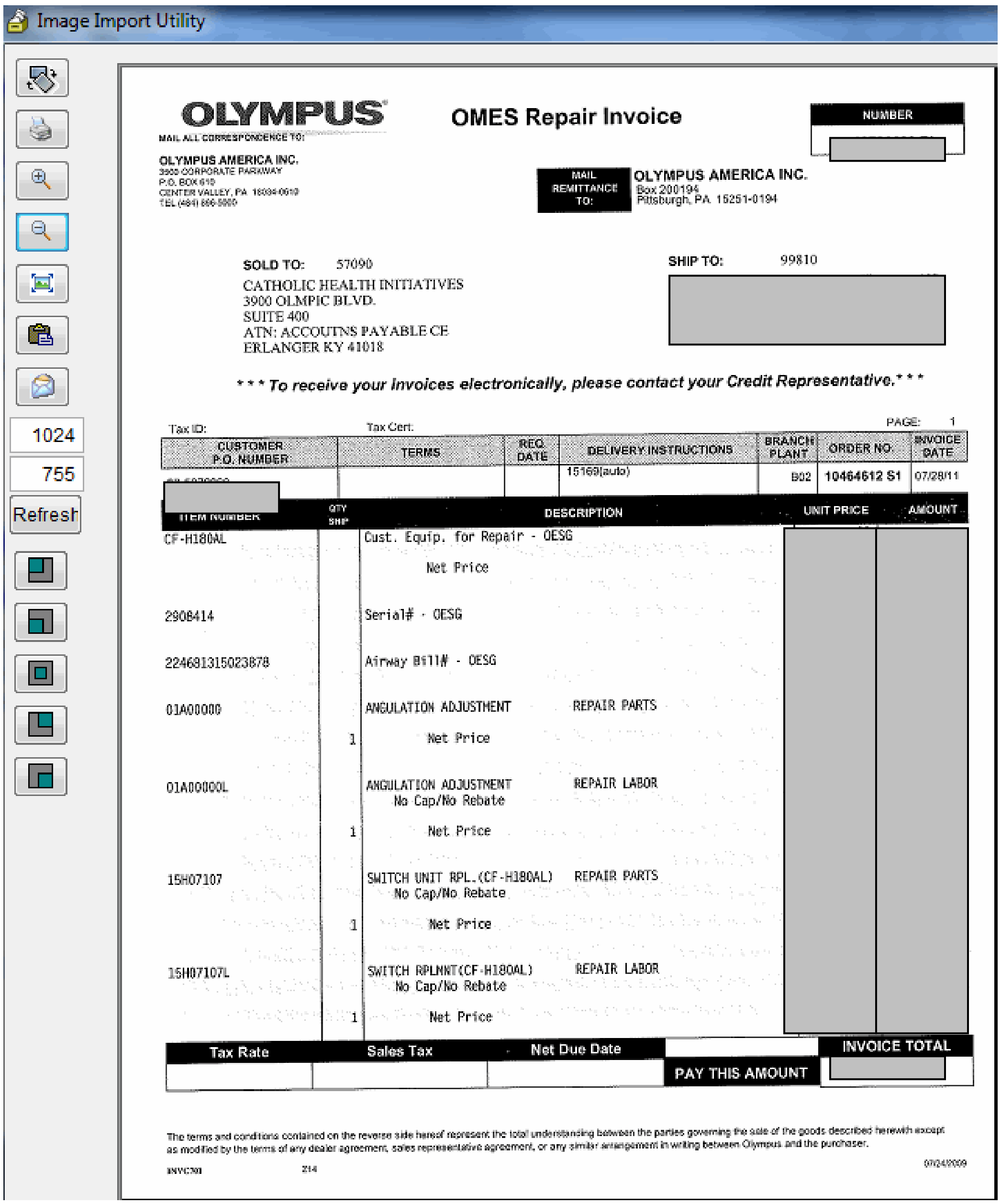


Figure 9

Icons to the left of the document (figure 9) will do the following (from the top down):

Rotate the image
Print the image
Zoom in
Zoom out
Re-align
Copy
Email – Disabled

Refresh – fits screen better

Upper left zoom in
Lower left zoom in
Middle zoom in
Upper right zoom in
Lower right zoom in

Paying an Invoice

Users will need to enter the purchase order number (figure 10) and hit enter on their keyboard.

