

# **Present and Pay**

## **User Manual – Payer Analyst**



# Table of Contents

<b>1.0</b>	<b>Glossary of Terms .....</b>	<b>1</b>
<b>2.0</b>	<b>How to Use this Manual .....</b>	<b>3</b>
<b>3.0</b>	<b>Common User Features and Functions.....</b>	<b>3</b>
3.1	<i>Present and Pay User Interface .....</i>	4
3.2	<i>Search List.....</i>	4
3.3	<i>Sort List.....</i>	7
3.4	<i>Change Number of Items Displayed.....</i>	7
<b>4.0</b>	<b>Log in to Present and Pay.....</b>	<b>9</b>
4.1	<i>Create New Password (Forgotten Password).....</i>	10
<b>5.0</b>	<b>Manage Users .....</b>	<b>14</b>
5.1	<i>Register User .....</i>	14
5.2	<i>View User Profile .....</i>	18
<b>6.0</b>	<b>Manage Invoices &amp; Non-Invoice Payments .....</b>	<b>20</b>
6.1	<i>View Detail .....</i>	20
6.2	<i>Approve.....</i>	22
6.3	<i>Download to XLS File.....</i>	26
6.4	<i>Add Attachment.....</i>	28
6.5	<i>View Attachment(s) .....</i>	31
6.6	<i>Delete Attachment(s).....</i>	32
6.7	<i>Export to PDF.....</i>	34
<b>7.0</b>	<b>Manage Pre Invoices .....</b>	<b>37</b>
7.1	<i>View Pre Invoice Detail.....</i>	37
7.2	<i>Download Pre Invoice(s).....</i>	38
7.3	<i>Add Attachment to Pre Invoice.....</i>	40
7.4	<i>View Pre Invoice Attachment(s).....</i>	43
7.5	<i>Delete Pre Invoice Attachment(s).....</i>	45
7.6	<i>Export Pre Invoice to PDF.....</i>	47
<b>8.0</b>	<b>Manage Payments .....</b>	<b>50</b>
8.1	<i>Create New Non-Invoice Deduction .....</i>	50
8.2	<i>View Payment History &amp; Details .....</i>	54

<b>9.0</b>	<b>Manage Payment History Report .....</b>	<b>56</b>
9.1	<i>View Report.....</i>	<i>56</i>
9.2	<i>Search Report.....</i>	<i>57</i>
9.3	<i>Export Report.....</i>	<i>59</i>
<b>10.0</b>	<b>Manage Disputes .....</b>	<b>62</b>
10.1	<i>Add Dispute to Invoice.....</i>	<i>62</i>
10.2	<i>Add Dispute to Invoice Line Item .....</i>	<i>65</i>
10.3	<i>View Dispute History &amp; Details.....</i>	<i>69</i>
10.4	<i>Edit Dispute .....</i>	<i>70</i>
10.5	<i>View Dispute Audits .....</i>	<i>73</i>

## 1.0 Glossary of Terms

Term	Definition
Attachment	A file that is associated with any type of invoice. Only .jpeg, .jpg, .png, .pdf, .msg file formats are accepted.
Dispute	A disagreement with an invoice or non-invoice payment that results in an under payment or an over payment. A dispute is associated with a specific invoice and be created during the payment process.
Entitlement	Allows access to specific features in the system. Also describes the invoices and payments of a particular customer or Access to the invoices and payments of a particular customer or groups of customers.
Non-Invoice payment	A payment made to a customer that does not have a formal invoice associated with it.
Non-Invoice Deduction	An existing deduction to an invoice. Non-invoice deductions are associated with a particular customer and are created in advance before being applied during the payment process.
Pre Invoice	An invoice that has not been formally submitted for approval and payment. Once created by the biller, the pre invoice expires in after 10 business days and is not accessible past the expiration date.

### Invoice and Non-Invoice Payment Statuses:

Status	Description
Unapproved	Assigned as soon invoice or non-invoice payment is loaded.
Approved	<p>The payer analyst or administrator reviews the invoice and approves it if it is valid. Once approved, a payment can be initiated.</p> <p>There are also invoices that are automatically approved.</p> <p>When a payment is returned, the invoice or non-invoice payment is given this status for review and repayment.</p>
Initiated	Assigned by system as soon as payment is scheduled. The payment can be cancelled up to 3:00PM on the day it is scheduled to be paid.
Partially Paid	Assigned by system when the partial amount is paid and past the cutoff time on the scheduled date.
Paid	Assigned by system when the payment is past the cutoff time on the scheduled date.

Status	Description
Paid by other	Assigned manually by biller admin
Pending	Assigned manually by biller admin

**Payment Statuses:**

Payment Status	Description	Corresponding Invoice Status
Initiated	When the invoice is scheduled for payment.	Initiated
Paid	Status Is changed after the cutoff time on the scheduled date	Paid / Partially Paid
Returned	When there is a ACH return for the transaction	Approved
Cancel	When the transaction is cancelled by the user.	Approved/Pending

## 2.0 How to Use this Manual

Instructions are presented in the “Action, Result” format. To complete a particular function, follow the instruction in the particular step of the “Action”. The expected result will be described and displayed in the “Result” column.

STEP	ACTION	RESULT
#	<p>Instruction to be completed by the end user.</p> <p>❖ <b>Note:</b> Any information important to a particular step is presented in this format.</p> <p>⚠ <b>WARNING!</b> If an action might cause data loss or cannot be undone, the information is presented in this format.</p>	<p>The result of the step is displayed here.</p>

❖ **Note:** It is assumed that the user is logged into Present and Pay before completing any function, not including the logging in.

## 3.0 Common User Features and Functions

Present and Pay has a consistent user interface starting with the home page (once the user has logged in). There are also common user functions when a list of items (Invoices, Disputes, Users, etc.) are displayed on a page:

- Search List
- Sort List
- Change Number of Items Displayed

## 3.1 Present and Pay User Interface

Present and Pay has a generally consistent user interface starting with the home page once the user has logged in.

The screenshot shows the 'Invoices' page in a web browser. Red boxes and arrows highlight various UI elements:

- Functions that impact list items:** A sidebar on the left containing icons for 'Non Invoice Deduction', 'Non Invoice Payment', 'Approve', 'Dispute', 'Pay Invoice', 'Attachments', 'Download', and 'Export To PDF'.
- Access to other user functions:** A navigation bar at the top with links for 'Home', 'Administration', and 'History'.
- Column Titles (Sortable):** A header row for the invoice table with columns: 'Flags', 'Document Number', 'Invoice Date', 'Invoice Due Date', 'Payment Date', 'PO Number', 'Invoice Type', 'Currency', 'Invoice Status', and 'Invoice Amount'.
- Search Fields:** A search bar at the top right with a dropdown menu showing 'Payee Admin'.
- List navigation and list display controls:** A pagination bar at the bottom showing 'Page 1 of 46 (455 items)', a list of page numbers (1, 2, 3, 4, 5, 6, 7, ..., 44, 45, 46), and a 'Page size: 10' dropdown.


Flags	Document Number	Invoice Date	Invoice Due Date	Payment Date	PO Number	Invoice Type	Currency	Invoice Status	Invoice Amount
<input type="checkbox"/>	NP500020476	3/8/2014	3/31/2014	3/8/2014		Non Invoice Pmt	USD	Paid	123.45
<input type="checkbox"/>	NP500017477	3/7/2014	3/7/2014	3/8/2014		Non Invoice Pmt	USD	Paid	200.00
<input type="checkbox"/>	NP500018476	3/7/2014	3/7/2014			Non Invoice Pmt	USD	Approved	100.00
<input type="checkbox"/>	NP500017475	3/6/2014	3/6/2014			Non Invoice Pmt	USD	Approved	60,000.00
<input type="checkbox"/>	NP500017476	3/6/2014	3/6/2014			Non Invoice Pmt	USD	Approved	2,000.00
<input type="checkbox"/>	NP500017373	3/6/2014	3/7/2014	3/7/2014		Non Invoice Pmt	USD	Paid	1,313.00
<input type="checkbox"/>	1096096687	3/4/2014	4/3/2014	3/6/2014	P1072357	Invoice	USD	Initiated	35,256.66
<input type="checkbox"/>	AutoPayTest3	3/3/2014	3/3/2014	3/3/2014	85214	Invoice	USD	Paid	76,006.72
<input type="checkbox"/>	AutoPayTest2	3/3/2014	3/3/2014	3/3/2014	85214	Invoice	USD	Paid	76,006.72
<input type="checkbox"/>	AutoAuto	3/3/2014	3/3/2014	3/3/2014	85214	Invoice	USD	Paid	76,006.72

## 3.2 Search List

Often, Present and Pay contains large number of items in a list. To find a particular item, the user can use the search function. A search is possible on most every column, based on what is being displayed in the list – invoices, payments, users, etc.

❖ **Note:** Not all lists have the same column titles and won't have the same search options.

There are several ways to complete a search:

- Enter a specific number or enter a partial number in the field directly under the column name. There are several search options when entering a specific number or word. Click the option icon -  - to display and change the search option.

- ✓ Begins with
- Contains
- Doesn't contain
- Ends with
- Equals
- Doesn't equal

- Enter a specific date or date range. Click on the link directly below column title

▼

☒ Last 180 Days  
☐ Last 120 Days  
☐ Last 90 Days  
☐ Last 60 Days  
☐ Last 30 Days  
☐ Next 30 Days  
☐ Next 60 Days  
☐ Custom Range:

09/11/2013 ▼

03/10/2014 ▼

[Apply](#)
[Remove](#)
[Cancel](#)

For a custom range, a calendar is available. Click the open calendar icon - ▼ - to display the calendar.

⏪
⏩
September, 2013
⏴
⏵

	SUN	MON	TUE	WED	THU	FRI	SAT
36	1	2	3	4	5	6	7
37	8	9	10	11	12	13	14
38	15	16	17	18	19	20	21
39	22	23	24	25	26	27	28
40	29	30	1	2	3	4	5
41	6	7	8	9	10	11	12


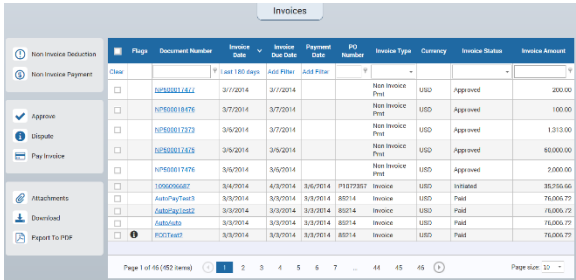

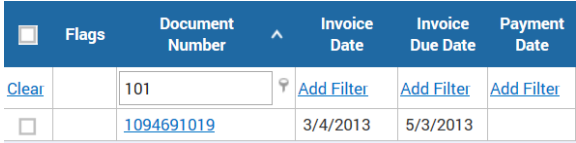


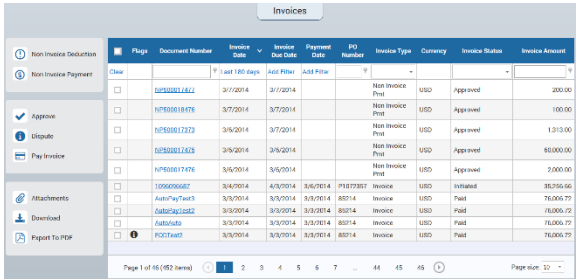
Today

Clear

- Search an item's status. Most items have some sort of status assigned. As well, an item might be classified as a type. Click the open menu icon - ▼ - to display and select the status or type of the item.


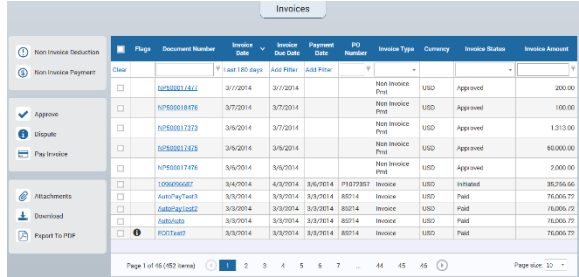


ALL  
Invoice  
Non Invoice Pmt  
Pre Invoice

❖ **Note:** A combination of these of searches can be used.

STEP	ACTION	RESULT
1.	Open a list page or navigate to the Home page to display invoices. 	A list page is displayed. 
2.	Determine the best filter to apply to the search. The more precise the filter (or combination of filters) the fewer items displayed after the search is completed.	The search approach has been decided.
3.	Enter the appropriate search parameters press the Enter key. ❖ <b>Note:</b> For a date, click the apply link to perform the search. 	The search is completed and results are displayed.  ❖ <b>Note:</b> If the search yields no results, a message is displayed. 
4.	Click the Clear link. 	The original list prior to the search is displayed. 


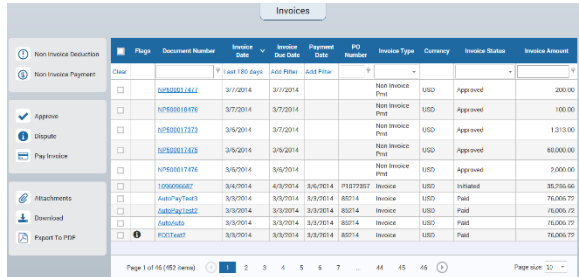
### 3.3 Sort List

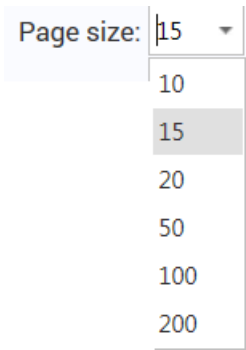

The order of the displayed items can be sorted in ascending or descending order.

STEP	ACTION	RESULT
1.	Open a list page or navigate to the Home page to display invoices. 	A list page is displayed. 
2.	Click the column title to sort in ascending (numeric, date, or alphanumeric) order.	The list is re-sorted and the sort indicator is displayed next to the column title. 
3.	Click the column title again to sort descending order.	The list is re-sorted and the sort indicator is displayed next to the column title. 

### 3.4 Change Number of Items Displayed

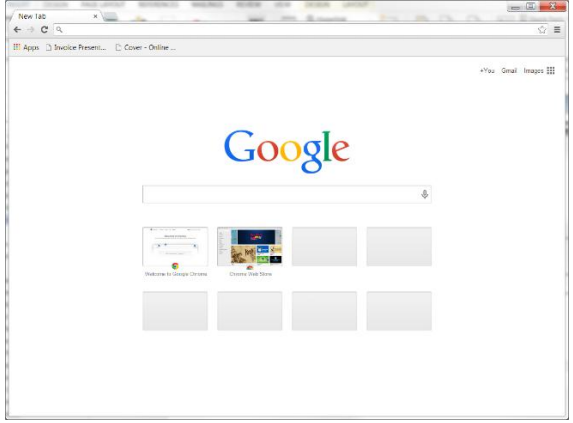
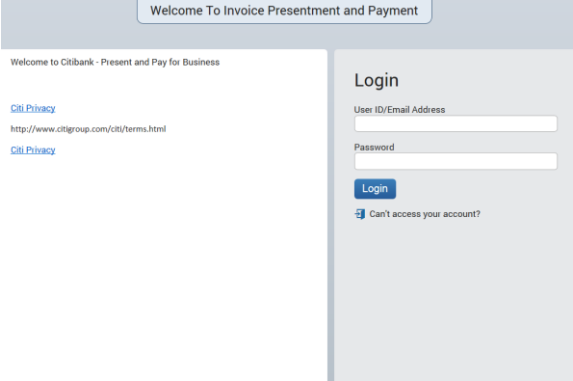
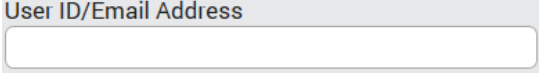
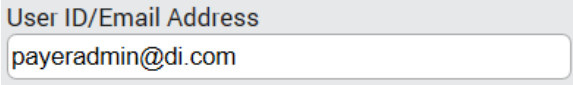
The number of items displayed can be changed. The default number is 15.

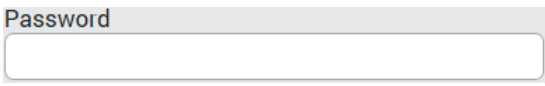
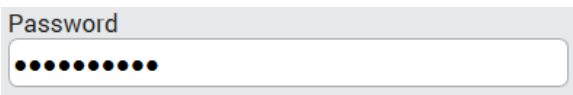

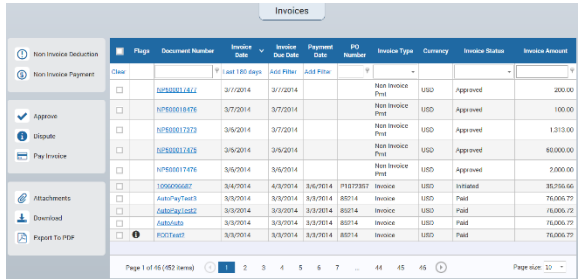
STEP	ACTION	RESULT
1.	Open a list page or navigate to the Home page to display invoices. 	A list page is displayed. 

STEP	ACTION	RESULT
2.	Click the open icon ▼ (Lower right-hand side of the page).	<p>The list length menu is displayed.</p> 
3.	Select the number to display in the list.	<p>The number of items in the list is changed to the selected number. The number of pages required for the list changes accordingly.</p>  <p>❖ <b>Note:</b> To display other pages of items, click the page number or the arrow icons.</p>

## 4.0 Log in to Present and Pay

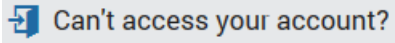
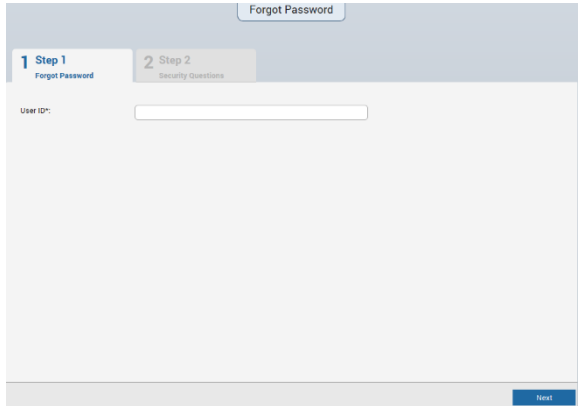


A user must log in to Present and Pay with a valid and active user account. A system administrator validates and approves those accounts and the user then completes the registration process.

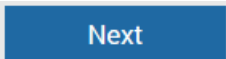
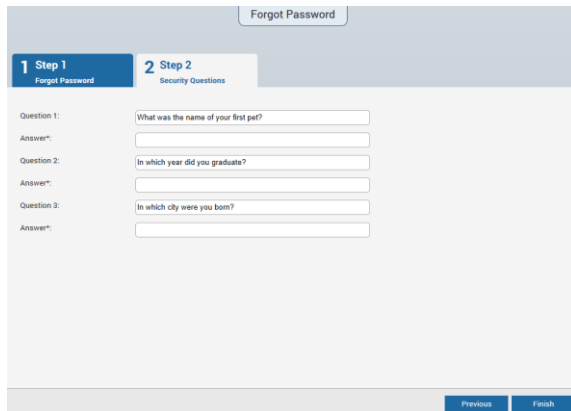
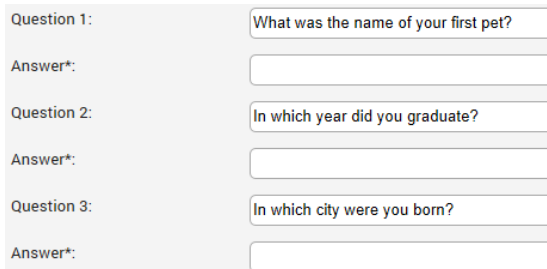
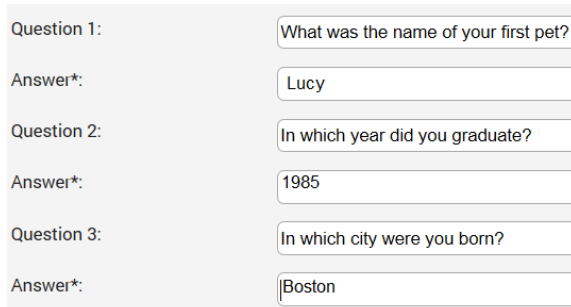

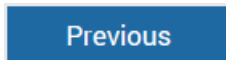
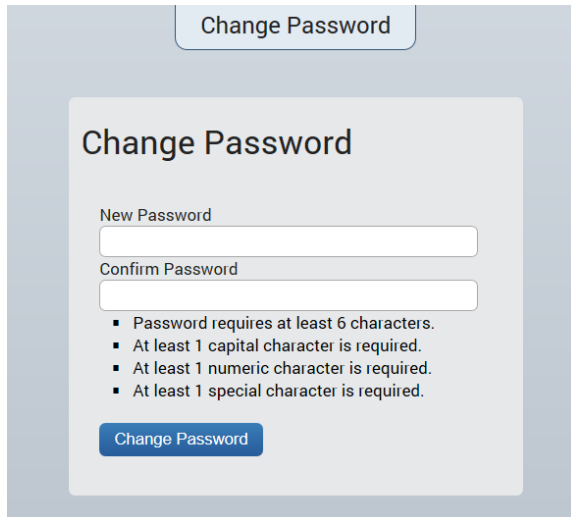
STEP	ACTION	RESULT
1.	<p>Open an Internet browser.</p> <p>❖ <b>Note:</b> The application can be used with the following Internet browsers:</p> <ul style="list-style-type: none"> <li>Microsoft Internet Explorer (Version 9 and above is the preferred browser)</li> <li>Mozilla Firefox (Version 3 and above)</li> <li>Google Chrome (Version 28 and above)</li> <li>Apple Safari</li> </ul>	<p>The home page of the browser is displayed. In this example, the browser is Microsoft Internet Explorer.</p> 
2.	<p>Open the Present and Pay website.</p>	<p>The Present and Pay login page is displayed.</p>  <p>❖ <b>Note:</b> It is strongly recommended to add this address to the favorites list (bookmarking).</p>
3.	<p>Enter the user name (email address) in the User ID/Email Address field.</p> 	<p>The user name is displayed in the field.</p> 

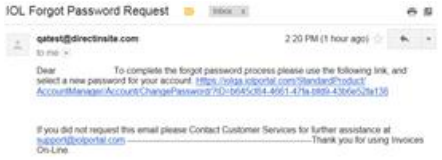
STEP	ACTION	RESULT
4.	Enter the password in the Password field. 	The password is displayed in the field.  <p>❖ <b>Note:</b> The password characters are hidden for security reasons.</p>
5.	Click the Login button.  <p>❖ <b>Note:</b> If the user attempts to log in more than six times with an incorrect password, the system prevents further login attempts and the user is locked. The user can be unlocked by resetting the password.</p>	The user is logged in and the Invoices page is displayed. 

