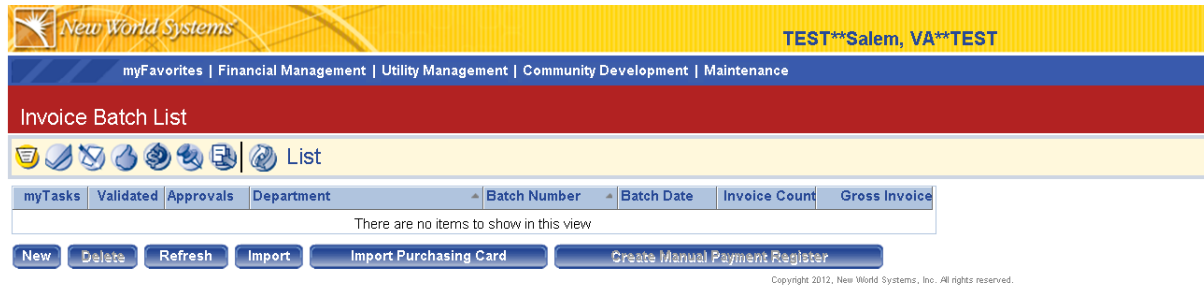


# City of Salem, VA New World Systems Invoice Entry Processing

**Financial Management → Accounts Payable → Invoice Entry Batches**

## Invoice Batch List



The Invoice Batch List screen shows all Invoice batches that are open. You will see all Invoice batches within your department, including those that you have created and those that others in your department have created. The list screen gives basic information about the Invoice batches. You can open up the Invoice batches by clicking on the batch number.

Hit the “New” button to create a new Invoice Batch

# City of Salem, VA

## New World Systems

### Invoice Entry Processing

#### Invoice Batch: General Default Screen

The General Default screen is information for your Invoice Batch. Multiple invoices to different vendors can be entered in a single Invoice Batch. All fields filled out on the General Default screen will default to each invoice upon creation. You have the ability to update the batch defaults while working with the batch. Detailed information is entered on the next screens after the Invoice Batch is created.

NOTE: Only fields shaded in yellow are required.

**Department:** Defaults to your home department. You will have access to all departments for which you are authorized to enter invoices.

**Date:** Batch date will default as today's date

**Number:** Leave this field blank, the system will assign a batch number

**Total:** Leave this field blank, the system will add up the total of your individual invoices.

**Batch Description:** Can identify a unique batch name if desired. This will be displayed on the Invoice Batch List when you hover over the Batch Number.

**Vendor:** Can select a default vendor, so when you go to enter in new invoices the vendor field will already be populated based on the default vendor selected. Do not select a vendor unless all invoices in your batch are for the same vendor.

**Date:** Default invoice date. If your batch has multiple invoices, just leave as today's date and change on the individual invoices.

**City of Salem, VA  
New World Systems  
Invoice Entry Processing**

**Due Date:** Default due date. If your batch has multiple invoices, just leave as today's date and change on the individual invoices.

**G/L Date:** Default G/L date. **The G/L date is the date the goods were received or the service performed. It is very important that this date be entered accurately, especially at year-end.** If your batch has multiple invoices, just leave as today's date and change on the individual invoices.

**Paying Bank:** Select **"Control Disb – Control Disbursement"**

**Item:** Can specify a default invoice item

**Description:** Can specify a default invoice description

**Amount:** Can specify a default invoice amount

**G/L Account:** Can specify a default G/L account for invoices






**Retain Entries:** Will store vendor, description, G/L, etc when you hit the save/new to create the next invoice. This would be useful if you are entering the same type of invoice over and over again

**Use G/L Defaults:** Do not check this box.

Hit "Save" to save the defaults and begin creating invoices, hit "Save/New" to create a second AP invoice batch

Invoice Batch: Invoice Entry

There are 5 types of A/P invoices available to use. Each invoice has its own unique characteristics. The vertical icons on the left side of the invoice entry screen represent the different invoice types, documents, and notes capabilities. Once you hit "save" when creating the batch defaults you will be launched into the Full Invoice screen to begin entering invoices. Each invoice type should be used as follows:

-  Full Invoice (first icon) – If you are entering an invoice that does not require a purchase and your invoice contains multiple items.
-  Quick Invoice (second icon) – If you are entering an invoice that does not require a purchase order and your invoice contains only one item.
-  Temporary Vendor Invoice (third icon) – If you are entering an invoice for a temporary vendor that is not in the vendor file.
-  Select Purchase Order (fourth icon) – If you are connecting the invoice to a PO.
-  Select Shipper (fifth icon) – Do not use.