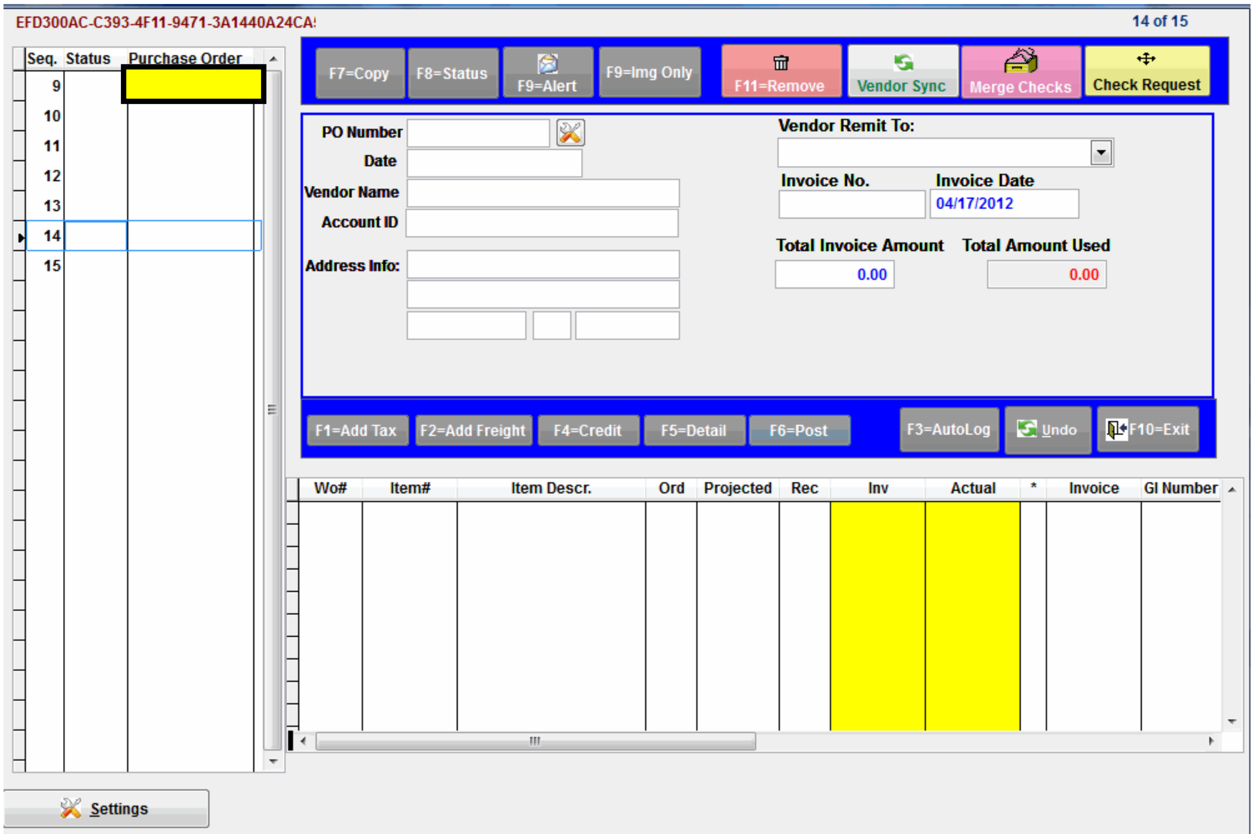


Figure 10

This will auto fill most of the fields to the right of the screen (figure 11).

