

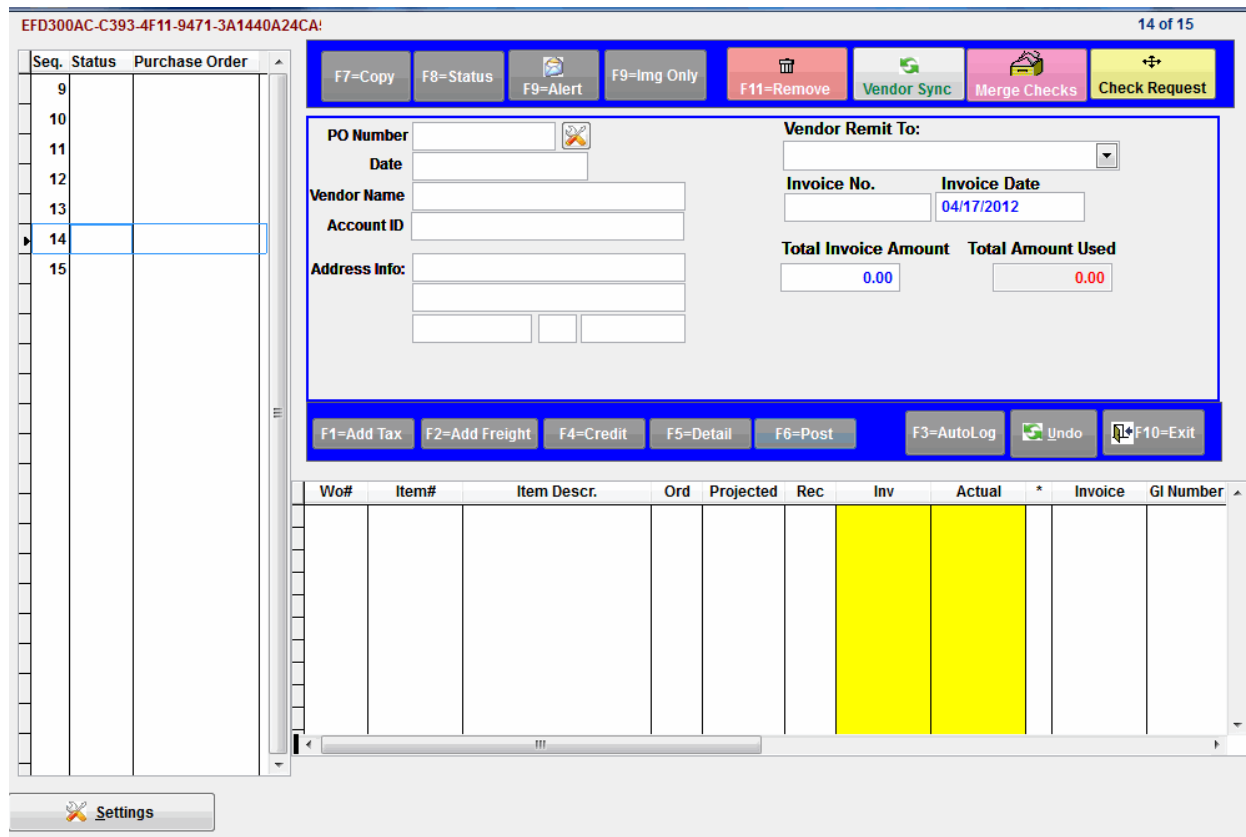
## **Invoice Logger**

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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 will cover how to log invoices

