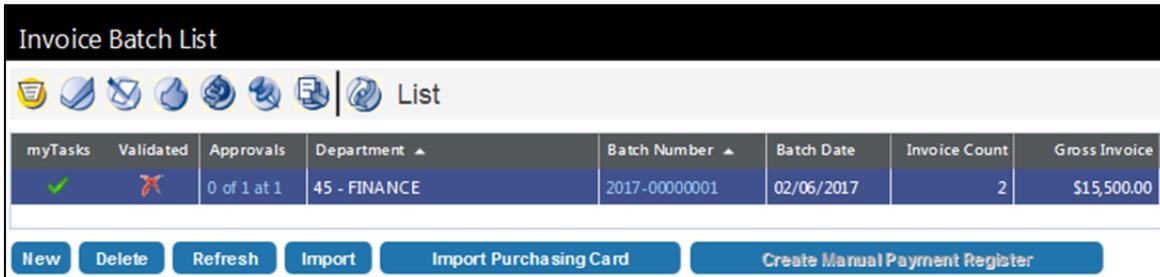
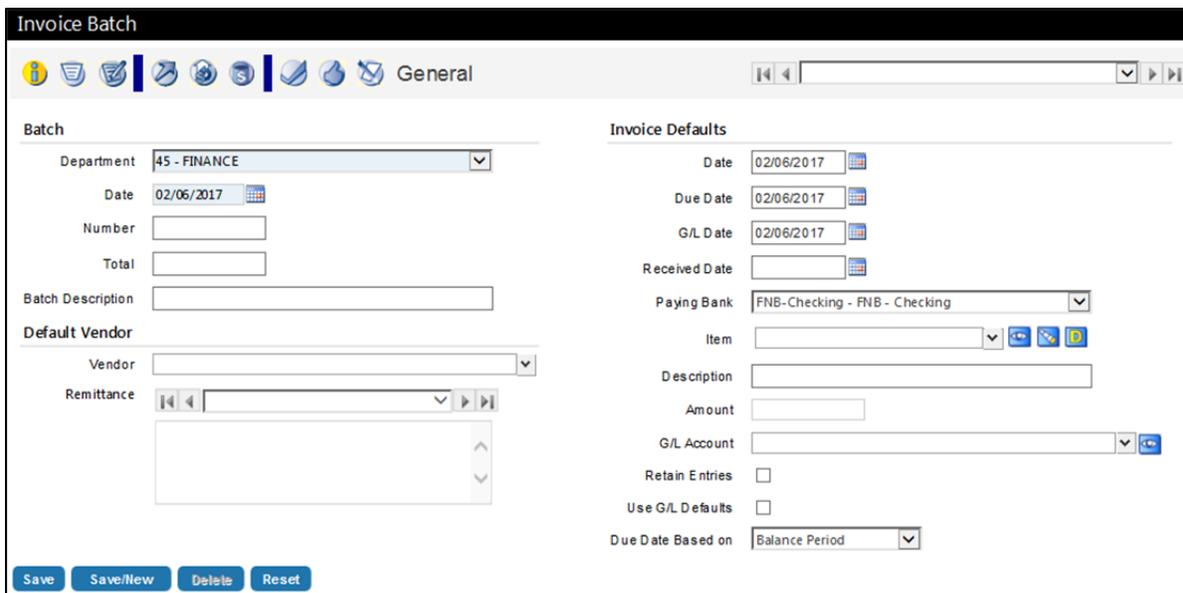


AP INVOICE ENTRY

1. Navigate to Financial Management → Accounts Payable → Invoice Entry Batches



2. Click “New”. You will see the page below. This is the AP Invoice Batch Header.



3. Complete the following fields:
 - ***Department** – This will default to your department
 - ***Date** – This will default to the current date
 - All fields after the batch number are defaults and can be changed after the batch has been saved and created. The defaults may be useful if all invoices within the batch share the same information.

4. Click “Save”. The screen will refresh and bring you to the “Invoice Entry” page.

The screenshot shows the 'Invoice Entry' form with the following fields:

- Department: 120 - Auditor
- Vendor: [Empty]
- Vendor Invoice: [Empty]
- Description: [Empty]
- Invoice Amount: [Empty]

A vertical toolbar on the left side of the form contains several icons. An arrow points to the icon representing 'Select Purchase Order'.