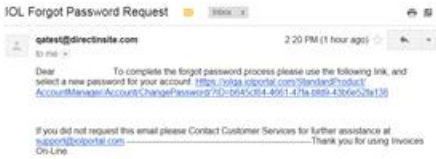
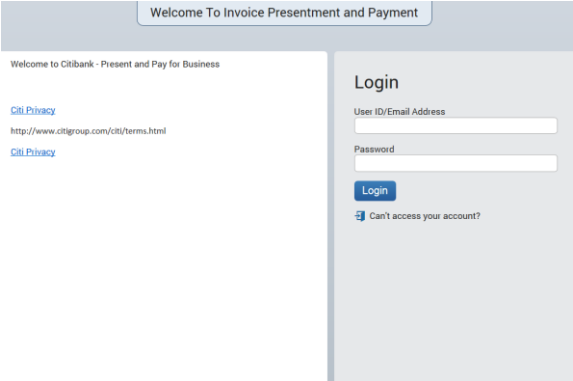
## 4.1 Create New Password (Forgotten Password)

If a password is forgotten, the user can create a new password.

STEP	ACTION	RESULT
1.	Click the “Can’t access your account?” Link or icon. 	The Forgot Password, Step 1 page is displayed. 
2.	Enter User ID in the User ID field. 	The user ID is displayed in the field. 

STEP	ACTION	RESULT
3.	<p>Click the Next button.</p> 	<p>The Forgot Password, Step 2 page is displayed.</p> 
4.	<p>Enter the answers to the three security questions in the appropriate fields.</p> 	<p>The answers are displayed in the appropriate fields.</p> 
5.	<p>Click the Finish button.</p>  <p>❖ <b>Note:</b> To display the Forgot Password, Step 1 page, click the Previous button.</p> 	<p>The Change Password page is displayed.</p> 

STEP	ACTION	RESULT
6.	<p>Enter a new password in the New Password field.</p> <p>New Password</p> <p>❖ <b>Note:</b> The password must comply with the following conditions in order for it to be valid:</p> <ul style="list-style-type: none"> <li>It requires at least 6 characters.</li> <li>At least 1 capital (uppercase) character is required.</li> <li>At least 1 numeric character is required.</li> <li>At least 1 special character is required (!@#%\$%^&amp;*).</li> </ul>	<p>The password is displayed in the field.</p> <p>New Password</p> <p>❖ <b>Note:</b> The characters are hidden for security reasons.</p>
7.	<p>Enter the password again in the Confirm Password field.</p> <p>Confirm Password</p>	<p>The password is displayed in the field.</p> <p>Confirm Password</p> <p>❖ <b>Note:</b> The characters are hidden for security reasons.</p>
8.	<p>Click the Change Password button.</p> <p>Change Password</p>	<p>The password is changed, a confirmation message is sent to the user with a link to log in to Present and Pay.</p> <p>Forgot Password</p> <p>A confirmation e-mail has been sent to the e-mail address submitted. Please follow the link in the email to change your password. If you do not receive the email, please contact support@iolportal.com</p>
9.	<p>Open confirmation email that indicates the password has been successfully changed.</p>	<p>The email is displayed.</p> 

STEP	ACTION	RESULT
10.	<p>Click the link in the message. Change name</p> 	<p>The Login Page is displayed.</p> 

## 5.0 Manage Users

The payer analyst role is able to perform the following user management functions:

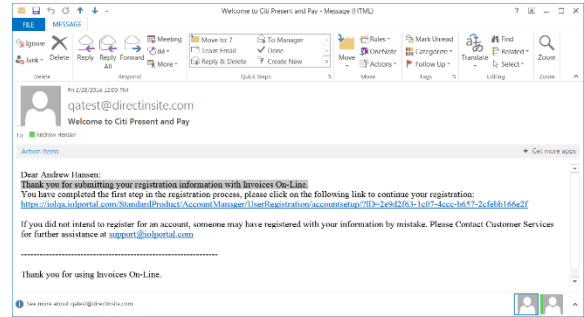
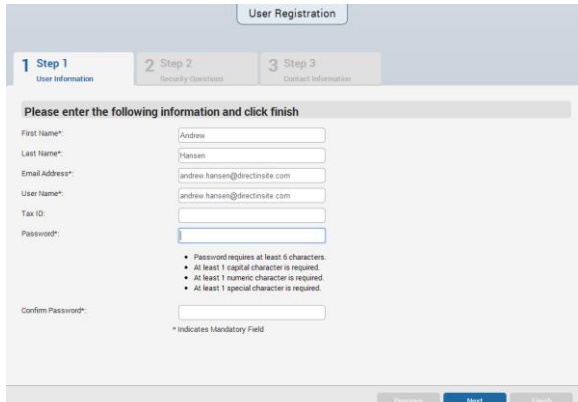
- Register as New User
- View User Profile

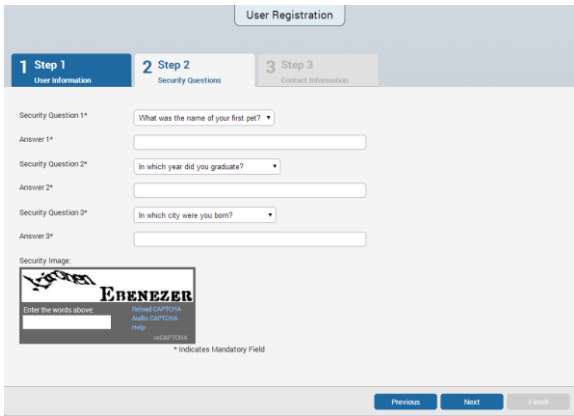
These functions are available through the user list page.


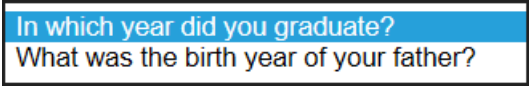
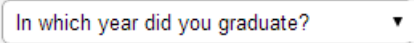
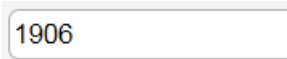

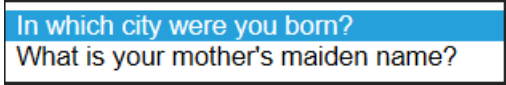
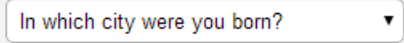
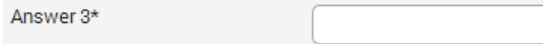

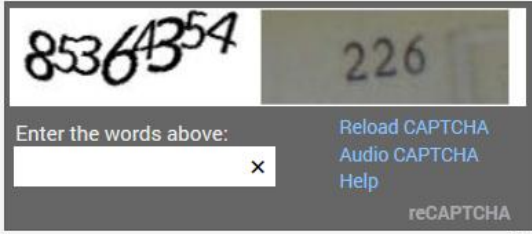

### 5.1 Register User


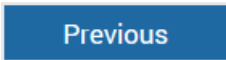
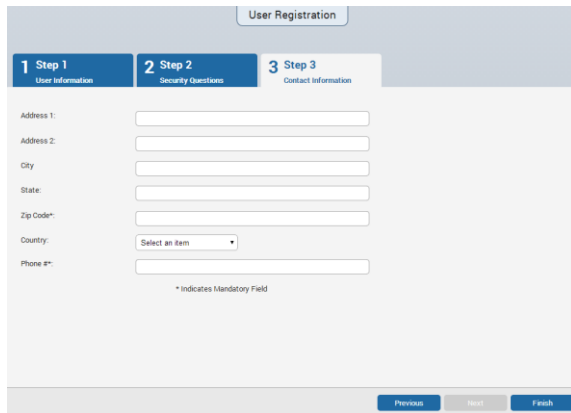
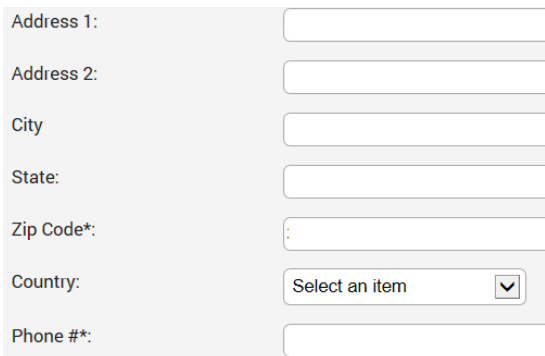
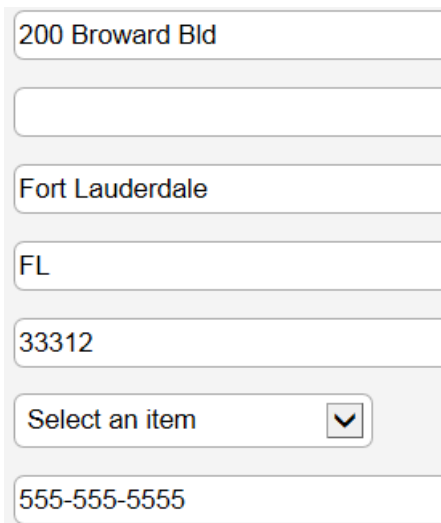
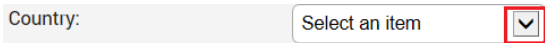
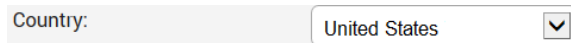
The new user must complete registration process.



1. The administrator starts the process by entering information about the user.
2. When the administrator completes that process, the system notifies the new user via an email message. That email contains a link to a website where the user registers by entering more information (steps detailed below).
3. When the user completes his or her own registration process, the administrator reviews the information and either approves or rejects the new user. The system notifies the user that he or she has been approved or rejected.

STEP	ACTION	RESULT
1.	Open confirmation email that indicates the administrator has created a new user account.	<p>The message is displayed.</p> 
2.	Click on the link provided in the email. If the link doesn't open automatically, copy it the browser's address field.	<p>The User Registration, Step 1 page is displayed.</p> 

STEP	ACTION	RESULT
3.	<p>If necessary, enter a Tax ID number in the Tax ID field</p> <p>Tax ID: <input type="text"/></p>	<p>The information is displayed in the field.</p> <p><input type="text" value="123456789"/></p>
4.	<p>Enter a password in the Password field.</p> <p>Password*: <input type="password"/></p> <p>❖ <b>Note:</b> The password must comply with the following conditions in order for it be valid:</p> <ul style="list-style-type: none"> <li>It requires at least 6 characters.</li> <li>At least 1 capital (uppercase) character is required.</li> <li>At least 1 numeric character is required.</li> <li>At least 1 special character is required (!@#\$%^&amp;*).</li> </ul>	<p>The information is displayed in the field.</p> <p><input type="password" value="••••••••"/></p> <p>❖ <b>Note:</b> The characters are hidden for security reasons.</p>
5.	<p>Click the Next button.</p> <p><input type="button" value="Next"/></p> <p>❖ <b>Note:</b> To display the User Registration, Step 1 page, click the Previous button.</p> <p><input type="button" value="Previous"/></p>	<p>The User Registration, Step 2 page is displayed.</p> 
6.	<p>Click the open icon in the Security Question 1 field:</p> <p>Security Question 1* <input type="text" value="What was the name of your first pet? ▼"/></p>	<p>The Security Question 1 menu is displayed.</p> <p><input type="text" value="What was the color of your first car? What was the name of your first pet?"/></p>
7.	<p>Select an alternate question or keep the existing question.</p>	<p>The question is displayed in the field.</p> <p><input type="text" value="What was the name of your first pet? ▼"/></p>
8.	<p>Enter the answer to the question in the Answer 1 field.</p> <p>Answer 1* <input type="text"/></p>	<p>The information is displayed in the field.</p> <p><input type="text" value="Fido"/></p>

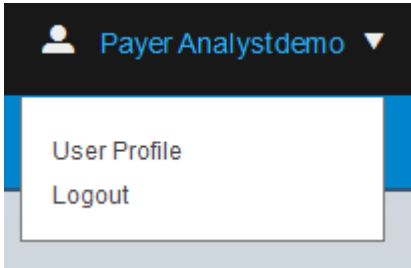
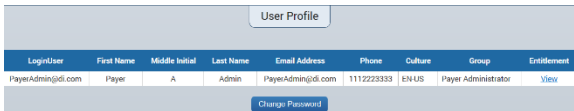
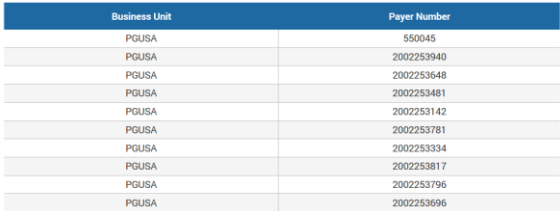
STEP	ACTION	RESULT
9.	Click the open icon in the Security Question 2 field: 	The Security Question 2 menu is displayed. 
10.	Select an alternate question or keep the existing question.	The question is displayed in the field. 
11.	Enter the answer to the question in the Answer 2 field.	The information is displayed in the field. 
12.	Click the open icon in the Security Question 3 field: 	The Security Question 3 menu is displayed. 
13.	Select an alternate question or keep the existing question.	The question is displayed in the field. 
14.	Enter the answer to the question in the Answer 3 field. 	The information is displayed in the field. 
15.	In available field in the Security Image, enter the characters displayed.  <b>❖ Note:</b> A space is required between the two sets of characters. If the characters are not legible enough, click the Reload CAPTCHA link. A different set of characters is displayed.	The information is displayed in the field. 


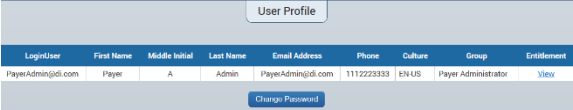
STEP	ACTION	RESULT
16.	<p>Click the Next button.</p>  <p>❖ <b>Note:</b> To display the User Registration, Step 2 page, click the Previous button.</p> 	<p>The User Registration, Step 3 page is displayed.</p> 
17.	<p>Enter the new user contact information in the empty fields.</p>  <p>❖ <b>Note:</b> The asterisk next to the field name indicates that the field is mandatory.</p>	<p>The information is displayed in the appropriate fields.</p> 
18.	<p>Click the open icon in the Country field.</p> 	<p>The country menu is displayed.</p>
19.	<p>Select the appropriate country.</p>	<p>The selected country is display.</p> 

STEP	ACTION	RESULT
20.	<p>Click the Finish button.</p> 	<p>The registration process is finalized and the confirmation page is displayed.</p>  <p>❖ <b>Note:</b> The administrator must approve the user before Present and Pay can be accessed. The user is notified via an email message that the user account has been approved (or rejected).</p>

## 5.2 View User Profile

The profile of the currently logged in user can be viewed.

STEP	ACTION	RESULT																						
1.	Click the Payer Analyst link (upper right-hand side of the page).	The Payer Admin menu is displayed. 																						
2.	Click the User Profile link.  <a href="#">User Profile</a>	The profile of the current user is displayed. 																						
3.	Click the View link in the Entitlement column.  <a href="#">View</a>	The User Entitlements Window is displayed. <a href="#">User Entitlements</a>  <table><thead><tr><th>Business Unit</th><th>Payer Number</th></tr></thead><tbody><tr><td>PGUSA</td><td>550045</td></tr><tr><td>PGUSA</td><td>2002253940</td></tr><tr><td>PGUSA</td><td>2002253648</td></tr><tr><td>PGUSA</td><td>2002253481</td></tr><tr><td>PGUSA</td><td>2002253142</td></tr><tr><td>PGUSA</td><td>2002253781</td></tr><tr><td>PGUSA</td><td>2002253334</td></tr><tr><td>PGUSA</td><td>2002253817</td></tr><tr><td>PGUSA</td><td>2002253796</td></tr><tr><td>PGUSA</td><td>2002253696</td></tr></tbody></table> <p>Page 1 of 3 (22 items) 1 2 3</p>	Business Unit	Payer Number	PGUSA	550045	PGUSA	2002253940	PGUSA	2002253648	PGUSA	2002253481	PGUSA	2002253142	PGUSA	2002253781	PGUSA	2002253334	PGUSA	2002253817	PGUSA	2002253796	PGUSA	2002253696
Business Unit	Payer Number																							
PGUSA	550045																							
PGUSA	2002253940																							
PGUSA	2002253648																							
PGUSA	2002253481																							
PGUSA	2002253142																							
PGUSA	2002253781																							
PGUSA	2002253334																							
PGUSA	2002253817																							
PGUSA	2002253796																							
PGUSA	2002253696																							

STEP	ACTION	RESULT
4.	Click the Close icon. 	The User Entitlements window is closed. 

## 6.0 Manage Invoices & Non-Invoice Payments

The payer analyst is responsible for managing invoices and non-invoice payments. This includes the following functions:

- View Detail
- Approve
- Add Non-Invoice Deduction
- Download to .xls
- Add Attachment
- View Attachment(s)
- Export to PDF

These functions are available through the invoice list page (home page).


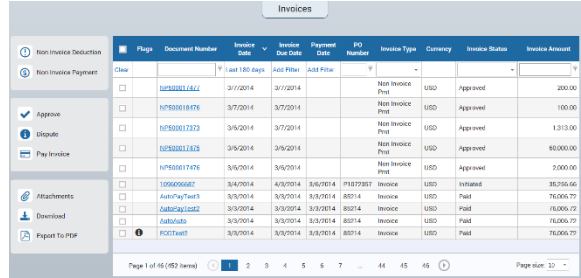
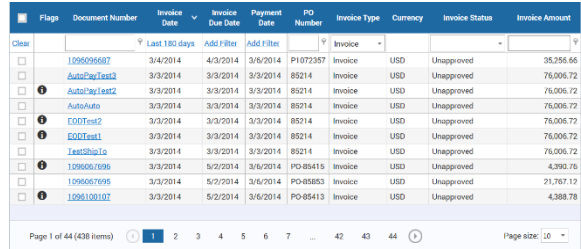
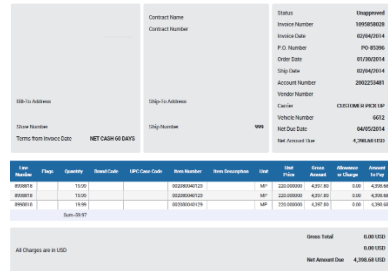
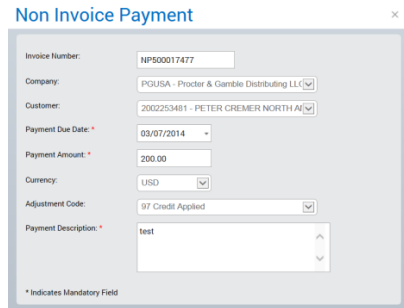
### Invoice and Non-Invoice Payment Statuses:


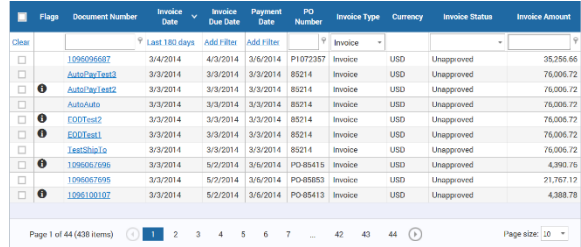
Status	Description
Unapproved	Assigned as soon as invoice or non-invoice payment is loaded.
Approved	<p>The payer analyst or administrator reviews the invoice and approves it if it is valid. Once approved, a payment can be initiated.</p> <p>There are also invoices that are automatically approved.</p> <p>When a payment is returned, the invoice or non-invoice payment is given this status for review and repayment.</p>
Initiated	Assigned by system as soon as payment is scheduled. The payment can be cancelled up to 3:00PM on the day it is scheduled to be paid.
Partially Paid	Assigned by system when the partial amount is paid and past the cutoff time on the scheduled date.
Paid	Assigned by system when the payment is past the cutoff time on the scheduled date.
Paid by other	Assigned manually by biller admin
Pending	Assigned manually by biller admin

## 6.1 View Detail

A detailed view of the invoice or non-invoice payment is available.