# City of Salem, VA

## New World Systems

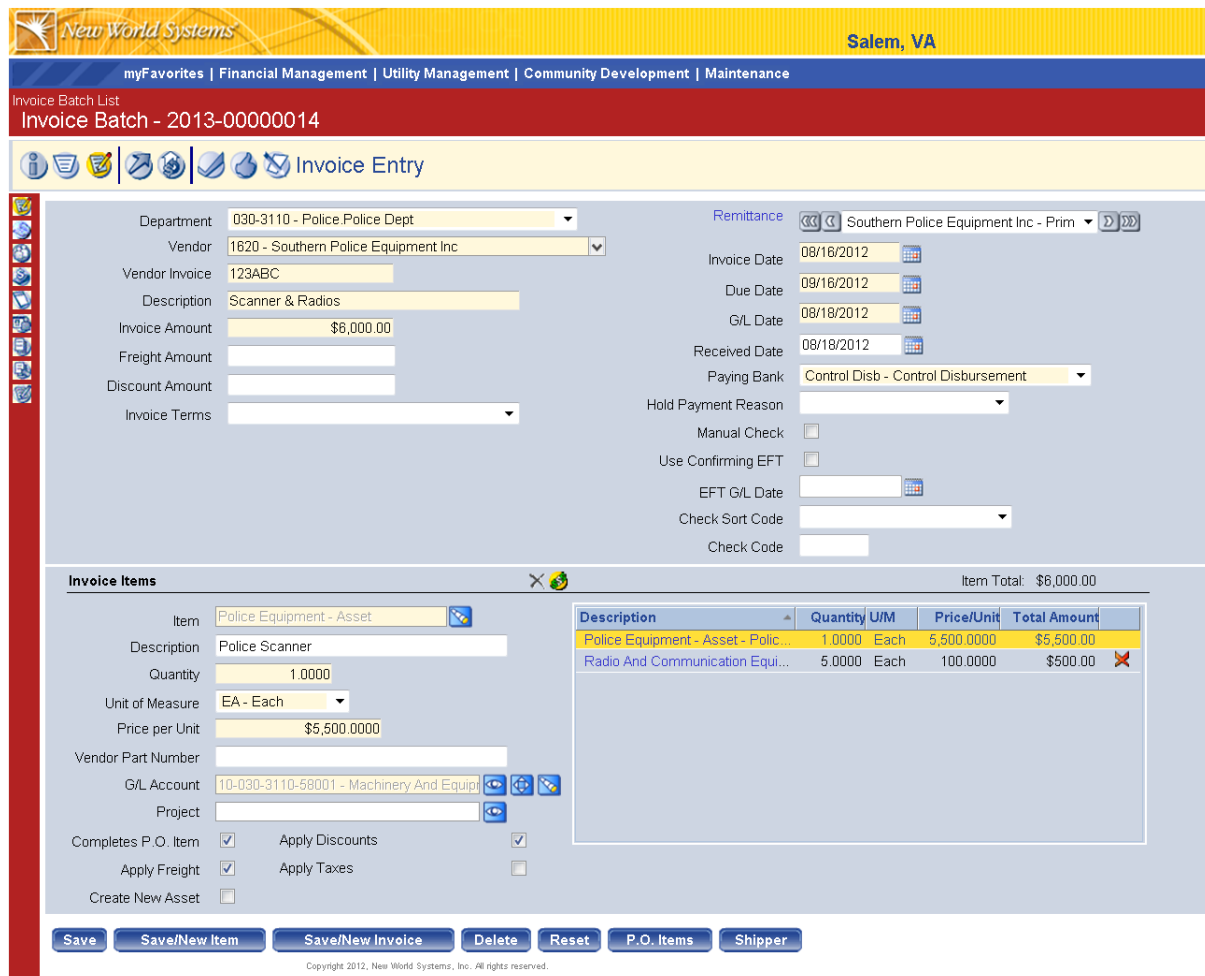
### Invoice Entry Processing

 **Full Invoice:** Has all options available for entering an invoice. Can enter a basic invoice and:

- add freight, discount, and tax amounts,
- enter multiple items per invoice, and
- select a PO to pay

The other types of invoices are hybrids of the full invoice and have their own advantages depending on what type of detail and transaction you are looking to process.

A PO must be selected when entering invoices greater than \$2,000 if they are required to go through the procurement process. Please see Finance for a list of transactions that are not required to go through the procurement process. Exceptions should be discussed with Finance on a case-by-case basis.



myFavorites | Financial Management | Utility Management | Community Development | Maintenance

Invoice Batch List  
Invoice Batch - 2013-00000014

Invoice Entry

Department: 030-3110 - Police Dept  
Vendor: 1620 - Southern Police Equipment Inc  
Vendor Invoice: 123ABC  
Description: Scanner & Radios  
Invoice Amount: \$6,000.00  
Freight Amount:  
Discount Amount:  
Invoice Terms:  
Remittance: Southern Police Equipment Inc - Prim  
Invoice Date: 08/18/2012  
Due Date: 09/18/2012  
G/L Date: 08/18/2012  
Received Date: 08/18/2012  
Paying Bank: Control Disb - Control Disbursement  
Hold Payment Reason:  
Manual Check:  
Use Confirming EFT:  
EFT G/L Date:  
Check Sort Code:  
Check Code:  
Invoice Items  
Item Total: \$6,000.00

