ACCOUNTS PAYABLE and PURCHASE ORDERS

User Guide

Revision 1.0.2

Setup

You can setup a workflow by group or department. As a part of this setup, the system will know who to route the request or invoice to for approval, what they can and can't edit, approval limits, and much more.

PO Workflow Setup

To setup a purchase order approval process, there is some general setup and then the setup of the workflow processes themselves.

General Setup

There are some general settings related to purchase orders that will affect each workflow that is setup in the next section.

Follow these steps to setup these general settings:

1. In **miViewPoint**, login as someone with administrative rights.

2. Go to **Administration | Organization**.

3. Click on the **Workflows** tab.

4. In the **PO** section, set the following:

    - **PO Form** – Select the purchase order form from the drop-down. If no form is specified, the system will utilize the default form.
    - **Attach POs to vendor in Caselle** – Check this box to attach any images to the purchase order so that they are viewable in Vendor Inquiry in Caselle.
    - **Require vendor on PO entry** – Check this box if a vendor is required to be specified when entering a purchase order request. A vendor does need to be specified by the last approval step in the workflow.
    - **Always show notes on PO Form** – Check this box if the notes entered as a part of the purchase order request and on the subsequent approval steps should print on the purchase order form once fully approved.
    - **PO Form Text** – Enter any default text that should print on each purchase order form.

Workflow Setup

To setup a purchase order approval process, follow these steps:

1. In **miViewPoint**, login as someone with administrative rights.

2. Go to **Administration | PO Workflow**.

3. Click the orange **Add New** button at the bottom.

4. Enter a name for the workflow in the **Department Name** field.

5. Check the following boxes as appropriate.

   - **Send Emails –** Checking this box will send emails of items needing approval to the appropriate personnel on a daily basis. This is recommended.
   - **Require Total Immediately –** Checking this box will require the person submitting the invoice into workflow to enter an amount in the **Total Amount** field on the **Invoice Entry** screen.
   - **Show Approve All Button in Emails** – Check this box if you want to provide approvers in this workflow with the ability to click a button in the daily email allowing them to approve all invoices in their queue without having to login to miViewPoint.
   - **Email Group on Approval –** Specify the group that you would like to be emailed once the PO request has been fully approved.

6. The grid at the bottom allows you to specify the different approval levels. The first line listed would be the first group to which the invoice will be routed to after it has been submitted into workflow for approval. Then, it would be routed to the second line, third line, and so on. To create the first group to route the invoice to, click the **Add a row** button.

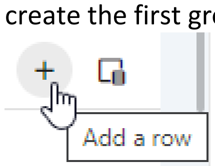
   

   Illustration 1: Add a row button

7. Enter or check the appropriate boxes for the following fields.
   - **Queue Name** – Enter the name of the queue (e.g. Department Head Approval). This is the name of the queue the approver will see when they go to approve their PO requests.
   - **Group Name** – Specify the group from the drop-down to which any PO requests submitted to this department will be routed to at this step.

- **Approval Limit –** Enter the dollar amount of the invoice this step has the ability to approve without any further approvals. For example, if the department head can approve PO requests up to $5,000, enter "5000". Any PO requests over the dollar amount specified will then get routed to the next step. If there are no more steps or limit, enter "0".
- **Minimum Approval** – Enter the minimum amount of a PO request that this queue will see. For example, if you do not want any PO requests under $500 routed to this step in the workflow, enter "500". If there is no minimum, enter "0".
- **Bypass When Over Limit** – Check this box if you want any PO requests over the **Approval Limit** specified two (2) bullet points ago to bypass this step and be routed to the next step in the workflow. If we check this box in this example, any PO requests over $25,000 will skip this step and go to the next step in the workflow. If there is no limit, enter "0".
- **Skip This Step** – Check this box If you want all PO requests to bypass this step regardless of the dollar amount of the invoice. The only time this step will be utilized is if the next step rejects a PO request. Then, this rejected request will come back to this step.
- **Lock Coding After This Step** – Check this box if you want the GL coding grid to be locked for all subsequent approval steps. Any approvers needing edits to the GL coding after this step would need to reject the PO request. The PO request will then go back to the previous step and that person would need to make the GL coding edits.
- **Send Email If Coding Changes After This Step** – Check this box if you would an email to be sent to the previous approvers notifying them that their GL coding was changed after their approval by a subsequent approver.
- **Lock After This Step** – Check this box if you would like to lock the entire top portion of the entry screen after this step. Subsequent approvers would not have the ability to edit information such as vendor, PO type, PO date, total amount, etc.
- **Require Total At This Step** – Check this box if the GL coding needs to be completed at this step before it can be approved. The system will look to see if the total amount of the invoice has been fully allocated to a GL account or GL accounts before approval can happen.
- **Budget Approval Step** – Check this box if this step is to be used when a GL account is over budget. A PO request will only go to this step if the previous approver coded the request to a GL account that is over budget. If an account that is over budget was utilized, the workflow will insert this step into the approval process. Otherwise, no invoices will stop at this step.
- **Show Approval Checkboxes** – Check this box if you would like this approval step to have access to check boxes allowing them to quickly approve a group of invoices that are in their approval queue.

8. To create another approval level, repeat steps 6 through 7.

9. Once all approvals have been completed, verify that all steps are in the correct order. The first step listed will be the first group the PO request will be routed to for approval. Then, the request will be routed to the second step listed and so on. To move a step, click on the appropriate line and use the up and down arrows to move the step to the appropriate spot.

Illustration 2: Move Up and Move Down buttons

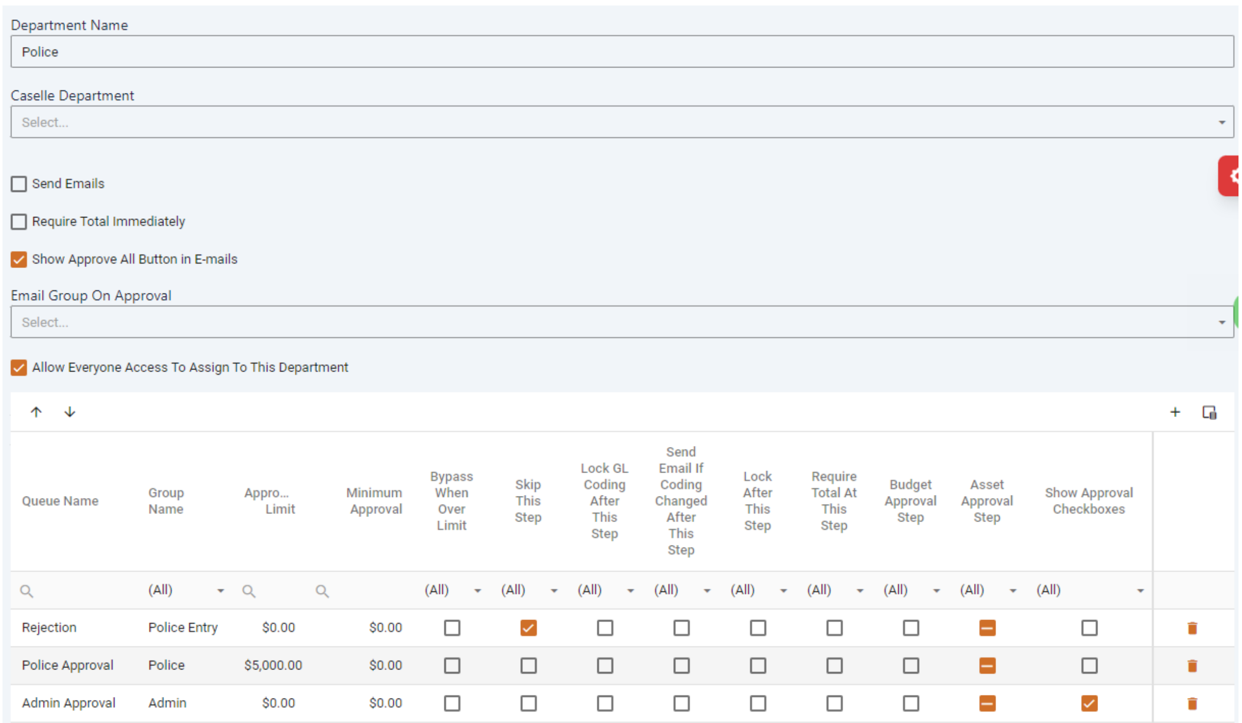


Illustration 3: Completed PO Workflow setup

10. Click **Save** at the bottom of the screen to save the workflow.

11. Repeat steps 3 through 10 to setup another workflow.

Invoice Workflow Setup

To setup an invoice approval process, there is some general setup and then the setup of the workflow processes themselves.

General Setup

There are some general settings related to invoices that will affect each workflow that is setup in the next section.

Follow these steps to setup these general settings:

1. In **miViewPoint**, login as someone with administrative rights.

2. Go to **Administration | Organization**.

3. Click on the **Workflows** tab.

4. In the **Invoice** section, set the following:

    - **Attach invoices to merchant vendor in Caselle** – Check this box to attach any images to the merchant vendor so that they are viewable in Vendor Inquiry in Caselle.
    - **Attach invoice to vendor in Caselle** – Check this box to attach any images to the vendor so that they are viewable in Vendor Inquiry in Caselle.

    - **Update Due Date Based on Terms** – Check this box if you want the due date to automatically update when entering an invoice into workflow based on the terms specified.
    - **Allow Duplicate Invoices** – Check this box if you want to allow for duplicate invoice numbers to be entered. A message will still appear for the user if a duplicate invoice number is entered and this box is left unchecked.
    - **Reset Batch Number On Submission** – Check this box if you want the batch number to be reset every time an invoice is submitted into workflow.
    - **Reset Department On Submission** – Check this box if you want the **Department** field to be reset every time an invoice is submitted into workflow. Otherwise, the last department used will default into this field when entering a new invoice and this box is left unchecked.
    - **Static Input Date** – Specify a static input date to default into this field when entering an invoice into workflow.

5. If you are appending an image of the check to the invoice, enter a watermark into the **AP Check Watermark** field in the **Check** section. For example, enter “Duplicate” or something of the like. This will then appear on the check image.

6. If you would like to provide users with the ability to request the creation of a new vendor, there are two settings that need to be set in the **New Vendor** section.
    - **Approval Group** – Select the group that will receive new vendor requests. Users in this group will then receive email notifications that a new vendor has been requested and will have the ability to review the information provided by the requestor. Specifying a group in this field will then enable the **Add a Vendor** button in invoice entry.
    - **Require Attachment** – Check this box if you would like the requestor to provide any attachments such as the vendor’s W-9.

Workflow Setup

To setup an invoice approval process for invoices, follow these steps:

1. In **miViewPoint**, login as someone with administrative rights.

2. Go to **Administration | Invoice Workflow**.

3. Click the orange **Add New** button at the bottom.

4. Enter a name for the workflow in the **Department Name** field.

5. Check the following boxes as appropriate.

    - **Send Emails –** Checking this box will send emails of items needing approval to the appropriate personnel on a daily basis.
    - **Require Total Immediately –** Checking this box will require the person submitting the invoice into workflow to enter an amount in the **Total Amount** field on the **Invoice Entry** screen.
    - **Show Approve All Button in Emails** – Check this box if you want to provide approvers in this workflow with the ability to click a button in the daily email allowing them to approve all invoices in their queue without having to login to miViewPoint.
    - **Allow Everyone Access to Assign to this Department –** Check this box if you want anyone within the organization to have the ability to assign invoices for approval to this department. Leaving this box unchecked provides a field titled **Groups Who Can Assign to the Department**. Utilize this field to specify which groups have the ability to assign invoices for approval to this department.

6. The grid at the bottom allows you to specify the different approval levels. The first line listed would be the first group to which the invoice will be routed to after it has been submitted into workflow for approval. Then, it would be routed to the second line, third line, and so on. To create the first group to route the invoice to, click the **Add a row** button.

