

Close This Layout

Secondary Viewer

Change Layout

Refresh

Apply Filter

Auto Work

Override Auto-feed

Route Item

Execute Script Task

Actions

Take Ownership

Release Ownership

Re-Assign Company

Index Invoice

Flag as High Priority

Assign 1st Level Approver

Manually Assign Route/Approver

Release For Approval

Route To

Reject Invoice

Launch GL Coding

Clear Approvals

Add Supporting Documents

Tasks

Primary Viewer

Document Information Panel

AP Invoice - YARD TRUCK SPECIALISTS INC - Inv # 4PS162730 - Inv Date 1/30/2020 - Inv Amt 140.00

Document Type

AP Invoice

Document

AP Invoice - YARD TRUCK SPECIALISTS INC - Inv # 4PS162730 - Inv Date 1/30/2020 - Inv Amt 140.00

Find

There are no notes on this document

PAE

Check/Wire Request Form

Check Requests will only be accepted for CSCH approved non-PO purchases per the AP Governance documents, or are listed in the drop down for Expense Type below.

Request

Request Information

Date Prepared

01/30/2020

Requestor*

BACCAM, KHAMPHOU

Request Type*

CHECK/ACH REQUEST

Prepared By

Baccam, Khamphoui

Purpose/Reason for Request*

Prepare for payment

Company ID*

60

Attach Mandatory Files

Vendor/Payment Information

Terms

NET 45

Pre-Paid?

Vendor Name

YARD TRUCK SPECIALISTS

Vendor ID

800008138

Payment Detail

Expense Type*

Invoice Number*

Invoice Date*

Currency Type*

AP - AP Initial Review Q...

AP - Invoice Workflow Filter Display

Life Cycles

Inbox


Related Items

User Interaction

Process Flow

-  Index Invoice

5. You will need to double click the AP Supporting Doc to open it up to view the invoice.

6. Compare and Correct any Keywords
7. Verify remit address -Click on binoculars to see additional options 

A. Remit address rules

1. Address in OnBase must match address on invoice.
2. Remit to address that can be use ACH, Check, MCheck, Wire, MWire, TPACH, or TPVC. If the address on the invoice matches more than one of the address types the following list is the order in which you should select the address. TPVC, TPACH, ACH, Check, Wire. If the vendor is a foreign vendor the Wire address should be selected. MWire should only be selected if it is default. MCheck should only be select if the check needs to be send by Fedex or the check must have supporting documents send with it.

8. Then Click Save

9. Enter the invoice date MMDDYYYY. This is the date on the invoice.



10. Now Click the Launch GL Coding Icon

11. Enter the Project and GL coding from Form

Payment Detail

Expense Type* POSTAL PROGRAM ONLY Invoice Number* 8P5162730 Invoice Date* 01/30/2020 Currency Type* USD

Invoice Lines

Project Number* 601330.00002.003.0001 Account* 50-022-010-0002 Org* 60.AT.US.1330.00 Line Amount* 140.00

Invoice Amount

140.00

12. In the description field you will need to enter the a description of the purchase or date of performance.

GL Coding

Go To Header

Inv Total (USD) 140.00 Coding Total (USD) 0.00 Balance 140.00

PO Ln	Project	Account	Org	Description	Alloc %	Quantity	Unit	Cost	Amount
	601330.00002.003.0001	CHICAGO OBO OPTNI	50-022-010-0002	DC Equip Maint	60.AT.US.1330.00	CHICAGO MTEC	postal program only		140.00

Add

13. Then Click Add

14. Make note that this section has gone from Red to Blue

GL Coding

Go To Header

Inv Total (USD) 140.00 Coding Total (USD) 140.00 Balance 0.00

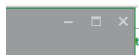
PO Ln	Project	Account	Org	Description	Alloc %	Quantity	Unit	Cost	Amount
	601330.00002.003.0001	CHICAGO OBO OPTNI	50-022-010-0002	DC Equip Maint	60.AT.US.1330.00	CHICAGO MTEC	postal program only		140.00

Sub Total: 140.00

If more then one Line of GL coding you would enter the next Line of coding repeating steps 11-13 until all lines are added then proceed to Step 14-16

15. Now click the X to close the box

16. Close the Invoice (support doc) by Clicking the X in the upper righthand corner of the window



17. Then Click the Release for Approval Icon