5. Click on the “Select Purchase Order” button from the list of buttons along the left side of the screen

The screenshot shows the 'Select Purchase Order' form with the following fields:

- Department: 110 - County Board
- Purchase Order: [Empty]
- Vendor: [Empty]
- Substitute Vendor P.O.'s:
- Vendor Invoice: [Empty]
- Description: [Empty]
- Check Sort Code: 110 - County Board
- Check Code: 110
- Remittance: [Empty]
- Invoice Date: 05/07/2018
- Due Date: 05/07/2018
- G/L Date: 05/07/2018
- Received Date: [Empty]
- Paying Bank: GFCK - GENERAL CHECKING ACCT
- Hold Payment Reason: [Empty]
- Manual Check:

Buttons for 'Accept' and 'Cancel' are visible at the bottom left.

6. Complete the following fields:
- Purchase Order – Select the PO# then tab or click on the next field
 - Or
 - Vendor – If you don’t know the PO#, select the vendor then tab to the next field.
 - ***Vendor Invoice** – Enter the invoice number from the original invoice
 - If vendor does not provide an invoice number
 - Description – Enter the invoice description if this did not automatically populate
 - Invoice Date – Change to the correct date if needed
 - Due Date – Change to the correct date if needed
 - G/L Date – Change to the correct date if needed
 - Paying Bank – Select the paying bank account
 - DO NOT GUESS!! This is very important, ask if you are unsure what option select
 - ***Check Sort Code** – from the drop-down, select your department
 - ***Check Code** – key in your department number
 - Received Date, Hold Payment Reason, Manual Check – Optional Fields

7. Check the box to the left of the PO number to select the PO associated with the invoice.

Purchase Order	Type	Description
<input type="checkbox"/> 2018-00000089	Standard - E	HR OFFICE SUPPLIES

8. Click on the plus sign to expand the PO and view the item detail.

- **STANDARD POS:**

- Check the “Completes Item” box. Completing the item will unencumbered any remaining funds when the invoice is posted.

Item/Description	U/M	Quantity	Price/Unit	Completes Item
<input checked="" type="checkbox"/> Item	Original Amount	1.0000	450.7100	<input checked="" type="checkbox"/> \$450.7100
<input type="checkbox"/> HR OFFICE SUPPLIES	EA - Each	1.0000	450.7100	<input type="checkbox"/>

- **BLANKET POS:**

- Change the defaulted amount to the value being invoiced. The system will start subtracting the invoiced amount from the total. The next time you invoice against the same PO, the balance will reflect the amounts previously drawn

Item/Description	U/M	Quantity	Price/Unit	Completes Item
<input checked="" type="checkbox"/> CLEANING SUPPLIES	Original Amount	1.0000	1,000.0000	<input checked="" type="checkbox"/> \$1,000.0000
<input type="checkbox"/>	CASE - Case	1.0000	900.0000	<input type="checkbox"/>

- After all the fields are entered for the invoice, click “Accept”. A new “Select Purchase Order” entry screen will appear.
- Enter additional invoices using the same method and steps.

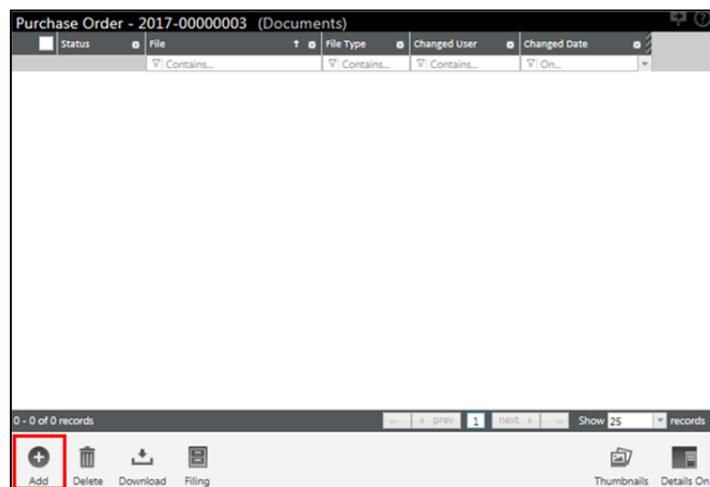
9. Attaching Documents

- After the invoice(s) have been entered and saved, click the 2nd button at the top to go to the “List” page