Illustration 1: Add a row button

7. Enter or check the appropriate boxes for the following fields.
    - **Queue Name** – Enter the name of the queue (e.g. Department Head Approval). This is the name of the queue the approver will see when they go to approve their invoices.
    - **Group Name** – Specify the group from the drop-down to which any invoices submitted to this department will be routed to at this step.
    - **Approval Limit** – Enter the dollar amount of the invoice this step has the ability to approve without any further approvals. For example, if the department head can approve invoices up to $5,000, enter “5000”. Any invoices over the dollar amount specified will then get routed to the next step. If there are no more steps or limit, enter “0.
    - **Minimum Approval** – Enter the minimum amount of an invoice that this queue will see. For example, if you do not want any invoices under $500 routed to this step in the workflow, enter “500”. If there is no minimum, enter “0”.
    - **Bypass When Over Limit** – Check this box if you want any invoices over the **Approval Limit** specified two (2) bullet points ago to bypass this step and be routed to the next step in the workflow. If we check this box in this example, any invoices over $25,000 will skip this step and go to the next step in the workflow. If there is no limit, enter “0”.
    - **Skip This Step** – Check this box If you want all invoices to bypass this step regardless of the dollar amount of the invoice. The only time this step will be utilized is if the next step rejects an invoice. Then, this rejected invoice will come back to this step.
    - **Lock Coding After This Step** – Check this box if you want the GL coding grid to be locked for all subsequent approval steps. Any approvers needing edits to the GL coding after this step would need to reject the invoice. The invoice will then go back to the previous step and that person would need to make the GL coding edits.
    - **Send Email If Coding Changes After This Step** – Check this box if you would like an email to be sent to the previous approvers notifying them that their GL coding was changed after their approval by a subsequent approver.
    - **Lock After This Step** – Check this box if you would like to lock the entire top portion of the entry screen after this step. Subsequent approvers would not have the ability to edit information such as vendor, invoice date, invoice number, total amount, etc.

- **Require Total At This Step** – Check this box if the GL coding needs to be completed at this step before it can be approved. The system will look to see if the total amount of the invoice has been fully allocated to a GL account or GL accounts before approval can happen.
- **Budget Approval Step** – Check this box if this step is to be used when a GL account is over budget. An invoice will only go to this step if the previous approver coded the invoice to a GL account that is over budget. If an account that is over budget was utilized, the workflow will insert this step into the approval process. Otherwise, no invoices will stop at this step.
- **Show Approval Checkboxes** – Check this box if you would like this approval step to have access to check boxes allowing them to quickly approve a group of invoices that are in their approval queue.

8. To create another approval level, repeat steps 6 through 7.

9. Once all approvals have been completed, verify that all steps are in the correct order. The first step listed will be the first group the invoice will be routed to for approval. Then, the invoice will be routed to the second step listed and so on. To move a step, click on the appropriate line and use the up and down arrows to move the step to the appropriate spot.

Illustration 2: Move Up and Move Down buttons

10. Click **Save** at the bottom of the screen to save the workflow.

11. Repeat steps 3 through 10 to setup another workflow.

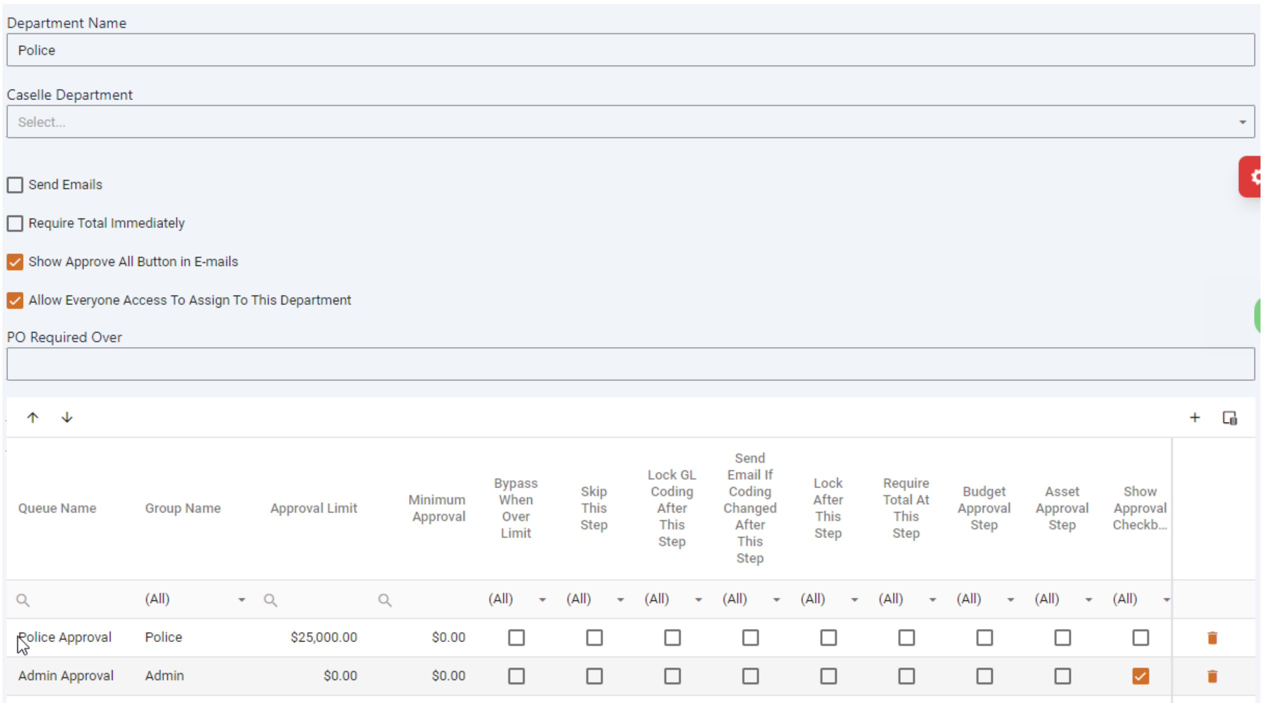


Illustration 3: Completed Invoice Workflow setup

Purchase Orders

Purchase Orders allow you to enter a request for a purchase to be routed to the appropriate personnel. The routing of the purchase order can be based on several things such as amount of the request, are the accounts being used going over budget, etc.

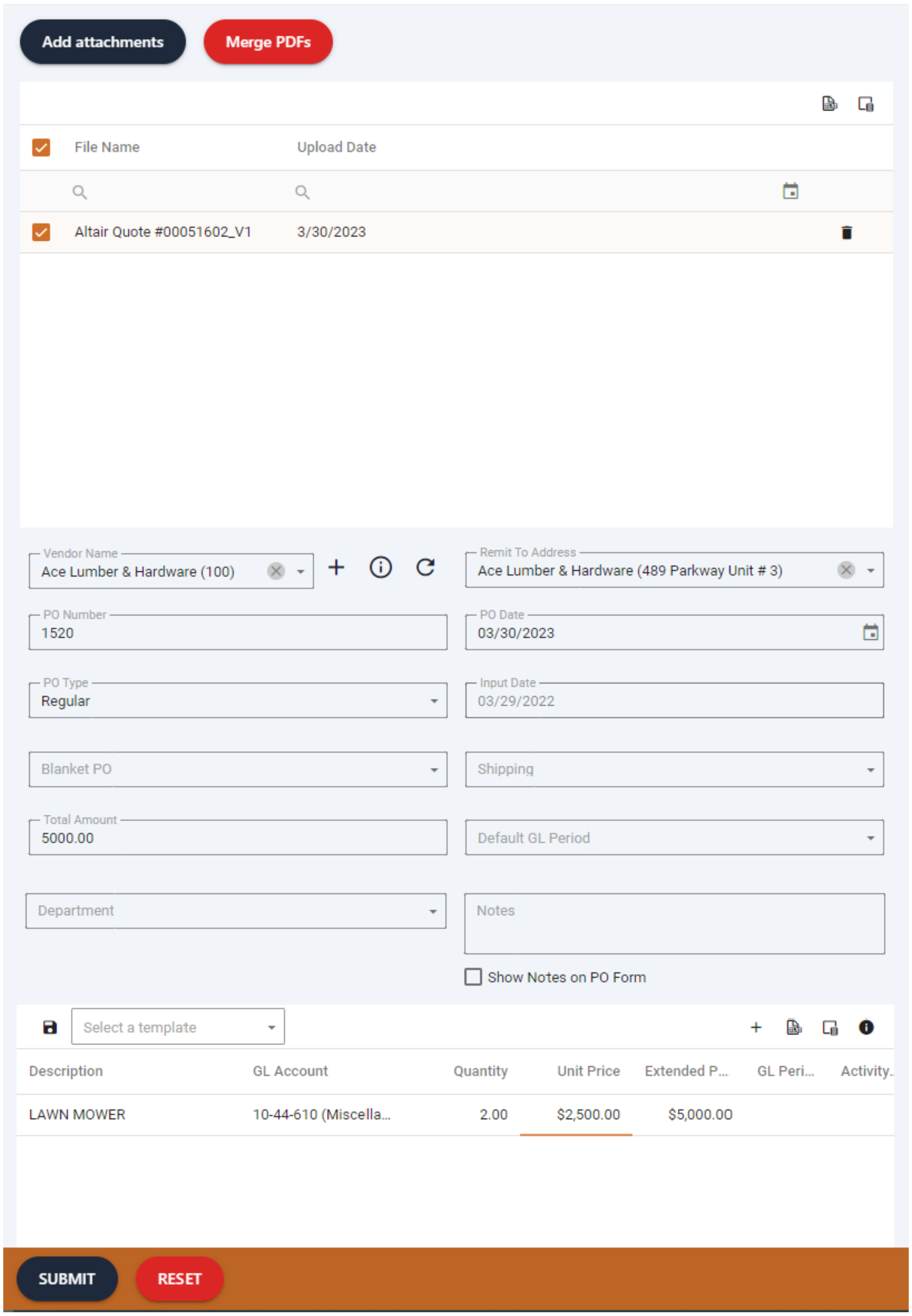


Illustration 1: PO Request screen

Navigation

To navigate from one field to the next, you have two options: *TAB* key or mouse.

Tab Key

The most efficient way to navigate from one field to the next is by using the *TAB* key on your keyboard. *Tab* will move you through each field in order allowing you to enter the appropriate information.

Mouse

You can click from one field to the next by using your mouse. However, this is not the most efficient method to enter a receipt.

Entering a Purchase Order Request

To enter a purchase order request, follow these steps:

1. In **miViewPoint**, go to **Accounts Payable | PO Workflow | PO Request**.

2. If you have an attachment, such as a quote, to route with the request, click **Add Attachment** at the top and browse for the scanned image you would like to attach. Once you have the file attached, you may click on the name of the file and the attachment will render to the right. You may continue to add as many attachments as you wish. PDFs are the preferable file type.

Illustration 1: Add attachments button

3. Enter the information needed for each field. Below is a description of each field:

   - **Vendor Name** – The vendor you would like to create a purchase order request for. This field can be left blank initially. A vendor will need to be specified by the time the last step in the approval process.
   - **Remit To Address** – You may select a different address for the vendor and purchase order request by selecting one from this drop-down. Most vendors only have one address to choose from.
   - **PO Number** – The next available purchase order number will be utilized and defaulted into this field.
   - **PO Date** – This is the date of the purchase order request. This field can be changed.
   - **PO Type** – There are two (2) choices: **Regular** and **Blanket**. A **Regular** purchase order is a standard purchase order where you are certain about the requirements regarding the purchase. A **Blanket** purchase order authorizes a vendor to provide goods and services on an ongoing basis and reserves funds for a specific purpose.
   - **Input Date** – The input date is the date that the request is being entered. The current date defaults into this field and cannot be edited.
   - **Blanket PO** – You have the ability to create a **Regular** purchase order from a **Blanket** purchase order. For example, you have a $100,000 blanket purchase order number 7817 for salt. Now, you would like to put in an order for $25,000 of salt with the vendor. You can enter or select "7817" in the **Blanket PO** field. This will reduce purchase order 7817 to $75,000 and create a new regular purchase for $25,000. Only open blanket purchase orders will appear in this drop-down field.
   - **Shipping** – You can specify an address for the goods to be shipped. This will print on the purchase order.

- **Total Amount** – Enter the total amount of the purchase order request. This is a check value to make sure that the entire purchase order is coded to a general ledger account or accounts.
- **Default GL Period** – If your organization operates on the accrual basis, you can specify what GL period you would like these funds to be encumbered in the General Ledger.
- **Department** – Specify the department you would like to route this purchase order through. This will determine who will approve the request.
- **Notes** – Enter any notes that you would like to share internally or externally on the printed purchase order.
- **Show Notes on PO Form** – If the notes entered should be shared with the vendor and printed on the purchase order form, check this checkbox.