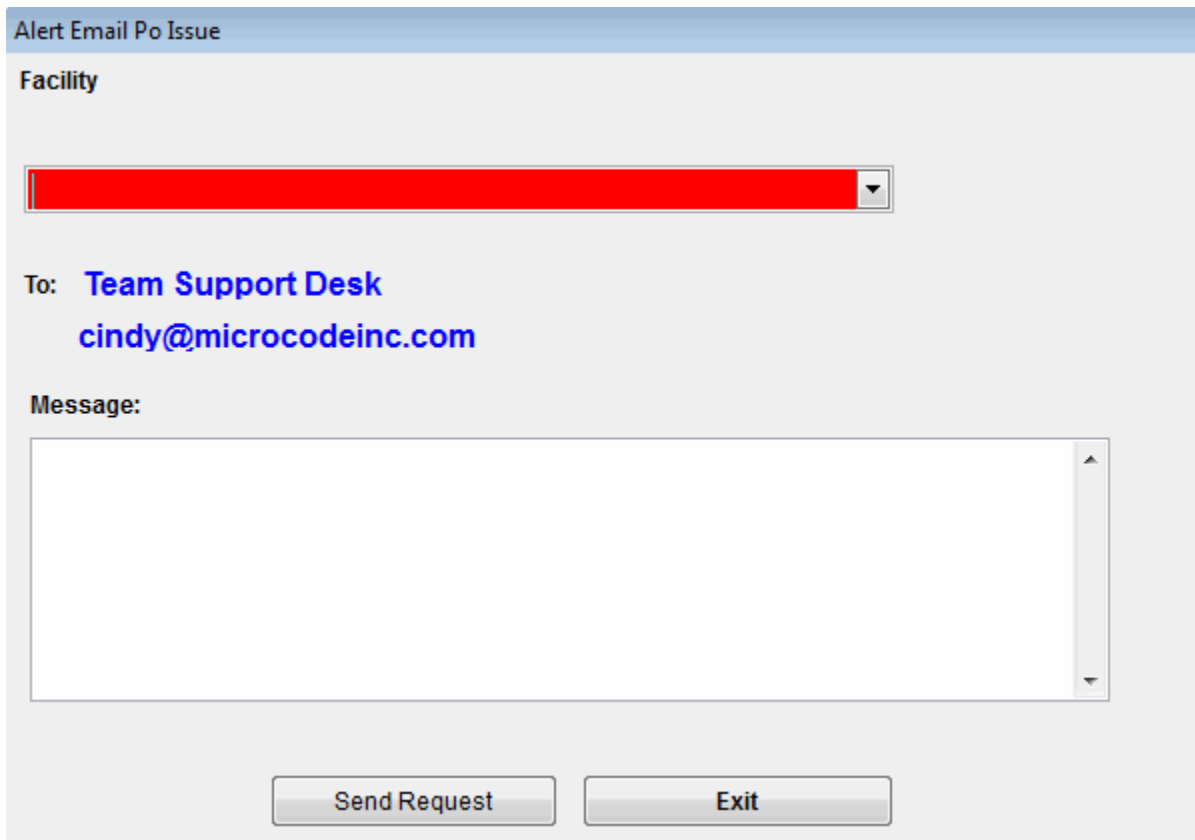


The screenshot shows the 'Invoice Logger' application window. At the top, there's a title bar with the file path 'EFD300AC-C393-4F11-9471-3A1440A24CA!' and a page indicator '14 of 15'. Below the title bar is a menu bar with options: F7=Copy, F8=Status, F9=Alert, F9=Img Only, F11=Remove, Vendor Sync, Merge Checks, and Check Request. The main form area is divided into two sections. The left section contains fields for PO Number, Date, Vendor Name, Account ID, and Address Info. The right section contains fields for Vendor Remit To, Invoice No., Invoice Date (04/17/2012), Total Invoice Amount (0.00), and Total Amount Used (0.00). Below these fields is a row of buttons: F1=Add Tax, F2=Add Freight, F4=Credit, F5=Detail, F6=Post, F3=AutoLog, Undo, and F10=Exit. At the bottom of the form is a table with columns: Wo#, Item#, Item Descr., Ord, Projected, Rec, Inv, Actual, \*, Invoice, and GI Number. The 'Inv' and 'Actual' columns are highlighted in yellow. A 'Settings' button is located at the bottom left of the window.

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.

A screenshot of a web form titled "Alert Email Po Issue". The form has a light gray background and a blue header bar. Below the header, there is a section labeled "Facility" with a red rectangular input field. Below this, the "To:" field is populated with "Team Support Desk" and "cindy@microcodeinc.com" in blue text. The "Message:" field is a large, empty text area with a vertical scrollbar on the right. At the bottom of the form, there are two buttons: "Send Request" and "Exit".