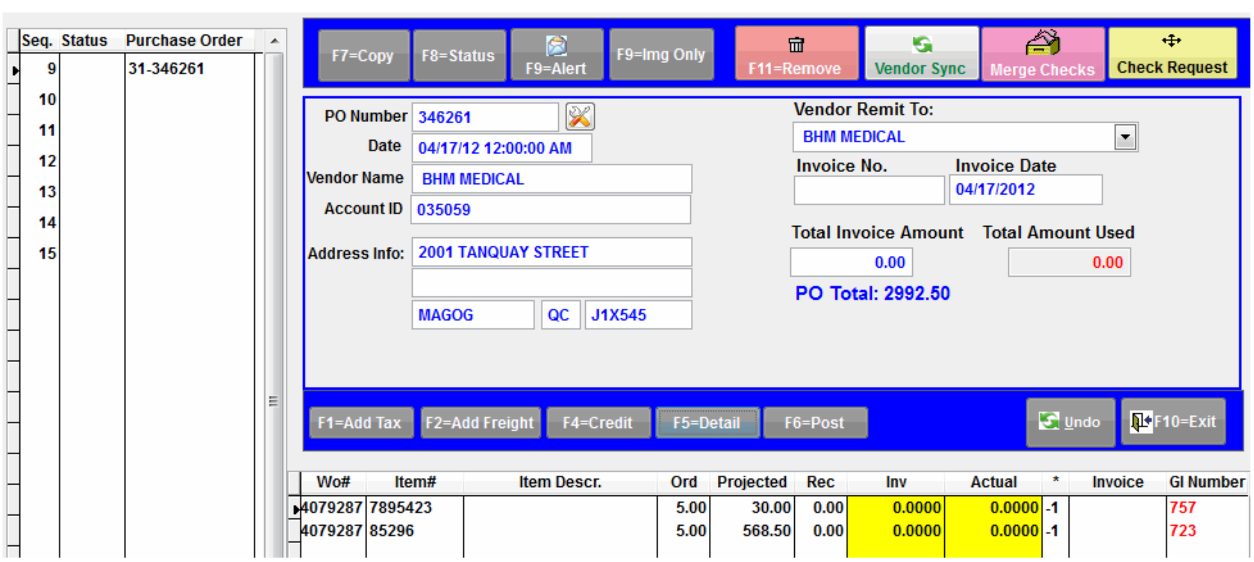


Figure 11

Keep in mind, all the information that will be filled in will come directly from the invoice.

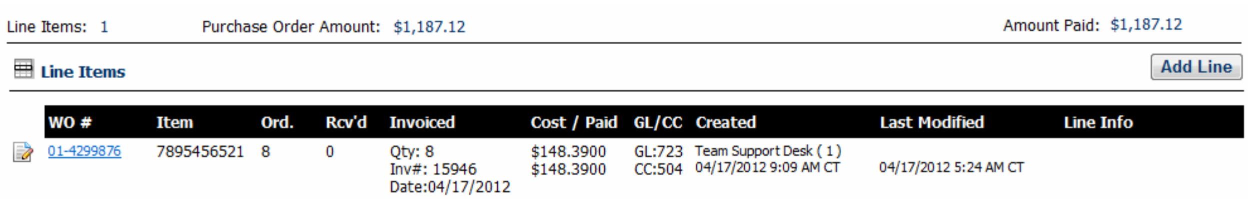
The following information does not auto fill in the gray area of the screen (figure 11):

- Invoice No.
- Invoice Date will auto fill to the current date – this will need to be changed to match the date on the invoice
- Total Invoice Account

The bottom of the screen (figure 11), users will need to type in the "Inv." and "Actual," which will balance out the invoice unless tax, freight, or credits need to be added to the invoice.

To add tax, freight, or credit to the invoice, simply click on the specific button stating what is needed.

Once the invoice has been "Posted," the PO within the Team software will show the purchase order has been paid (figure 12).


Line Items: 1 Purchase Order Amount: $1,187.12 Amount Paid: $1,187.12

Line Items Add Line

WO #	Item	Ord.	Rcv'd	Invoiced	Cost / Paid	GL/CC	Created	Last Modified	Line Info
01-4299876	7895456521	8	0	Qty: 8 Inv#: 15946 Date:04/17/2012	$148.3900 $148.3900	GL:723 CC:504	Team Support Desk (1) 04/17/2012 9:09 AM CT	04/17/2012 5:24 AM CT	

Figure 12

Please note that figure 12 is the old version of team and is in the process of being updated.