4. Provide additional details regarding the purchase order request such as a description, account number, quantity, unit price, extended price, and more. To create a line to enter this information, click the **Add a row** button above the data grid. Alternatively, you can specify a template from the **Select a template** dropdown. To learn more about templates, click here.

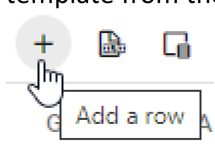


Illustration 2: Add a row button

5. Once a line appears, enter the appropriate information. The following information is required by the time the purchase order reaches the last approval step.

- **Description** – The description of the goods or services being requested.
- **GL Account** – The GL account the item should be recorded to. You are restricted to only those accounts that the user has access to.
- **Quantity** – The number of items being requested.
- **Unit Price** – The unit price of the item.
- **Extended Price** – The extended price will automatically calculate if a quantity and unit price have been entered. Otherwise, you can enter an amount into the **Extended Price** field and the **Quantity** and **Unit Price** will automatically calculate.
- **GL Period** – You can specify what GL period you would like the funds to be encumbered in the General Ledger.
- **Activity** – The GL activity the item should be recorded to.
- **Job Number** – The job number the item should be recorded to.
- **Inventory Number** – If this item is a reorder for an item in the **Materials Management** module, you can specify the inventory number it is associated with.
- **Part Number** – The part number of the item being ordered.
- **Shipping** – You can specify an address for the goods to be shipped. This will print on the

purchase order.

- **YTD** – Once a GL account is specified, the balance of that account will appear. You can click on the balance to drill into the account detail.
- **Budget** – Once a GL account is specified, the budget for that account will appear. You can click on the budget to drill into the budget detail.
- **Variance** – Once a GL account is specified, this is what is left to spend from this account. It takes **Budget** minus **Actual**.

Reminder: You have the ability to modify the fields that appear in the data grid. See the **Column Chooser** section.

6. To add another line to the purchase order request, repeat steps 4 through 5.

7. Once you are complete, click the **Submit** button to route the request to the appropriate personnel or **Reset** to reset the form and start over.

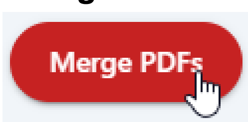
Entry Page Buttons

The following reviews the different buttons that exist on the purchase order request screen.

Add attachments

The **Add attachments** button allows you to specify a scanned image or document that you would like routed and attached to your purchase order request. You may attach as many files to your request as you choose. PDFs are the preferable file type.

Merge PDFs



The **Merge PDFs** button allows you to merge multiple PDFs into one file. To do so, follow these steps:

1. Check the box next to each file you wish to merge.

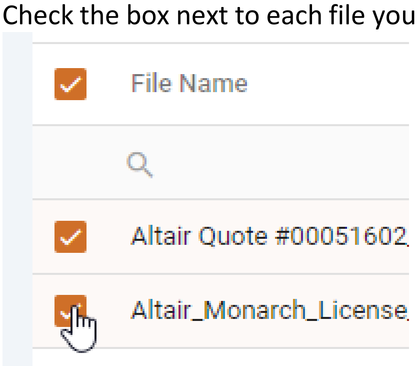


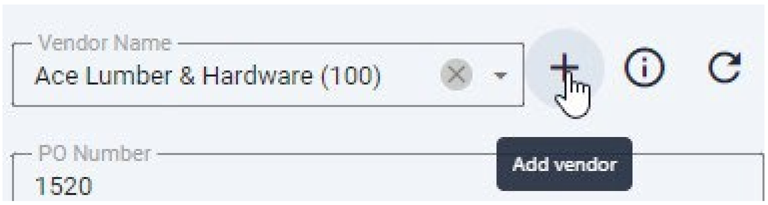
Illustration 1: Check files

2. Click the **Merge PDFs** button.

3. Enter a new name for your merged file.

4. Click the **OK** button to merge the files or **Cancel** to cancel.

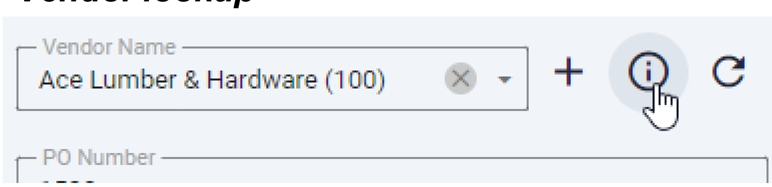
Add a vendor



The **Add a vendor** button allows you to put in a request to create a vendor. This request will then get routed to finance for approval. The vendor needs to be approved and created before any purchase order requests or invoices can be entered for this new vendor. To request the creation of a new vendor, follow these steps:

1. Click the **Add a vendor** button.
2. The **New Vendor Request** screen will appear.
3. Enter all necessary information.
4. **Optional:** Your organization may also require the vendor's W-9. To attach the vendor's W-9, click the **Add attachments** button at the bottom. If your organization requires you to submit the vendor's W-9, you will not be able to submit your new vendor until the form is attached.
5. Once complete, click the **Submit** button to submit your new vendor request or **Cancel** to cancel your request.

Vendor lookup



The **Vendor lookup** button will allow you to quickly lookup all the invoices entered for the vendor specified in the **Vendor Name** field. This screen allows you to continue to drill-down on specific information such as the **Invoice Number** and the **Check Number**.

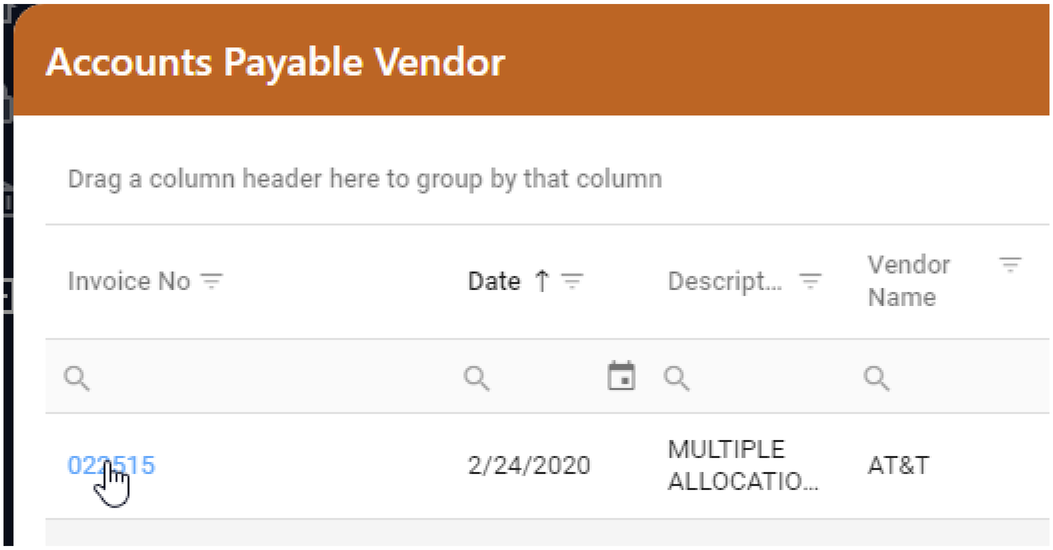
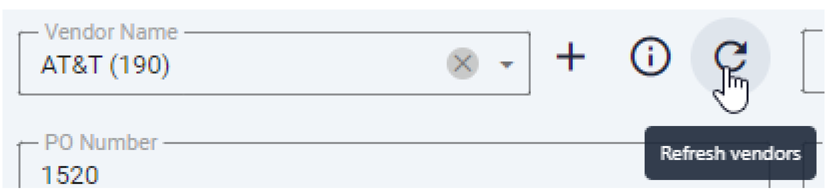


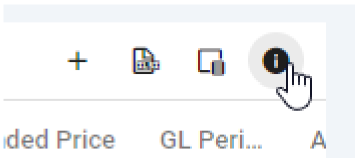
Illustration 1: Vendor lookup drill-down

Refresh vendors

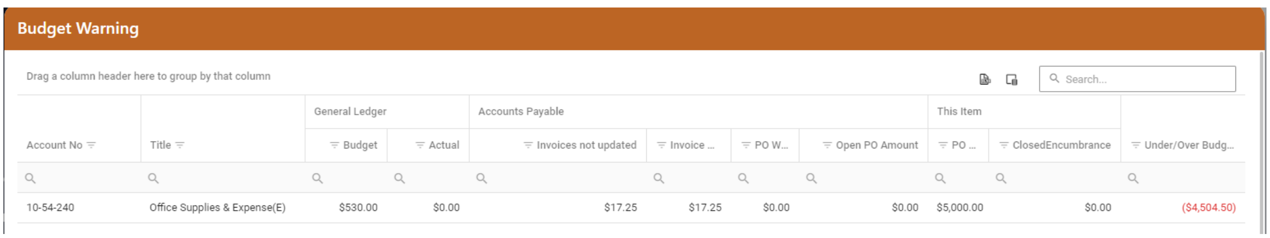


The **Refresh vendors** button allows you to refresh the vendors that appear in the **Vendor Name** drop-down. Sometimes the browser's cache will not refresh the list of vendors. If a new vendor has been created and it does not appear in the drop-down, click this button.

Budget lookup



The **Budget lookup** button allows you to quickly see if an account or accounts are over or under budget. This screen will show the accounts specified as a part of this purchase order request along with all information related to that account to show if it over or under budget. The following is how the system will calculate whether the account is over or under budget: **Budget** – **Actual** transactions posted to the General Ledger – **Invoices not updated** yet from Accounts Payable to the General Ledger – any invoices in workflow that have not yet been fully approved (**Invoice Workflow Amount**) – any purchase order requests in workflow that have not yet been fully approved (**PO Workflow Amount**) – **Open PO Amounts** – the amount of this PO request (**PO Amount**).


Budget Warning

Drag a column header here to group by that column

		General Ledger		Accounts Payable				This Item		
Account No	Title	Budget	Actual	Invoices not updated	Invoice ...	PO W...	Open PO Amount	PO ...	ClosedEncumbrance	Under/Over Budg...
10-54-240	Office Supplies & Expense(E)	$530.00	$0.00	$17.25	$17.25	$0.00	$0.00	$5,000.00	$0.00	($4,504.50)

Illustration 1: Budget Warning screen

Creating a Template

Templates are useful when you are continually creating the same purchase order request. It is not recommended to setup a template when there is only one line in your purchase order request. There is little time savings in those situations. However, when you are entering 2 or more lines, setting up a template can be useful in saving time when creating an invoice. To create a template, follow these steps:

1. While entering a purchase order request, add the appropriate lines into the grid that you repeatedly enter.

2. Once you have those lines in the grid, click the **Save coding template** button next to the **Select a template** drop-down.

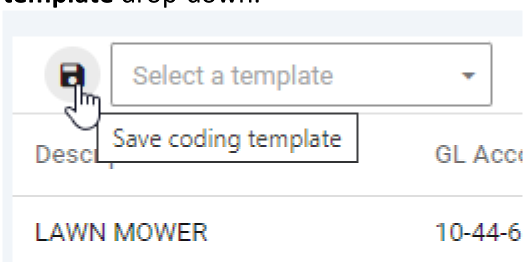


Illustration 1: Save a coding template button

3. Enter a name for the template you wish to save.

4. Click **OK** to save the template or **Cancel** to cancel saving the template.

   This template will now be available in the drop-down for future use when creating a new purchase order request.

Approving a Purchase Order Request

To approve a purchase order request, follow these steps:

1. There are two ways to view purchase order requests that need your approval.
    - In **miViewPoint**, go to **Accounts Payable | PO Workflow | PO Queues**.
    - In **miViewPoint**, go to **Home** and click on the **Purchase Orders** tile. This tile will tell you how many purchase order requests are waiting for your approval.