Description	Quantity	U/M	Price/Unit	Total Amount
Police Equipment - Asset - Polic...	1.0000	Each	5,500.0000	\$5,500.00
Radio And Communication Equi...	5.0000	Each	100.0000	\$500.00

Save Save/New Item Save/New Invoice Delete Reset P.O. Items Shipper

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**City of Salem, VA  
New World Systems  
Invoice Entry Processing**

Full Invoice Entry Header Field Descriptions:

NOTE: Only fields shaded in yellow are required.

**Department:** Pulls from batch default department, can change if need be

**Vendor:** Select vendor by typing part of the vendor name or number to locate vendor

NOTE: If the vendor is not currently in the vendor list, you will need to complete a Vendor Change Request or use the “Temporary Invoice” type. See Appendix A for instructions on Vendor Change Requests. “Temporary Invoice” type is used for one-time payments.

**Vendor Invoice:** Type in the vendor invoice number, you cannot have duplicate invoice numbers for the same vendor. The system will not allow you to pay the same invoice number for a vendor more than once. Also, you can only have one invoice number per entry.

**Description:** Summary Description of the Invoice, this will print in the description column on the Check Stub

**Invoice Amount:** Enter total invoice amount, if you are breaking down freight, tax, and discounts separately then you can put the item amount total and enter the freight, discount, and tax separately as needed.

**Freight Amount:** Enter freight amount if available

**Discount Amount:** Can enter a discount amount or have the system calculate discount amount by using the invoice terms in the field below.

**Invoice Terms:** Select Invoice Terms if vendor has terms.

**Remittance:** Select the appropriate vendor name and remittance address. Hover over the vendor name to see the vendor address that the check will be mailed to. This address should match the “remit to” address on the invoice. If the vendor has multiple remittance addresses, they will be available to select from the drop down menu.

**Invoice Date:** Input the invoice date

**Due Date:** Input the invoice due date

**G/L Date:** Select the appropriate G/L date, default is today’s date. **The G/L date should be the date that the items were received or that the service was performed or completed. It is very important that this date be entered accurately, especially at year-end.**

**Received Date:** Input the date the goods or service was received. This date is not required but should match the G/L Date if selected.

**Paying Bank:** Pulls from batch default paying bank, should always be **“Control Disb – Control Disbursement”**

**City of Salem, VA**  
**New World Systems**  
**Invoice Entry Processing**

**Hold Payment Reason:** Most of the time will be left blank. This field should be used when the invoice being entered should not be paid until a certain condition is met.

**Manual Check:** Do not check this box. All invoices will go through the AP Payment Process

**Use Confirming EFT:** Do not check this box.

**EFT G/L Date:** Leave this field blank

**Check Sort Code:** This code specifies what order checks will be printed in for the Accounts Payable staff. You should select a code as applicable to make sorting easier:

- **ATTACH:** Check requires an attachment to be mailed with the check, such as a training registration.
- **DEPT:** Check will be returned to the department for mailing
- **EMP:** Check is to an employee, such as an expense reimbursement
- **REMIT:** Check requires a remittance to be mailed with the check, such as a recurring bill.

**Check Code:** Leave this field blank

Full Invoice Entry Item Field Descriptions:

NOTE: For all invoices over \$2,000 that require a PO, you will select the “PO Items” button at the bottom of the page to attach a purchase order to the invoice. For invoices under \$2,000, you can enter new items without attaching a purchase order.

PO Items:

Click on the button at the bottom labeled “P.O. Items”. Need to fill out the header section of the Invoice and hit save, you can then hit the PO items button and it will list all of the open PO’s for the vendor selected.

Click the “+” sign next to the purchase order number to view the PO items. Select the box next to the items that were received. Update the quantities and prices as applicable. Be sure you select the “Completes Items” Box all items on the purchase order are being invoiced. This is VERY IMPORTANT because if the box is not checked, the PO remains open. If only part of your PO is being paid, enter the quantity of items you need pay and do NOT check the “Completes Items” Box. The unpaid quantity will remain open for a future invoice.

NOTE: If your invoice item price differs from the PO item price by more than 10%, you will need to go through the “Change Purchase Order” Process to update your purchase order price. See Appendix B for instructions.