Splitting an invoice

When an invoice has multiple items listed on it, and the user was only invoiced for part of the order. For example (figure 13):

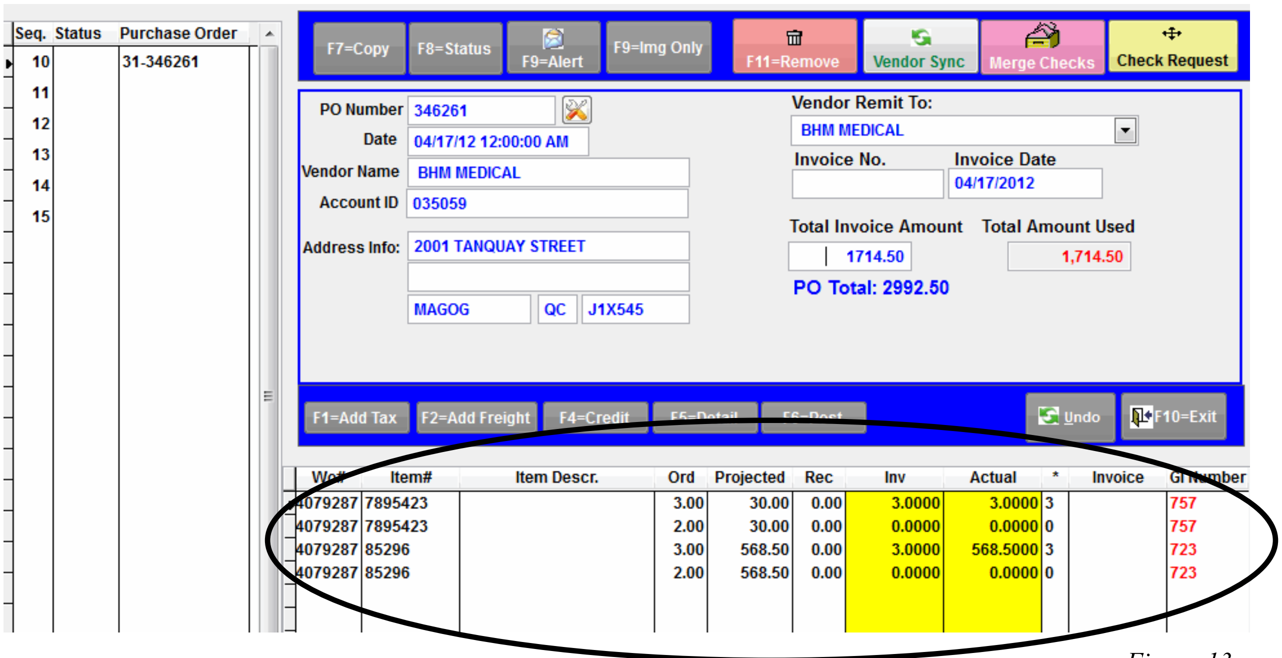


Figure 13

Users will notice that only 3 of each item were invoiced; therefore, the system automatically generated additional line items for the items not invoiced (figure 13). Once this transaction is posted, the Team software will update the PO to reflect the items that have been paid and will show the total balance as well (figure 14).

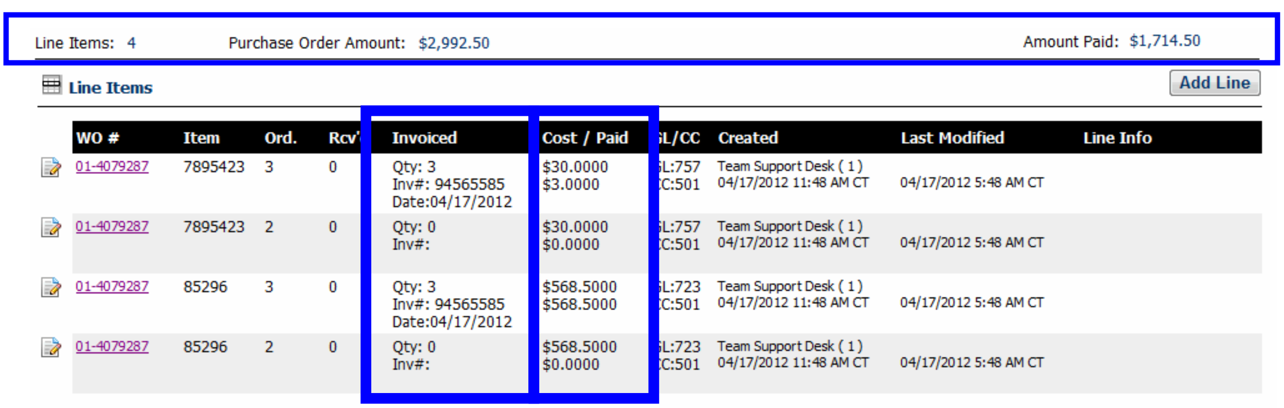


Figure 14