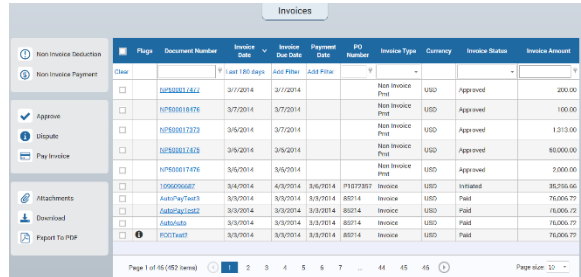
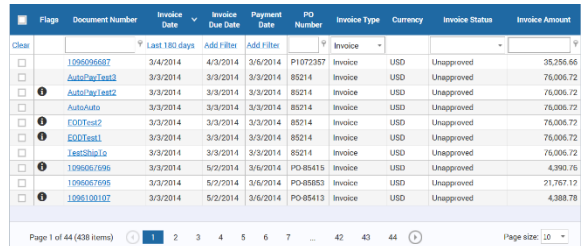
STEP	ACTION	RESULT
------	--------	--------

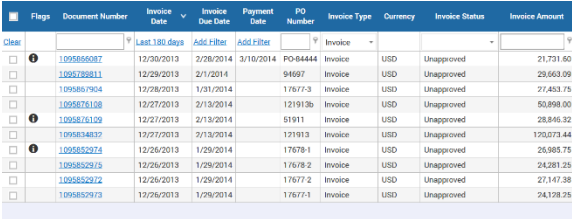
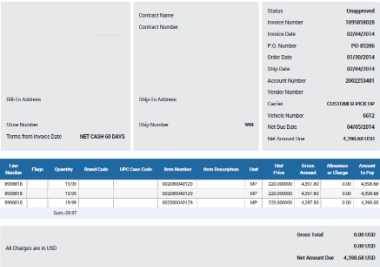
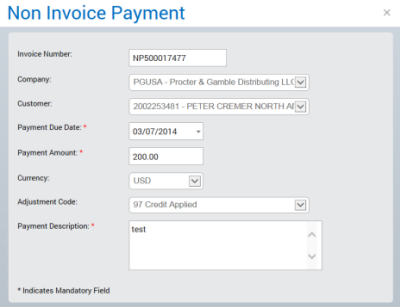

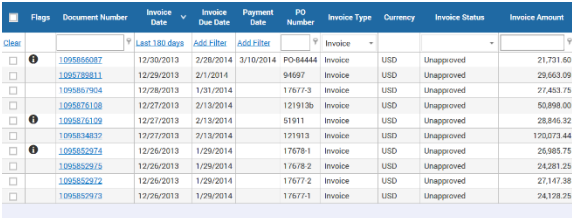
STEP	ACTION	RESULT
1.	<p>If the invoice list is not already displayed, click the Home page icon or link.</p> 	<p>The home page (Invoices page) is displayed with the list of all invoices, regardless of status.</p>  <p>❖ <b>Note:</b> This list includes all items including Non-invoice payments and Pre Invoices.</p>
2.	<p>Search for the invoice or non-invoice payment to be displayed.</p> <p>❖ <b>Note:</b> See the <i>Search List</i> section for search instructions.</p>	<p>The results of the search are displayed.</p> 
3.	<p>Click the invoice (document) number link.</p> <p><a href="#">1096009208</a></p>	<p>The invoice detail is displayed.</p>  <p>Non-Invoice Payment detail.</p> 

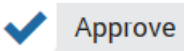
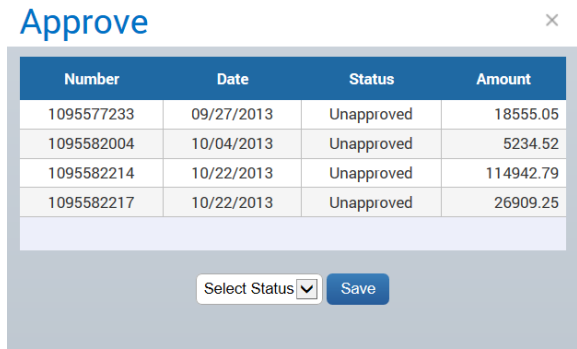


STEP	ACTION	RESULT
4.	<p>Click the Home icon or link.</p> 	<p>The list of invoices or non-invoice payment is displayed.</p> 

## 6.2 Approve

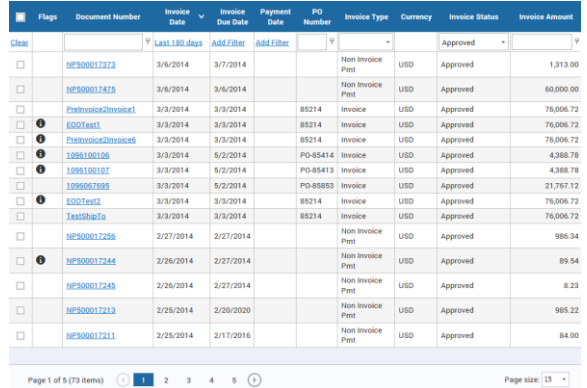
This is the process of reviewing and approving invoices or non-invoice payments.

STEP	ACTION	RESULT
1.	<p>If the invoice list is not already displayed, click the Home page icon or link.</p> 	<p>The home page (Invoices page) is displayed with the list of all invoices, regardless of status.</p>  <p>❖ <b>Note:</b> This list includes all items including Non Invoices payments and Pre Invoices.</p>
2.	<p>Search for invoices or non-invoice payments with a status of Unapproved.</p> <p>❖ <b>Note:</b> See the <i>Search List</i> section for search instructions.</p>	<p>All invoices or non-invoice payments with a status of Unapproved are displayed.</p> 

STEP	ACTION	RESULT
3.	<p>If necessary, search for the list of invoices or non-invoice payments to be approved in this session.</p>	<p>The list of specific invoices or non-invoice payments to be approved is displayed.</p> 
4.	<p>Click the Document Number of the individual invoice or non-invoice payment to be reviewed for approval.</p> <p><a href="#">1095866087</a></p>	<p>The invoice detail is displayed.</p>  <p>Non-Invoice Payment detail.</p> 
5.	<p>Review the invoice or non-invoice payment to determine if it can be approved.</p> <p>❖ <b>Note:</b> A dispute can be added to the invoice if necessary. See the <i>Manage Disputes</i> section for instructions.</p>	<p>The invoice or non-invoice payment is determined to be approvable.</p>
6.	<p>Click the Home icon or link.</p> 	<p>The invoice list is displayed.</p>  <p>❖ <b>Note:</b> The list maintains its search results.</p>


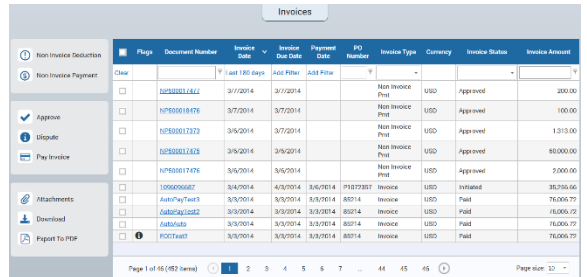
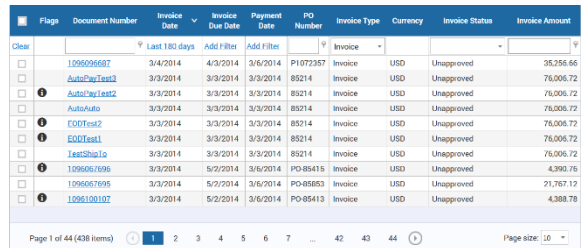
STEP	ACTION	RESULT																																				
7.	<p>If the invoice or non-invoice payment is valid, select it by clicking the checkbox.</p> <table> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095576349</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095577233</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582195</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582214</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582217</a></td></tr> </table>	<input type="checkbox"/>		<a href="#">1095576349</a>	<input type="checkbox"/>		<a href="#">1095577233</a>	<input type="checkbox"/>		<a href="#">1095582004</a>	<input type="checkbox"/>		<a href="#">1095582195</a>	<input type="checkbox"/>		<a href="#">1095582214</a>	<input type="checkbox"/>		<a href="#">1095582217</a>	<p>The invoice or non-invoice payment is selected. A selected invoice is highlighted in yellow and the checkbox contains a check mark.</p> <table> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095576349</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td></td><td><a href="#">1095577233</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582195</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582214</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582217</a></td></tr> </table>	<input type="checkbox"/>		<a href="#">1095576349</a>	<input checked="" type="checkbox"/>		<a href="#">1095577233</a>	<input type="checkbox"/>		<a href="#">1095582004</a>	<input type="checkbox"/>		<a href="#">1095582195</a>	<input type="checkbox"/>		<a href="#">1095582214</a>	<input type="checkbox"/>		<a href="#">1095582217</a>
<input type="checkbox"/>		<a href="#">1095576349</a>																																				
<input type="checkbox"/>		<a href="#">1095577233</a>																																				
<input type="checkbox"/>		<a href="#">1095582004</a>																																				
<input type="checkbox"/>		<a href="#">1095582195</a>																																				
<input type="checkbox"/>		<a href="#">1095582214</a>																																				
<input type="checkbox"/>		<a href="#">1095582217</a>																																				
<input type="checkbox"/>		<a href="#">1095576349</a>																																				
<input checked="" type="checkbox"/>		<a href="#">1095577233</a>																																				
<input type="checkbox"/>		<a href="#">1095582004</a>																																				
<input type="checkbox"/>		<a href="#">1095582195</a>																																				
<input type="checkbox"/>		<a href="#">1095582214</a>																																				
<input type="checkbox"/>		<a href="#">1095582217</a>																																				
8.	<p>Repeat steps 4 through 7 to review additional invoices.</p>	<p>Additional invoices or non-invoice payments are selected for approval.</p> <table> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095576349</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td></td><td><a href="#">1095577233</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582195</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td></td><td><a href="#">1095582214</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td></td><td><a href="#">1095582217</a></td></tr> </table> <p>❖ <b>Note:</b> Up to 10 invoices or non-invoice payments can be selected.</p>	<input type="checkbox"/>		<a href="#">1095576349</a>	<input checked="" type="checkbox"/>		<a href="#">1095577233</a>	<input checked="" type="checkbox"/>		<a href="#">1095582004</a>	<input type="checkbox"/>		<a href="#">1095582195</a>	<input checked="" type="checkbox"/>		<a href="#">1095582214</a>	<input checked="" type="checkbox"/>		<a href="#">1095582217</a>																		
<input type="checkbox"/>		<a href="#">1095576349</a>																																				
<input checked="" type="checkbox"/>		<a href="#">1095577233</a>																																				
<input checked="" type="checkbox"/>		<a href="#">1095582004</a>																																				
<input type="checkbox"/>		<a href="#">1095582195</a>																																				
<input checked="" type="checkbox"/>		<a href="#">1095582214</a>																																				
<input checked="" type="checkbox"/>		<a href="#">1095582217</a>																																				
9.	<p>Click the Approve icon.</p> 	<p>The Approve window is displayed with the selected invoices or non-invoice payments.</p> 																																				
10.	<p>Click the open menu icon in Select Status field.</p> 	<p>The Status menu is displayed.</p> 																																				

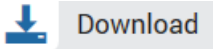
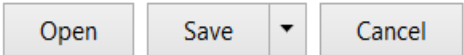
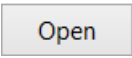
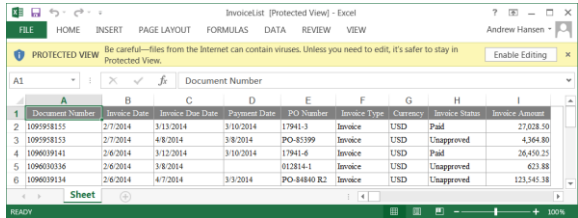
STEP	ACTION	RESULT
11.	Select the Approved status.	The status is displayed in the field. <div>Approved</div>
12.	Click the Save button. <div>Save</div>	The status change confirmation popup is displayed. <div>Message from webpage Are you sure you want to change the status of these invoices? OK Cancel</div>
13.	Click the OK button. <div>OK</div>	The status of the invoice(s) or non-invoice payment(s) is changed to Approved and a confirmation window is displayed. <div>Approve Number Date Status Amount 1095577233 09/27/2013 Approved 18555.05 1095582004 10/04/2013 Approved 5234.52 1095582214 10/22/2013 Approved 114942.79 1095582217 10/22/2013 Approved 26909.25 Document status transitioned successfully.</div>
14	Close the close window icon. <div>×</div>	The Approve window is closed and the approved invoices or non-invoice payments are no longer displayed in the unapproved invoice list. <div><div><div><input type="checkbox"/></div><div></div><div>1095576349</div></div><div><input type="checkbox"/></div><div><div>i</div></div><div>1095582195</div></div> <div><input type="checkbox"/></div> <div></div> <div>1095585633</div> <div><input type="checkbox"/></div> <div></div> <div>1095585634</div> <div><input type="checkbox"/></div> <div></div> <div>1095585635</div> <div><input type="checkbox"/></div> <div></div> <div>1095585636</div>

STEP	ACTION	RESULT
15.	When all the invoices in the session have been approved and the status requires review, search for invoices and non-invoice payments with a status of approved.	<p>The search results are displayed in the invoice list.</p> 

## 6.3 Download to XLS File


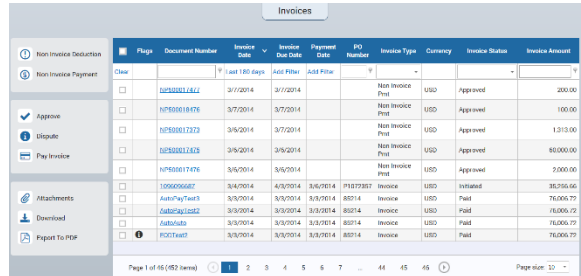
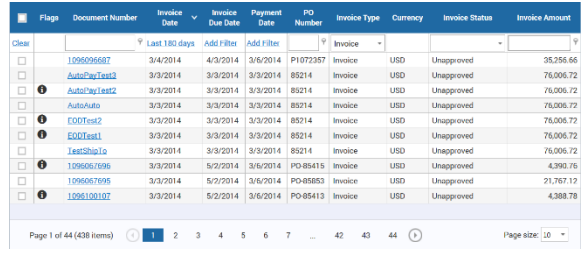


















Invoices or non-invoice payments can be downloaded to an .xls file. To open the downloaded file, a spreadsheet application that can open an .xls is required on the destination workstation.

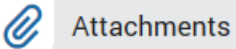
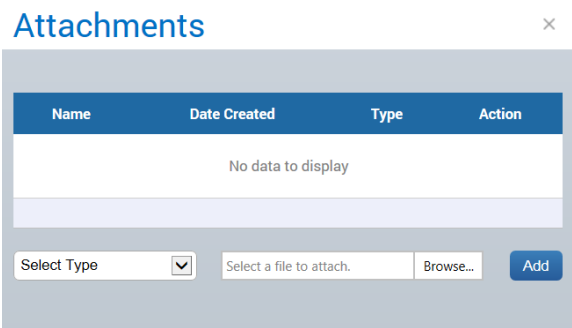

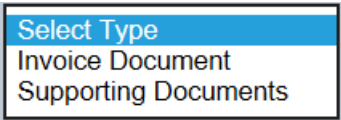


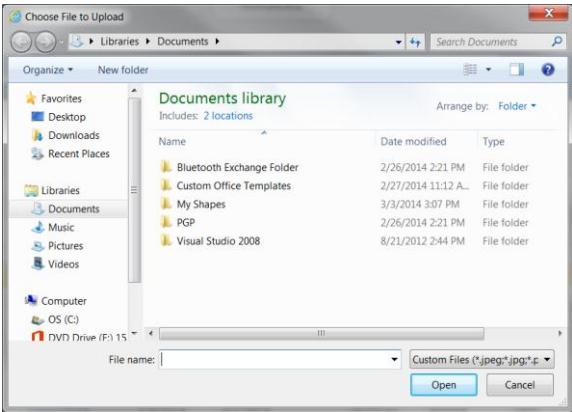
STEP	ACTION	RESULT
1.	<p>If the invoice list is not already displayed, click the Home page icon or link.</p> 	<p>The home page (Invoices page) is displayed with the list of all invoices, regardless of status.</p>  <p><b>Note:</b> This list includes all items including Non Invoices payments and Pre Invoices.</p>
2.	<p>Use the search function to display to invoice(s) or non-invoice payment(s) to be downloaded.</p> <p><b>Note:</b> See the <i>Search List</i> section for search instructions.</p>	<p>The search results are displayed in the invoice list.</p> 

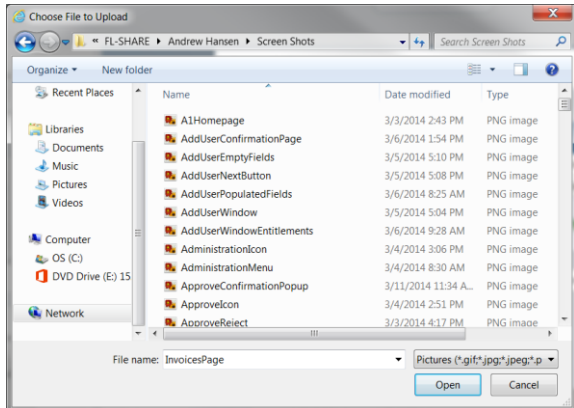
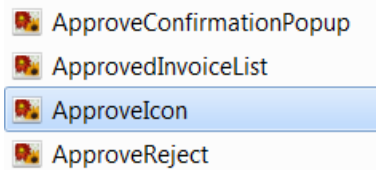
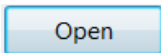







STEP	ACTION	RESULT																																				
3.	<p>If the invoice or non-invoice payments is to be downloaded, select it by clicking the checkbox.</p> <table border="1"> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095576349</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095577233</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td><b>i</b></td><td><a href="#">1095582195</a></td></tr> <tr><td><input type="checkbox"/></td><td><b>i</b></td><td><a href="#">1095582214</a></td></tr> <tr><td><input type="checkbox"/></td><td><b>i</b></td><td><a href="#">1095582217</a></td></tr> </table>	<input type="checkbox"/>		<a href="#">1095576349</a>	<input type="checkbox"/>		<a href="#">1095577233</a>	<input type="checkbox"/>		<a href="#">1095582004</a>	<input type="checkbox"/>	<b>i</b>	<a href="#">1095582195</a>	<input type="checkbox"/>	<b>i</b>	<a href="#">1095582214</a>	<input type="checkbox"/>	<b>i</b>	<a href="#">1095582217</a>	<p>The invoice or non-invoice payment is selected. A selected invoice is highlighted in yellow and the checkbox contains a check mark.</p> <table border="1"> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095576349</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td></td><td><a href="#">1095577233</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td><b>i</b></td><td><a href="#">1095582195</a></td></tr> <tr><td><input type="checkbox"/></td><td><b>i</b></td><td><a href="#">1095582214</a></td></tr> <tr><td><input type="checkbox"/></td><td><b>i</b></td><td><a href="#">1095582217</a></td></tr> </table>	<input type="checkbox"/>		<a href="#">1095576349</a>	<input checked="" type="checkbox"/>		<a href="#">1095577233</a>	<input type="checkbox"/>		<a href="#">1095582004</a>	<input type="checkbox"/>	<b>i</b>	<a href="#">1095582195</a>	<input type="checkbox"/>	<b>i</b>	<a href="#">1095582214</a>	<input type="checkbox"/>	<b>i</b>	<a href="#">1095582217</a>
<input type="checkbox"/>		<a href="#">1095576349</a>																																				
<input type="checkbox"/>		<a href="#">1095577233</a>																																				
<input type="checkbox"/>		<a href="#">1095582004</a>																																				
<input type="checkbox"/>	<b>i</b>	<a href="#">1095582195</a>																																				
<input type="checkbox"/>	<b>i</b>	<a href="#">1095582214</a>																																				
<input type="checkbox"/>	<b>i</b>	<a href="#">1095582217</a>																																				
<input type="checkbox"/>		<a href="#">1095576349</a>																																				
<input checked="" type="checkbox"/>		<a href="#">1095577233</a>																																				
<input type="checkbox"/>		<a href="#">1095582004</a>																																				
<input type="checkbox"/>	<b>i</b>	<a href="#">1095582195</a>																																				
<input type="checkbox"/>	<b>i</b>	<a href="#">1095582214</a>																																				
<input type="checkbox"/>	<b>i</b>	<a href="#">1095582217</a>																																				
4.	<p>Repeat Step 3 to select additional invoices or non-invoice payments.</p>	<p>Additional invoices or non-invoice payments are selected for downloading.</p> <table border="1"> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095576349</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td></td><td><a href="#">1095577233</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td><b>i</b></td><td><a href="#">1095582195</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td><b>i</b></td><td><a href="#">1095582214</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td><b>i</b></td><td><a href="#">1095582217</a></td></tr> </table>	<input type="checkbox"/>		<a href="#">1095576349</a>	<input checked="" type="checkbox"/>		<a href="#">1095577233</a>	<input checked="" type="checkbox"/>		<a href="#">1095582004</a>	<input type="checkbox"/>	<b>i</b>	<a href="#">1095582195</a>	<input checked="" type="checkbox"/>	<b>i</b>	<a href="#">1095582214</a>	<input checked="" type="checkbox"/>	<b>i</b>	<a href="#">1095582217</a>																		
<input type="checkbox"/>		<a href="#">1095576349</a>																																				
<input checked="" type="checkbox"/>		<a href="#">1095577233</a>																																				
<input checked="" type="checkbox"/>		<a href="#">1095582004</a>																																				
<input type="checkbox"/>	<b>i</b>	<a href="#">1095582195</a>																																				
<input checked="" type="checkbox"/>	<b>i</b>	<a href="#">1095582214</a>																																				
<input checked="" type="checkbox"/>	<b>i</b>	<a href="#">1095582217</a>																																				
3.	<p>Click the Download icon.</p> 	<p>The browser displays a prompt to open or save the file.</p> 																																				
4.	<p>Click the Open button</p> 	<p>The spreadsheet application is started and the downloaded file is opened.</p> 																																				
5.	<p>If required, save the file to a network or a local workstation.</p>	<p>The file is saved.</p>																																				


## 6.4 Add Attachment

Files can be attached to an invoice.

STEP	ACTION	RESULT																																				
1.	<p>If the invoice list is not already displayed, click the Home page icon or link.</p> 	<p>The home page (Invoices page) is displayed with the list of all invoices, regardless of status.</p>  <p>❖ <b>Note:</b> This list includes all items including Non Invoices payments and Pre Invoices.</p>																																				
2.	<p>Use the search function to display the invoice or non-invoice payment that will receive the attachment.</p> <p>❖ <b>Note:</b> See the <i>Search List</i> section for search instructions.</p>	<p>The search results are displayed in the invoice list.</p> 																																				
3.	<p>If the invoice or non-invoice payment is to receive an attachment, select it by clicking the checkbox.</p> <table border="1"> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095576349</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095577233</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582195</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582214</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582217</a></td></tr> </table>	<input type="checkbox"/>		<a href="#">1095576349</a>	<input type="checkbox"/>		<a href="#">1095577233</a>	<input type="checkbox"/>		<a href="#">1095582004</a>	<input type="checkbox"/>		<a href="#">1095582195</a>	<input type="checkbox"/>		<a href="#">1095582214</a>	<input type="checkbox"/>		<a href="#">1095582217</a>	<p>The invoice or non-invoice payment is selected. A selected invoice or non-invoice payment is highlighted in yellow and the checkbox contains a check mark.</p> <table border="1"> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095576349</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td></td><td><a href="#">1095577233</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582195</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582214</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582217</a></td></tr> </table>	<input type="checkbox"/>		<a href="#">1095576349</a>	<input checked="" type="checkbox"/>		<a href="#">1095577233</a>	<input type="checkbox"/>		<a href="#">1095582004</a>	<input type="checkbox"/>		<a href="#">1095582195</a>	<input type="checkbox"/>		<a href="#">1095582214</a>	<input type="checkbox"/>		<a href="#">1095582217</a>
<input type="checkbox"/>		<a href="#">1095576349</a>																																				
<input type="checkbox"/>		<a href="#">1095577233</a>																																				
<input type="checkbox"/>		<a href="#">1095582004</a>																																				
<input type="checkbox"/>		<a href="#">1095582195</a>																																				
<input type="checkbox"/>		<a href="#">1095582214</a>																																				
<input type="checkbox"/>		<a href="#">1095582217</a>																																				
<input type="checkbox"/>		<a href="#">1095576349</a>																																				
<input checked="" type="checkbox"/>		<a href="#">1095577233</a>																																				
<input type="checkbox"/>		<a href="#">1095582004</a>																																				
<input type="checkbox"/>		<a href="#">1095582195</a>																																				
<input type="checkbox"/>		<a href="#">1095582214</a>																																				
<input type="checkbox"/>		<a href="#">1095582217</a>																																				

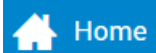
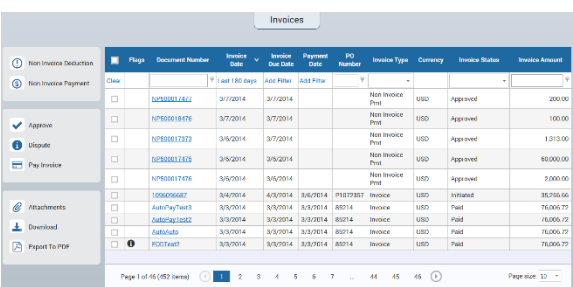

STEP	ACTION	RESULT
4.	Click the Attachments logo. 	The Attachments window is displayed. 
5.	Click the open menu icon in Select Type field. 	The attachments menu is displayed. 
6.	Select attachment type.	The selected type is displayed in the field. 
7.	Click the Browse button. 	The Choose File to Upload window is displayed. 