Alert Email Po Issue

Facility

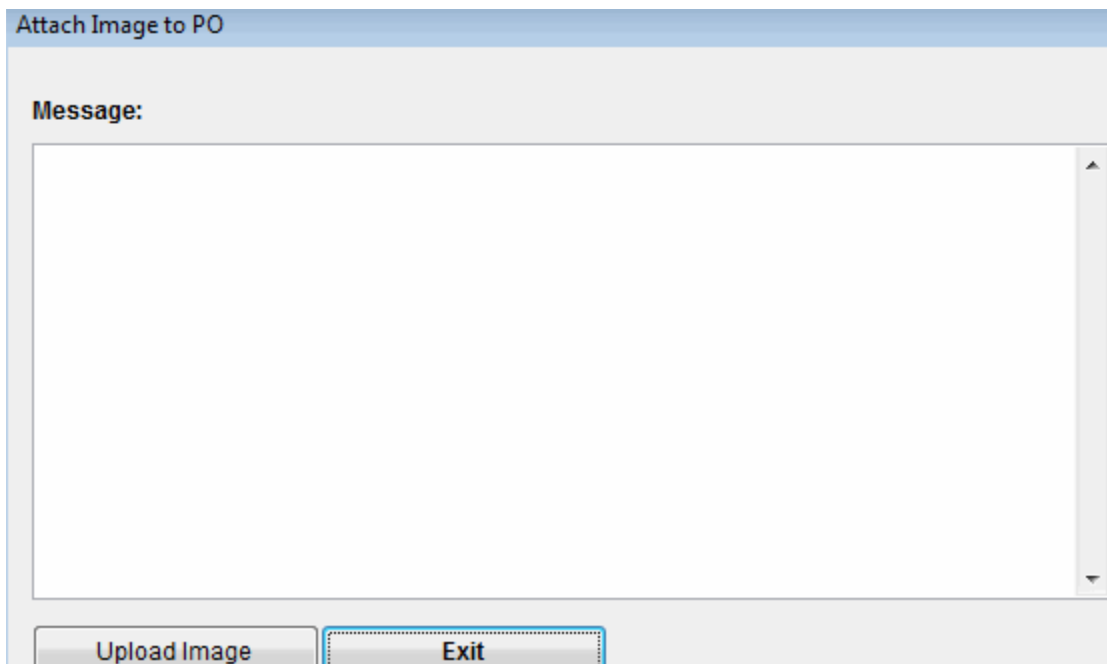
To: Team Support Desk  
cindy@microcodeinc.com

Message:

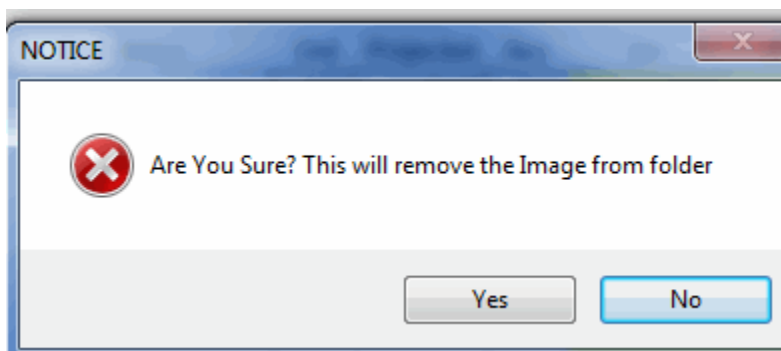
Send Request Exit

*Figure 2*

- F9 = Img Only (figure 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.”

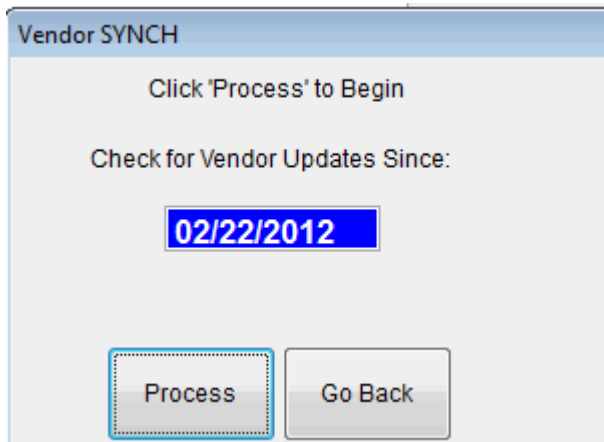


Figure 5

- 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.