# City of Salem, VA New World Systems Invoice Entry Processing

Department: 030-3110 - Police/Police Dept

Purchase Order: 2013-00000017

Vendor: 1620 - Southern Police Equipment Inc

Substitute Vendor P.O.'s: ☐

Vendor Invoice: 123ABC

Description: Scanner & Radios

Check Sort Code:

Check Code:

Remittance: Southern Police Equipment Inc - Prim

Invoice Date: 08/18/2012

Due Date: 09/18/2012

GL Date: 08/18/2012

Received Date: 08/18/2012

Paying Bank: Control Disb - Control Disbursement

Hold Payment Reason:

Manual Check: ☐

Purchase Order	Type	Description
2013-00000017	Standard	Scanners & Radios

Item/Description	U/M	Quantity	Price/Unit	Completes Item
<input checked="" type="checkbox"/> Radio And Communication Equipment Parts & Maint.	Original Amount	10.0000	100.0000	<input type="checkbox"/>
<input type="checkbox"/> Radios for Officers	EA - Each	5.0000	100.0000	<input type="checkbox"/>
<input checked="" type="checkbox"/> Police Equipment - Asset	Original Amount	1.0000	5,500.0000	<input type="checkbox"/>
<input type="checkbox"/> Police Scanner	EA - Each	1.0000	5,500.0000	<input checked="" type="checkbox"/>

Accept Cancel

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Click Accept to return to the Invoice Entry screen. The PO items will appear in the right box. Click on each one and ensure that the “Completes P.O. Item” box to the left is appropriately checked or unchecked.

NOTE: If “Create New Asset” was checked during the purchase order process, DO NOT select “Create New Asset” in the invoice entry process because two new assets will be created in the asset module for the same item.

If “Create New Asset” was NOT checked during the purchase order process, you can check this box to mark the item as a fixed asset and link it to the asset management module. Fixed assets are based on the City’s Capital Asset Policy: greater than \$5,000 for machinery & equipment or greater than \$10,000 for building improvements and infrastructure. All land purchases are considered fixed assets.

# City of Salem, VA New World Systems Invoice Entry Processing

## New Items:

**Item:** Select the item purchased. This is a pre-populated list of values that is used to describe what you are purchasing. For example, if you are purchasing pens and notepads, you would select “Office Supplies”. For inventory items, you should select the item with the inventory number that you are purchasing. An inventory item should not be selected unless purchasing inventory. You can tell which ones are not inventory by clicking the “eyeball” and selecting “Inventory Use” to “No” at the top. Analysis can be performed on items to see the buying patterns that have occurred in the past by clicking the “A”.

Logos.NET -- Webpage Dialog

**Item Prompt**

Item Number

Quick Code

Description

Commodity

Inventory Use

Asset Use

Verified Status

Verified	Item Number	Description	Commodity
		Advertising / Legal Ads / Marketing Services	
		Allowance / Reimbursements	
		Ambulance - Asset	
		Architectural Services	
		Architectural Services - Asset	
		Athletic / Sports Equipment	
		Audio / Visual Equipment	
		Audio / Visual Equipment - Asset	
		Audit Services	
		Backhoe - Asset	
		Books, Magazines, Periodicals, iTunes	
		Bridge - Asset	
		Bridge Improvements - Asset	

Items: 1 - 50 of 184

Page 1 of 4 Next Page

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**Detail Description:** Enter a detail description to specify what type of item is being purchased.

Ex: Item = Office Supplies, Description = Pens and Notepads

**Quantity:** Enter quantity of item being purchased

**Unit of Measure:** Select unit of measure from the pre-populated list.

**Price per Unit:** Enter price per unit, system will calculate quantity X price per unit and will show the total cost for that item

**Vendor Part Number:** Optional field to enter the vendor's item number for this item.



# City of Salem, VA New World Systems Invoice Entry Processing

**G/L Account:** Select the G/L account the item goes to. Can type in the G/L account # or use the eyeball icon to search for a specific G/L account. You will have access to G/L accounts within the departments you have access to.

**G/L Account Prompt**

**General**

Organization Set: 10-030-3110 - General Fund, Police, F

Account Number:

Description:

Budget Type: <All>

Level: <All>

**Account Type**

Asset: ☒

Liability: ☒

Fund Equity: ☒

Revenue: ☒

Expense: ☒

**Search** **Reset**

G/L Account	Description	Quick Code	Transaction	Budget	Report	Account Type	Organization Description
10-030-3110-55817	Police Investigation Fund		✓	✓	✓	Expense	General Fund, Police, Police Department
10-030-3110-55880	Technology Charges		✓	✓	✓	Expense	General Fund, Police, Police Department
10-030-3110-56001	Office Supplies		✓	✓	✓	Expense	General Fund, Police, Police Department
10-030-3110-56005	Janitorial Supplies		✓	✓	✓	Expense	General Fund, Police, Police Department
10-030-3110-56010	Police Supplies (Guns, Ammo, Nightsticks, Etc.)		✓	✓	✓	Expense	General Fund, Police, Police Department
10-030-3110-56011	Uniforms Or Wearing Apparel For Employees		✓	✓	✓	Expense	General Fund, Police, Police Department
10-030-3110-56019	Bulletproof Vests		✓	✓	✓	Expense	General Fund, Police, Police Department
10-030-3110-58001	Machinery And Equipment		✓	✓	✓	Expense	General Fund, Police, Police Department
10-030-3110-58002	Furniture And Fixtures		✓	✓	✓	Expense	General Fund, Police, Police Department
10-030-3110-58004	Motor Vehicles And Equipment		✓	✓	✓	Expense	General Fund, Police, Police Department

