



IV-FN-9-L1

Interactive Beginner Purchasing & Payables Refresher

Infinite Visions-Accounting: Purchasing & Payables

CLASS DESCRIPTION

The start of this class assumes students already use Infinite Vision product (IVEE) and completed their setup. This class focuses on the basics, from adding a requisition to printing a check, and omits much of the initial setup for Purchasing & Payables. Since this still is a great deal of information, the class may not cover all that is in this guide.

ADD A REQUISITION

Purchasing & Payables > Purchasing > Control Panel

These 3 basic ways exist to add a requisition from the Control Panel in IVEE:

- Add a requisition and manually enter the detail lines
- Add a requisition and import the detail lines from a Microsoft Excel Spreadsheet
- Copy a current requisition/purchase order and edit the copy to make any necessary changes

Add Requisition

Purchasing > Control Panel

Follow these steps to add a requisition:

1. Click the add icon to open the Add Requisition window.

- | Line Items | | | | | | | | | |
|------------|------------------------------------|------------|------|------------|-------|------------|--------|---------|-----------------|
| | Description | Part No. | Unit | Unit Price | Qty. | Ext. Price | Tax | Freight | Account |
| ▶ | Avi - True Confessions of Charlott | 0456123789 | EA | 12.9500 | 2.00 | \$25.90 | \$0.00 | \$0.00 | 001.10.100.5410 |
| | Avi - Captain Grey | 0345612344 | EA | 8.5200 | 3.00 | \$25.56 | \$0.00 | \$0.00 | 001.10.100.5410 |
| | Budbill - Bones on Black Spruce n | 0345612377 | EA | 7.4500 | 5.00 | \$37.25 | \$0.00 | \$0.00 | 001.10.100.5410 |
| | DeFelice - a variety | 0215948949 | EA | 6.4500 | 1.00 | \$6.45 | \$0.00 | \$0.00 | 001.10.100.5410 |
| | Eckert - Incident at Hawk's Hill | 0121456741 | EA | 8.4100 | 2.00 | \$16.82 | \$0.00 | \$0.00 | 001.10.100.5410 |
| | Eckert - Return to Hawk's Hill | 0345612374 | EA | 6.2300 | 4.00 | \$24.92 | \$0.00 | \$0.00 | 001.10.100.5410 |
| | Fleischman, Sid - 13th Floor: a Gh | 0345678911 | EA | 8.2300 | 8.00 | \$65.84 | \$0.00 | \$0.00 | 001.10.100.5410 |
| | Fleischman, Sid - Ghost in the Nor | 0369514852 | EA | 6.5400 | 4.00 | \$26.16 | \$0.00 | \$0.00 | 001.10.100.5410 |
| | Fleischman, Sid - Jim Ugly | 0345615744 | EA | 1.9500 | 16.00 | \$31.20 | \$0.00 | \$0.00 | 001.10.100.5410 |
| | Gardiner, John - Stone Fox | 0341159777 | EA | 5.2100 | 2.00 | \$10.42 | \$0.00 | \$0.00 | 001.10.100.5410 |
| ◀ | Geece, Jean - Goodhead, Mr. Sid | 0345615477 | EA | 6.2600 | 3.00 | \$18.78 | \$0.00 | \$0.00 | 001.10.100.5410 |

- ## Import a Requisition from Excel

1. Click the add icon to open the Add Requisition window.
2. On the Add Requisition window, add the necessary information in the top section (i.e., header section).



3. Navigate to **Actions > Quick Requisition**. The Quick Requisition Entry window displays.

Actions		
Recalculate Tax Freight	Ctrl+R	
Distribute Tax Freight	Ctrl+T	
Apply Discount	Ctrl+C	
Copy Line	Ctrl+K	
Insert Warehouse Items	Ctrl+W	
Vendor Web Site	Ctrl+Z	
E Shopping	Ctrl+E	
Quick Requisition	Ctrl+Q	
Accept Proposed Vendor		

4. Navigate to **Actions > Import From Excel**.

Actions		
Split Fund	Ctrl+S	
Copy Line	Ctrl+K	
Recalculate Tax Freight	Ctrl+R	
Distribute Tax Freight	Ctrl+D	
Apply Discount	Ctrl+A	
Import From Excel	Ctrl+I	
Export To Excel	Ctrl+E	
Vendor Web Site	Ctrl+Z	

NOTE Say a library makes a book purchase that contains hundreds of books, and they need to enter each book and retain the detail. They should do an import from Excel using a spreadsheet likely produced from the vendor's website and reformatted to import into the requisition.