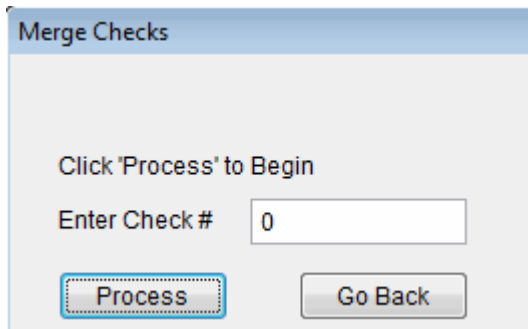


Figure 6

- 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

Check Request Totals 76 557,265.92

View Criteria

Request Log

Export

Cancel

READY

READY

VARIANCES

INVOICE LOGGED NOT RECEIVED

MANAGER APPROVAL MISSING

EXPORTED TO CYMA

NEXT BATCH TO CYMA

Invoice No.	Invoice Date	Amount	GL Num.	Status
929107668	09/30/09 12:00	29.50	843	1
92060768	08/01/04 12:00	1,920.00	723	1
92060768	08/01/04 12:00	2,720.00	723	1
AGFA HEALTHCARE CO	5826 90-313554 90151582	03/23/11 12:00	60.00 843	1
AGFA HEALTHCARE CO	5826 90-313554 90151582	03/23/11 12:00	299.00 757	1
ALCO SALES & SERVICE	1968 90-318099 2409943-IN	05/11/11 12:00	4.50 843	1
ALCO SALES & SERVICE	1968 90-318099 2409943-IN	05/11/11 12:00	384.45 723	1
ALCO SALES & SERVICE	1968 82-317953 2409785-IN	05/10/11 12:00	11.56 843	1
ALCO SALES & SERVICE	1968 82-317953 2409785-IN	05/10/11 12:00	49.75 723	1
ALLIED ELECTRONICS	1989 94-313229 56875W-00	03/14/11 12:00	2.10 723	1
ALLIED ELECTRONICS	1989 94-317128 612883-00	04/29/11 12:00	31.24 850	1
ALLIED ELECTRONICS	1989 94-313229 56875W-00	03/14/11 12:00	15.35 723	1
ALLIED ELECTRONICS	1989 94-313229 56875W-00	03/14/11 12:00	1.20 723	1
ALLIED ELECTRONICS	1989 91-223286 403001-11	09/07/10 12:00	6.62 843	1
ALLIED ELECTRONICS	1989 94-317128 612883-00	04/29/11 12:00	4.93 850	1
ALLIED ELECTRONICS	1989 91-223286 403001-11	09/07/10 12:00	24.99 723	1
ALLIED ELECTRONICS	1989 94-317128 612883-00	04/29/11 12:00	5.20 723	1
ALPHA IMAGING, INC	2000 01-314220 4962	03/31/11 12:00	3,750.00 723	1
ALPHA IMAGING, INC	2000 01-314220 4962	03/31/11 12:00	120.00 723	1
ALPHA IMAGING, INC	2000 01-314220 4962	03/31/11 12:00	64.83 843	1
ALPHA IMAGING, INC	2000 01-314220 4962	03/31/11 12:00	812.50 757	1
ALPHA IMAGING, INC	2000 56111152 17116	11/03/10 12:00	300.00 723	1
ALPHA SOURCE	2002 80-315228 428386	04/05/11 12:00	7.80 723	1

- 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)

**Image Import Utility**

**OLYMPUS**  
MAIL ALL CORRESPONDENCE TO:  
OLYMPUS AMERICA INC.  
3500 CORPORATE PARKWAY  
P.O. BOX 610  
CENTER VALLEY, PA 15304-0610  
TEL (481) 654-1000

**OMES Repair Invoice**

MAIL REMITTANCE TO:  
OLYMPUS AMERICA INC.  
Box 200194  
Pittsburgh, PA 15251-0194

NUMBER  
[REDACTED]

**SOLD TO:** 57090  
CATHOLIC HEALTH INITIATIVES  
3900 OLYMPIC BLVD.  
SUITE 400  
ATN: ACCOUNTS PAYABLE CE  
ERLANGER KY 41018