Current Page: 4    Total Number of Pages: 4    Total G/L Accounts: 55

**Refresh** **< Prev** **Next >**

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If an item hits multiple G/L accounts then hit the Multiple G/L icon (next to the eyeball) to assign an item to multiple accounts. Hit the Telescope icon next to the G/L account field if you would like to inquire on the G/L account selected.

**Project:** This field is required for certain accounts (will show up yellow if required). If required, projects available for that account number will appear in a drop down menu.

**1099 Type & 1099 Box:** Will only appear if the vendor selected is a 1099 vendor. Do not change the defaults in these fields.

**Completes PO Item:** Check this box only for PO items, see above under “PO Items”

**Apply Freight:** Check if you are entering freight into the freight field on the invoice

**Apply Discounts:** Check if you are using invoice terms and want the system to automatically apply the discount to the invoice.

**Apply Taxes:** This box should be left unchecked.

# City of Salem, VA

## New World Systems

### Invoice Entry Processing

**Create New Asset:** Do NOT select this box if entering an item not associated with a purchase order, unless you are purchasing land for less than \$250.

**Save:** Saves current invoice and remains on screen

**Save/New Item:** Keeps header information, and clears item section so you can enter a new item to the invoice

**Save/New Invoice:** Saves invoice and launches you into a blank invoice screen

**Shipper:** You will not use this button

NOTE: If the amount of your invoice causes one of your account classifications to go over budget, a pop-up box will appear when you click save that shows the amount you are over-budget and the invoice will not validate. You will need to complete a budget amendment request before you can process the invoice. See instructions for “Processing Budget Amendment Requests”.




**Quick Invoice:** Designed for speedy entry, can only create one item. You can also pull in a PO that has one item, all PO's with more than one item will not be available to select. There are no fields for freight or discounts, so if you have these amounts, you can lump them into the item total or create and reopen the invoice. When you reopen an invoice it always opens it in the full invoice screen.

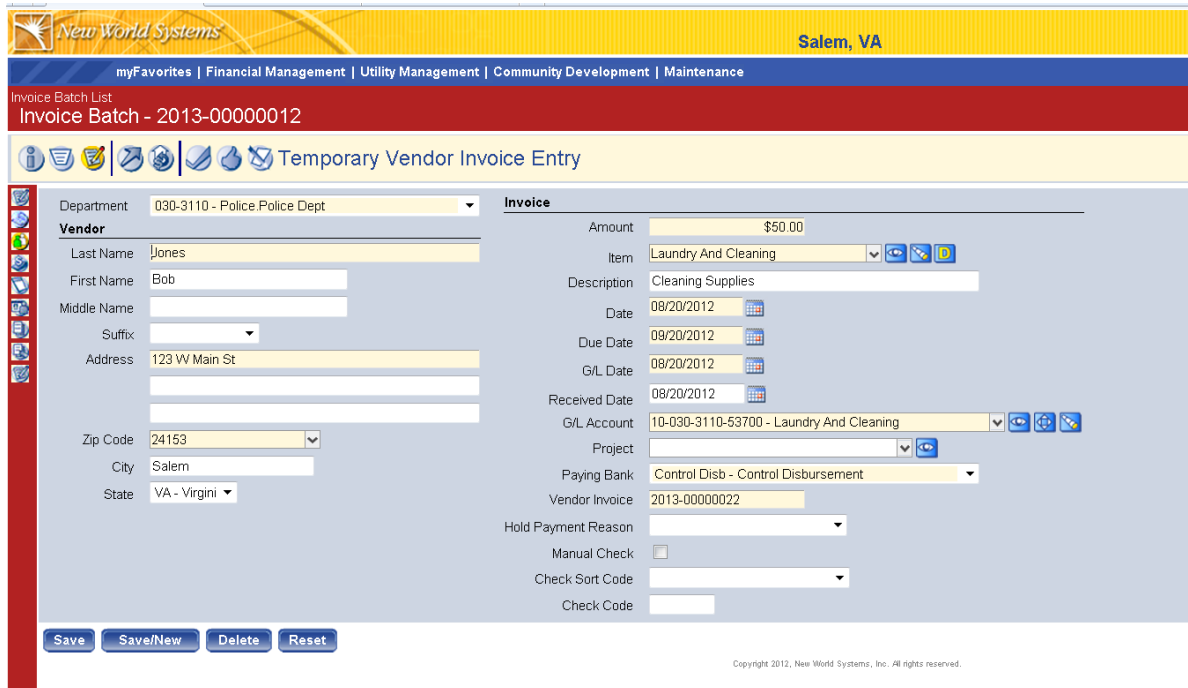
# City of Salem, VA

## New World Systems

### Invoice Entry Processing

 **Temporary:** Designed for a one time payee. This allows you to process an invoice without submitting a vendor change request to set up the vendor in the vendor file. Vendor name and address will have to be entered.