Users must follow a pre-defined format for the import spreadsheet to import details successfully. Obtain the format from the Help window or by exporting a current requisition to Excel to create a template.

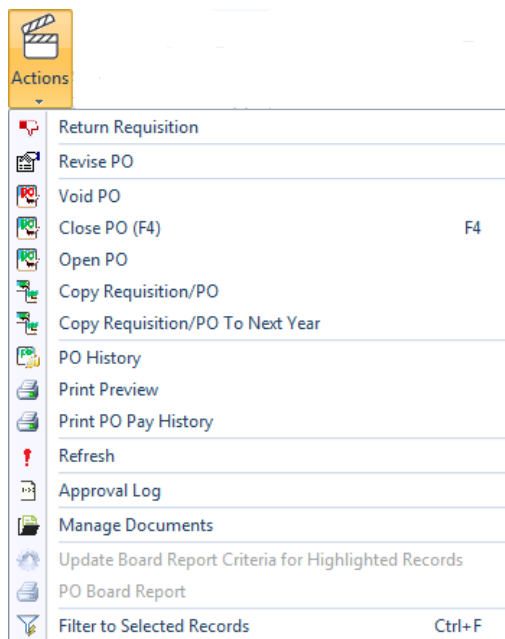
Copy a Requisition/PO

Users can also add a new requisition from an existing PO or requisition. This feature takes any existing purchase order or requisition and makes a new copy while assigning the next available requisition number. Follow these steps:

1. Highlight the requisition to copy in the main grid of the Control panel.



2. Navigate to **Actions > Copy Requisition/PO**.



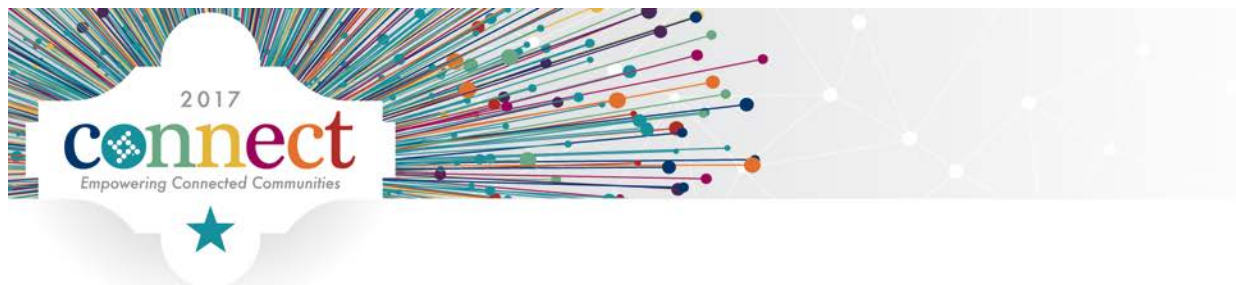
COPY REQUISITION/PO TO NEXT YEAR

Find the option to copy a requisition or purchase order to the next year and turn it on in Security. This feature takes any existing purchase order or requisition in the current year and makes a new copy while assigning the next available requisition number in the new year.

EXPORT TO EXCEL

Find the Export To Excel option in the Quick Requisition window (same as the Import From Excel). Users can only use this option on a requisition they have not yet turned into a purchase order. Go to Actions > Export to Excel.

Actions		
Split Fund		Ctrl+S
Copy Line		Ctrl+K
Recalculate Tax Freight		Ctrl+R
Distribute Tax Freight		Ctrl+D
Apply Discount		Ctrl+A
Import From Excel		Ctrl+I
Export To Excel		Ctrl+E
Vendor Web Site		Ctrl+Z



This option copies an existing requisition, exporting the header and detail lines to an Excel spreadsheet.

The export prompts for the name and location where to save the file.

Users can edit this spreadsheet and import it back in at a later time, or email it out as an import template for others to use.