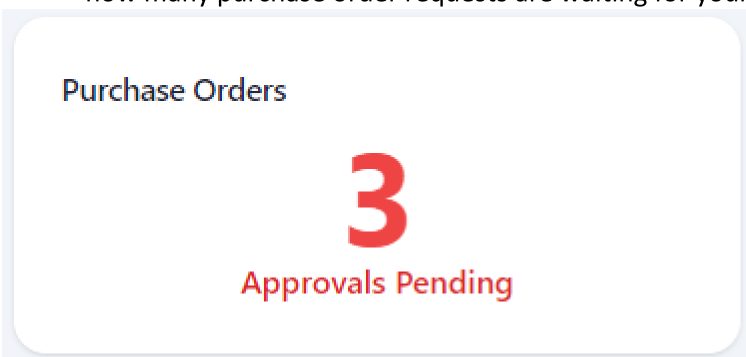


Illustration 1: Purchase Orders tile

2. A list of those purchase order requests needing your approval will appear. Click on the request you would like to review.

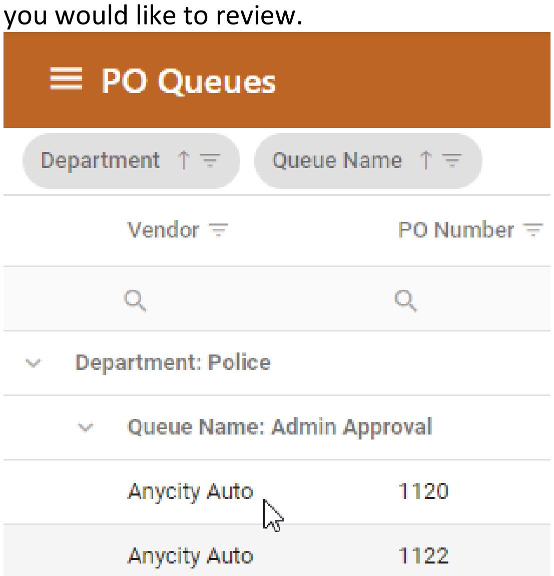


Illustration 1: PO Queues screen

Reminder: To reopen the **PO Queues** screen, you can click on the hamburger next to **PO Queues** at the top.

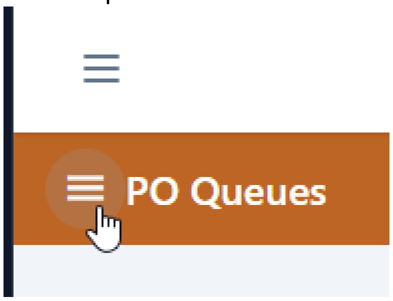


Illustration 2: PO Queues hamburger button

3. Information related to the request will appear on the screen. In addition, any files like quotes, estimates, etc. will render on the right side of the screen. If the right side is blank, there were no files attached to the request.

   The following is a description of the fields that appear on the screen:

   - **Vendor Name** – The vendor the purchase order request is being created for. This field can be left blank initially. A vendor will need to be specified by the time the last step in the approval process.
   - **Remit To Address** – You may select a different address for the vendor and purchase order request by selecting one from this drop-down. Most vendors only have one address to choose from.
   - **PO Number** – The next available purchase order number will be utilized and defaulted into this field.
   - **PO Date** – This is the date of the purchase order request. This field can be changed.
   - **PO Type** – There are two (2) choices: **Regular** and **Blanket**. A **Regular** purchase order is a standard purchase order where you are certain about the requirements regarding the purchase. A **Blanket** purchase order authorizes a vendor to provide goods and services on an ongoing basis and reserves funds for a specific purpose.
   - **Input Date** – The input date is the date that the request is being entered. The current date defaults into this field and cannot be edited.
   - **Blanket PO** – You have the ability to create a **Regular** purchase order from a **Blanket** purchase order. For example, you have a $100,000 blanket purchase order number 7817 for salt. Now, you would like to put in an order for $25,000 of salt with the vendor. You can enter or select “7817” in the **Blanket PO** field. This will reduce purchase order 7817 to $75,000 and create a new regular purchase for $25,000. Only open blanket purchase orders will appear in this drop-down field.
   - **Shipping** – You can specify an address for the goods to be shipped. This will print on the purchase order.

- **Total Amount** – Enter the total amount of the purchase order request. This is a check value to make sure that the entire purchase order is coded to a general ledger account or accounts.
- **Default GL Period** – If your organization operates on the accrual basis, you can specify what GL period you would like these funds to be encumbered in the General Ledger.
- **Department** – Specify the department you would like to route this purchase order through. This will determine who will approve the request.
- **Notes** – Enter any notes that you would like to share internally or externally on the printed purchase order.
- **Show Notes on PO Form** – If the notes entered should be shared with the vendor and printed on the purchase order form, check this checkbox.
- **Entry Grid** – The entry grid shows the GL coding of the request. The following are the fields that can appear in the grid:
    - **Description** – The description of the goods or services being requested.
    - **GL Account** – The GL account the item is being recorded to. You are restricted to only those accounts that the user has access to.
    - **Quantity** – The number of items being requested.
    - **Unit Price** – The unit price of the item.
    - **Extended Price** – The extended price will automatically calculate if a quantity and unit price have been entered. Otherwise, you can enter an amount into the **Extended Price** field and the **Quantity** and **Unit Price** will automatically calculate.
    - **GL Period** – You can specify what GL period you would like the funds to be encumbered in the General Ledger.
    - **Activity** – The GL activity the item should be recorded to.
    - **Job Number** – The job number the item should be recorded to.
    - **Inventory Number** – If this item is a reorder for an item in the **Materials Management** module, you can specify the inventory number it is associated with.
    - **Part Number** – The part number of the item being ordered.
    - **Shipping** – You can specify an address for the goods to be shipped. This will print on the purchase order.
    - **YTD** – Once a GL account is specified, the balance of that account will appear. You can click on the balance to drill into the account detail.
    - **Budget** – Once a GL account is specified, the budget for that account will appear. You can click on the budget to drill into the budget detail.
    - **Variance** – Once a GL account is specified, this is what is left to spend from this account. It takes **Budget** minus **Actual**.

Review the information on the screen and edit or add information as appropriate.

4. Once finished, you have four (4) options to continue:
    - **Approve** – Click the **Approve** button on the bottom to move the request forward in the approval process. If you are the last step in the approval process, the PO will be created, and funds encumbered in the General Ledger.
    - **Save** – Click the **Save** button to save the request to be reviewed later. This will keep the request in your queue.
    - **Reject** – Click the **Reject** button to reject the request back to the previous person in the workflow whether an approver or the original submitter.
    - **Reassign** – Click the **Reassign** button to reassign the request to another user for their approval.

5. After clicking one of the buttons at the bottom, the **PO Queues** screen will automatically appear for you to pick another request to review and approve.

   Reminder: If this is the last step in the approval process, the purchase order will be created in **Accounts Payable**.

PO Lookup

The **PO Lookup** screen provides the user with the ability to lookup a purchase order and its status as being closed or still open.

To access the **PO Lookup** screen, follow this step:

1. In **miViewPoint**, go to **Accounts Payable | PO Lookup**.

A screen will appear showing all fully approved purchase orders.

To filter the list there are several methods this can be accomplished.

- **Vendor/Merchant Name/Number** – Use this field at the top to enter a vendor name or number. Once you have that specified, click the **Search** button.
- **PO Number** – Use this field at the top to enter a specific purchase order number. Once you have that specified, click the **Search** button.
- **Filter Fields** – You may also use the filter fields at the top of each column to further filter the list of purchase orders. For example, you may want to filter for only those purchase orders related to your department. Type the name of the department in the top row in the **Department** column or click on the filter next to **Department** and select the department or departments you want to filter on.

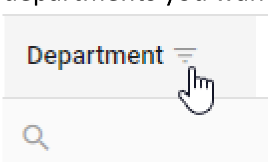


Illustration 1: Department filter

Once you see the purchase order you are looking up, there are three (3) things one can do.

- **Open Amount** – You can drill-down on the open amount. The open amount tells you how much is still open on this purchase order. If the open amount is $0, it has been fully relieved. When you click on this hyperlink, a screen will appear providing details about the purchase order along with the items that make-up the purchase order. You can click on the **Approvals** tab to view who approved the purchase and on what date.
- **Print** – Click the **Print** hyperlink to reprint the actual purchase order form.
- **Select Form** – Click the **Select Form** hyperlink to reprint the actual purchase order form using a different format than the default. Specific departments may have their own purchase order formats setup.

Reminder: You have the ability to modify the fields that appear in the data grid. See the **Column Chooser** section.

Accounts Payable

Accounts Payable entry allows you to enter an invoice that has been received for payment. Once entered, the invoice will be routed to the appropriate personnel for approval. The routing of the invoice can be based on several things such as amount of the invoice, are the accounts being used going over budget, etc.

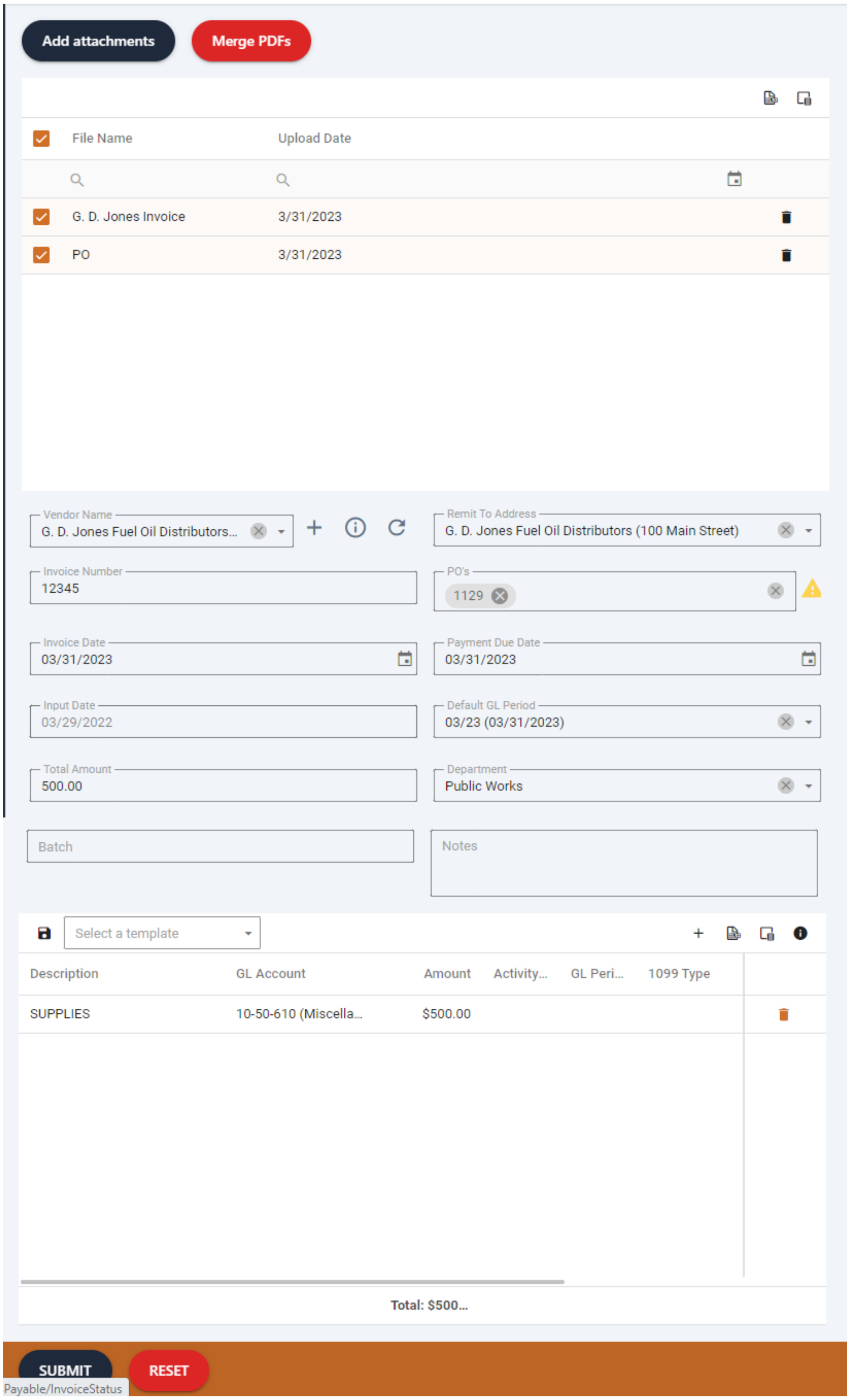


Illustration 1: Invoice Entry screen

Navigation

To navigate from one field to the next, you have two options: *TAB* key or mouse.