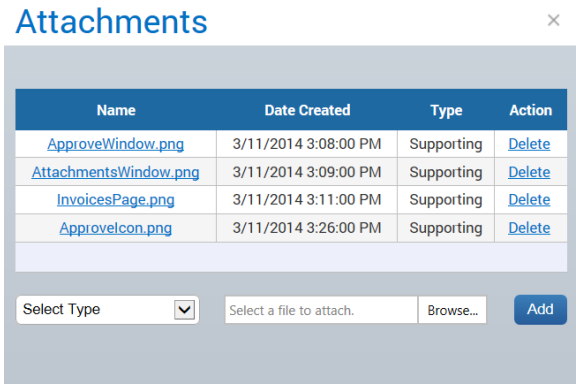
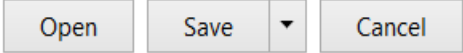
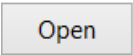
STEP	ACTION	RESULT																				
8.	Navigate to the folder where the file is located.	<p>The folder is opened and the list of files is displayed.</p> 																				
9.	<p>Click the file to be attached.</p> <p>❖ <b>Note:</b> Only .jpeg, .jpg, .png, .pdf, .msg file types are accepted.</p>	<p>The file is selected.</p> 																				
10.	<p>Click the Open button.</p> 	<p>The Windows Explorer window is closed and the file name is displayed in the browse field.</p> <p>ApproveIcon.png  Browse...</p> <p>❖ <b>Note:</b> The field can be cleared by clicking the cancel icon.</p> 																				
11.	<p>Click the Add button.</p> 	<p>The file is attached to the invoice or non-invoice payment, added to the list of attachments in the Attachments window, and a confirmation message is displayed in the window.</p> <p><b>Attachments</b> </p> <table><thead><tr><th>Name</th><th>Date Created</th><th>Type</th><th>Action</th></tr></thead><tbody><tr><td><a href="#">ApproveWindow.png</a></td><td>3/11/2014 3:08:00 PM</td><td>Supporting</td><td><a href="#">Delete</a></td></tr><tr><td><a href="#">AttachmentsWindow.png</a></td><td>3/11/2014 3:09:00 PM</td><td>Supporting</td><td><a href="#">Delete</a></td></tr><tr><td><a href="#">InvoicesPage.png</a></td><td>3/11/2014 3:11:00 PM</td><td>Supporting</td><td><a href="#">Delete</a></td></tr><tr><td><a href="#">ApproveIcon.png</a></td><td>3/11/2014 3:26:00 PM</td><td>Supporting</td><td><a href="#">Delete</a></td></tr></tbody></table> <p>ApproveIcon.png uploaded successfully.</p> <p>Supporting Documents  Select a file to attach.  </p>	Name	Date Created	Type	Action	<a href="#">ApproveWindow.png</a>	3/11/2014 3:08:00 PM	Supporting	<a href="#">Delete</a>	<a href="#">AttachmentsWindow.png</a>	3/11/2014 3:09:00 PM	Supporting	<a href="#">Delete</a>	<a href="#">InvoicesPage.png</a>	3/11/2014 3:11:00 PM	Supporting	<a href="#">Delete</a>	<a href="#">ApproveIcon.png</a>	3/11/2014 3:26:00 PM	Supporting	<a href="#">Delete</a>
Name	Date Created	Type	Action																			
<a href="#">ApproveWindow.png</a>	3/11/2014 3:08:00 PM	Supporting	<a href="#">Delete</a>																			
<a href="#">AttachmentsWindow.png</a>	3/11/2014 3:09:00 PM	Supporting	<a href="#">Delete</a>																			
<a href="#">InvoicesPage.png</a>	3/11/2014 3:11:00 PM	Supporting	<a href="#">Delete</a>																			
<a href="#">ApproveIcon.png</a>	3/11/2014 3:26:00 PM	Supporting	<a href="#">Delete</a>																			

STEP	ACTION	RESULT
12.	Repeat steps 5 through 11 to attach additional files to the Invoice.	The files are attached to the invoice or non-invoice payment.
13.	Click the close icon	The Attachments window is closed and an Attachments icon is displayed next to the invoice.  <a href="#">1095958153</a>

## 6.5 View Attachment(s)


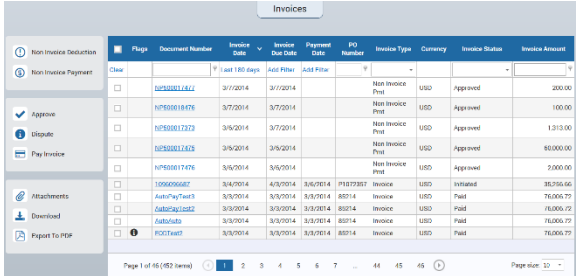
Once attached, an attachment can be viewed.

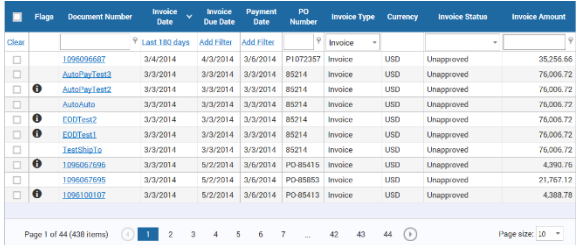


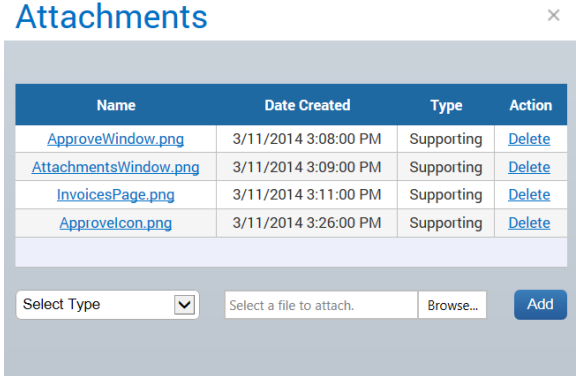
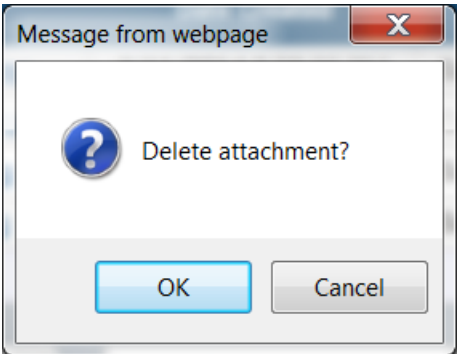
STEP	ACTION	RESULT
1.	If the invoice list is not already displayed, click the Home page icon or link. 	The home page (Invoices page) is displayed with the list of all invoices, regardless of status.  <b>Note:</b> This list includes all items including Non Invoices payments and Pre Invoices.
2.	Use the search function to display the invoice or non-invoice payment with the attachment(s) to view. <b>Note:</b> See the <i>Search List</i> section for search instructions.	The search results are displayed in the invoice list.  Invoices or non-invoice payment with attachments are indicated with the Attachments icon.  <a href="#">1095958153</a>

STEP	ACTION	RESULT
3.	Click the Attachments icon. 	The Attachments window is displayed.  
4.	Click the attachment link to display. <a href="#">ApproveWindow.png</a>	The browser displays a prompt to open or save the file.  
5.	Click the Open button 	Depending on the file format, the attachment is opened with the appropriate software application.
6.	If required, save the file to a network or a local workstation.	The file is saved.

## 6.6 Delete Attachment(s)

Attachments can be deleted from invoices and non-invoice payments.


STEP	ACTION	RESULT
1.	If the invoice list is not already displayed, click the Home page icon or link. 	The home page (Invoices page) is displayed with the list of all invoices, regardless of status.    <b>Note:</b> This list includes all items including Non Invoices payments and Pre Invoices.

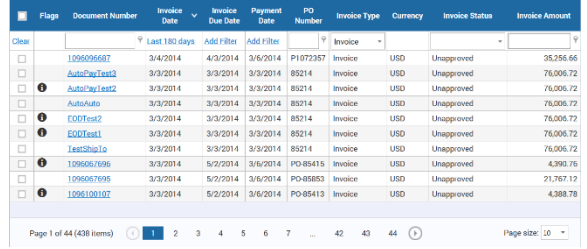
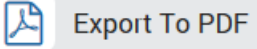
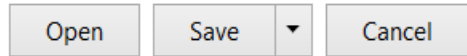
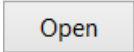
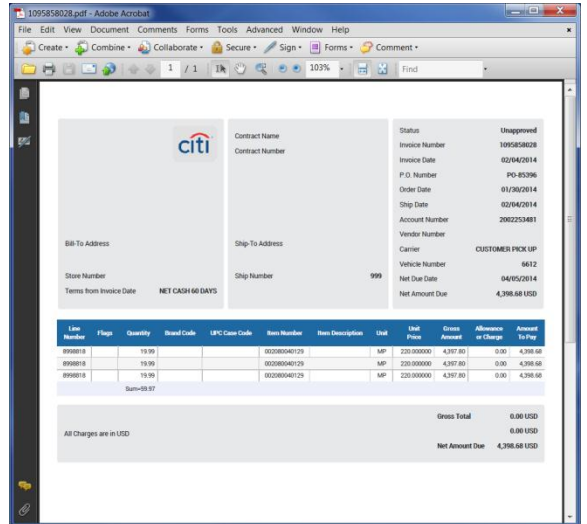
STEP	ACTION	RESULT
2.	<p>Use the search function to display the pre invoice with the attachment(s) to view.</p> <p>❖ <b>Note:</b> See the <i>Search List</i> section for search instructions.</p>	<p>The search results are displayed in the invoice list.</p>  <p>Invoices with attachments are indicated with the Attachments icon.</p>  <a href="#">1095958153</a>
3.	<p>Click the Attachments icon.</p> 	<p>The Attachments window is displayed.</p> 
4.	<p>Click the Delete link for the appropriate attachment.</p> <p><a href="#">Delete</a></p>	<p>The delete attachment confirmation popup is displayed.</p> 

STEP	ACTION	RESULT																																																																																																																								
5.	<div>Click the OK button.</div> <div><div>OK</div></div>	<div>The attachment is deleted and removed from the attachment list and a confirmation message is displayed.</div> <div><div>Attachments</div><div><table><thead><tr><th>Name</th><th>Date Created</th><th>Type</th><th>Action</th></tr></thead><tbody><tr><td><a href="#">AttachmentsWindow.png</a></td><td>3/11/2014 3:09:00 PM</td><td>Supporting</td><td><a href="#">Delete</a></td></tr><tr><td><a href="#">InvoicesPage.png</a></td><td>3/11/2014 3:11:00 PM</td><td>Supporting</td><td><a href="#">Delete</a></td></tr><tr><td><a href="#">Approvalcon.png</a></td><td>3/11/2014 3:26:00 PM</td><td>Supporting</td><td><a href="#">Delete</a></td></tr></tbody></table><div>Attachment deleted successfully.</div><div><div>Select Type</div><div>Select a file to attach.</div><div>Browse...</div><div>Add</div></div></div></div>	Name	Date Created	Type	Action	<a href="#">AttachmentsWindow.png</a>	3/11/2014 3:09:00 PM	Supporting	<a href="#">Delete</a>	<a href="#">InvoicesPage.png</a>	3/11/2014 3:11:00 PM	Supporting	<a href="#">Delete</a>	<a href="#">Approvalcon.png</a>	3/11/2014 3:26:00 PM	Supporting	<a href="#">Delete</a>																																																																																																								
Name	Date Created	Type	Action																																																																																																																							
<a href="#">AttachmentsWindow.png</a>	3/11/2014 3:09:00 PM	Supporting	<a href="#">Delete</a>																																																																																																																							
<a href="#">InvoicesPage.png</a>	3/11/2014 3:11:00 PM	Supporting	<a href="#">Delete</a>																																																																																																																							
<a href="#">Approvalcon.png</a>	3/11/2014 3:26:00 PM	Supporting	<a href="#">Delete</a>																																																																																																																							
6.	<div>Click the close window icon.</div> <div><div>✕</div></div>	<div>The Attachments window is closed and list of invoices is displayed.</div> <div><table><thead><tr><th>Flags</th><th>Document Number</th><th>Invoice Date</th><th>Invoice Due Date</th><th>Payment Date</th><th>PO Number</th><th>Invoice Type</th><th>Currency</th><th>Invoice Status</th><th>Invoice Amount</th></tr></thead><tbody><tr><td>Clear</td><td></td><td>Last 180 days</td><td>Add Filter</td><td>Add Filter</td><td></td><td>▼</td><td></td><td></td><td></td></tr><tr><td><input type="checkbox"/></td><td>1095856087</td><td>12/30/2013</td><td>2/26/2014</td><td>3/16/2014</td><td>PO-84444</td><td>Invoice</td><td>USD</td><td>Unapproved</td><td>21,731.60</td></tr><tr><td><input type="checkbox"/></td><td>1095728811</td><td>12/29/2013</td><td>2/1/2014</td><td></td><td>94697</td><td>Invoice</td><td>USD</td><td>Unapproved</td><td>29,663.09</td></tr><tr><td><input type="checkbox"/></td><td>1095867904</td><td>12/28/2013</td><td>1/31/2014</td><td></td><td>17677-3</td><td>Invoice</td><td>USD</td><td>Unapproved</td><td>27,483.75</td></tr><tr><td><input type="checkbox"/></td><td>1095876108</td><td>12/27/2013</td><td>2/13/2014</td><td></td><td>1219136</td><td>Invoice</td><td>USD</td><td>Unapproved</td><td>50,898.00</td></tr><tr><td><input type="checkbox"/></td><td>1095876109</td><td>12/27/2013</td><td>2/13/2014</td><td></td><td>51911</td><td>Invoice</td><td>USD</td><td>Unapproved</td><td>28,846.32</td></tr><tr><td><input type="checkbox"/></td><td>1095834832</td><td>12/27/2013</td><td>2/13/2014</td><td></td><td>121913</td><td>Invoice</td><td>USD</td><td>Unapproved</td><td>120,073.44</td></tr><tr><td><input type="checkbox"/></td><td>1095852974</td><td>12/26/2013</td><td>1/29/2014</td><td></td><td>17678-1</td><td>Invoice</td><td>USD</td><td>Unapproved</td><td>26,985.75</td></tr><tr><td><input type="checkbox"/></td><td>1095852975</td><td>12/26/2013</td><td>1/29/2014</td><td></td><td>17678-2</td><td>Invoice</td><td>USD</td><td>Unapproved</td><td>24,281.25</td></tr><tr><td><input type="checkbox"/></td><td>1095852972</td><td>12/26/2013</td><td>1/29/2014</td><td></td><td>17677-2</td><td>Invoice</td><td>USD</td><td>Unapproved</td><td>27,147.38</td></tr><tr><td><input type="checkbox"/></td><td>1095852973</td><td>12/26/2013</td><td>1/29/2014</td><td></td><td>17677-1</td><td>Invoice</td><td>USD</td><td>Unapproved</td><td>24,128.25</td></tr></tbody></table></div>	Flags	Document Number	Invoice Date	Invoice Due Date	Payment Date	PO Number	Invoice Type	Currency	Invoice Status	Invoice Amount	Clear		Last 180 days	Add Filter	Add Filter		▼				<input type="checkbox"/>	1095856087	12/30/2013	2/26/2014	3/16/2014	PO-84444	Invoice	USD	Unapproved	21,731.60	<input type="checkbox"/>	1095728811	12/29/2013	2/1/2014		94697	Invoice	USD	Unapproved	29,663.09	<input type="checkbox"/>	1095867904	12/28/2013	1/31/2014		17677-3	Invoice	USD	Unapproved	27,483.75	<input type="checkbox"/>	1095876108	12/27/2013	2/13/2014		1219136	Invoice	USD	Unapproved	50,898.00	<input type="checkbox"/>	1095876109	12/27/2013	2/13/2014		51911	Invoice	USD	Unapproved	28,846.32	<input type="checkbox"/>	1095834832	12/27/2013	2/13/2014		121913	Invoice	USD	Unapproved	120,073.44	<input type="checkbox"/>	1095852974	12/26/2013	1/29/2014		17678-1	Invoice	USD	Unapproved	26,985.75	<input type="checkbox"/>	1095852975	12/26/2013	1/29/2014		17678-2	Invoice	USD	Unapproved	24,281.25	<input type="checkbox"/>	1095852972	12/26/2013	1/29/2014		17677-2	Invoice	USD	Unapproved	27,147.38	<input type="checkbox"/>	1095852973	12/26/2013	1/29/2014		17677-1	Invoice	USD	Unapproved	24,128.25
Flags	Document Number	Invoice Date	Invoice Due Date	Payment Date	PO Number	Invoice Type	Currency	Invoice Status	Invoice Amount																																																																																																																	
Clear		Last 180 days	Add Filter	Add Filter		▼																																																																																																																				
<input type="checkbox"/>	1095856087	12/30/2013	2/26/2014	3/16/2014	PO-84444	Invoice	USD	Unapproved	21,731.60																																																																																																																	
<input type="checkbox"/>	1095728811	12/29/2013	2/1/2014		94697	Invoice	USD	Unapproved	29,663.09																																																																																																																	
<input type="checkbox"/>	1095867904	12/28/2013	1/31/2014		17677-3	Invoice	USD	Unapproved	27,483.75																																																																																																																	
<input type="checkbox"/>	1095876108	12/27/2013	2/13/2014		1219136	Invoice	USD	Unapproved	50,898.00																																																																																																																	
<input type="checkbox"/>	1095876109	12/27/2013	2/13/2014		51911	Invoice	USD	Unapproved	28,846.32																																																																																																																	
<input type="checkbox"/>	1095834832	12/27/2013	2/13/2014		121913	Invoice	USD	Unapproved	120,073.44																																																																																																																	
<input type="checkbox"/>	1095852974	12/26/2013	1/29/2014		17678-1	Invoice	USD	Unapproved	26,985.75																																																																																																																	
<input type="checkbox"/>	1095852975	12/26/2013	1/29/2014		17678-2	Invoice	USD	Unapproved	24,281.25																																																																																																																	
<input type="checkbox"/>	1095852972	12/26/2013	1/29/2014		17677-2	Invoice	USD	Unapproved	27,147.38																																																																																																																	
<input type="checkbox"/>	1095852973	12/26/2013	1/29/2014		17677-1	Invoice	USD	Unapproved	24,128.25																																																																																																																	

## 6.7 Export to PDF

An invoice or non-invoice payment can be exported to a PDF file.