CREATE PO

Purchasing & Payables > Purchasing > Purchase Order Approval (Also found in My Workflow)

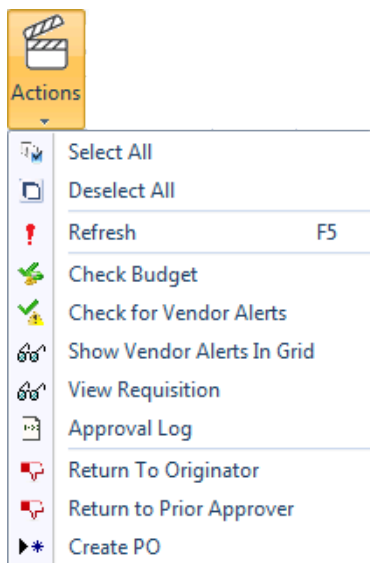
Before creating a purchase order, users must enter a requisition and it must be completely through any approval process. At this point, it shows in *Purchasing & Payables > Control Panel* with the next approver as AP and is ready for the user to create the purchase order.

Before the user can create a purchase order, they must set up a PO Approval Limit in User Security.

PO Approval Limit:	\$5000.00
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If the PO Approval Limit is \$5,000.00, the user can take a purchase requisition up to \$5,000.00 and create the purchase order. If the requisition is for \$5,000.01, the user cannot see the requisition or create the purchase order.

1. In the Purchase Order Approval window, select the requisition to turn into a purchase order.
2. Click **Actions** and select *Create PO*.



This option creates the purchase order and assigns the next available purchase order number. Once users create the purchase order, they can assign it to an invoice.



ADD INVOICES

Purchasing & Payables > Payables > Invoice Processing

3 basic ways exist to add an invoice:

- Add an invoice and then use a purchase order to add detail lines
- Add an invoice and then manually add detail lines
- Import invoices from Excel

Add Invoice (From PO)

1. From the Invoice Processing window in Payables, click the add icon.
2. From the Add Invoice window, select the PO Number from the dropdown to populate the invoice with the items from the purchase order. The system verifies the invoice amount and against the detail lines.

NOTE Notice the Group ID and the Check Group options. Use Group ID to group several invoices together at the voucher level. Use Check Group to split invoices on 1 voucher for the same vendor into separate checks.

3. In the **Account Code** field, verify account transactions and budget by pressing **CTRL+B**. The Account Transactions window opens for verification.

Add Invoice (Without PO)

Users can also add invoices without a purchase order if the security settings allow. Add the invoice as described above, and then add the necessary information for the invoice, bypassing the PO Number field.

Import Invoices

NOTE Users can also import invoices from an Excel spreadsheet. This guide covers 2 options for importing.

AP IMPORT FROM EXCEL

Purchasing & Payables > Payables > AP Import from Excel

With this option, the format for the spreadsheet is partially up to the user. The spreadsheet must contain certain fields, but the order of those fields is the user's choice. When importing the invoice, the user designates what the field values are for each option.



AP Import from Excel

Vendors Invoices

Import Options

Vendor:	<input type="text" value="A"/>	Freight:	<input type="checkbox"/>
Inv Date:	<input type="text" value="B"/>	Tax:	<input type="checkbox"/>
Invoice:	<input type="text" value="C"/>	1099:	<input type="checkbox"/>
Account:	<input type="text" value="D"/>	SSN:	<input type="checkbox"/>
Description:	<input type="text" value="E"/>	Group ID:	<input type="text" value="L"/>
Unit Price:	<input type="text" value="F"/>	Grants Projects (optional):	<input type="checkbox"/>
Quantity:	<input type="text" value="G"/>		

Auto Create PD: ☐

Save as Suspended: ☐

Submit for Approval: ☐

Auto Create Claims: ☐

Select File for Import: ...

OK Cancel Help

IMPORT INVOICES FROM FILE

Purchasing & Payables > Payables > Import Invoices From File

Navigate to Actions > Import From File. Then, select the spreadsheet that contains invoices to import.

NOTE Users normally use this option to import invoices associated with Purchase Cards (PCards). The PCard Import requires a specific file format in the Excel Spreadsheet (see below). All fields are required for the spreadsheet layout, but not all fields require data to import. Below lists optional fields. The file format example below is from the Help windows.



P-Card Import File Worksheet Format

Purchasing and Payables > Payables > Import Invoices From File

Use this format when creating a P-Card Excel file for import.