**SHIP TO:** 99810  
[REDACTED]

\*\*\* To receive your invoices electronically, please contact your Credit Representative.\*\*\*

Tax ID: [REDACTED]

Tax Cert: [REDACTED]

PAGE: 1

CUSTOMER P.O. NUMBER	TERMS	REQ. DATE	DELIVERY INSTRUCTIONS	BRANCH PLANT	ORDER NO	INVOICE DATE
[REDACTED]			15169(auto)	B02	10464612 S1	07/28/11

ITEM NUMBER	QTY	DESCRIPTION	UNIT PRICE	AMOUNT
CF-H180AL		Cust. Equip. for Repair - OESG		
		Net Price		
2908414		Serial# - OESG		
224691315023878		Airway B111W - OESG		
01A00000	1	ANGULATION ADJUSTMENT REPAIR PARTS		
		Net Price		
01A00000L	1	ANGULATION ADJUSTMENT REPAIR LABOR		
		No Cap/No Rebate		
		Net Price		
15H07107	1	SWITCH UNIT RPL. (CF-H180AL) REPAIR PARTS		
		No Cap/No Rebate		
		Net Price		
15H07107L	1	SWITCH RPLMNT (CF-H180AL) REPAIR LABOR		
		No Cap/No Rebate		
		Net Price		

Tax Rate

Sales Tax

Net Due Date

INVOICE TOTAL

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]














[REDACTED]

The terms and conditions contained on the reverse side hereof represent the total understanding between the parties governing the sale of the goods described herewith except as modified by the terms of any dealer agreement, sales representative agreement, or any similar arrangement in writing between Olympus and the purchaser.

INVCN0
Z14
07/24/2009

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
	
1024	
755	
Refresh	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.

[illegible]

Figure 10

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

Seq.	Status	Purchase Order
9		31-346261
10		
11		
12		
13		
14		
15		

F7=Copy

F8=Status

F9=Alert

F9=Img Only

F11=Remove

Vendor Sync

Merge Checks

Check Request

PO Number

346261

Date

04/17/12 12:00:00 AM

Vendor Name

BHM MEDICAL

Account ID

035059

Address Info:

2001 TANQUAY STREET

MAGOG

QC

J1X545

Vendor Remit To:

BHM MEDICAL

Invoice No.

Invoice Date

04/17/2012

Total Invoice Amount

0.00

Total Amount Used

0.00

PO Total: 2992.50

F1=Add Tax

F2=Add Freight

F4=Credit

F5=Detail

F6=Post

Undo

F10=Exit

Wo#	Item#	Item Descr.	Ord	Projected	Rec	Inv	Actual	*	Invoice	GI Number
4079287	7895423		5.00	30.00	0.00	0.0000	0.0000	-1		757
4079287	85296		5.00	568.50	0.00	0.0000	0.0000	-1		723