NOTE: This invoice type will be used for all travel and employee reimbursements because employees are not in the vendor file.



The screenshot displays the 'Temporary Vendor Invoice Entry' form within the New World Systems application for the City of Salem, VA. The interface includes a navigation bar with links to 'myFavorites', 'Financial Management', 'Utility Management', 'Community Development', and 'Maintenance'. The main form is titled 'Invoice Batch - 2013-00000012' and contains two main sections: 'Vendor' and 'Invoice'.

**Vendor Information:**

- Department: 030-3110 - Police/Police Dept
- Last Name: Jones
- First Name: Bob
- Middle Name:
- Suffix:
- Address: 123 W Main St
- Zip Code: 24153
- City: Salem
- State: VA - Virginia

**Invoice Information:**


- Amount: \$50.00
- Item: Laundry And Cleaning
- Description: Cleaning Supplies
- Date: 08/20/2012
- Due Date: 09/20/2012
- G/L Date: 08/20/2012
- Received Date: 08/20/2012
- G/L Account: 10-030-3110-53700 - Laundry And Cleaning
- Project:
- Paying Bank: Control Disb - Control Disbursement
- Vendor Invoice: 2013-00000022
- Hold Payment Reason:
- Manual Check: ☐
- Check Sort Code:
- Check Code:

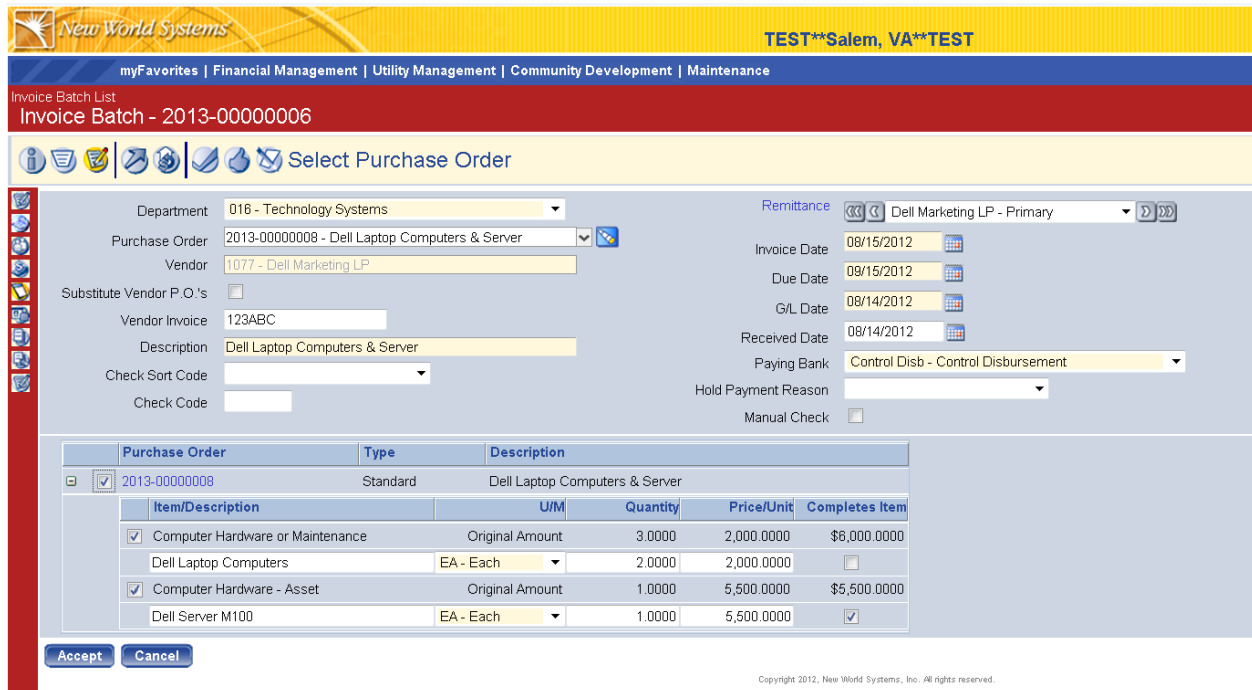
At the bottom of the form, there are buttons for 'Save', 'Save/New', 'Delete', and 'Reset'. A copyright notice at the bottom right reads: 'Copyright 2012, New World Systems, Inc. All rights reserved.'