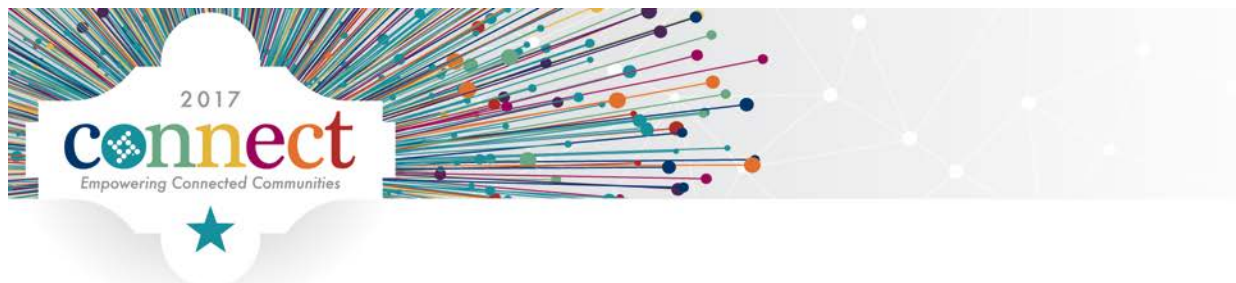
Column	Field Name	Condition
A	VendorRemitName	Enter vendor remit name. Must match the remit name in Vendor Maintenance
B	PCardID	Enter the PCardID number. The PCardID must match the Purchase Card Vendor ID on the Vendor Maintenance > E-Procurement Information tab.
C	AlternatePayeeName	Enter the alternate payee name. It must match the <i>Remit Name</i> in Vendor Maintenance. The P-Card/EFT Payee field must be selected on the Vendor Maintenance > E-Procurement Information tab.
D	InvoiceNumber	(Optional) Leave blank. If an Invoice Number is entered, it cannot be the same as a processed invoice for the same vendor in the present fiscal year. Imported invoice numbers longer than 20 characters will be truncated.
E	InvDate	(Optional) If left blank, the system auto-fills with today's date when the user edits the imported record.
F	PONumber	Open Blanket POs only. PO must exist in the system.
G	Groupcode	(Optional) Enter group code.
H	CheckGroup	(Optional) Enter check group.
I	DAC	(Optional) Enter distributed accountability center identifier.
J	Is1099	If the invoice is 1099 reportable, enter Yes , No , or leave blank. If Yes, fill in the 1099Box also.
K	1099Box	Include this field if the Is1099 field is Yes. (i.e. Misc 7)
L	Description	Enter a brief description of item.
M	PartNo	(Optional) Enter a part number. Imported part numbers longer than 15 characters will be truncated.
N	Unit	Enter the unit type. (i.e. Ea)
O	Quantity	Enter the quantity. Field cannot be zero or blank.
P	UnitPrice	Enter the unit price.
Q	AccountCode	Enter a valid account code. The account code can be entered with or without delimiters.
R	Sales Tax	(Optional) Enter sales tax.
S	Freight	(Optional) Enter freight.

After entering invoices, users can proceed with adding those invoices to a voucher for payment.

ADD VOUCHER

Use a voucher to group invoices for a batch of checks or electronic payments. Add a voucher, choose the bank account, and then select which invoices to process for the printed batch of checks. Users can also use vouchers for Non-Check Batch processing and AP Direct Deposit. The Voucher Number auto-populates to the next available number when users click OK to save the voucher.

The Voucher Date is important as the system uses it for the default posting/check date.



Users must select the Bank Account prior to selecting invoices. If Fund Restrictions are in place for the bank account, the list of invoices updates after selecting the bank account.

Selection Criteria is available to further restrict the invoices available to select, by either the Group ID, User ID, or As Of Due Date. Define the Selection Criteria, and then click Apply Selection to filter.

The Actions Menu provides 3 options for invoice selection: select all invoices, deselect all invoices, or select invoices that show as matched using the 3-way Match utility.

Actions	
Select All	Ctrl+S
Deselect All	Ctrl+D
Select All Matched Invoices	Ctrl+M

The 3-way Match utilities automate the 3-way match process many districts must adhere to for their purchasing function. These utilities provide auditing capabilities as well as functions to streamline the process of invoice payment.

Columns on the Voucher window enable users to quickly see which invoices matched.

- 3 Way Quantity Match: First, the total of items received for a line on a PO must be less than or equal to the quantity ordered on the PO. Next, the quantity paid must not cause the total paid to exceed the number of items received for the line. The calculation does not consider suspended invoices.
- PO/Invoice Dollar Match: The total paid for a line (extended + tax + freight) must not exceed the total ordered for the line (extended + tax + freight). The calculation does not consider suspended invoices.