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


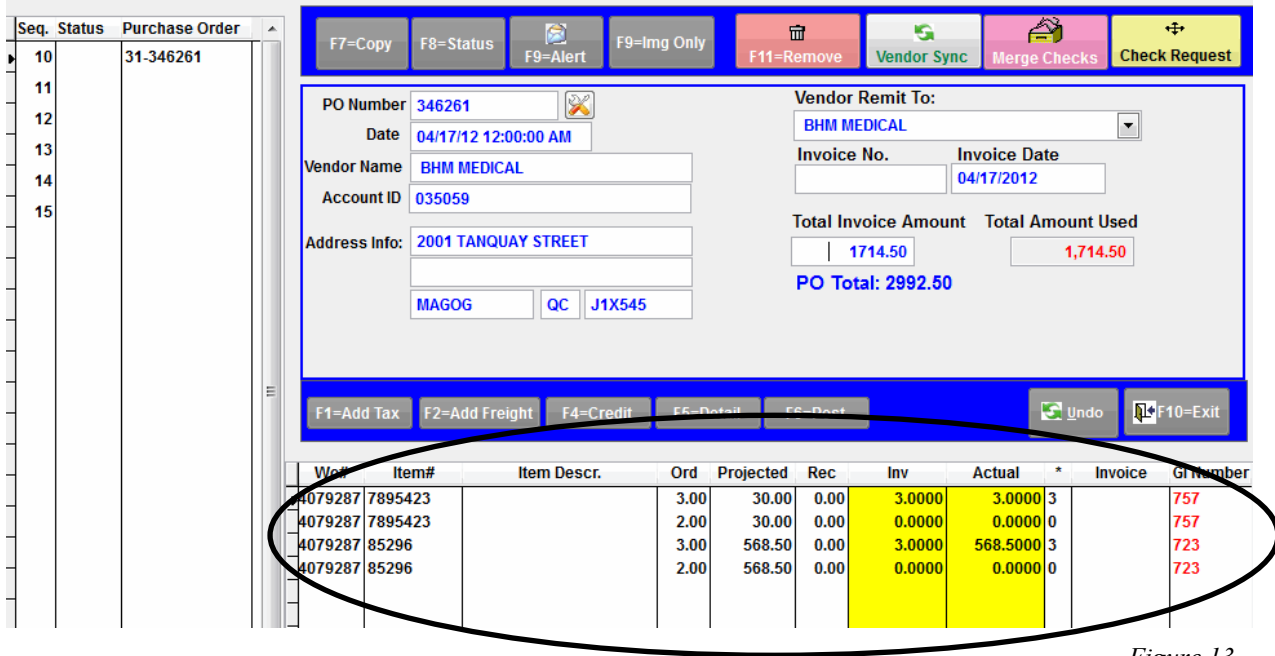
WO #	Item	Ord.	Rcv'd	Invoiced	Cost / Paid	GL/CC	Created	Last Modified	Line Info
 <a href="#">01-4299876</a>	7895456521	8	0	Qty: 8 Inv#: 15946 Date:04/17/2012	\$148.3900 \$148.3900	GL:723 CC:504	Team Support Desk ( 1 ) 04/17/2012 9:09 AM CT	04/17/2012 5:24 AM CT	

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):



Seq.	Status	Purchase Order
10		31-346261
11		
12		
13		
14		
15		

**PO Number:** 346261 **Vendor Remit To:** BHM MEDICAL

**Date:** 04/17/12 12:00:00 AM **Invoice No.:** **Invoice Date:** 04/17/2012

**Vendor Name:** BHM MEDICAL **Total Invoice Amount:** 1714.50 **Total Amount Used:** 1,714.50

**Account ID:** 035059 **PO Total:** 2992.50

**Address Info:** 2001 TANQUAY STREET

**MAGOG** **QC** **J1X545**

WO#	Item#	Item Descr.	Ord	Projected	Rec	Inv	Actual	*	Invoice	Gr Number
4079287	7895423		3.00	30.00	0.00	3.0000	3.0000	3		757
4079287	7895423		2.00	30.00	0.00	0.0000	0.0000	0		757
4079287	85296		3.00	568.50	0.00	3.0000	568.5000	3		723
4079287	85296		2.00	568.50	0.00	0.0000	0.0000	0		723

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).

Line Items: 4

Purchase Order Amount: \$2,992.50

Amount Paid: \$1,714.50

Line Items

Add Line





WO #	Item	Ord.	Rcv	Invoiced	Cost / Paid	SL/CC	Created	Last Modified	Line Info
 <a href="#">01-4079287</a>	7895423	3	0	Qty: 3 Inv#: 94565585 Date:04/17/2012	\$30.0000 \$3.0000	SL:757 CC:501	Team Support Desk ( 1) 04/17/2012 11:48 AM CT	04/17/2012 5:48 AM CT	
 <a href="#">01-4079287</a>	7895423	2	0	Qty: 0 Inv#:	\$30.0000 \$0.0000	SL:757 CC:501	Team Support Desk ( 1) 04/17/2012 11:48 AM CT	04/17/2012 5:48 AM CT	
 <a href="#">01-4079287</a>	85296	3	0	Qty: 3 Inv#: 94565585 Date:04/17/2012	\$568.5000 \$568.5000	SL:723 CC:501	Team Support Desk ( 1) 04/17/2012 11:48 AM CT	04/17/2012 5:48 AM CT	
 <a href="#">01-4079287</a>	85296	2	0	Qty: 0 Inv#:	\$568.5000 \$0.0000	SL:723 CC:501	Team Support Desk ( 1) 04/17/2012 11:48 AM CT	04/17/2012 5:48 AM CT	

Figure 14