STEP	ACTION	RESULT
1.	<p>If the invoice list is not already displayed, click the Home page icon or link.</p> <div></div>	<p>The home page (Invoices page) is displayed with the list of all invoices, regardless of status.</p> <div><div><div><div>Non Invoice Deductions</div><div>Non Invoice Payment</div><div>Approve</div><div>Upgrade</div><div>Pay Invoice</div><div>Attachments</div><div>Download</div><div>Export To PDF</div></div><div><div><div>Flags</div><div>Document Number</div><div>Invoice Date</div><div>Invoice Due Date</div><div>Payment Date</div><div>PO Number</div><div>Invoice Type</div><div>Currency</div><div>Invoice Status</div><div>Invoice Amount</div></div><div><div>Clear</div><div></div><div>Last 180 days</div><div>Add Filter</div><div>Add Filter</div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div><div><input type="checkbox"/></div><div>NP500011421</div><div>3/7/2014</div><div>3/7/2014</div><div></div><div></div><div>Non Invoice Print</div><div>USD</div><div>Approved</div><div>200.00</div></div><div><div><input type="checkbox"/></div><div>NP500018476</div><div>3/7/2014</div><div>3/7/2014</div><div></div><div></div><div>Non Invoice Print</div><div>USD</div><div>Approved</div><div>100.00</div></div><div><div><input type="checkbox"/></div><div>NP500017323</div><div>3/5/2014</div><div>3/7/2014</div><div></div><div></div><div>Non Invoice Print</div><div>USD</div><div>Approved</div><div>1,313.00</div></div><div><div><input type="checkbox"/></div><div>NP500017438</div><div>3/5/2014</div><div>3/5/2014</div><div></div><div></div><div>Non Invoice Print</div><div>USD</div><div>Approved</div><div>60,000.00</div></div><div><div><input type="checkbox"/></div><div>NP500017476</div><div>3/5/2014</div><div>3/5/2014</div><div></div><div></div><div>Non Invoice Print</div><div>USD</div><div>Approved</div><div>2,000.00</div></div><div><div><input type="checkbox"/></div><div>1095856087</div><div>3/4/2014</div><div>4/3/2014</div><div>3/5/2014</div><div>P1073937</div><div>Invoice</div><div>USD</div><div>Initiated</div><div>35,755.65</div></div><div><div><input type="checkbox"/></div><div>AutoPayTest1</div><div>3/3/2014</div><div>3/3/2014</div><div>3/3/2014</div><div>85014</div><div>Invoice</div><div>USD</div><div>Paid</div><div>76,006.75</div></div><div><div><input type="checkbox"/></div><div>AutoPayTest2</div><div>3/3/2014</div><div>3/3/2014</div><div>3/3/2014</div><div>85014</div><div>Invoice</div><div>USD</div><div>Paid</div><div>76,006.75</div></div><div><div><input type="checkbox"/></div><div>AutoSubs</div><div>3/3/2014</div><div>3/3/2014</div><div>3/3/2014</div><div>85014</div><div>Invoice</div><div>USD</div><div>Paid</div><div>76,006.75</div></div><div><div><input type="checkbox"/></div><div>PIC01Test7</div><div>3/3/2014</div><div>3/3/2014</div><div>3/3/2014</div><div>85014</div><div>Invoice</div><div>USD</div><div>Paid</div><div>76,006.75</div></div></div><div><div>Page 1 of 45 (52 items)</div><div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>...</div><div>44</div><div>45</div><div>46</div></div><div>Page size: 10</div></div></div></div><p>❖ <b>Note:</b> This list includes all items including Non Invoices payments and Pre Invoices.</p></div>

STEP	ACTION	RESULT																																				
2.	<p>Use the search function to display the invoice or non-invoice payment to be exported to a PDF.</p> <p>❖ <b>Note:</b> See the <i>Search List</i> section for search instructions.</p>	<p>The search results are displayed in the invoice list.</p> 																																				
3.	<p>If the invoice or non-invoice payment is to be exported, select it by clicking the checkbox.</p> <table border="1"> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095576349</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095577233</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582195</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582214</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582217</a></td></tr> </table>	<input type="checkbox"/>		<a href="#">1095576349</a>	<input type="checkbox"/>		<a href="#">1095577233</a>	<input type="checkbox"/>		<a href="#">1095582004</a>	<input type="checkbox"/>		<a href="#">1095582195</a>	<input type="checkbox"/>		<a href="#">1095582214</a>	<input type="checkbox"/>		<a href="#">1095582217</a>	<p>The invoice or non-invoice payment is selected. A selected invoice or non-invoice payment is highlighted in yellow and the checkbox contains a check mark.</p> <table border="1"> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095576349</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td></td><td><a href="#">1095577233</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582195</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582214</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582217</a></td></tr> </table>	<input type="checkbox"/>		<a href="#">1095576349</a>	<input checked="" type="checkbox"/>		<a href="#">1095577233</a>	<input type="checkbox"/>		<a href="#">1095582004</a>	<input type="checkbox"/>		<a href="#">1095582195</a>	<input type="checkbox"/>		<a href="#">1095582214</a>	<input type="checkbox"/>		<a href="#">1095582217</a>
<input type="checkbox"/>		<a href="#">1095576349</a>																																				
<input type="checkbox"/>		<a href="#">1095577233</a>																																				
<input type="checkbox"/>		<a href="#">1095582004</a>																																				
<input type="checkbox"/>		<a href="#">1095582195</a>																																				
<input type="checkbox"/>		<a href="#">1095582214</a>																																				
<input type="checkbox"/>		<a href="#">1095582217</a>																																				
<input type="checkbox"/>		<a href="#">1095576349</a>																																				
<input checked="" type="checkbox"/>		<a href="#">1095577233</a>																																				
<input type="checkbox"/>		<a href="#">1095582004</a>																																				
<input type="checkbox"/>		<a href="#">1095582195</a>																																				
<input type="checkbox"/>		<a href="#">1095582214</a>																																				
<input type="checkbox"/>		<a href="#">1095582217</a>																																				
4.	<p>Click the Export To PDF icon.</p> 	<p>The browser displays a prompt to open or save the file.</p> 																																				
5.	<p>Click the Open button</p> 	<p>The invoice or non-invoice payment is displayed as a PDF in a separate browser window.</p> 																																				

STEP	ACTION	RESULT
6.	If required, save the file to a network or a local workstation.	The file is saved.

## 7.0 Manage Pre Invoices

The payer analyst is responsible for managing pre invoices. This includes the following functions:


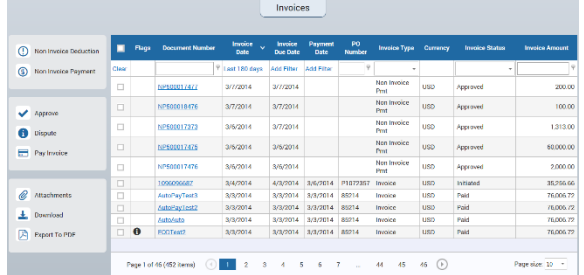
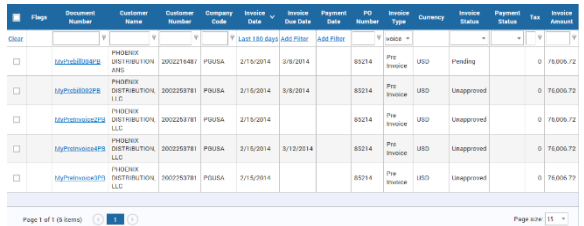
- View Detail
- Download to .xls
- Add Attachment
- View Attachment(s)
- Delete Attachment(s)
- Export to PDF

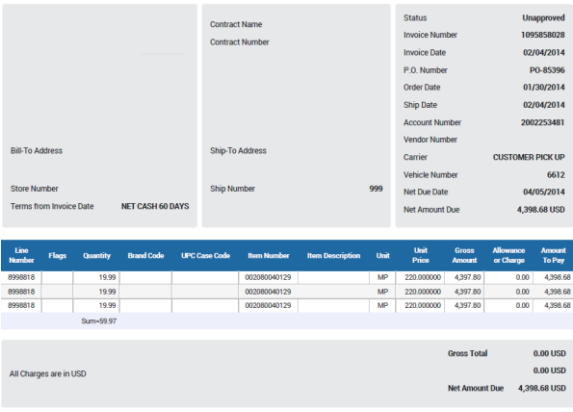

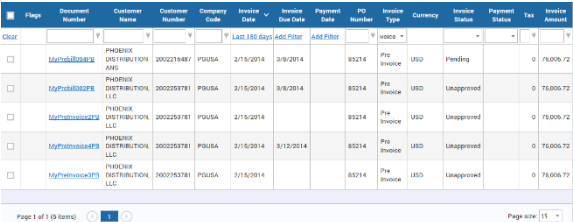
These functions are available through the invoice list page (home page).

❖ **Note:** Once loaded, a pre invoice is available for 14 calendar days and expires on the following business day.

### 7.1 View Pre Invoice Detail


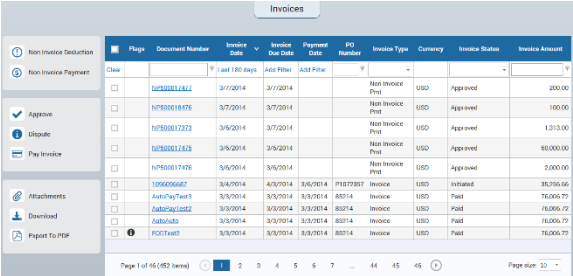
A detailed view of the pre invoice is available.

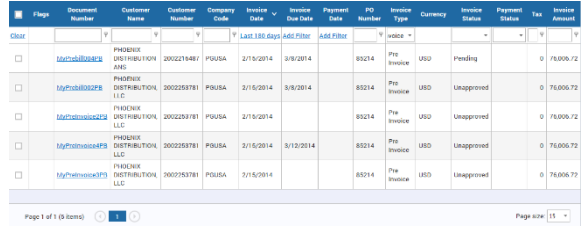
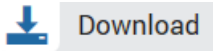
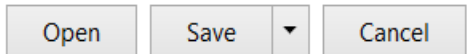
STEP	ACTION	RESULT
1.	<p>If the invoice list is not already displayed, click the Home page icon or link.</p> 	<p>The home page (Invoices page) is displayed with the list of all invoices, regardless of status.</p>  <p>❖ <b>Note:</b> This list includes all items including Non Invoices payments and Pre Invoices.</p>
2.	<p>Search for the pre invoice to be displayed.</p> <p>❖ <b>Note:</b> See the <i>Search List</i> section for search instructions.</p>	<p>The results of the search are displayed.</p> 

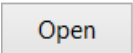
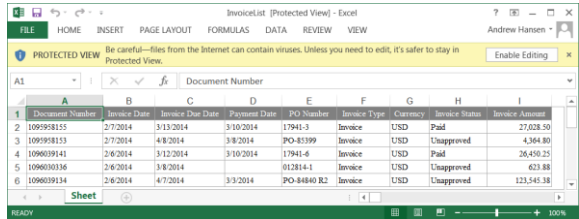
STEP	ACTION	RESULT
3.	<p>Click the pre invoice (document) number link.</p> <p><a href="#">1096009208</a></p>	<p>The pre invoice detail is displayed.</p> 
4.	<p>Click the Home icon or link.</p> 	<p>The list of invoices is displayed.</p> 

## 7.2 Download Pre Invoice(s)

Pre invoices can be downloaded to an .xls file. To open the downloaded file, a spreadsheet application that can open an .xls is required on the destination workstation.


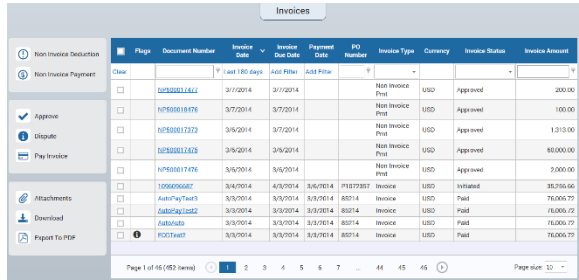
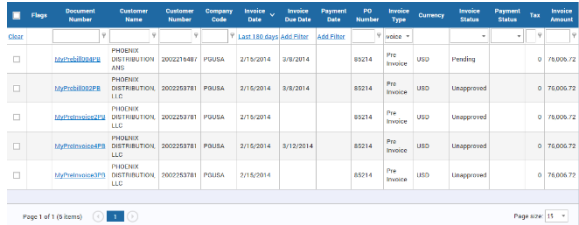
STEP	ACTION	RESULT
1.	<p>If the invoice list is not already displayed, click the Home page icon or link.</p> 	<p>The home page (Invoices page) is displayed with the list of all invoices, regardless of status.</p>  <p>❖ <b>Note:</b> This list includes all items including Non Invoices payments and Pre Invoices.</p>



















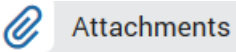
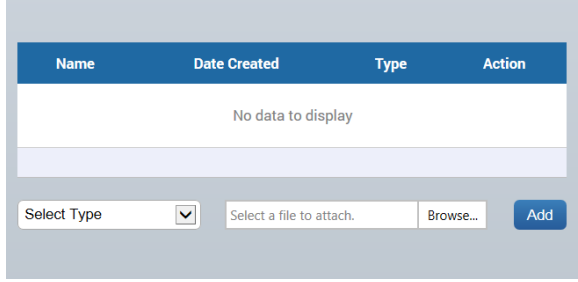

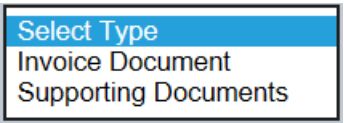
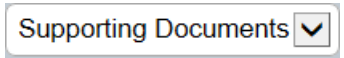
STEP	ACTION	RESULT																																				
2.	<p>Use the search function to display to pre invoice(s) to be downloaded.</p> <p>❖ <b>Note:</b> See the <i>Search List</i> section for search instructions.</p>	<p>The search results are displayed in the invoice list.</p>  <p>The screenshot shows a table with columns: Page, Document Number, Customer Name, Customer Number, Company Code, Invoice Date, Invoice Due Date, Payment Date, PO Number, Invoice Type, Currency, Invoice Status, Payment Status, Tax, and Invoice Amount. The table lists five pre-invoices for 'PHOENIX DISTRIBUTION INC' with invoice numbers 109557233, 1095582004, 1095582195, 1095582214, and 1095582217. The second row is highlighted in yellow.</p>																																				
3.	<p>If the pre invoice is to be downloaded, select it by clicking the checkbox.</p> <table border="1"> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095576349</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095577233</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582195</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582214</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582217</a></td></tr> </table>	<input type="checkbox"/>		<a href="#">1095576349</a>	<input type="checkbox"/>		<a href="#">1095577233</a>	<input type="checkbox"/>		<a href="#">1095582004</a>	<input type="checkbox"/>		<a href="#">1095582195</a>	<input type="checkbox"/>		<a href="#">1095582214</a>	<input type="checkbox"/>		<a href="#">1095582217</a>	<p>The pre invoice is selected. A selected pre invoice is highlighted in yellow and the checkbox contains a check mark.</p> <table border="1"> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095576349</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td></td><td><a href="#">1095577233</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582195</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582214</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582217</a></td></tr> </table>	<input type="checkbox"/>		<a href="#">1095576349</a>	<input checked="" type="checkbox"/>		<a href="#">1095577233</a>	<input type="checkbox"/>		<a href="#">1095582004</a>	<input type="checkbox"/>		<a href="#">1095582195</a>	<input type="checkbox"/>		<a href="#">1095582214</a>	<input type="checkbox"/>		<a href="#">1095582217</a>
<input type="checkbox"/>		<a href="#">1095576349</a>																																				
<input type="checkbox"/>		<a href="#">1095577233</a>																																				
<input type="checkbox"/>		<a href="#">1095582004</a>																																				
<input type="checkbox"/>		<a href="#">1095582195</a>																																				
<input type="checkbox"/>		<a href="#">1095582214</a>																																				
<input type="checkbox"/>		<a href="#">1095582217</a>																																				
<input type="checkbox"/>		<a href="#">1095576349</a>																																				
<input checked="" type="checkbox"/>		<a href="#">1095577233</a>																																				
<input type="checkbox"/>		<a href="#">1095582004</a>																																				
<input type="checkbox"/>		<a href="#">1095582195</a>																																				
<input type="checkbox"/>		<a href="#">1095582214</a>																																				
<input type="checkbox"/>		<a href="#">1095582217</a>																																				
4.	<p>Repeat Step 3 to select additional pre invoices payments.</p>	<p>Additional pre invoices are selected for downloading.</p> <table border="1"> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095576349</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td></td><td><a href="#">1095577233</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582195</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td></td><td><a href="#">1095582214</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td></td><td><a href="#">1095582217</a></td></tr> </table>	<input type="checkbox"/>		<a href="#">1095576349</a>	<input checked="" type="checkbox"/>		<a href="#">1095577233</a>	<input checked="" type="checkbox"/>		<a href="#">1095582004</a>	<input type="checkbox"/>		<a href="#">1095582195</a>	<input checked="" type="checkbox"/>		<a href="#">1095582214</a>	<input checked="" type="checkbox"/>		<a href="#">1095582217</a>																		
<input type="checkbox"/>		<a href="#">1095576349</a>																																				
<input checked="" type="checkbox"/>		<a href="#">1095577233</a>																																				
<input checked="" type="checkbox"/>		<a href="#">1095582004</a>																																				
<input type="checkbox"/>		<a href="#">1095582195</a>																																				
<input checked="" type="checkbox"/>		<a href="#">1095582214</a>																																				
<input checked="" type="checkbox"/>		<a href="#">1095582217</a>																																				
3.	<p>Click the Download icon.</p> 	<p>The browser displays a prompt to open or save the file.</p> 																																				


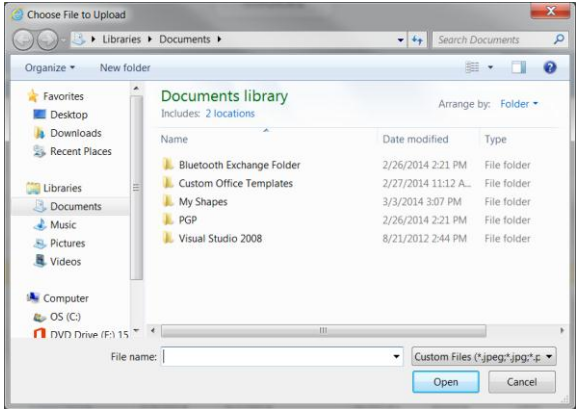
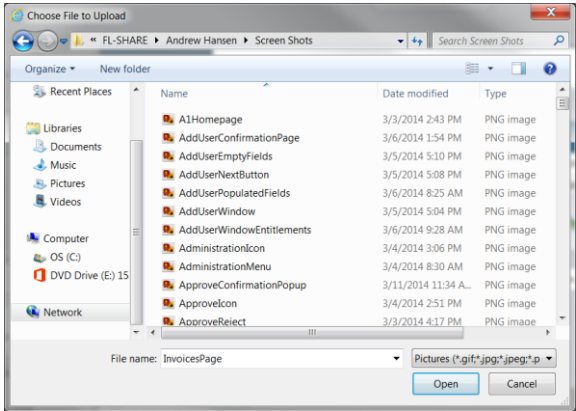
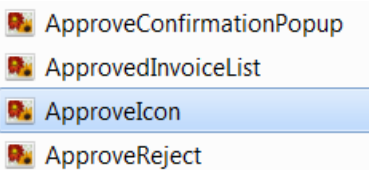
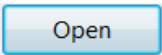


STEP	ACTION	RESULT
4.	Click the Open button 	The spreadsheet application is started and the downloaded file is opened. 
5.	If required, save the file to a network or a local workstation.	The file is saved.


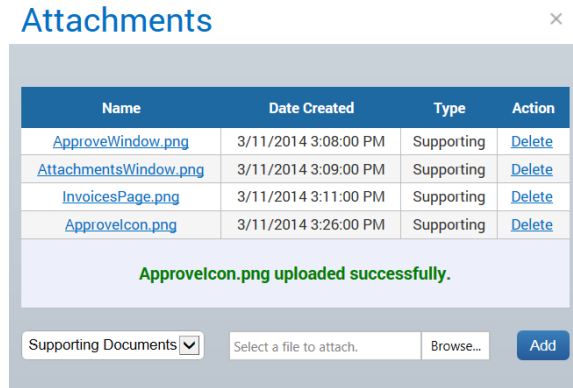

## 7.3 Add Attachment to Pre Invoice

Files can be attached to a pre invoice.

STEP	ACTION	RESULT
1.	If the invoice list is not already displayed, click the Home page icon or link. 	The home page (Invoices page) is displayed with the list of all invoices, regardless of status.  <b>Note:</b> This list includes all items including Non Invoices payments and Pre Invoices.
2.	Use the search function to display the pre invoice that will receive the attachment. <b>Note:</b> See the <i>Search List</i> section for search instructions.	The search results are displayed in the pre invoice list. 


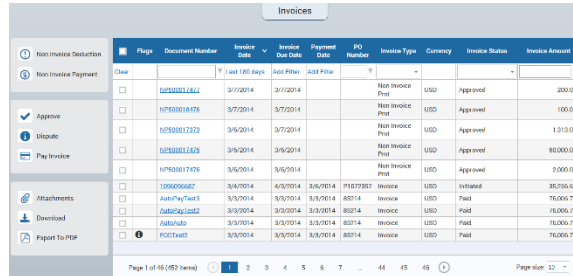
STEP	ACTION	RESULT																																				
3.	<p>If the pre invoice is to receive an attachment, select it by clicking the checkbox.</p> <table border="1"> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095576349</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095577233</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582195</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582214</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582217</a></td></tr> </table>	<input type="checkbox"/>		<a href="#">1095576349</a>	<input type="checkbox"/>		<a href="#">1095577233</a>	<input type="checkbox"/>		<a href="#">1095582004</a>	<input type="checkbox"/>		<a href="#">1095582195</a>	<input type="checkbox"/>		<a href="#">1095582214</a>	<input type="checkbox"/>		<a href="#">1095582217</a>	<p>The pre invoice is selected. A selected pre invoice highlighted in yellow and the checkbox contains a check mark.</p> <table border="1"> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095576349</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td></td><td><a href="#">1095577233</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582195</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582214</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582217</a></td></tr> </table>	<input type="checkbox"/>		<a href="#">1095576349</a>	<input checked="" type="checkbox"/>		<a href="#">1095577233</a>	<input type="checkbox"/>		<a href="#">1095582004</a>	<input type="checkbox"/>		<a href="#">1095582195</a>	<input type="checkbox"/>		<a href="#">1095582214</a>	<input type="checkbox"/>		<a href="#">1095582217</a>
<input type="checkbox"/>		<a href="#">1095576349</a>																																				
<input type="checkbox"/>		<a href="#">1095577233</a>																																				
<input type="checkbox"/>		<a href="#">1095582004</a>																																				
<input type="checkbox"/>		<a href="#">1095582195</a>																																				
<input type="checkbox"/>		<a href="#">1095582214</a>																																				
<input type="checkbox"/>		<a href="#">1095582217</a>																																				
<input type="checkbox"/>		<a href="#">1095576349</a>																																				
<input checked="" type="checkbox"/>		<a href="#">1095577233</a>																																				
<input type="checkbox"/>		<a href="#">1095582004</a>																																				
<input type="checkbox"/>		<a href="#">1095582195</a>																																				
<input type="checkbox"/>		<a href="#">1095582214</a>																																				
<input type="checkbox"/>		<a href="#">1095582217</a>																																				
4.	<p>Click the Attachments logo.</p> 	<p>The Attachments window is displayed.</p> 																																				
5.	<p>Click the open menu icon in Select Type field.</p> 	<p>The attachments menu is displayed.</p> 																																				
6.	<p>Select attachment type.</p>	<p>The selected type is displayed in the field.</p> 																																				

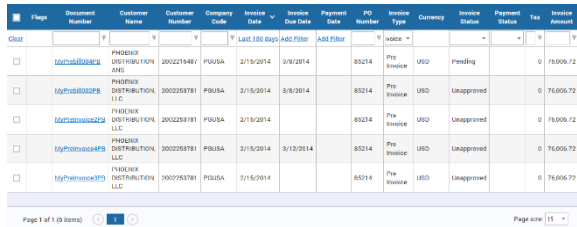


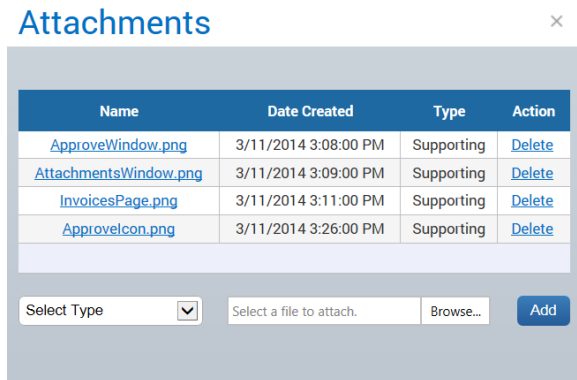
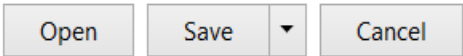
STEP	ACTION	RESULT
7.	Click the Browse button. 	The Choose File to Upload window is displayed. 
8.	Navigate to the folder where the file is located.	The folder is opened and the list of files is displayed. 
9.	Click the file to be attached.  ❖ <b>Note:</b> Only .jpeg, .jpg, .png, .pdf, .msg file types are accepted.	The file is selected. 
10.	Click the Open button. 	The Windows Explorer window is closed and the file name is displayed in the browse field.  ❖ <b>Note:</b> The field can be cleared by clicking the cancel icon. 