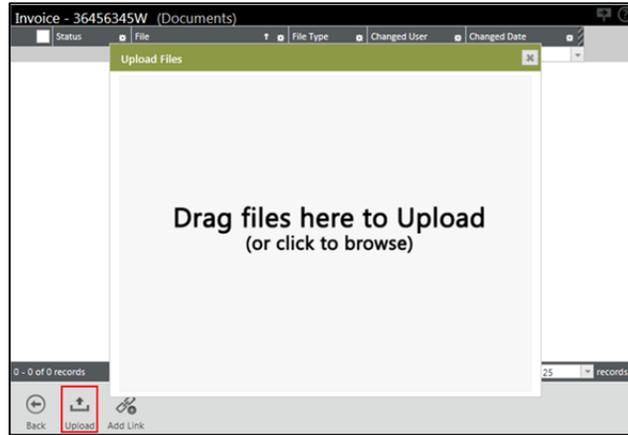


Invoice Batch - 2017-0000003								Prev	Next
<div style="display: flex; justify-content: space-between; align-items: center;"> <input type="text"/> </div>									
Batch Date	02/06/2017	Invoice Gross	\$16,534.00						
Total Invoices	2	Total Freight	\$0.00						
		Total Sales Tax	\$0.00						
		Total Discount	\$0.00						
		Total Retainage	\$0.00						
		Invoice Net	\$16,534.00						
		Batch Amount	\$0.00						
		Net Difference	\$16,534.00						
Vendor	Temp	Confirm EFT	Invoice Number	Invoice Date	Due Date	Description	Net Amount	Attachments	
<input type="checkbox"/> Dell			36456345W	02/06/2017	02/06/2017	Computers	\$11,000.00		
<input type="checkbox"/> Home Depot			63456	02/06/2017	02/06/2017	SUPPLIES	\$5,534.00		
<div style="display: flex; gap: 10px;"> Delete Refresh Reassign </div>									

- Click the document button in the attachment section
- This will bring up the document viewer
- Click “Add”



- Click the “Upload” button then either drag and drop files into the box or click to browse



- Once all documents have been uploaded close both popup windows

10. Validate:

- Click the “Validate” (checkmark) icon at the top



- Click “OK “on the validation popup window. If any validation errors exist, they must be fixed and revalidated before the batch can be approved.

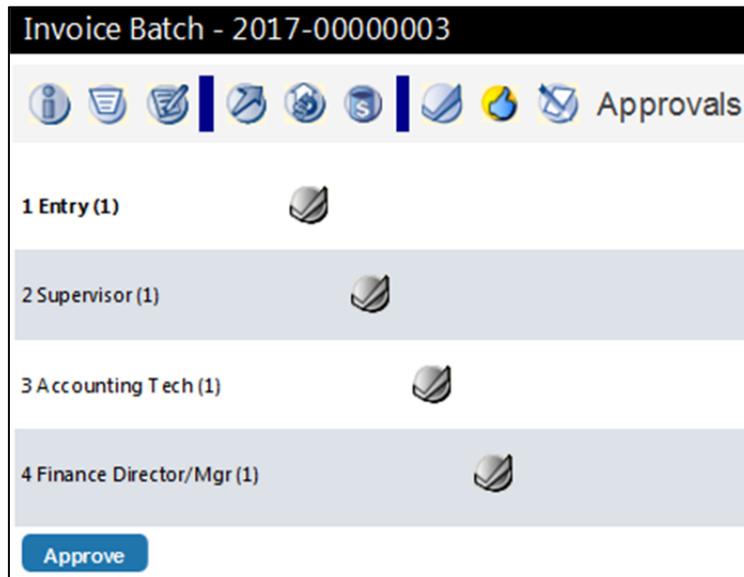


11. Approval:

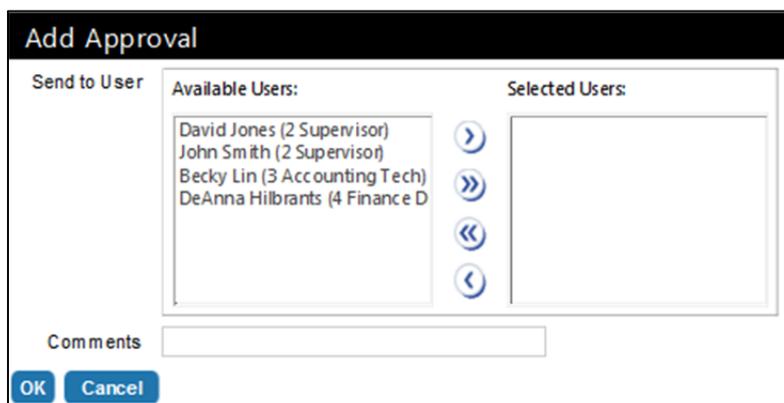
- Click the “Approval” (thumbs up) icon at the top