Tab Key

The most efficient way to navigate from one field to the next is by using the *TAB* key on your keyboard. *Tab* will move you through each field in order allowing you to enter the appropriate information.

Mouse

You can click from one field to the next by using your mouse. However, this is not the most efficient method to enter a receipt.

Entering an Invoice

To enter an invoice, follow these steps:

1. In **miViewPoint**, go to **Accounts Payable | Invoice Workflow | Invoice Entry**.

2. Click **Add Attachment** at the top and browse for the scanned image of the invoice you would like to attach. Once you have the file attached, you may click on the name of the file and the attachment will render to the right. You may continue to add as many attachments as you wish. PDFs are the preferable file type.

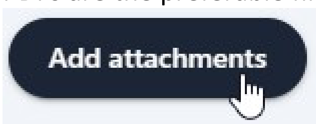


Illustration 1: Add attachments button

Reminder: When adding attachments, you can add all the invoices that you intend to work on at the same time. When browsing for your invoices, select all the files by holding down the SHIFT or CTRL keys. Once you click **OK**, all invoices will appear in the grid. Only the files with a checkmark next to it will be the ones that will be routed with the invoice you are currently entering.

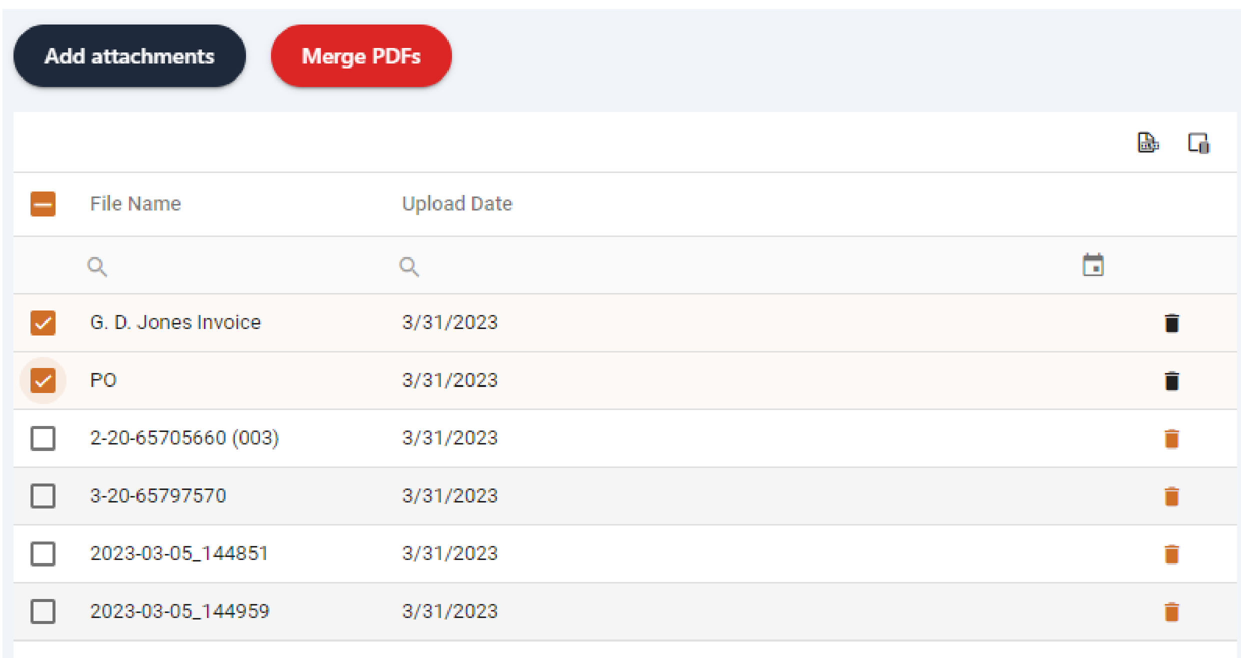


Illustration 2: Multiple files chosen

In the example above, only the first two files checked will be routed with the invoice currently be entered.

3. Enter the information needed for each field.

   Optional: You can use the **Parse Attachment** button to assist in completing some of the fields listed below. See the **Parse Attachment** section to learn more.

   Below is a description of each field:

   - **Vendor Name** – The vendor for the invoice you are currently entering.
   - **Remit To Address** – You may select a different address to send the check for the vendor and invoice by selecting one from this drop-down. Most vendors only have one address to choose from.
   - **Invoice Number** – Enter the invoice number from the invoice itself. An invoice number is required. If no invoice number exists, follow guidance from finance on what type of invoice numbering system should be used.
   - **PO Number** – If the invoice being paid is related to a purchase order, click the drop-down in this field and check the PO or PO's that are associated with this invoice. More than one PO may be selected. A caution sign will appear if there are open PO's related to this vendor. Once a PO is selected, the GL information associated with that PO will appear at the bottom. In addition, any files associated with that PO will appear in the files grid at the top. This includes the PO form itself.
   - **Invoice Date** – Enter the date of the invoice.
   - **Payment Due Date** – Enter the payment due date of the invoice.

   - **Input Date** – The input date is the date that the request is being entered. The current date defaults into this field and cannot be edited.
   - **Default GL Period** – If your organization operates on the accrual basis, you can specify what GL period you would like this invoice to be recorded. This is especially helpful at the beginning of a fiscal year where you may want to record this invoice back by selecting a GL period in the prior year.
   - **Total Amount** – Enter the total amount of the invoice. This is a check value to make sure that the invoice is entirely coded to a general ledger account number or numbers.
   - **Department** – Specify the department you would like to route this invoice through for approval. This will determine who will approve the invoice.
   - **Notes** – Enter any notes that you would like to share internally with anyone in the approval chain.

4. Provide additional details regarding the invoice such as a description, account number, quantity, unit price, extended price, and more. To create a line to enter this information, click the **Add a row** button above the data grid. Alternatively, you can specify a template from the **Select a template** dropdown. To learn more about templates, click here.

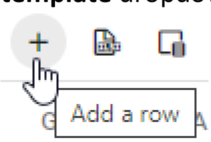


Illustration 2: Add a row button

5. Once a line appears, click into each field to enter the appropriate information. The following information is required by the time the invoice reaches the last approval step.

    - **Description** – The description of the goods or services purchased.
    - **GL Account** – The GL account the item should be recorded to. You are restricted to only those accounts that the user has access to.
    - **Quantity** – The number of items purchased.
    - **Unit Price** – The unit price of the item.
    - **Extended Price** – The extended price will automatically calculate if a quantity and unit price have been entered. Otherwise, you can enter an amount into the **Extended Price** field and the **Quantity** and **Unit Price** will automatically calculate.
    - **GL Period** – You can specify what GL period you would like the invoice to be recorded in the General Ledger.
    - **PO Number** – The purchase order number being used for the item purchased. If a purchase order number was specified in the top portion, this number will default into this field.
    - **Activity** – The GL activity the item should be recorded to.
    - **Job Number** – The job number the item should be recorded to.
    - **Merchant Vendor No** – This is the vendor number of the vendor this item was purchased from. For example, we used our organization's credit card to purchase gas from Anycity Gas. The vendor we are now paying for that purchase is our credit card company. However, we can enter the vendor number for Anycity Gas in the **Merchant Vendor No** field. The system will then be able to track all purchases made to this vendor.
    - **Inventory Number** – If this item is a purchase of an item in the **Materials Management** module, you can specify the inventory number it is associated with. This will then update the inventory count for that item in **Materials Management**.
    - **Part Number** – The part number of the item purchased.
    - **1099 Type** – If this vendor is a 1099 vendor, the type of 1099 will default into this field. You have the ability to edit this.
    - **Sep Chk Sq** – The system will combine all invoices due to a vendor into one check. If we need to send a separate check for this invoice only paying this one invoice on that check, change the "1" to a "2"
    - **Close Line** – If this item is part of a purchase order and the full amount of the purchase order was not used, you can check this checkbox to close out the remaining amount on that line item.
    - **Bank** – You have the ability to specify what bank account this invoice should be paid from. This field is rarely used and is usually left blank.
    - **YTD** – Once a GL account is specified, the balance of that account will appear. You can click on the balance to drill into the account detail.
    - **Budget** – Once a GL account is specified, the budget for that account will appear. You can click on the budget to drill into the budget detail.
    - **Variance** – Once a GL account is specified, this is what is left to spend from this account. It takes **Budget** minus **Actual**.

Reminder: You have the ability to modify the fields that appear in the data grid. See the **Column Chooser** section.

6. To add another line to the invoice, repeat steps 4 through 5.

7. Once you are complete, click the **Submit** button to route the invoice to the appropriate personnel or **Reset** to reset the form and start over.

Entry Page Buttons

The following reviews the different buttons that exist on the invoice entry screen.

Add attachments

The **Add attachments** button allows you to specify a scanned image or document that you would like routed and attached to your invoice. You may attach as many files to your invoice as you choose. PDFs are the preferable file type.

Merge PDFs

The **Merge PDFs** button allows you to merge multiple PDFs into one file. To do so, follow these steps:

1. Check the box next to each file you wish to merge.

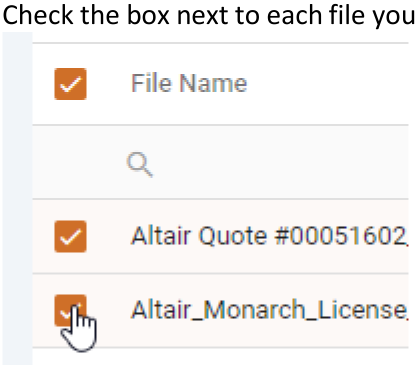


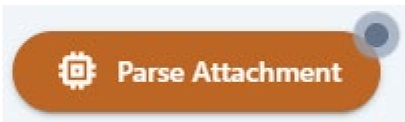
Illustration 1: Check files

2. Click the **Merge PDFs** button.

3. Enter a new name for your merged file.

4. Click the **OK** button to merge the files or **Cancel** to cancel.

Parse Attachment



The **Parse Attachment** button provides the ability for the system to try and read as much information from the scanned invoice. It takes this information then and fills it into the appropriate fields. The following is the information that the parser could find:

- Vendor
- Invoice Number
- Invoice Date
- Amount
- Items purchased on the invoice

To see a video of how the **Parse Attachment** works, click here.

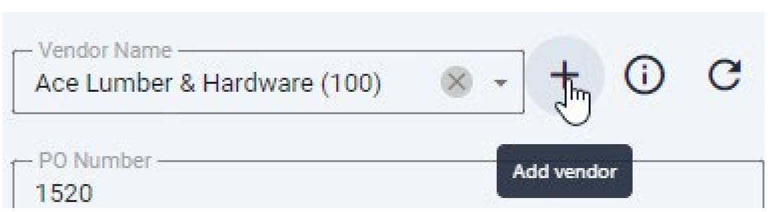
To utilize the **Parse Attachment**, follow these steps:

1. Select an invoice by clicking on it in the grid. You should see the actual invoice in the pane to the right.

2. Click the **Parse Attachment** button.

The system will try to read as much information as it can. There may be mixed results depending on the invoice layout. One time it may only find the vendor. The next time it may find all items listed above.

Add a vendor



The **Add a vendor** button allows you to put in a request to create a vendor. This request will then get routed to finance for approval. The vendor needs to be approved and created before any purchase order requests or invoices can be entered for this new vendor. To request the creation of a new vendor, follow these steps:

1. Click the **Add a vendor** button.

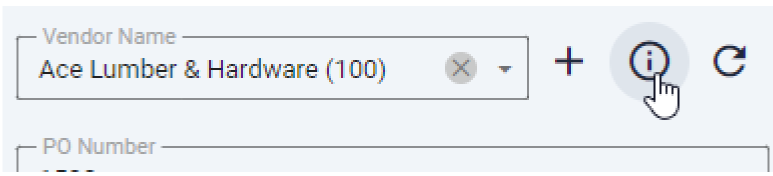
2. The **New Vendor Request** screen will appear.

3. Enter all necessary information.

4. **Optional:** Your organization may also require the vendor's W-9. To attach the vendor's W-9, click the **Add attachments** button at the bottom. If your organization requires you to submit the vendor's W-9, you will not be able to submit your new vendor until the form is attached.