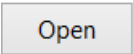
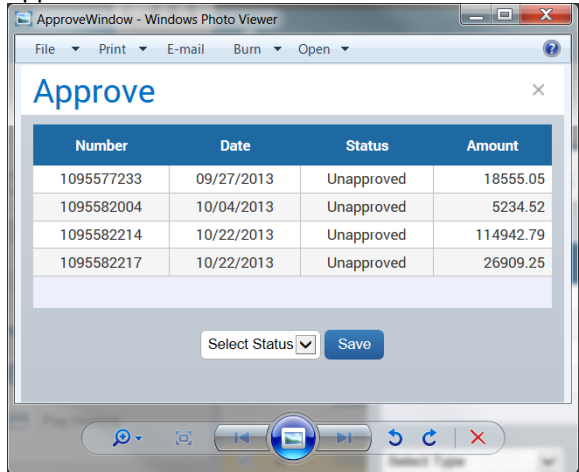
STEP	ACTION	RESULT
11.	Click the Add button. 	The file is attached to the pre invoice, added to the list of attachments in the Attachments window, and a confirmation message is displayed in the window.  
12.	Repeat steps 5 through 11 to attach additional files to the Invoice.	The files are attached to the pre invoice.
13.	Click the close icon	The Attachments window is closed and an Attachments icon is displayed next to the invoice. 

## 7.4 View Pre Invoice Attachment(s)

Once associated with a pre invoice, an attachment can be viewed.


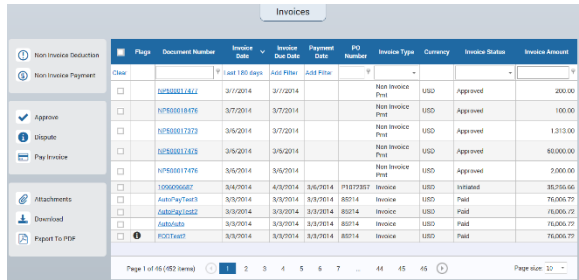
STEP	ACTION	RESULT
1.	If the invoice list is not already displayed, click the Home page icon or link. 	The home page (Invoices page) is displayed with the list of all invoices, regardless of status.    <b>Note:</b> This list includes all items including Non Invoices payments and Pre Invoices.

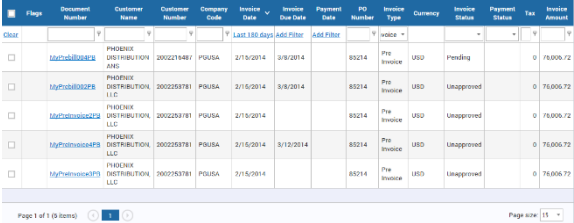


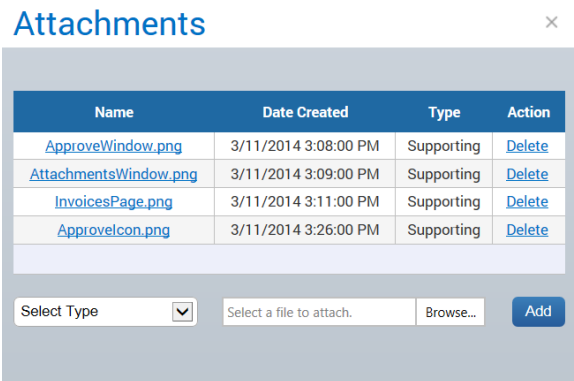

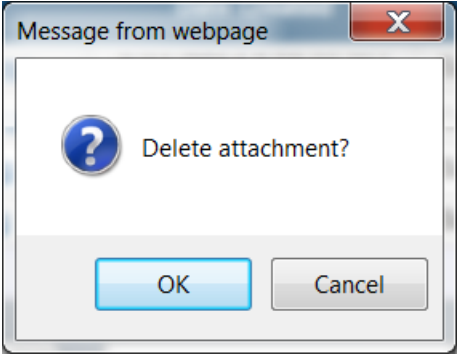
STEP	ACTION	RESULT
2.	<p>Use the search function to display the pre invoice with the attachment(s) to view.</p> <p>❖ <b>Note:</b> See the <i>Search List</i> section for search instructions.</p>	<p>The search results are displayed in the pre invoice list.</p>  <p>Invoices or non-invoice payments with attachments are indicated with the Attachments icon.</p>  <a href="#">1095958153</a>
3.	<p>Click the Attachments icon.</p> 	<p>The Attachments window is displayed.</p> 
4.	<p>Click the attachment link to display.</p> <p><a href="#">ApproveWindow.png</a></p>	<p>The browser displays a prompt to open or save the file.</p> 


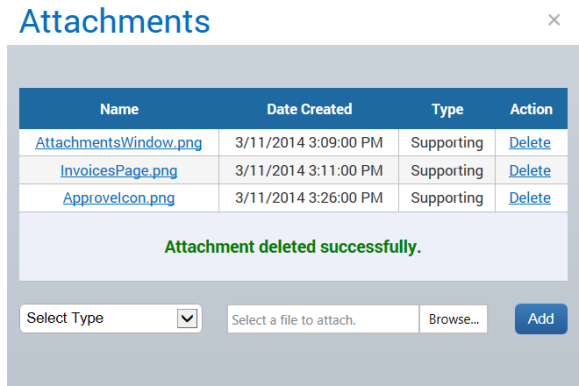

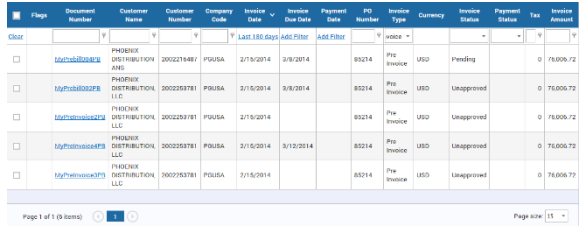
STEP	ACTION	RESULT
5.	Click the Open button 	Depending on the file format, the attachment is opened with the appropriate software application. 
6.	If required, save the file to a network or a local workstation.	The file is saved.

## 7.5 Delete Pre Invoice Attachment(s)

Attachments can be deleted from pre invoices.


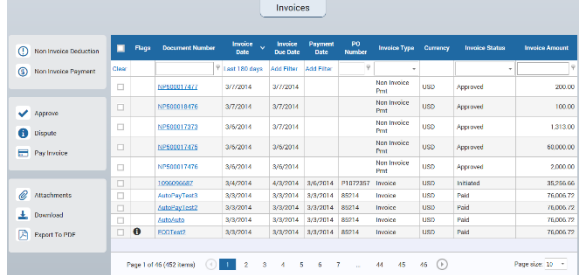
1.	If the invoice list is not already displayed, click the Home page icon or link. 	The home page (Invoices page) is displayed with the list of all invoices, regardless of status.  <p>❖ <b>Note:</b> This list includes all items including Non Invoices payments and Pre Invoices.</p>
----	--	--

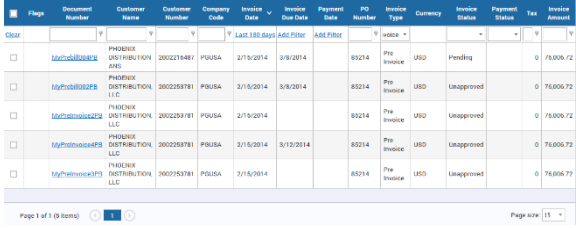
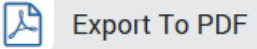
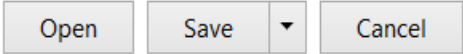
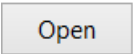
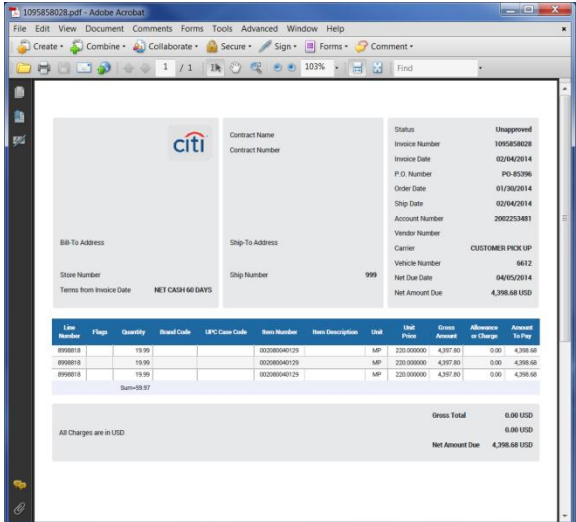
2.	<p>Use the search function to display the pre invoice with the attachment(s) to delete.</p> <p>❖ <b>Note:</b> See the <i>Search List</i> section for search instructions.</p>	<p>The search results are displayed in the pre invoice list.</p>  <p>Invoices with attachments are indicated with the Attachments icon.</p> 
3.	<p>Click the Attachments icon.</p> 	<p>The Attachments window is displayed.</p> 
4.	<p>Click the Delete link for the appropriate attachment.</p> 	<p>The delete attachment confirmation popup is displayed.</p> 

5.	<p>Click the OK button.</p> 	<p>The attachment is deleted and removed from the attachment list and a confirmation message is displayed.</p> 
6.	<p>Click the close window icon.</p> 	<p>The Attachments window is closed and list of invoices is displayed.</p> 

## 7.6 Export Pre Invoice to PDF

A pre invoice can be exported to a PDF file.

STEP	ACTION	RESULT
1.	<p>If the invoice list is not already displayed, click the Home page icon or link.</p> 	<p>The home page (Invoices page) is displayed with the list of all invoices, regardless of status.</p>  <p>❖ <b>Note:</b> This list includes all items including Non Invoices payments and Pre Invoices.</p>

STEP	ACTION	RESULT																																				
2.	<p>Use the search function to display the pre invoice to be exported to a PDF.</p> <p>❖ <b>Note:</b> See the <i>Search List</i> section for search instructions.</p>	<p>The search results are displayed in the pre invoice list.</p> 																																				
3.	<p>If the pre invoice is to be exported, select it by clicking the checkbox.</p> <table border="1"> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095576349</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095577233</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582195</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582214</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582217</a></td></tr> </table>	<input type="checkbox"/>		<a href="#">1095576349</a>	<input type="checkbox"/>		<a href="#">1095577233</a>	<input type="checkbox"/>		<a href="#">1095582004</a>	<input type="checkbox"/>		<a href="#">1095582195</a>	<input type="checkbox"/>		<a href="#">1095582214</a>	<input type="checkbox"/>		<a href="#">1095582217</a>	<p>The pre invoice is selected. A selected pre invoice is highlighted in yellow and the checkbox contains a check mark. (Can you select/export multiple?)</p> <table border="1"> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095576349</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td></td><td><a href="#">1095577233</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582195</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582214</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582217</a></td></tr> </table>	<input type="checkbox"/>		<a href="#">1095576349</a>	<input checked="" type="checkbox"/>		<a href="#">1095577233</a>	<input type="checkbox"/>		<a href="#">1095582004</a>	<input type="checkbox"/>		<a href="#">1095582195</a>	<input type="checkbox"/>		<a href="#">1095582214</a>	<input type="checkbox"/>		<a href="#">1095582217</a>
<input type="checkbox"/>		<a href="#">1095576349</a>																																				
<input type="checkbox"/>		<a href="#">1095577233</a>																																				
<input type="checkbox"/>		<a href="#">1095582004</a>																																				
<input type="checkbox"/>		<a href="#">1095582195</a>																																				
<input type="checkbox"/>		<a href="#">1095582214</a>																																				
<input type="checkbox"/>		<a href="#">1095582217</a>																																				
<input type="checkbox"/>		<a href="#">1095576349</a>																																				
<input checked="" type="checkbox"/>		<a href="#">1095577233</a>																																				
<input type="checkbox"/>		<a href="#">1095582004</a>																																				
<input type="checkbox"/>		<a href="#">1095582195</a>																																				
<input type="checkbox"/>		<a href="#">1095582214</a>																																				
<input type="checkbox"/>		<a href="#">1095582217</a>																																				
4.	<p>Click the Export To PDF icon.</p> 	<p>The browser displays a prompt to open or save the file.</p> 																																				
5.	<p>Click the Open button</p> 	<p>The pre invoice is displayed as a PDF in a separate browser window.</p> 																																				

STEP	ACTION	RESULT
6.	If required, save the file to a network or a local workstation.	The file is saved.

## 8.0 Manage Payments

The payer analyst is responsible for managing invoices and non-invoice payments. This includes the following functions:


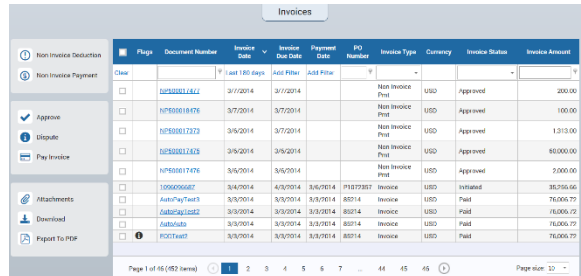
- Create New Non-voice Deduction
- View Payment Profile
- View Payment History


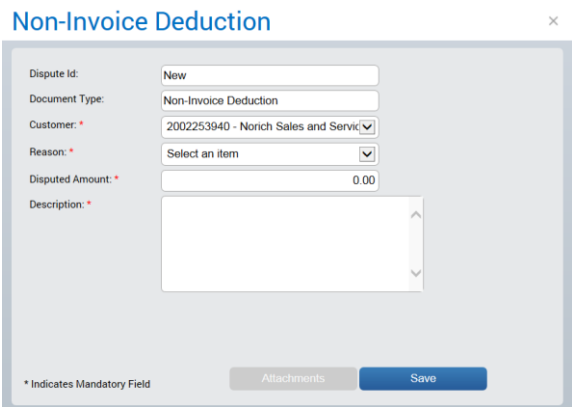




### Payment Statuses:



Payment Status	Description	Corresponding Invoice Status
Initiated	When the invoice is scheduled for payment.	Initiated
Paid	Status is changed after the cutoff time on the scheduled date	Paid / Partially Paid
Returned	When there is a ACH return for the transaction	Approved
Cancel	When the transaction is cancelled by the user.	Approved/Pending

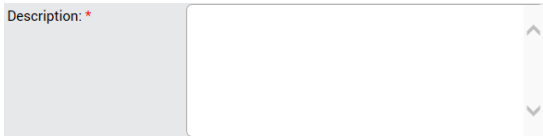
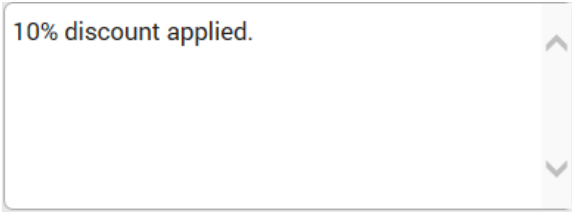

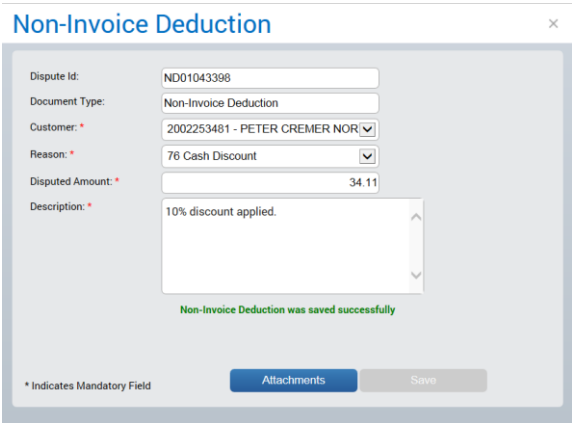

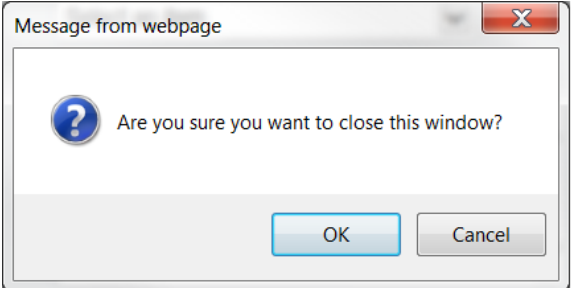
## 8.1 Create New Non-Invoice Deduction

Before an invoice or non-invoice is paid, a non-invoice deduction can be applied to it. These deductions are assigned to individual customers before invoices are paid.

STEP	ACTION	RESULT
1.	<p>If the invoice list is not already displayed, click the Home page icon or link.</p> 	<p>The home page (Invoices page) is displayed with the list of all invoices, regardless of status.</p>  <p>❖ <b>Note:</b> This list includes all items including Non Invoices payments and Pre Invoices.</p>

STEP	ACTION	RESULT
2.	<p>Click the Non-Invoice Deduction icon.</p> 	<p>The Non-Invoice Deduction window is displayed.</p> 
3.	<p>Click the open icon in the Customer field.</p> 	<p>The Customer menu is displayed.</p> 
4.	<p>Select the appropriate customer for the non-invoice deduction.</p> 	<p>The customer is displayed in the field.</p> 

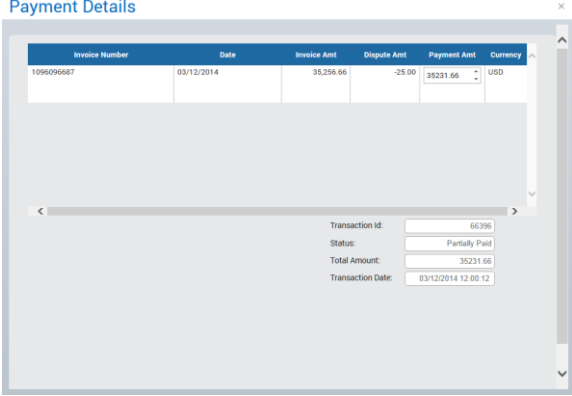

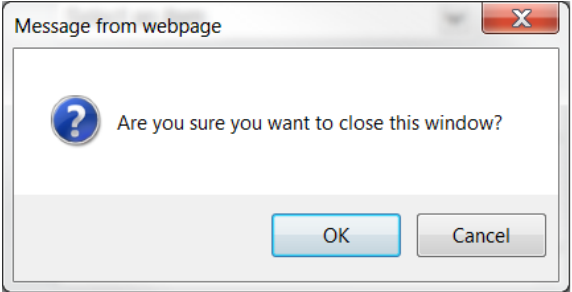
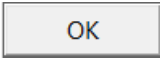
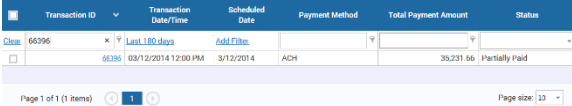
STEP	ACTION	RESULT
5.	<p>Click the open icon in the Reason field.</p> <div> Reason: * <div> Select an item  </div> </div>	<p>The Reason menu is displayed. The list below is an example.</p> <div> <div>Select an item</div> <div> 01 Pricing Error  04 Damanged Item not Accepted  06 Shortage  19 Duplicate Billing  31 CPU Freight Allowance  52 BillerAdjCodeTaxRetention  53 Payment Received  55 Tax Adjustment  72 Authorized Return  76 Cash Discount  77 Allowance Off Invoice  97 Credit Applied  98 Biller Supplied General Inv Adjustment  99 Biller Supplied Line Adjustment  A2 Misshipped Wrong Product  A4 NonReceipt of Goods  A5 Overage  A8 Advertising/Promotion  ALMTest  Bad Data  Jan Test  L7 Miscellaneous Deduction  Myreason  New Reason Workflow  Personal  XQA Test 1  ZZ Other/Miscellaneous </div> </div>
6.	<p>Select the appropriate reason for the non-invoice deduction.</p> <div> <div> Select an item  01 Pricing Error  04 Damanged Item not Accepted  06 Shortage  19 Duplicate Billing  31 CPU Freight Allowance  52 BillerAdjCodeTaxRetention  53 Payment Received  55 Tax Adjustment  72 Authorized Return  76 Cash Discount  77 Allowance Off Invoice  97 Credit Applied  98 Biller Supplied General Inv Adjustment  99 Biller Supplied Line Adjustment  A2 Misshipped Wrong Product  A4 NonReceipt of Goods  A5 Overage  A8 Advertising/Promotion  ALMTest  Bad Data  Jan Test  L7 Miscellaneous Deduction  Myreason  New Reason Workflow  Personal  XQA Test 1  ZZ Other/Miscellaneous </div> </div>	<p>The reason is displayed in the field.</p> <div> 76 Cash Discount  </div>
7.	<p>Enter amount in Disputed Amount field.</p> <div> Disputed Amount: * <div>0.00</div> </div>	<p>The amount is displayed in the field.</p> <div> <div>34.11</div> </div>

STEP	ACTION	RESULT
8.	<p>Enter a description in the Description field.</p> 	<p>The description is displayed in the field.</p> 
9.	<p>Click the Save button.</p> 	<p>The non-invoice deduction is created and a confirmation message is displayed.</p>  <p>❖ <b>Note:</b> An attachment can now be added to the non-invoice deduction. Click the Attachments button. See the <i>Add Attachment to Invoice</i> (Steps 4 through 11) section for instructions.</p>
10.	<p>Click the close icon.</p> 	<p>The close window popup is displayed.</p> 

Invoices									
	Non Invoice Deduction								
	Non Invoice Payment								
	Approve								
	Voucher								
	Pay Invoice								
	Attachments								
	Download								
	Print PDF								

	Flags	Document Number	Invoice Date	Invoice Due Date	Payment Date	PO Number	Invoice Type	Currency	Invoice Status	Invoice Amount
Clear			▼ Last 180 days	▼	▼	▼	▼		▼	▼
<input type="checkbox"/>		00300011662	3/7/2014	3/7/2014			Non Invoice Paid	USD	Approved	200.00
<input type="checkbox"/>		07500018476	3/7/2014	3/7/2014			Non Invoice Paid	USD	Approved	100.00
<input type="checkbox"/>		00300011223	3/6/2014	3/7/2014			Non Invoice Paid	USD	Approved	1,213.00
<input type="checkbox"/>		00300011263	3/6/2014	3/6/2014			Non Invoice Paid	USD	Approved	95,000.00
<input type="checkbox"/>		00300011746	3/6/2014	3/6/2014			Non Invoice Paid	USD	Approved	2,000.00
<input type="checkbox"/>		10000000002	4/2/2014	4/2/2014	7/18/2007		Invoice	USD	Initiated	85,704.00
<input type="checkbox"/>		Ann-PayTest3	3/5/2014	3/5/2014	3/5/2014	83314	Invoice	USD	Paid	76,000.77
<input type="checkbox"/>		Ann-PayTest2	3/3/2014	3/3/2014	3/3/2014	83314	Invoice	USD	Paid	6,000.72
<input type="checkbox"/>		AnnAuto	3/3/2014	3/3/2014	3/3/2014	83314	Invoice	USD	Paid	6,000.72
<input checked="" type="checkbox"/>		POCTest0	3/3/2014	3/3/2014	3/3/2014	83314	Invoice	USD	Paid	76,000.77

❖ **Note:** The payment list can be downloaded to an .xls file. See the *Download Dispute History* section for instructions.