Add Voucher

Actions

Voucher Information

Number: Date: 11/11/2016 Status: Pending Bank Account: National Bank Operating Account 89392858

☐ Non Check Batch ☐ Direct Deposit Batch ☐ Post in Vendor Detail

Selection Criteria

Group ID: User ID: dennis.wheeler As Of Due Date: (None)

Select	Name of Vendor (Remit)	Date	Invoice	Due Date	PO No.	Total	Gro
<input type="checkbox"/>	ABC SCHOOL SUPPLY	10/20/2016	V817424	11/19/2016	240069	\$5.00	
<input type="checkbox"/>	ACME AUTOMOTIVE	09/20/2016	V739147	09/20/2016	0	\$50.00	

< ||| >

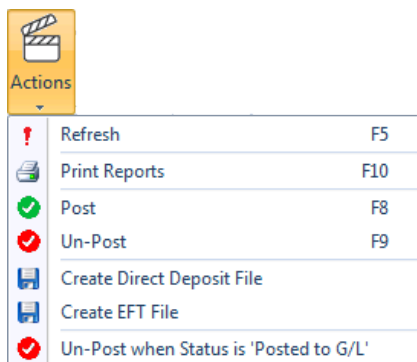
Mode: Add < >

Selected Total: \$0.00 Total: \$55.00

☐ Close this dialog after update?



Once the user includes all invoices for the batch and clicks OK, the voucher must post to proceed to the next step. Click Actions and select Post.



The initial voucher status is Pending. Once a check batch voucher posts, the status changes to Prepped. Non-Check Batch and Direct Deposit Batch vouchers shows a status of Posted to GL when posted.

For a Check Batch Voucher, it is at this point the first of 2 Journal entries appear and the voucher now shows in General Ledger Check Manager as available for check printing. Once checks print, the status of the voucher updates to Posted to GL.

Other options for vouchers include the option for Non Check Batch and Direct Deposit Batch.



A Non-Check Batch or Direct Deposit Batch Voucher when posted from Voucher Processing update to the status of Posted to GL and checks do not print.

PRINT CHECKS

General Ledger > Banking > Check Manager

From the actions menu in Check Manager, find the option to Print AP Checks.



!	Refresh	F5
🖨️	Reprint Check	
❌	Void Check	
💾	Save Image(s)	
🖨️	Print AP Checks	
🖨️	Print PR Employee Checks	
🖨️	Print PR Deduction Checks	
📁	Create Positive Pay File	
🗄️	Archive Checks	
🔄	Treasurer Clearing	
🌐	Send to Transparency Web Site	
📁	Bank Export Files	

The dialogue box opens to select the voucher for check printing. From the Actions Menu, an option to print a Payee Listing exists. Use the Payee listing to verify Vendor checks are correct prior to posting the voucher for check printing.

Print AP Checks

Actions

Payee Listing

Vouchers

Voucher Num.	Date	Amount	Bank Account
▶ 1000	11/11/2016	\$5.00	National Bank Operating Account 89392

☒ Close this dialog after update?

OK

Cancel

Help

After verifying the Payee listing, click OK to post the voucher and open up the Check Print Options window. This posting is typically the Liability/Cash entry.



Check Print Options

Actions

Check Run Information

Voucher: 1000

Check Date: 11/11/2016

Check Layout: Type Y

Report Options

☒ Check Listing

☒ Journal Entries

Voucher Report Options

☐ Cover Page

☐ Detail Listing

☐ Account Summary

☐ Vendor Labels

☐ Page Break

Include Ded Voucher: [Dropdown]

Check Options

☐ Print Signature

☐ Print Benefits

☐ Print Fiscal YTD

Checks to Print							
Select	Payee	Amount	Check Number	Date	Status	Ban	
<input checked="" type="checkbox"/>	ABC SCHOOL SUPPLY	\$5.00	8241	11/11/2016	Not Printed	Natic	

OK Cancel Help

Options available here include Print Signature and options for reporting.

Other options from the actions menu include the ability to Set Check Numbers if they need to change from the default and to Change the Check and GL Posting Date if the original voucher date is different from the cash posting and check date.

Actions

- Select All Ctrl+S
- Deselect All Ctrl+D
- Set Check Numbers
- Print Reports
- Print Voucher Reports
- Print Checks
- Change Check and GL Posting Date

When ready to print checks, select Print Checks from the Actions menu to open up the report viewer to review checks for accuracy and then print them to check stock.