# City of Salem, VA

## New World Systems

### Invoice Entry Processing

 **Select PO:** Designed to easily pull PO's into an invoice. It allows you to search by PO # or by vendor. If you search by vendor it will show all the open PO's assigned to that vendor in your department. You can then select the PO or PO's you wish to pull into the invoice. Click the "+" sign next to the purchase order number to view the PO items. Select the box next to the items that were received. Update the quantities and prices as applicable. Be sure you select the "Completes Items" Box if the invoice completes the item on the purchase order. This is VERY IMPORTANT because if the box is not checked, the PO remains open.



Purchase Order	Type	Description
2013-00000008	Standard	Dell Laptop Computers & Server

Item/Description	U/M	Quantity	Price/Unit	Completes Item
Computer Hardware or Maintenance		3.0000	2,000.0000	\$6,000.0000
Dell Laptop Computers	EA - Each	2.0000	2,000.0000	
Computer Hardware - Asset		1.0000	5,500.0000	\$5,500.0000
Dell Server M100	EA - Each	1.0000	5,500.0000	

 **Shipper:** DO NOT use this invoice type

#### Documents, Remote Documents, and Notes

Once any type of invoice has been entered and saved, you can add documents, remote documents, and notes. Below the 6 invoice types are buttons for each of these items. A copy of the invoice that was scanned and emailed to the department from accounts payable should always be included as a document. If the invoice was received by the department, it should be scanned and attached as a document.

Notes should be used to create/send notes in regards to the invoice. Notes can be sent to a single user or multiple users in the system. A link will appear on the user's homepage under Notifications showing the note and a link to the invoice that the note was sent from.

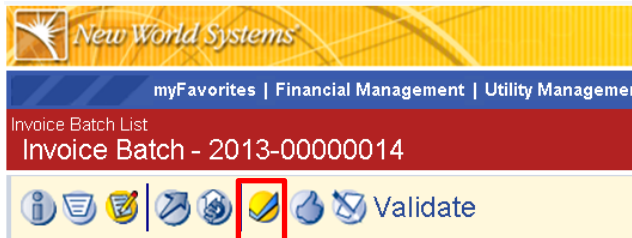
# City of Salem, VA

## New World Systems

### Invoice Entry Processing

#### Invoice Batch: Validate

Validation performs a system check to validate budget availability. Validation also ensures that the invoice is entered appropriately. You cannot approve an invoice until it is successfully validated.



#### Invoice Batch: Approvals

You must place your human approval on the invoice batch. The following levels of approval must be made before the invoice batch before it can be posted:

Level 1: Initiator

Level 2: Department Head

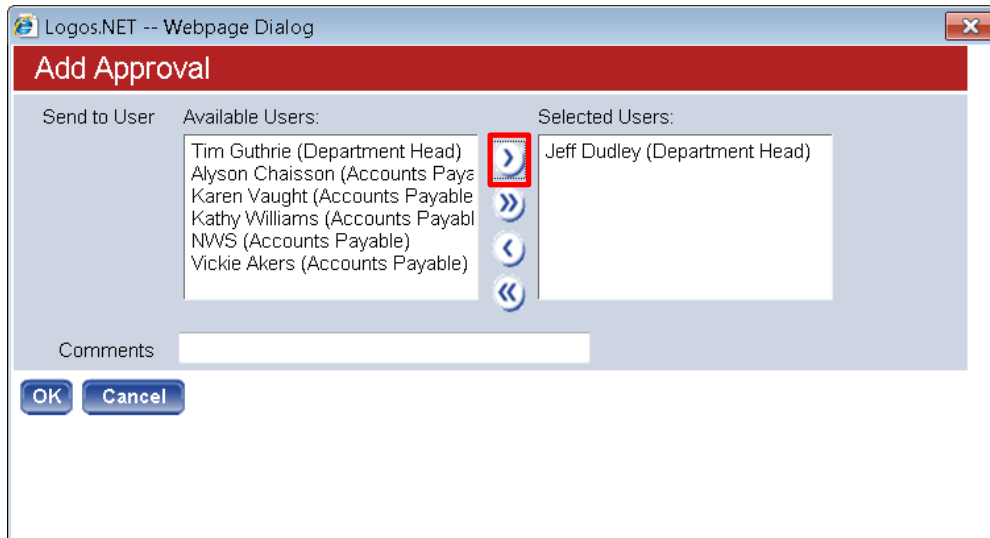
Level 3: Accounts Payable

You can see which levels of approval are required and have been completed by clicking on the Approvals button. A higher level can trump lower levels (i.e. they are not required). For example, a department head can enter an invoice and approve it without the initiator level being needed.



## City of Salem, VA New World Systems Invoice Entry Processing

Click the “Approve” button to submit your approval on the invoice batch. The initiator, or user entering the invoice batch, must “approve” the invoice batch before it is sent to Level 2. After approval, the initiator will select someone at the next level who will be notified that the invoice batch is available for their approval. The available approvers will appear in a pop-up box in the order of their level.