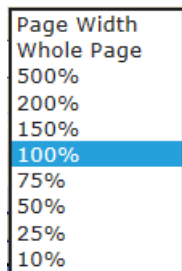
STEP	ACTION	RESULT
4.	Click the Transaction ID link. <a href="#">66396</a>	The Payment Details window is displayed. 
5.	Click the close icon. 	A confirmation popup is displayed. 
6.	Click the OK button. 	The window is closed and the list of payments from the results of the search is displayed. 

## 9.0 Manage Payment History Report

A payment history report is available. To manage this report, the following functions are available:

- Search
- Export
- Refresh

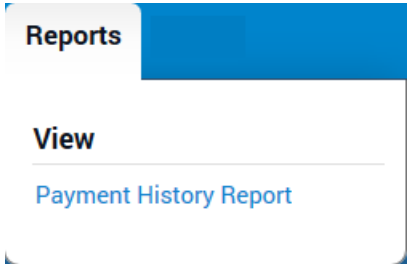
The report display can be changed by entering a specific page number or clicking the forward and back icons. The report text size can be changed by clicking the open menu icon and selecting a different text size.

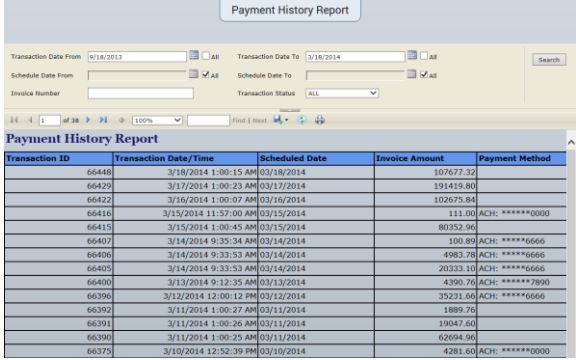


To print a report, export it to a file format that allows for printing, for example, PDF.

## 9.1 View Report

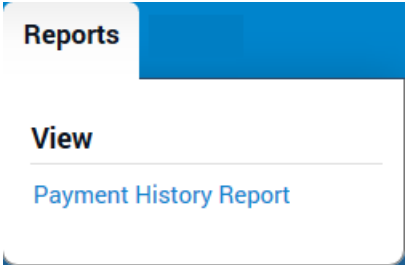
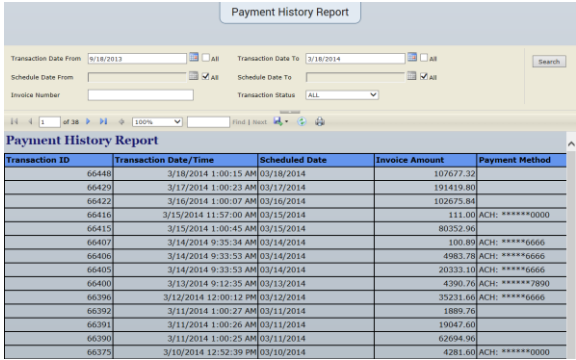
Six months of transactions is automatically displayed.




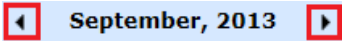


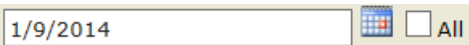
STEP	ACTION	RESULT
1.	Click the Reports link. 	The Reports menu is displayed. 

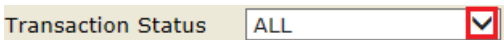
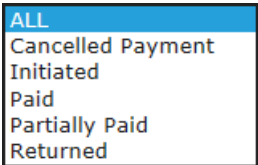
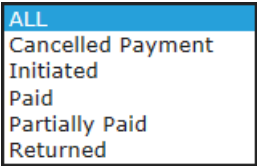

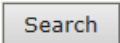
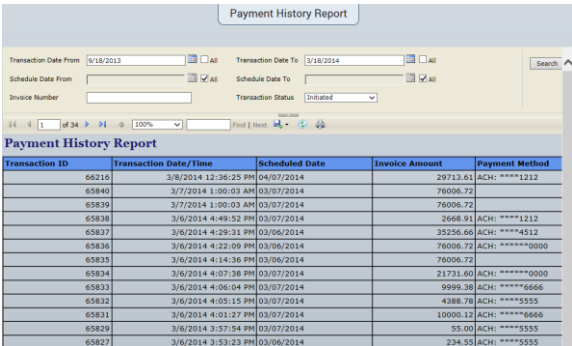
STEP	ACTION	RESULT
2.	Select the Payment History Report option. <a href="#">Payment History Report</a>	The Payment History Report page is displayed. 

## 9.2 Search Report

To display a specific payment transaction, there is a search function based on transaction date, schedule date, invoice number, and transaction status.

STEP	ACTION	RESULT
1.	Click the Reports link. <a href="#">Reports</a>	The Reports menu is displayed. 
2.	Select the Payment History Report option. <a href="#">Payment History Report</a>	The Payment History Report page is displayed. 

STEP	ACTION	RESULT
3.	<p>Click the calendar icon in the Transaction Date From</p>  <p>❖ <b>Note:</b> All dates can be selected by clicking the All checkbox.</p> 	<p>The calendar is displayed.</p> 
4.	<p>Display the appropriate month and year by click the forward and back icons.</p> 	<p>The changed month is displayed.</p> 
5.	<p>Click on the appropriate date within the month.</p> 	<p>The new date is selected and displayed in the field.</p> 
6.	<p>Repeat steps 3 through 5 to enter the other date search ranges.</p>	<p>The fields are changed appropriately.</p>


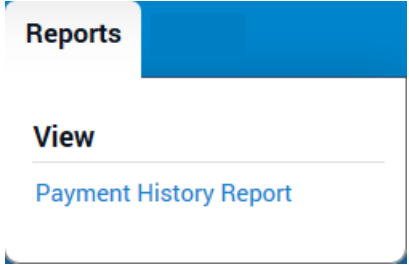

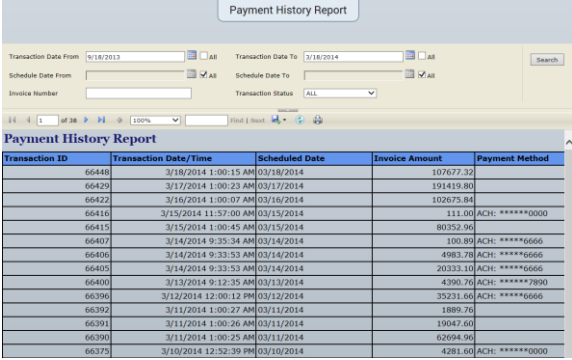
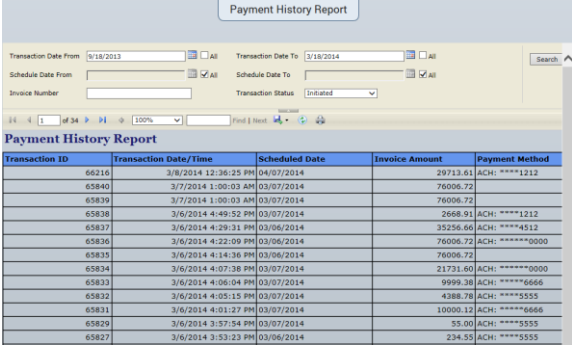

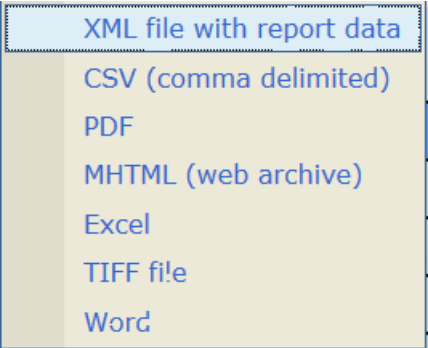
STEP	ACTION	RESULT
7.	Click the open icon in the Transaction Status field. 	The search payment status menu is displayed. 
8.	Select the appropriate payment status. 	The new status is displayed in the field. 
9.	Click the Search button. 	The report is searched for the payment transactions that match the search information and the found transactions are displayed on the page. 

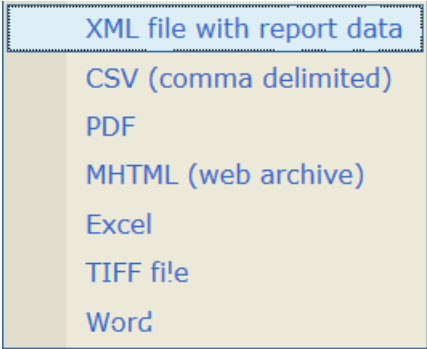
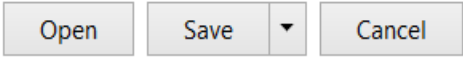
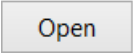
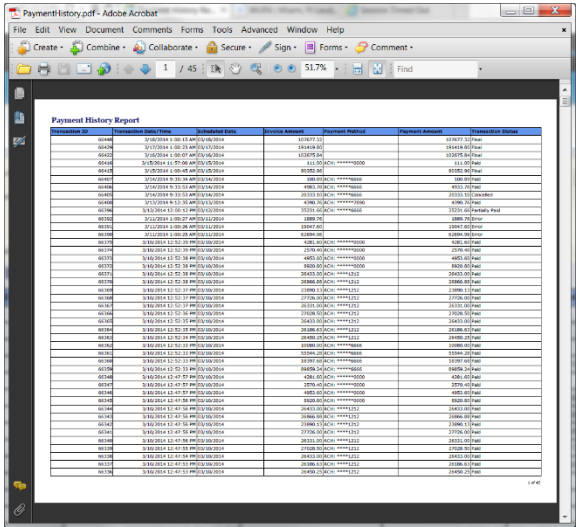
## 9.3 Export Report

The report can be exported to the following file formats:

- XML
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- XLS (Excel)
- TIFF
- DOC (Word)

STEP	ACTION	RESULT
------	--------	--------

STEP	ACTION	RESULT
1.	Click the Reports link. 	The Reports menu is displayed. 
2.	Select the Payment History Report option. 	The Payment History Report page is displayed. 
3.	Use the search functions to display the appropriate payment transactions. <b>❖ Note:</b> See the <i>Search Report</i> section for search instructions.	The found transactions are displayed. 
4.	Click the Export icon. 	The export menu is displayed. 

STEP	ACTION	RESULT
5.	<p>Select the file format for the export.</p> 	<p>The browser displays a prompt to open or save the file.</p> 
6.	<p>Click the Open button</p> 	<p>The report is opened with the appropriate software. In this example, a PDF.</p> 
7.	<p>The file can be saved on a network or the local workstation. The file can also be printed, as well.</p>	<p>The file is saved or printed.</p>

## 10.0 Manage Disputes

The payer administrator is responsible for managing disputes. This includes the following functions.


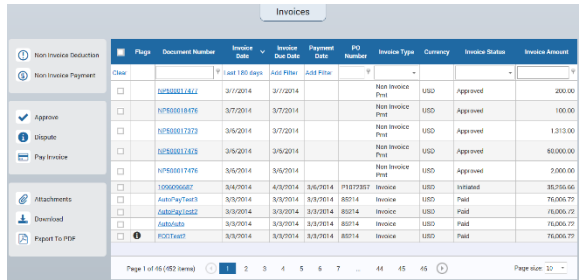
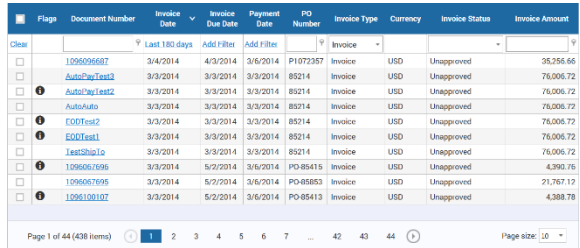
- Add Dispute to Invoice
- Add Dispute to Invoice Line Items
- View Dispute History & Details
- Download Dispute History
- Edit Dispute
- View Dispute Audits



















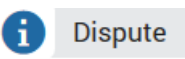
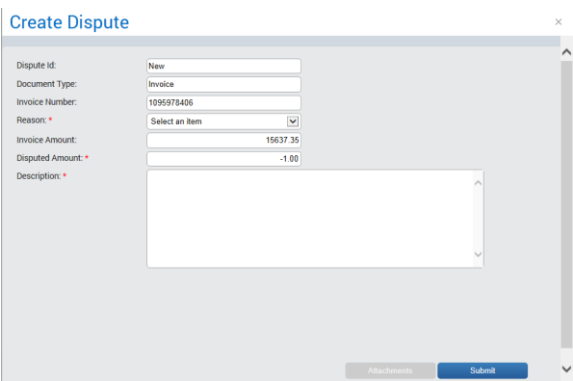
Disputes can be added to the entire invoice and to individual line items within an invoice.



### 10.1 Add Dispute to Invoice


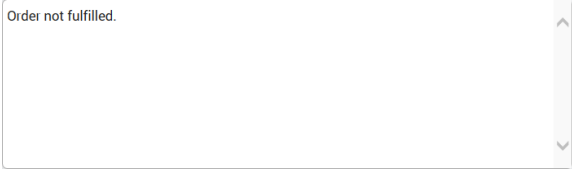

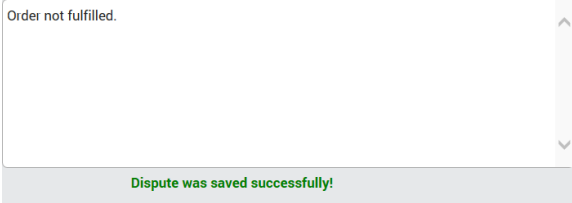

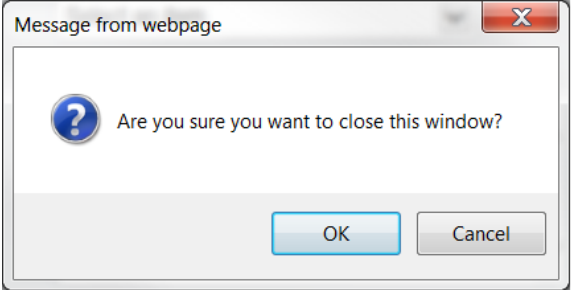

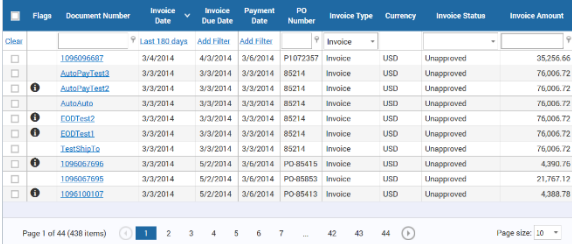
Disputes must be associated with an invoice with a status of Unapproved.

❖ **Note:** A dispute can also be added during the payment process. See the *Make Payment* section, Step 5, for instructions.

STEP	ACTION	RESULT
1.	<p>If the invoice list is not already displayed, click the Home page icon or link.</p> 	<p>The home page (Invoices page) is displayed with the list of all invoices, regardless of status.</p>  <p>❖ <b>Note:</b> This list includes all items including Non Invoices payments and Pre Invoices.</p>
2.	<p>Search for Invoices with a status of Unapproved or use other search methods to find the invoice(s) to be paid.</p> <p>❖ <b>Note:</b> See the <i>Search List</i> section for search instructions.</p>	<p>All invoices with a status of Unapproved are displayed.</p> 


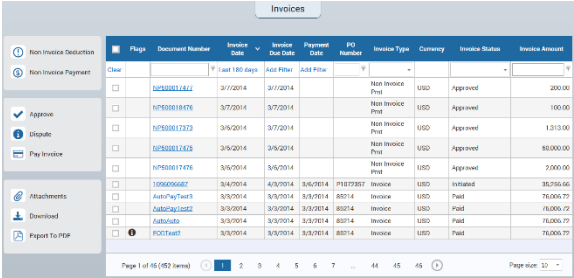
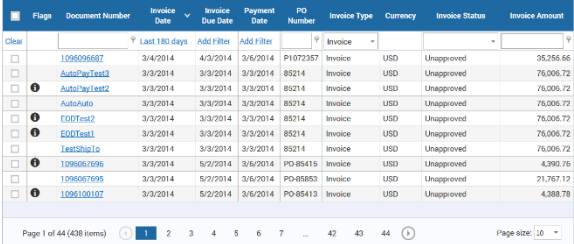
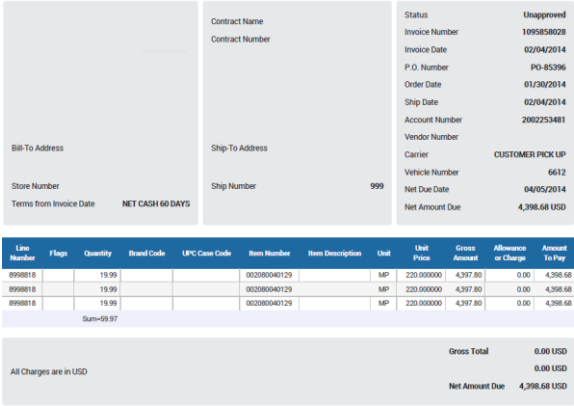
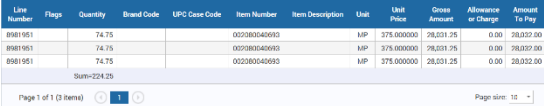
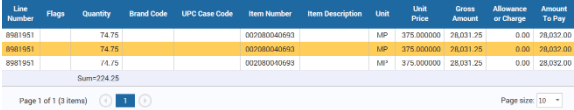
STEP	ACTION	RESULT																																				
3.	<p>Click the checkbox of the invoice to be paid.</p> <table> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095576349</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095577233</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582195</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582214</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582217</a></td></tr> </table>	<input type="checkbox"/>		<a href="#">1095576349</a>	<input type="checkbox"/>		<a href="#">1095577233</a>	<input type="checkbox"/>		<a href="#">1095582004</a>	<input type="checkbox"/>		<a href="#">1095582195</a>	<input type="checkbox"/>		<a href="#">1095582214</a>	<input type="checkbox"/>		<a href="#">1095582217</a>	<p>The invoice is selected. A selected invoice is highlighted in yellow and the checkbox contains a check mark.</p> <table> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095576349</a></td></tr> <tr><td><input checked="" type="checkbox"/></td><td></td><td><a href="#">1095577233</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582004</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582195</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582214</a></td></tr> <tr><td><input type="checkbox"/></td><td></td><td><a href="#">1095582217</a></td></tr> </table>	<input type="checkbox"/>		<a href="#">1095576349</a>	<input checked="" type="checkbox"/>		<a href="#">1095577233</a>	<input type="checkbox"/>		<a href="#">1095582004</a>	<input type="checkbox"/>		<a href="#">1095582195</a>	<input type="checkbox"/>		<a href="#">1095582214</a>	<input type="checkbox"/>		<a href="#">1095582217</a>
<input type="checkbox"/>		<a href="#">1095576349</a>																																				
<input type="checkbox"/>		<a href="#">1095577233</a>																																				
<input type="checkbox"/>		<a href="#">1095582004</a>																																				
<input type="checkbox"/>		<a href="#">1095582195</a>																																				
<input type="checkbox"/>		<a href="#">1095582214</a>																																				
<input type="checkbox"/>		<a href="#">1095582217</a>																																				
<input type="checkbox"/>		<a href="#">1095576349</a>																																				
<input checked="" type="checkbox"/>		<a href="#">1095577233</a>																																				
<input type="checkbox"/>		<a href="#">1095582004</a>																																				
<input type="checkbox"/>		<a href="#">1095582195</a>																																				
<input type="checkbox"/>		<a href="#">1095582214</a>																																				
<input type="checkbox"/>		<a href="#">1095582217</a>																																				
4.	<p>Click the Dispute icon.</p> 	<p>The Create Dispute window is displayed.</p> 																																				