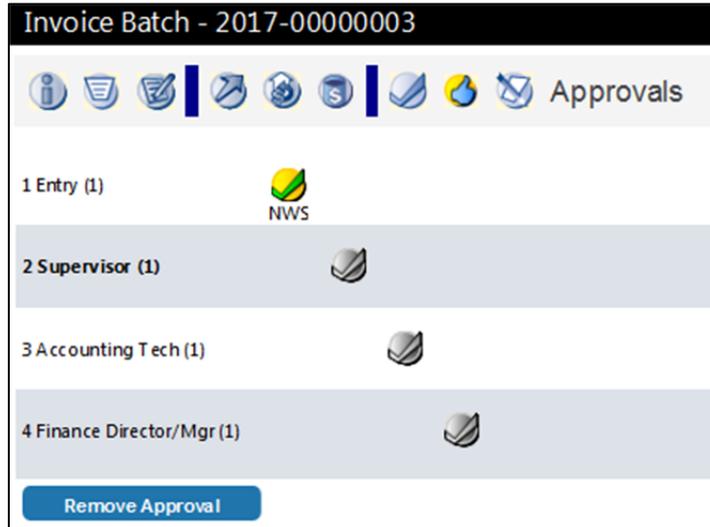
- Click the “Approve” Button



- If you don’t select any users from the Add Approval window, the system automatically sends the batch to all the users’ setup at the next level. If you want to send this to a specific user or users, move those user(s) to the box on the right side.
- Click “OK” from the approval popup window.



- After you approve the Invoice Batch, the icon next to your approval level will be colored in and your name will appear below it. You will also be able to remove your approval if needed



LOOKING UP INVOICE STATUS

Once your Invoice Batch has been fully approved and posted, it will no longer appear in the AP Invoice Batch List page.

Using either Inquiries or Reports will allow users to look up their invoices and view the status.

USING REPORTS

1. Financial Management → Reports → Accounts Payable → Accounts Payable Invoice Report

Accounts Payable Invoice Report

Load Saved Report: [Dropdown]
 Override Report Title: [Text]
 Distribution Group: [Dropdown]
 Email Group: [Dropdown]

From Date: 05/01/2018
 To Date: 05/31/2018
 Date Type: Invoice Date
 Purchasing Card Invoices: Include Informational
 Report Detail: Summary
 Report By: Vendor - Invoice

Vendor: [Dropdown]
 Status:
 Edit: Void:
 Open: Held: Include Held: [Dropdown]
 Paid:

Departments | Bank Accounts

Available Department(s): 40
 110 - County Board
 120 - Auditor
 130 - Tech Services
 131 - GIS Automation
 140 - Treasurer
 148 - Law Enforcement Grant
 210 - Circuit Clerk
 220 - State's Attorney
 230 - Probation
 240 - Judiciary & Rules
 250 - Public Defender

Selected Department(s): 0

Print Reset Save Save As Delete

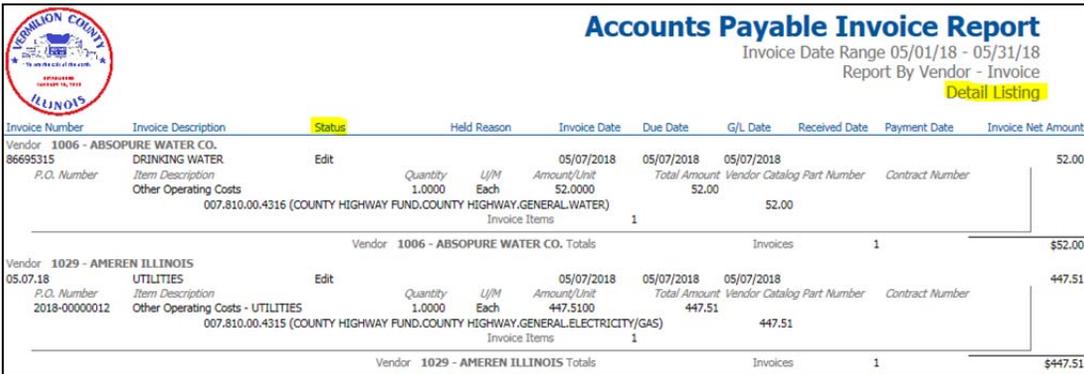
2. Select the desired report criteria and output preferences.
3. Select the applicable "Statuses" to be included in the report:
 - **Edit** Status: invoices that are still in process and therefore can be found on the AP Invoice Batch List page
 - **Open** Status: fully approved and posted invoices awaiting payment processing
 - **Paid** Status: invoices that have been fully paid
 - **Void** Status: invoices that have been voided