The initiator should select a user with “Department Head” next to their name. Then use the single arrow to move the selected user to the right and press “Ok”. A task will show up on the Department Head’s homepage under myTasks notifying the Department Head that an invoice is available for approval.

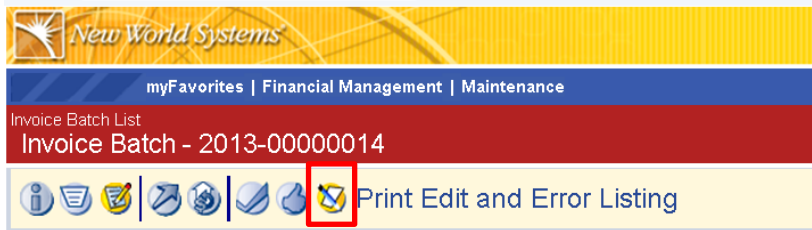
After the Department Head approves the invoice batch, the same box will appear to select an approver at the next level. The Department Head should select the appropriate “Accounts Payable” approver for the invoice.


Once the invoice batch has gone through all the required approvals it will show up as “Approved” on the Invoice Batch List and will be available to post.

**City of Salem, VA**  
**New World Systems**  
**Invoice Entry Processing**

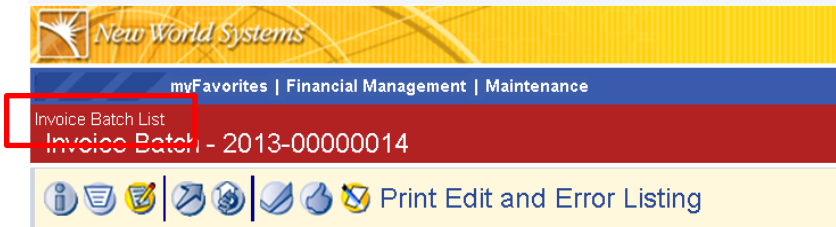
### Invoice Batch: Print Edit and Error Listing

This step is optional; you can create an invoice batch edit listing that shows all of the invoice batch information



NOTE: You can ignore the two icons in the middle of the screen (  ), unless you have set up an invoice template under Financial Management → Accounts Payable → Template Invoice Batches. In this case, you would click the first button to select your template. The HR Disbursements icon will never be used since the City uses Kronos for payroll and human resources.

You can breadcrumb back to the invoice batch list by clicking on the breadcrumb in the upper left of the screen.

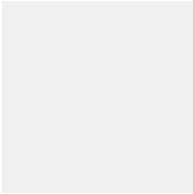


## Accounts Payable Workflow Processing

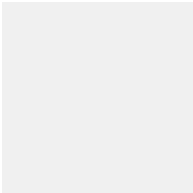


From the Invoice Batch List screen there are several buttons at the top that work you through the processing of an invoice batch; however, you can complete most of your processing within the invoice batch. You may not see all of these buttons but will see the ones necessary for your role in the invoice batch process.

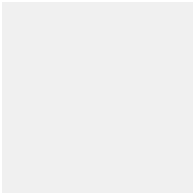
**City of Salem, VA**  
**New World Systems**  
**Invoice Entry Processing**



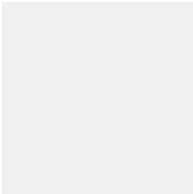
**Validation** – This is the same step that is performed on the individual invoice batch screen as noted above. It can also be performed here for multiple invoice batches by selecting the invoice batches you wish to validate and clicking the submit button



**Print Edit and Error Listing** – This is the same optional step that is included on the individual invoice batch screen as noted above. It can also be performed here for multiple invoice batches by selecting the invoice batches you will to print the edit and error listing for. You can select “Show Preferences” in the upper right corner to add more detail to your invoice batch edit listing.



**Approval** – This is the same step that is performed on the individual invoice batch screen as noted above. You should almost always approve the invoice batches within the individual invoice batches as described above so that you can select someone at the next level to be notified to approve the invoice; otherwise, all users at the next level will receive notification.




**Post** – After invoice batches have been fully approved, Finance will need to post the invoice batches.

Invoice Batches will only be available to post after they have been fully approved. Posting will only be done by Finance after final approval by the department.

Once posting has occurred, the invoice batches that were posted will no longer be show up in the Invoice Batch list. They will now be available for payment in the Payment Processing Module.










# City of Salem, VA New World Systems Invoice Entry Processing

 *New World Systems*

Salem, VA

myFavorites | Financial Management | Utility Management | Community Development | Maintenance

Invoice Batch Post

       Post

<input checked="" type="checkbox"/>	Department	Batch Number	Batch Date	Invoice Count	Gross Invoice
<input checked="" type="checkbox"/>	030-3110 - Police Police Dept	2013-00000014	08/21/2012	1	\$8,000.00

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