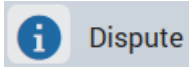
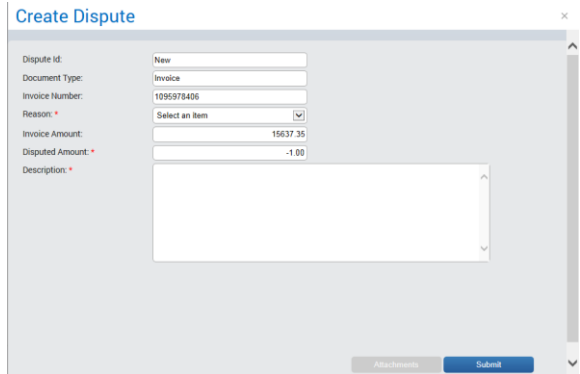
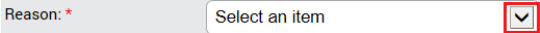
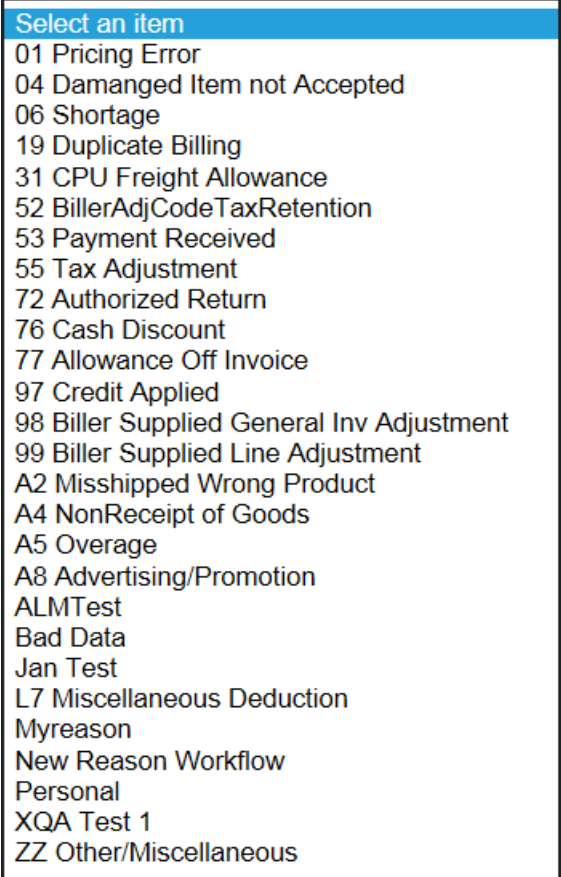
STEP	ACTION	RESULT
5.	<p>Click the open icon in the Reason field.</p> <div> Reason: * <div> Select an item  </div> </div>	<p>The Reason menu is displayed. This menu is an example.</p> <div> <div>Select an item</div> <div> 01 Pricing Error  04 Damanged Item not Accepted  06 Shortage  19 Duplicate Billing  31 CPU Freight Allowance  52 BillerAdjCodeTaxRetention  53 Payment Received  55 Tax Adjustment  72 Authorized Return  76 Cash Discount  77 Allowance Off Invoice  97 Credit Applied  98 Biller Supplied General Inv Adjustment  99 Biller Supplied Line Adjustment  A2 Misshipped Wrong Product  A4 NonReceipt of Goods  A5 Overage  A8 Advertising/Promotion  ALMTest  Bad Data  Jan Test  L7 Miscellaneous Deduction  Myreason  New Reason Workflow  Personal  XQA Test 1  ZZ Other/Miscellaneous </div> </div>
6.	<p>Select the appropriate reason for the non-invoice deduction.</p> <div> <div> Select an item  01 Pricing Error  04 Damanged Item not Accepted  06 Shortage  19 Duplicate Billing  31 CPU Freight Allowance  52 BillerAdjCodeTaxRetention  53 Payment Received  55 Tax Adjustment  72 Authorized Return  76 Cash Discount  77 Allowance Off Invoice  97 Credit Applied  98 Biller Supplied General Inv Adjustment  99 Biller Supplied Line Adjustment  A2 Misshipped Wrong Product  A4 NonReceipt of Goods  A5 Overage  A8 Advertising/Promotion  ALMTest  Bad Data  Jan Test  L7 Miscellaneous Deduction  Myreason  New Reason Workflow  Personal  XQA Test 1  ZZ Other/Miscellaneous </div> </div>	<p>The reason is displayed in the field.</p> <div> <div>A4 NonReceipt of Goods</div>  </div>
7.	<p>Enter amount in Disputed Amount field.</p> <div> Disputed Amount: * <div>0.00</div> </div>	<p>The amount is displayed in the field.</p> <div> <div>34.11</div> </div>

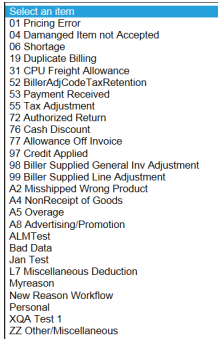
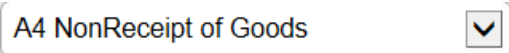


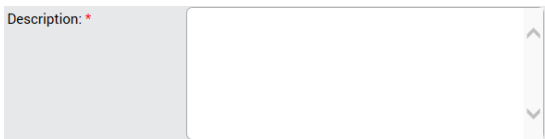


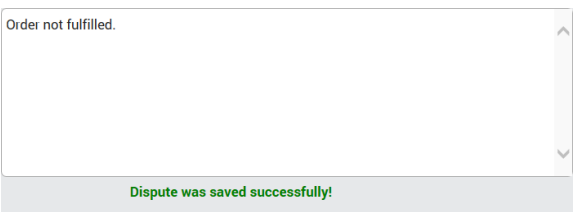

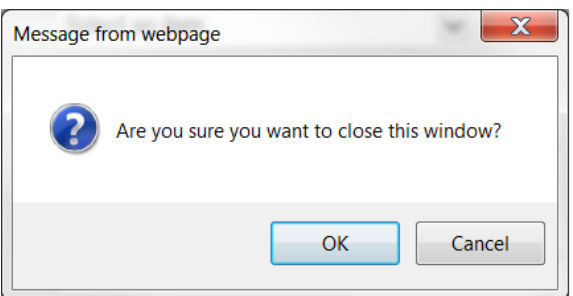
STEP	ACTION	RESULT
8.	Enter a description in the Description field. 	The description is displayed in the field. 
9.	Click the Submit button. 	The dispute is created and a confirmation message is displayed.  <p>❖ <b>Note:</b> An attachment can be added to the dispute. See the <i>Add Attachment to Invoice</i> section, starting at Step 4, for instructions.</p>
10.	Click the close icon. 	The close window popup is displayed. 
11.	Click the OK button. 	The window is closed and the list of invoices is displayed. 





## 10.2 Add Dispute to Invoice Line Item

A dispute can be applied to a specific line item within an invoice.

STEP	ACTION	RESULT
1.	<p>If the invoice list is not already displayed, click the Home page icon or link.</p> 	<p>The home page (Invoices page) is displayed with the list of all invoices, regardless of status.</p>  <p>❖ <b>Note:</b> This list includes all items including Non Invoices payments and Pre Invoices.</p>
2.	<p>Search for Invoices with a status of Approved or use other search methods to find the invoice(s) where a line item dispute is to be added.</p> <p>❖ <b>Note:</b> See the <i>Search List</i> section for search instructions.</p>	<p>All invoices with a status of Approved are displayed.</p> 
3.	<p>Click the invoice (document) number link.</p> <p><a href="#">1096009208</a></p>	<p>The invoice detail is displayed.</p> 
4.	<p>Click on the line item where the dispute is to be added.</p> 	<p>The selected line item is highlighted in yellow.</p> 


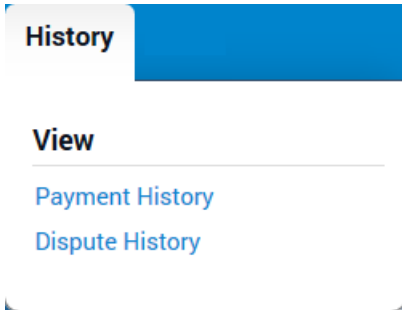

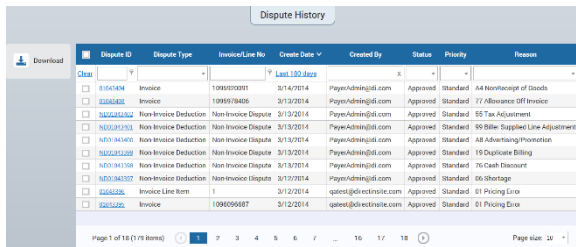
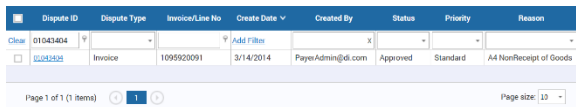
STEP	ACTION	RESULT
5.	<p>Click the Dispute icon.</p> 	<p>The Create Dispute window is displayed.</p> 
6.	<p>Click the open icon in the Reason field.</p> 	<p>The Reason menu is displayed.</p> 

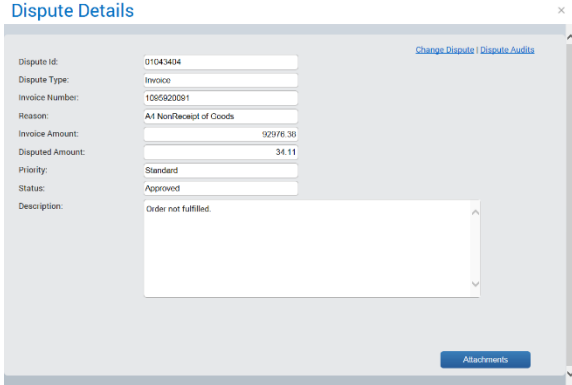

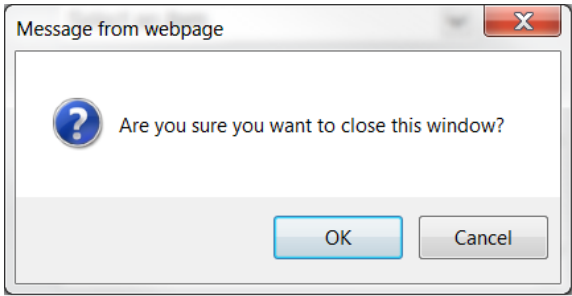
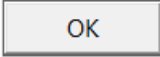
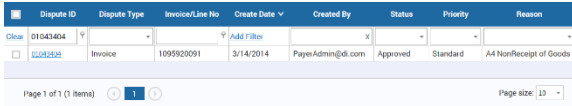
STEP	ACTION	RESULT
7.	<p>Select the appropriate reason for the non-invoice deduction.</p> 	<p>The reason is displayed in the field.</p> 
8.	<p>Enter amount in Disputed Amount field.</p> 	<p>The amount is displayed in the field.</p> 
9.	<p>Enter a description in the Description field.</p> 	<p>The description is displayed in the field.</p> 
10.	<p>Click the Submit button.</p> 	<p>The dispute is created and a confirmation message is displayed.</p>  <p>❖ <b>Note:</b> An attachment can be added to the dispute. See the <i>Add Attachment to Invoice</i> section, starting at Step 4, for instructions.</p>
11.	<p>Click the close icon.</p> 	<p>The close window popup is displayed.</p> 

STEP	ACTION	RESULT												
12.	<p>Click the OK button.</p> 	<p>The window is closed and the invoice is displayed with the dispute icon in the Flags column for that line item.</p> <table border="1"> <thead> <tr> <th>Line Number</th><th>Flags</th><th>Quantity</th></tr> </thead> <tbody> <tr> <td>8981649</td><td></td><td>54.00</td></tr> <tr> <td>8981648</td><td></td><td>72.00</td></tr> <tr> <td>8981650</td><td></td><td>54.00</td></tr> </tbody> </table>	Line Number	Flags	Quantity	8981649		54.00	8981648		72.00	8981650		54.00
Line Number	Flags	Quantity												
8981649		54.00												
8981648		72.00												
8981650		54.00												

## 10.3 View Dispute History & Details

Disputes can be viewed as a list and a detailed view of individual disputes.


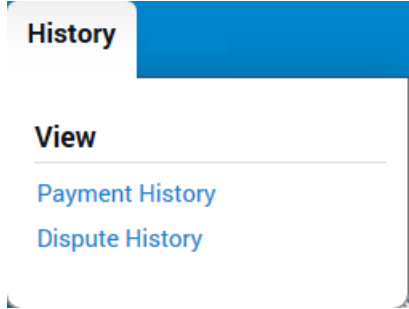

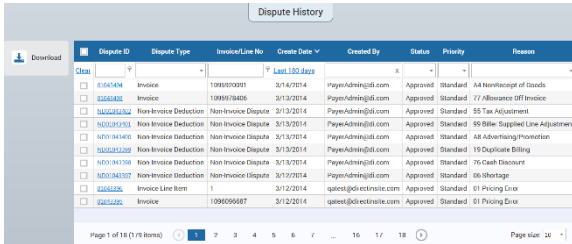
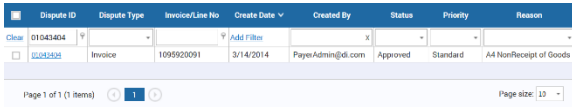
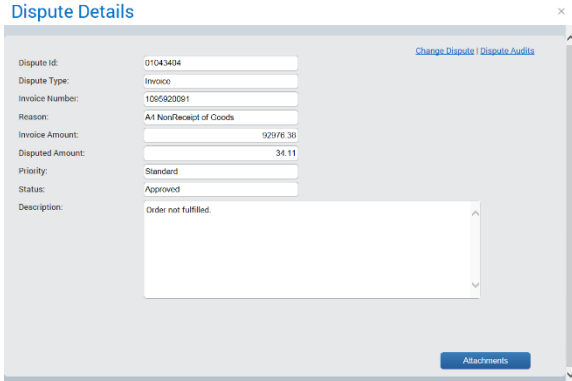
STEP	ACTION	RESULT
1.	<p>Click the History link.</p> 	<p>The History menu is displayed.</p> 
2.	<p>Select the Dispute History option.</p> 	<p>The Dispute History page is displayed.</p> 
3.	<p>Use the search function to display the dispute whose details will be displayed.</p> <p>❖ <b>Note:</b> See the <i>Search List</i> section for search instructions.</p>	<p>The search results are displayed in the dispute list.</p> 

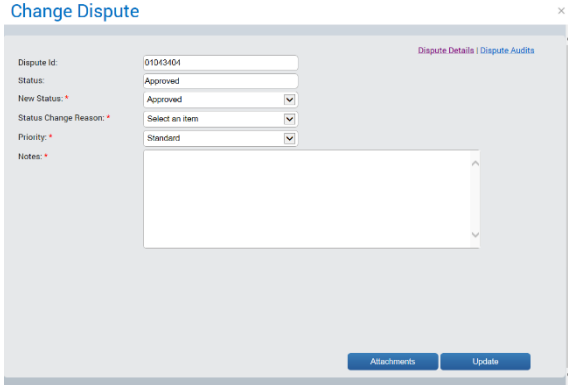
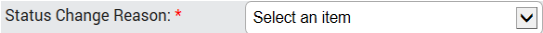
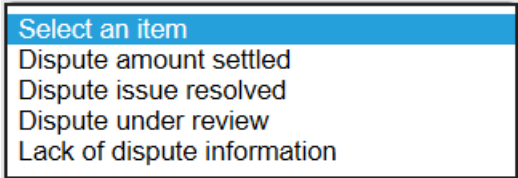
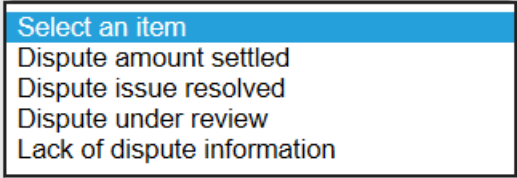


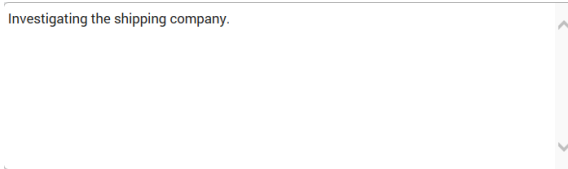
STEP	ACTION	RESULT
4.	Click the Dispute ID link. <a href="#">01043404</a>	The Dispute Details window is displayed. 
5.	Click the close icon. 	A confirmation popup is displayed. 
6.	Click the OK button. 	The window is closed and the list of disputes from the results of the search is displayed. 


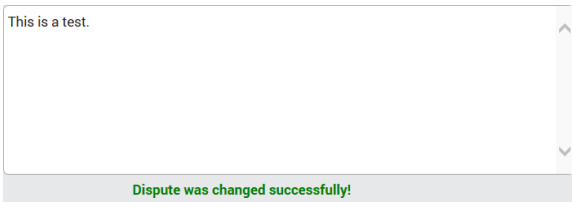

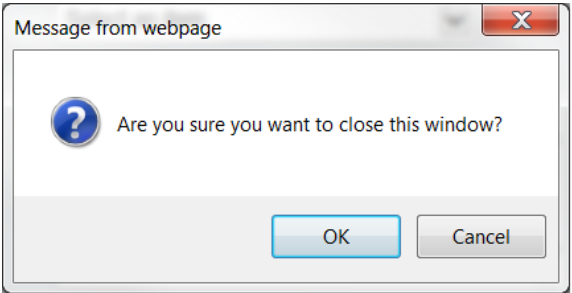

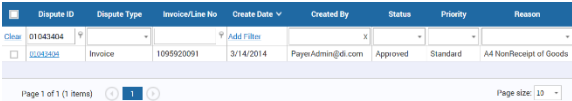
## 10.4 Edit Dispute

Disputes can be changed once they have been created and saved.

STEP	ACTION	RESULT
------	--------	--------

STEP	ACTION	RESULT
1.	Click the History link. 	The History menu is displayed. 
2.	Select the Dispute History option. 	The Dispute History page is displayed. 
3.	Use the search function to display the dispute whose details will be displayed. <b>❖ Note:</b> See the <i>Search List</i> section for search instructions.	The search results are displayed in the dispute list. 
4.	Click the Dispute ID link. <a href="#">01043404</a>	The Dispute Details window is displayed. 


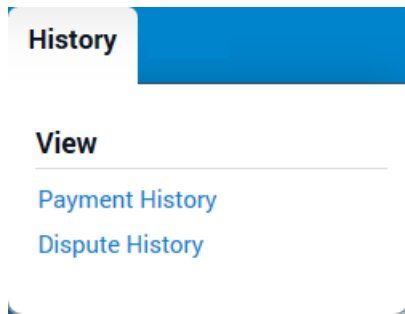

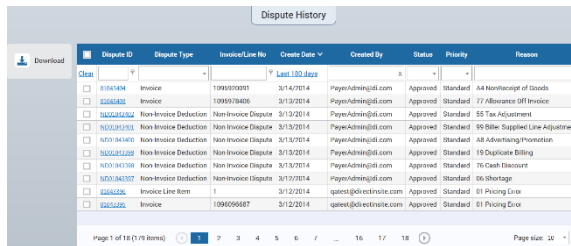
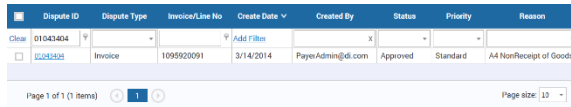
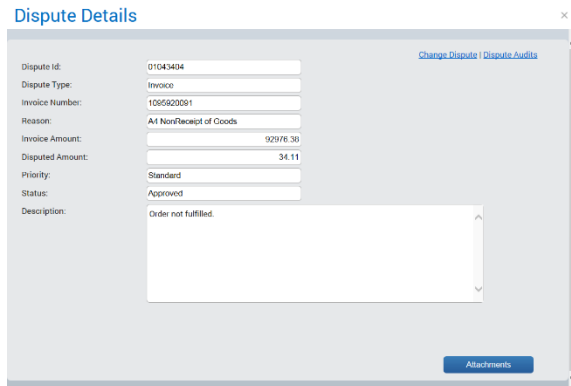
STEP	ACTION	RESULT
5.	<p>Click the Change Dispute link.</p> <p><a href="#">Change Dispute</a></p>	<p>The Change Dispute window is displayed.</p> 
6.	<p>Click the open icon in the Status Change Reason field.</p> 	<p>The Status Change Reason menu is displayed.</p> 
7.	<p>Select the reason for the status change.</p>  <p>❖ <b>Note:</b> The New Status and Priority fields only have one option and those options are displayed automatically.</p>	<p>The reason is displayed in the field.</p> 
8.	<p>Enter the notes for the status change.</p> 	<p>The notes are displayed in the field.</p> 

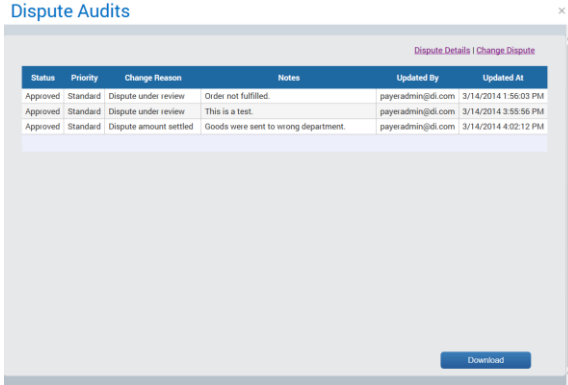

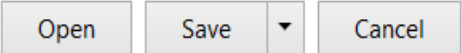
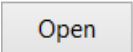
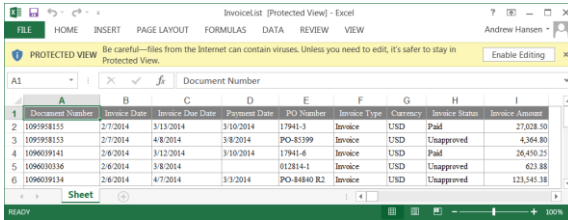

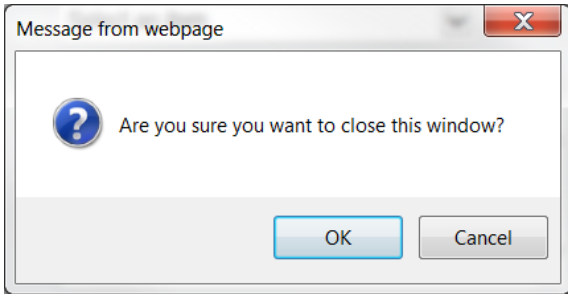
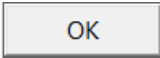
STEP	ACTION	RESULT
9.	Click the Update button. 	The dispute is changed and a confirmation message is displayed.  ❖ <b>Note:</b> An attachment can be added to the dispute. See the <i>Add Attachment to Invoice</i> section, starting at Step 4, for instructions.
10.	Click the close icon. 	A confirmation popup is displayed. (Add Note: the payment has already been scheduled, this will not cancel or make you lose your work...)  ❖ <b>Note:</b> The payment has already been scheduled. This will not cancel the transaction or lead to loss of work.
11.	Click the OK button. 	The window is closed and the list of disputes from the results of the search is displayed. 

## 10.5 View Dispute Audits

A list of changes (in chronological order) to the dispute can be displayed and downloaded.

STEP	ACTION	RESULT
------	--------	--------

STEP	ACTION	RESULT
1.	Click the History link. 	The History menu is displayed. 
2.	Select the Dispute History option. 	The Dispute History page is displayed. 
3.	Use the search function to display the dispute whose details will be displayed. <b>❖ Note:</b> See the <i>Search List</i> section for search instructions.	The search results are displayed in the dispute list. 
4.	Click the Dispute ID link. <a href="#">01043404</a>	The Dispute Details window is displayed. 

STEP	ACTION	RESULT
5.	Click the Dispute Audits link. <a href="#">Dispute Audits</a>	The Dispute Audits window is displayed. 
6.	Click the Download button. 	The browser displays a prompt to open or save the file. 
7.	Click the Open button 	The spreadsheet application is started and the downloaded file is opened. 
8.	If required, save the file to a network or a local workstation.	The file is saved.
9.	Click the close icon. 	The close window popup is displayed. 
10.	Click the OK button. 	The window is closed and the list of disputes from the results of the search. 