5. Once complete, click the **Submit** button to submit your new vendor request or **Cancel** to cancel your request.

Vendor lookup



The **Vendor lookup** button will allow you to quickly lookup all the invoices entered for the vendor specified in the **Vendor Name** field. This screen allows you to continue to drill-down on specific information such as the **Invoice Number** and the **Check Number**.

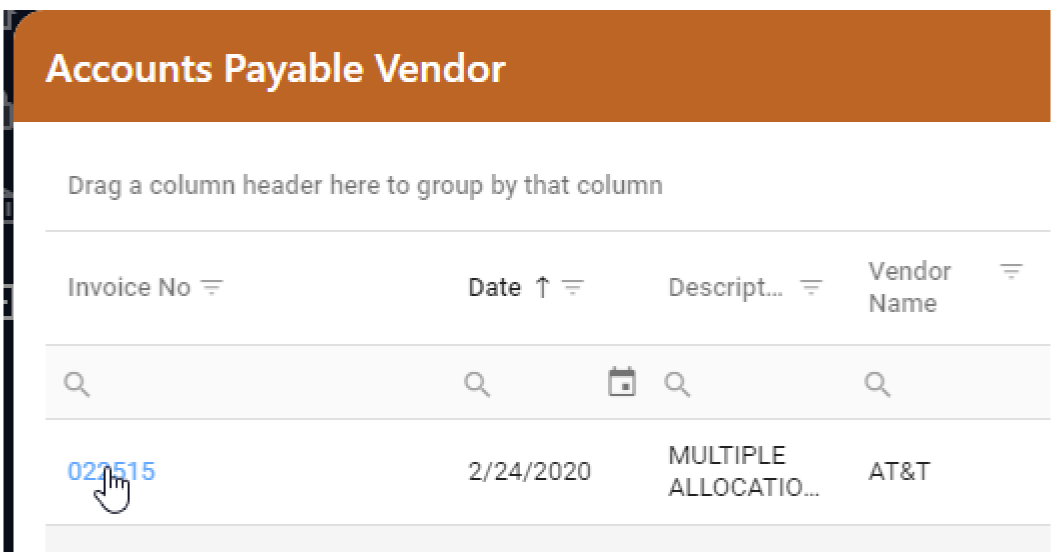
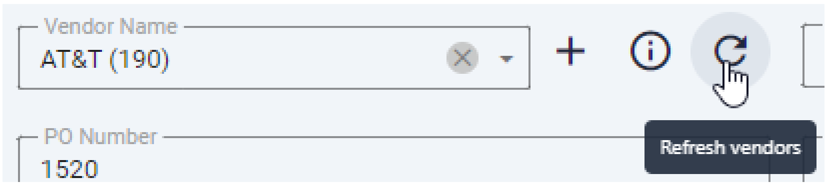


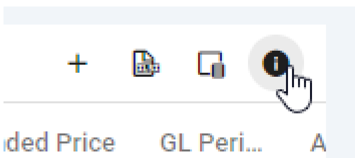
Illustration 1: Vendor lookup drill-down

Refresh vendors



The **Refresh vendors** button allows you to refresh the vendors that appear in the **Vendor Name** drop-down. Sometimes the browser's cache will not refresh the list of vendors. If a new vendor has been created and it does not appear in the drop-down, click this button.

Budget lookup



The **Budget lookup** button allows you to quickly see if an account or accounts are over or under budget. This screen will show the accounts specified as a part of this invoice along with all information related to that account to show if it over or under budget. The following is how the system will calculate whether the account is over or under budget: **Budget** – **Actual** transactions posted to the General Ledger – **Invoices not updated** yet from Accounts Payable to the General Ledger – any invoices in workflow that have not yet been fully approved (**Invoice Workflow Amount**) – any purchase order requests in workflow that have not yet been fully approved (**PO Workflow Amount**) – **Open PO Amounts** – the amount of this PO request (**PO Amount**).

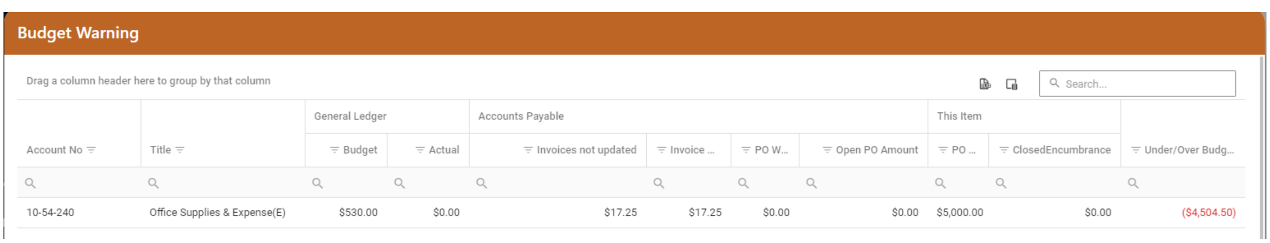


Illustration 1: Budget Warning screen

Creating a Template

Templates are useful when you are allocating an invoice to the same accounts continually. This can save time in having to keep adding lines and coding an invoice to multiple account numbers. It is not recommended to setup a template when there is only one line you are coding your invoice to. There is little time savings in those situations. However, when you are entering 2 or more lines, setting up a template can be useful in saving time when creating an invoice. To create a template, follow these steps:

1. While entering an invoice, add the appropriate lines into the grid that you repeatedly enter.

2. Once you have those lines in the grid, click the **Save coding template** button next to the **Select a template** drop-down.

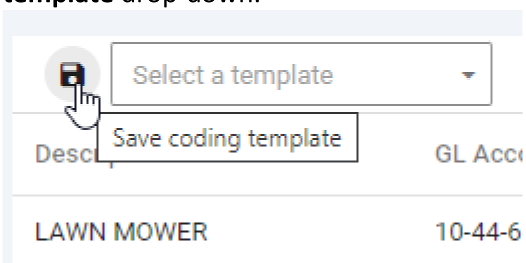


Illustration 1: Save a coding template button

3. Enter a name for the template you wish to save.

4. Click **OK** to save the template or **Cancel** to cancel saving the template.

   This template will now be available in the drop-down for future use when creating a new purchase order request.

Approving an Invoice

To approve an invoice for payment request, follow these steps:

1. There are two ways to view invoices that need your approval.
    - In **miViewPoint**, go to **Accounts Payable | Invoice Workflow | Invoice Queues**.
    - In **miViewPoint**, go to **Home** and click on the **Invoices** tile. This tile will tell you how many invoices are waiting for your approval.

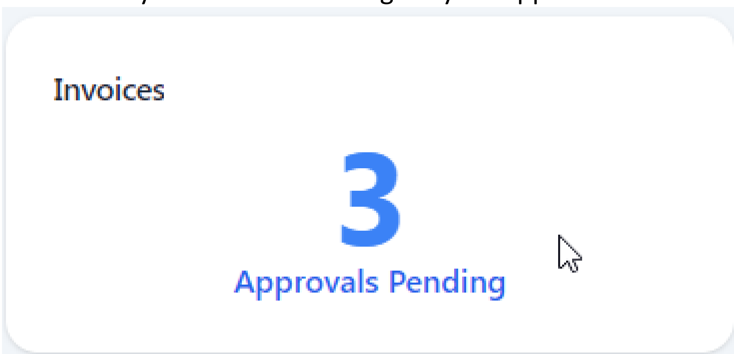


Illustration 1: Invoices tile

2. A list of those invoices needing your approval will appear. Click on the invoice you would like to review.

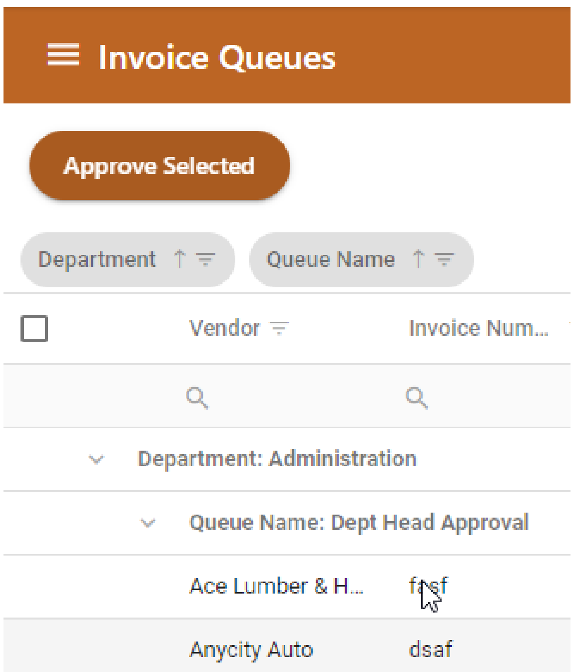


Illustration 1: Invoice Queues screen

Reminder: To reopen the **Invoice Queues** screen, you can click on the hamburger next to **Invoice Queues** at the top.

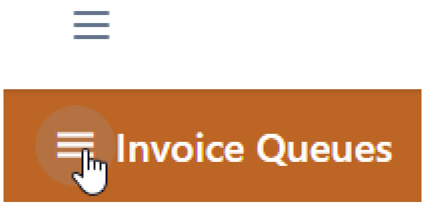


Illustration 2: Invoice Queues hamburger button

3. Information related to the invoice previously entered will appear on the screen. In addition, an image of the invoice itself will render on the right side of the screen. If the right side is blank, there were no files attached to the invoice.

   The following is a description of the fields that appear on the screen:
   - **Vendor Name** – The vendor for the invoice you are currently approving.
   - **Remit To Address** – You may select a different address to send the check for the vendor and invoice by selecting one from this drop-down. Most vendors only have one address to choose from.
   - **Invoice Number** – The invoice number from the invoice itself. An invoice number is required. If no invoice number exists, follow guidance from finance on what type of invoice numbering system should be used.
   - **PO Number** – If the invoice being paid is related to a purchase order, click the drop-down in this field and check the PO or PO's that are associated with this invoice. More than one PO may be selected. A caution sign will appear if there are open PO's related to this vendor. Once a PO is selected, the GL information associated with that PO will appear at the bottom. In addition, any files associated with that PO will appear in the files grid at the top. This includes the PO form itself.
   - **Invoice Date** – The date of the invoice.
   - **Payment Due Date** – The payment due date of the invoice.
   - **Input Date** – The input date is the date that the request is being entered. The current date defaults into this field and cannot be edited.
   - **Default GL Period** – If your organization operates on the accrual basis, you can specify what GL period you would like this invoice to be recorded. This is especially helpful at the beginning of a fiscal year where you may want to record this invoice back by selecting a GL period in the prior year.
   - **Total Amount** – The total amount of the invoice. This is a check value to make sure that the invoice is entirely coded to a general ledger account number or numbers.
   - **Department** – The department the invoice is being routed through for approval. This will determine who will approve the invoice.
   - **Notes** – Enter any notes that you would like to share internally with anyone in the approval chain.

- **Entry Grid** – The entry grid shows the GL coding of the request. The following are the fields that can appear in the grid:
  - **Description** – The description of the goods or services purchased.
  - **GL Account** – The GL account the item should be recorded to. You are restricted to only those accounts that the user has access to.
  - **Quantity** – The number of items purchased.
  - **Unit Price** – The unit price of the item.
  - **Extended Price** – The extended price will automatically calculate if a quantity and unit price have been entered. Otherwise, you can enter an amount into the **Extended Price** field and the **Quantity** and **Unit Price** will automatically calculate.
  - **GL Period** – You can specify what GL period you would like the invoice to be recorded in the General Ledger.
  - **PO Number** – The purchase order number being used for the item purchased. If a purchase order number was specified in the top portion, this number will default into this field.
  - **Activity** – The GL activity the item should be recorded to.
  - **Job Number** – The job number the item should be recorded to.
  - **Merchant Vendor No** – This is the vendor number of the vendor this item was purchased from. For example, we used our organization's credit card to purchase gas from Anycity Gas. The vendor we are now paying for that purchase is our credit card company. However, we can enter the vendor number for Anycity Gas in the **Merchant Vendor No** field. The system will then be able to track all purchases made to this vendor.
  - **Inventory Number** – If this item is a purchase of an item in the **Materials Management** module, you can specify the inventory number it is associated with. This will then update the inventory count for that item in **Materials Management**.
  - **Part Number** – The part number of the item purchased.
  - **1099 Type** – If this vendor is a 1099 vendor, the type of 1099 will default into this field. You have the ability to edit this.
  - **Sep Chk Sq** – The system will combine all invoices due to a vendor into one check. If we need to send a separate check for this invoice only paying this one invoice on that check, change the "1" to a "2"
  - **Close Line** – If this item is part of a purchase order and the full amount of the purchase order was not used, you can check this checkbox to close out the remaining amount on that line item.
  - **Bank** – You have the ability to specify what bank account this invoice should be paid from. This field is rarely used and is usually left blank.
  - **YTD** – Once a GL account is specified, the balance of that account will appear. You can click on the balance to drill into the account detail.
  - **Budget** – Once a GL account is specified, the budget for that account will appear. You can click on the budget to drill into the budget detail.
  - **Variance** – Once a GL account is specified, this is what is left to spend from this account. It takes **Budget** minus **Actual**.