- In the multi-select boxes, move the applicable department(s) and bank account(s) to the right selection box.
- Click "Print" to generate the report. The report will look similar to the samples below



Accounts Payable Invoice Report
 Invoice Date Range 05/01/18 - 05/31/18
 Report By Vendor - Invoice
[Summary Listing](#)

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 1006 - ABSOPURE WATER CO. 86695315	DRINKING WATER	Edit		05/07/2018	05/07/2018	05/07/2018			\$2.00
Vendor 1006 - ABSOPURE WATER CO. Totals						Invoices	1		\$52.00
Vendor 1029 - AMEREN ILLINOIS 05.07.18	UTILITIES	Edit		05/07/2018	05/07/2018	05/07/2018			447.51
Vendor 1029 - AMEREN ILLINOIS Totals						Invoices	1		\$447.51
Vendor 1047 - AQUA ILLINOIS INC 05.07.18	WATER	Edit		05/07/2018	05/07/2018	05/07/2018			42.33
Vendor 1047 - AQUA ILLINOIS INC Totals						Invoices	1		\$42.33



Accounts Payable Invoice Report
 Invoice Date Range 05/01/18 - 05/31/18
 Report By Vendor - Invoice
[Detail Listing](#)

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 1006 - ABSOPURE WATER CO. 86695315	DRINKING WATER	Edit		05/07/2018	05/07/2018	05/07/2018			\$2.00
P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
	Other Operating Costs	1.0000	Each	52.0000	52.00				
	007.810.00.4316 (COUNTY HIGHWAY FUND.COUNTY HIGHWAY.GENERAL.WATER)								
Vendor 1006 - ABSOPURE WATER CO. Totals						Invoices	1		\$52.00
Vendor 1029 - AMEREN ILLINOIS 05.07.18	UTILITIES	Edit		05/07/2018	05/07/2018	05/07/2018			447.51
P.O. Number	Item Description	Quantity	U/M	Amount/Unit	Total Amount	Vendor Catalog Part Number	Contract Number		
2018-00000012	Other Operating Costs - UTILITIES	1.0000	Each	447.5100	447.51				
	007.810.00.4315 (COUNTY HIGHWAY FUND.COUNTY HIGHWAY.GENERAL.ELECTRICITY(GAS))					447.51			
Vendor 1029 - AMEREN ILLINOIS Totals						Invoices	1		\$447.51

USING INQUIRIES

- Navigate to Financial Management → Inquiries → Vendors
- Use the "Number" or "Name" fields to search for the vendor of interest. Click "Go" for to see the results



Vendor Inquiry

Vendors

3. Expand the vendor by clicking on the folder icon, and select “Invoices”

The screenshot shows the 'Vendor Inquiry - 6635 - OFFICE DEPOT INC' window. On the left, there is a search area with 'Last Name/Business' set to 'office depot' and a 'Number' field. Below this is a 'Vendors' tree view where '6635 - OFFICE DEPOT INC' is expanded, and 'Invoices' is selected. The main area displays a table of invoices with the following data:

Status	Invoice Number	Invoice Date	Due Date	G/L Date	Description	Amount	Attachments
Open	2018-00000182	04/25/2018	04/25/2018	03/01/2018	test YEN	\$500.00	
Edit	1225	03/29/2018	03/29/2018	03/29/2018	AD	\$68.77	

4. In the “Status” column:

- **Edit:** invoices that are still in process and therefore can be found on the AP Invoice Batch List page
- **Open:** fully approved and posted invoices awaiting payment processing
- **Paid:** invoices that have been fully paid
- **Void:** invoices that have been voided