Review the information on the screen and edit or add information as appropriate.

4. Once finished, you have four (4) options to continue:
    - **Approve** – Click the **Approve** button on the bottom to move the invoice forward in the approval process. If you are the last step in the approval process, the invoice will be sent to Accounts Payable as ready to be paid.
    - **Save** – Click the **Save** button to save the invoice to be reviewed later. This will keep the invoice in your queue.
    - **Reject** – Click the **Reject** button to reject the invoice back to the previous person in the workflow whether an approver or the original submitter.
    - **Reassign** – Click the **Reassign** button to reassign the invoice to another user for their approval.

5. After clicking one of the buttons at the bottom, the **Invoice Queues** screen will automatically appear for you to pick another invoice to review and approve.

    Reminder: If this is the last step in the approval process, the invoice will be created in **Accounts Payable** and appear as needing to be paid.

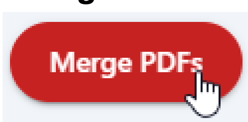
Approval Page Buttons

The following reviews the different buttons that exist on the invoice approval screen.

Add attachments

The **Add attachments** button allows you to specify a scanned image or document that you would like routed and attached to your invoice. You may attach as many files to your invoice as you choose. PDFs are the preferable file type.

Merge PDFs



The **Merge PDFs** button allows you to merge multiple PDFs into one file. To do so, follow these steps:

1. Check the box next to each file you wish to merge.

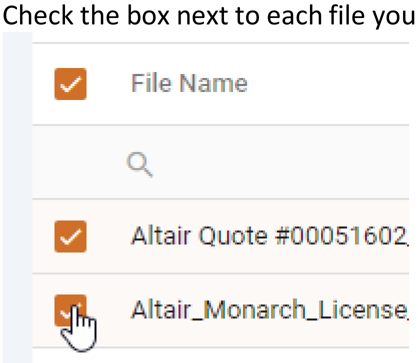


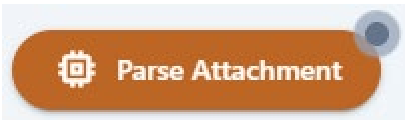
Illustration 1: Check files

2. Click the **Merge PDFs** button.

3. Enter a new name for your merged file.

4. Click the **OK** button to merge the files or **Cancel** to cancel.

Parse Attachment



The **Parse Attachment** button provides the ability for the system to try and read as much information from the scanned invoice. It takes this information then and fills that information into the appropriate fields. The following is the information that the parser could find:

- Vendor
- Invoice Number
- Invoice Date
- Amount
- Items purchased on the invoice

To see a video of how the **Parse Attachment** works, click here.

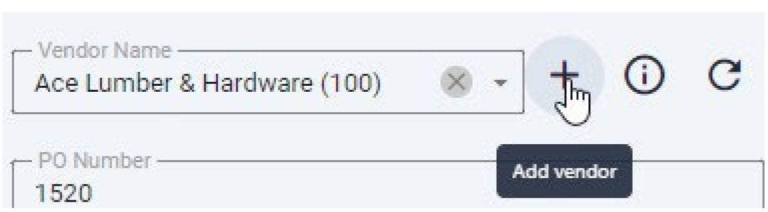
To utilize the **Parse Attachment**, follow these steps:

1. Select an invoice by clicking on it in the grid. You should see the actual invoice in the pane to the right.

2. Click the **Parse Attachment** button.

The system will try to read as much information as it can. There may be mixed results depending on the invoice layout. One time it may only find the vendor. The next time it may find all items listed above.

Add a vendor



The **Add a vendor** button allows you to put in a request to create a vendor. This request will then get routed to finance for approval. The vendor needs to be approved and created before any purchase order requests or invoices can be entered for this new vendor. To request the creation of a new vendor, follow these steps:

1. Click the **Add a vendor** button.

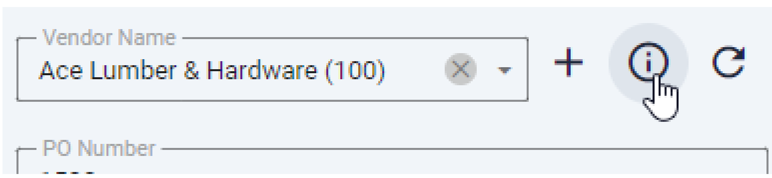
2. The **New Vendor Request** screen will appear.

3. Enter all necessary information.

4. **Optional:** Your organization may also require the vendor's W-9. To attach the vendor's W-9, click the **Add attachments** button at the bottom. If your organization requires you to submit the vendor's W-9, you will not be able to submit your new vendor until the form is attached.

5. Once complete, click the **Submit** button to submit your new vendor request or **Cancel** to cancel your request.

Vendor lookup



The **Vendor lookup** button will allow you to quickly lookup all the invoices entered for the vendor specified in the **Vendor Name** field. This screen allows you to continue to drill-down on specific information such as the **Invoice Number** and the **Check Number**.

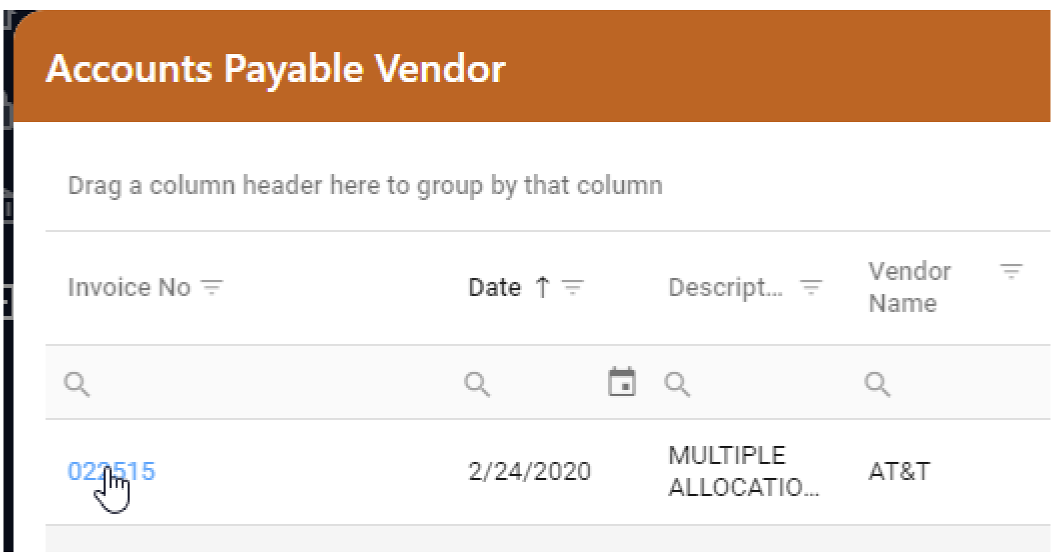
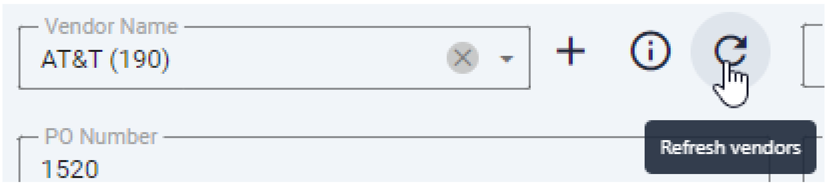


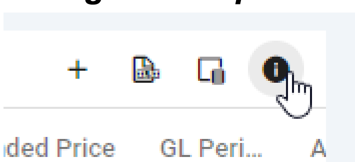
Illustration 1: Vendor lookup drill-down

Refresh vendors

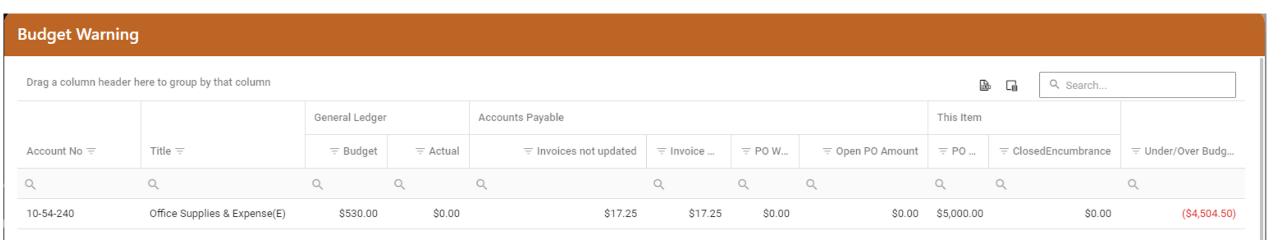


The **Refresh vendors** button allows you to refresh the vendors that appear in the **Vendor Name** drop-down. Sometimes the browser's cache will not refresh the list of vendors. If a new vendor has been created and it does not appear in the drop-down, click this button.

Budget lookup



The **Budget lookup** button allows you to quickly see if an account or accounts are over or under budget. This screen will show the accounts specified as a part of this invoice along with all information related to that account to show if it over or under budget. The following is how the system will calculate whether the account is over or under budget: **Budget** – **Actual** transactions posted to the General Ledger – **Invoices not updated** yet from Accounts Payable to the General Ledger – any invoices in workflow that have not yet been fully approved (**Invoice Workflow Amount**) – any purchase order requests in workflow that have not yet been fully approved (**PO Workflow Amount**) – **Open PO Amounts** – the amount of this PO request (**PO Amount**).



Budget Warning

Drag a column header here to group by that column

		General Ledger		Accounts Payable				This Item		
Account No	Title	Budget	Actual	Invoices not updated	Invoice ...	PO W...	Open PO Amount	PO ...	ClosedEncumbrance	Under/Over Budg...
10-54-240	Office Supplies & Expense(E)	$530.00	$0.00	$17.25	$17.25	$0.00	$0.00	$5,000.00	$0.00	($4,504.50)

Illustration 1: Budget Warning screen

Creating a Template

Templates are useful when you are allocating an invoice to the same accounts continually. This can save time in having to keep adding lines and coding an invoice to multiple account numbers. It is not recommended to setup a template when there is only one line you are coding your invoice to. There is little time savings in those situations. However, when you are entering 2 or more lines, setting up a template can be useful in saving time when creating an invoice. To create a template, follow these steps:

1. While entering an invoice, add the appropriate lines into the grid that you repeatedly enter.

2. Once you have those lines in the grid, click the **Save coding template** button next to the **Select a template** drop-down.

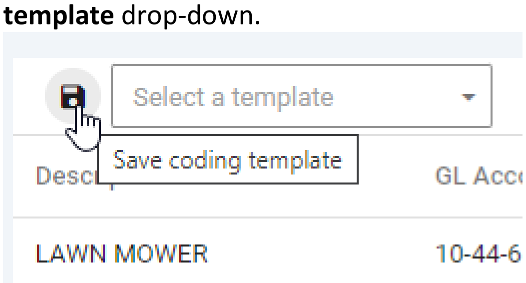


Illustration 1: Save a coding template button

3. Enter a name for the template you wish to save.

4. Click **OK** to save the template or **Cancel** to cancel saving the template.

   This template will now be available in the drop-down for future use when creating a new purchase order request.

Invoice Dashboard

For those that have the appropriate rights, there is an **Invoice Dashboard** to provide information on invoices that have been approved and those that are awaiting approval. This is a tool to make sure that invoices are being approved in a timely manner and to see what approval step an invoice is in.

To view these invoices, follow these steps:

1. In **miViewPoint**, go to **Accounts Payable | Invoice Workflow | Invoice Dashboard**.

A list of invoices will appear. The list will provide you with information such as what department and queue the invoice is in, invoice number, invoice date, how many days the invoice has been sitting in this queue, amount, and more. If you would like to view an invoice, click on it.

You can also use the filters to pare down the list to only those invoices you want to see. There are filter buttons at the top of every column. In addition, you can filter on **Department** and/or **Queue Name**. For example, let's say we do not want to see "Approved" invoice. To do this, follow these steps:

1. Click on the filter next to **Queue Name**.   A list of queues will appear.

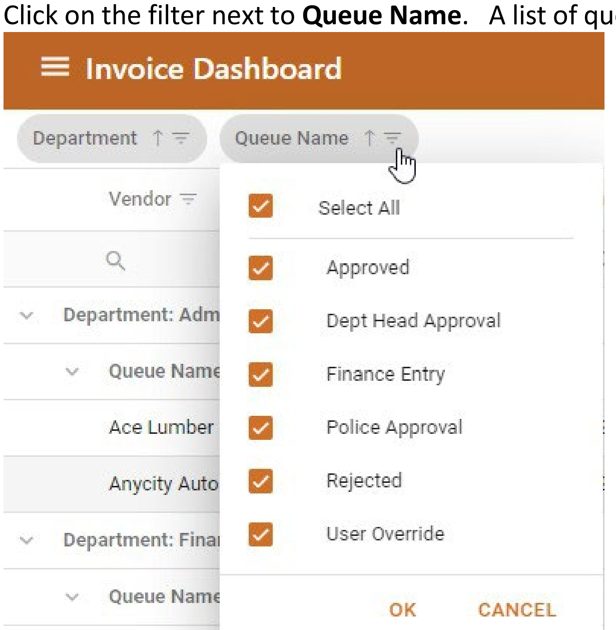


Illustration 1: Invoice Dashboard filter on Queue Name

2. Uncheck "Approved" and any other queues you don't want to see.

3. Click **OK**.

A list of only those invoices in workflow will now appear.

Approve Vendors

A user submitting an invoice into workflow has the ability to request the setup of a vendor if it doesn't already exist. This ability does need to be enabled as a part of the setup. New vendor requests are routed to someone usually in the finance department to make sure that duplicate vendors aren't being created and that all the necessary information is gathered in order for the vendor to be created.

Users can submit new vendor requests as a part of the invoice entry. Click here to learn more about how a user submits a request. Once that request has been submitted, an email notification will go to the approver.

To approve a new vendor, follow these steps:

1. There are two ways to view new vendor requests.
    - In **miViewPoint**, go to **Accounts Payable | New Vendor Workflow | New Vendor Queues**.
    - In **miViewPoint**, go to **Home** and click on the **New Vendors** tile. This tile will tell you how many invoices are waiting for your approval.

Illustration 1: New Vendors tile

2. A list of those vendors needing your approval will appear. Click on the vendors you would like to review.

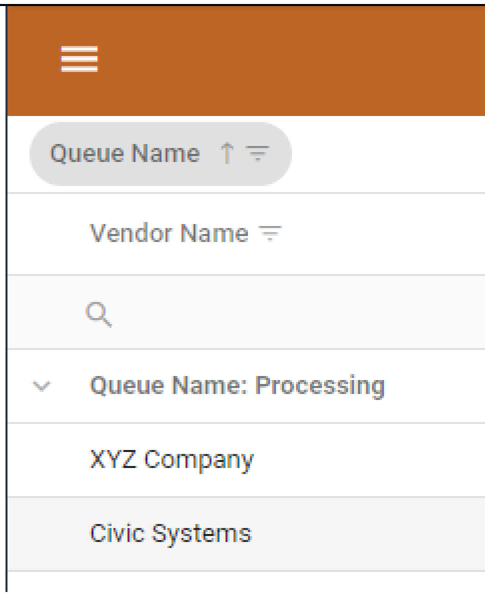


Illustration 1: New Vendor screen

Reminder: To reopen the **New Vendor Queues** screen, you can click on the hamburger button (three horizontal lines) at the top.

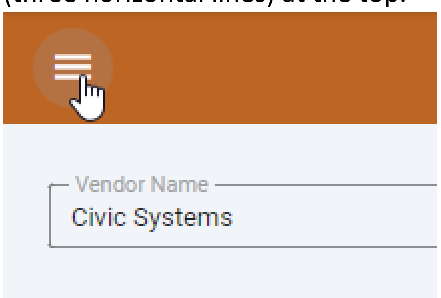


Illustration 2: PO Queues hamburger button

3. Information related to the new vendor will appear on the screen. Review and/or edit the information submitted. To view any electronic documents such as the vendors W-9, click on the appropriate attachment at the bottom of the screen under the **Add attachments** and **Merge PDFs** button.

4. Once finished, you have four (4) options to continue:
   - **Approve** – Click the **Approve** button on the bottom to create the vendor.
   - **Save** – Click the **Save** button to save the vendor to be reviewed later. This will keep the vendor your queue.
   - **Reject** – Click the **Reject** button to reject the vendor from being created.

5. After clicking one of the buttons at the bottom, the **New Vendor Queues** screen will automatically appear for you to pick another vendor to review and approve.

Column Chooser

All grids can be customized to only show the columns/fields that you want to appear. To edit the columns/fields that appear in the grid, follow these steps:

1. In the appropriate screen, click the **Column Chooser** button on right.

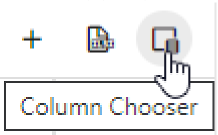


Illustration 1: Column Chooser

2. In the **Column Chooser** screen, click and drag the field(s) that you want to show into the grid. You can place the field in the appropriate order to which you want it to appear.

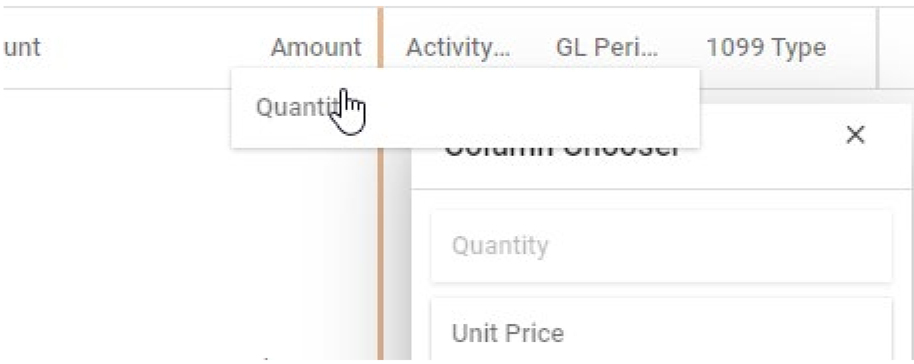


Illustration 2: Click and drag field into grid

3. To remove a field from the grid, click and drag the column header back into the **Column Chooser** screen.

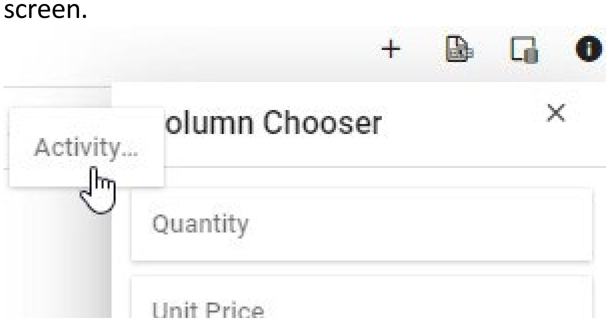


Illustration 3: Click and drag field to remove from grid

The changes you make will be saved automatically.

Purchase Order Fields

The following are the fields available to be shown in the grid for **PO Request** and **PO Queues**:

- **Description*** – The description of the goods or services being requested.
- **GL Account*** – The GL account the item should be recorded to. You are restricted to only those accounts that the user has access to.
- **Quantity** – The number of items being requested.
- **Unit Price** – The unit price of the item.
- **Extended Price*** – The extended price will automatically calculate if a quantity and unit price have been entered. Otherwise, you can enter an amount into the **Extended Price** field and the **Quantity** and **Unit Price** will automatically calculate.
- **GL Period** – You can specify what GL period you would like the funds to be encumbered in the General Ledger.
- **Activity** – The GL activity the item should be recorded to.
- **Job Number** – The job number the item should be recorded to.
- **Inventory Number** – If this item is a reorder for an item in the **Materials Management** module, you can specify the inventory number it is associated with.
- **Part Number** – The part number of the item being ordered.
- **Shipping** – You can specify an address for the goods to be shipped. This will print on the purchase order.
- **YTD** – Once a GL account is specified, the balance of that account will appear. You can click on the balance to drill into the account detail.
- **Budget** – Once a GL account is specified, the budget for that account will appear. You can click on the budget to drill into the budget detail.
- **Variance** – Once a GL account is specified, this is what is left to spend from this account. It takes **Budget** minus **Actual**.

***** - Denotes required field.

Accounts Payable Fields

The following are the fields available to be shown in the grid for **Invoice Entry** and **Invoice Queues**:

- **Description*** – The description of the goods or services purchased.
- **GL Account*** – The GL account the item should be recorded to. You are restricted to only those accounts that the user has access to.
- **Quantity** – The number of items purchased.
- **Unit Price** – The unit price of the item.

- **Extended Price*** – The extended price will automatically calculate if a quantity and unit price have been entered. Otherwise, you can enter an amount into the **Extended Price** field and the **Quantity** and **Unit Price** will automatically calculate.
- **GL Period** – You can specify what GL period you would like the invoice to be recorded in the General Ledger.
- **PO Number** – The purchase order number being used for the item purchased. If a purchase order number was specified in the top portion, this number will default into this field.
- **Activity** – The GL activity the item should be recorded to.
- **Job Number** – The job number the item should be recorded to.
- **Merchant Vendor No** – This is the vendor number of the vendor this item was purchased from. For example, we used our organization's credit card to purchase gas from Anycity Gas. The vendor we are now paying for that purchase is our credit card company. However, we can enter the vendor number for Anycity Gas in the **Merchant Vendor No** field. The system will then be able to track all purchases made to this vendor.
- **Inventory Number** – If this item is a purchase of an item in the **Materials Management** module, you can specify the inventory number it is associated with. This will then update the inventory count for that item in **Materials Management**.
- **Part Number** – The part number of the item purchased.
- **1099 Type** – If this vendor is a 1099 vendor, the type of 1099 will default into this field. You have the ability to edit this.
- **Sep Chk Sq** – The system will combine all invoices due to a vendor into one check. If we need to send a separate check for this invoice only paying this one invoice on that check, change the "1" to a "2"
- **Close Line** – If this item is part of a purchase order and the full amount of the purchase order was not used, you can check this checkbox to close out the remaining amount on that line item.
- **Bank** – You have the ability to specify what bank account this invoice should be paid from. This field is rarely used and is usually left blank.
- **YTD** – Once a GL account is specified, the balance of that account will appear. You can click on the balance to drill into the account detail.
- **Budget** – Once a GL account is specified, the budget for that account will appear. You can click on the budget to drill into the budget detail.
- **Variance** – Once a GL account is specified, this is what is left to spend from this account. It takes **Budget** minus **Actual**.

***** - Denotes required field.

PO Lookup Fields

The following are the fields available to be shown in the grid for **PO Lookup**:

- **PO No** – The purchase order number.
- **Vendor No** – The vendor number the purchase is related to.
- **Vendor Name** – The vendor the purchase is related to.
- **Date** – The date of the purchase order.
- **PO Type** – The type of purchase order either **Regular** or **Blanket**.
- **PO Total** – The total amount of the purchase order.
- **Invoice Total** – The dollar amount of invoices that have been applied to this purchase order.
- **Adjustments** – The dollar amount of adjustments that have been applied to this purchase order.
- **Open Amount** – The open amount of the purchase order taking the **PO Total** minus the **Invoice Total** minus **Adjustments**.
- **Print** – Enables you to reprint the purchase order form.
- Select Form – Enables you to reprint the purchase order with a different purchase order form than the default.
- **Department** – The department this purchase order is related to.