

Processing an ongoing order invoice (LTS Procedure #111)

Scope: The document below outlines the procedures that Library Technical Services serials staff follow when paying an invoice in FOLIO.

Contact: [Joanna Cerro](#)

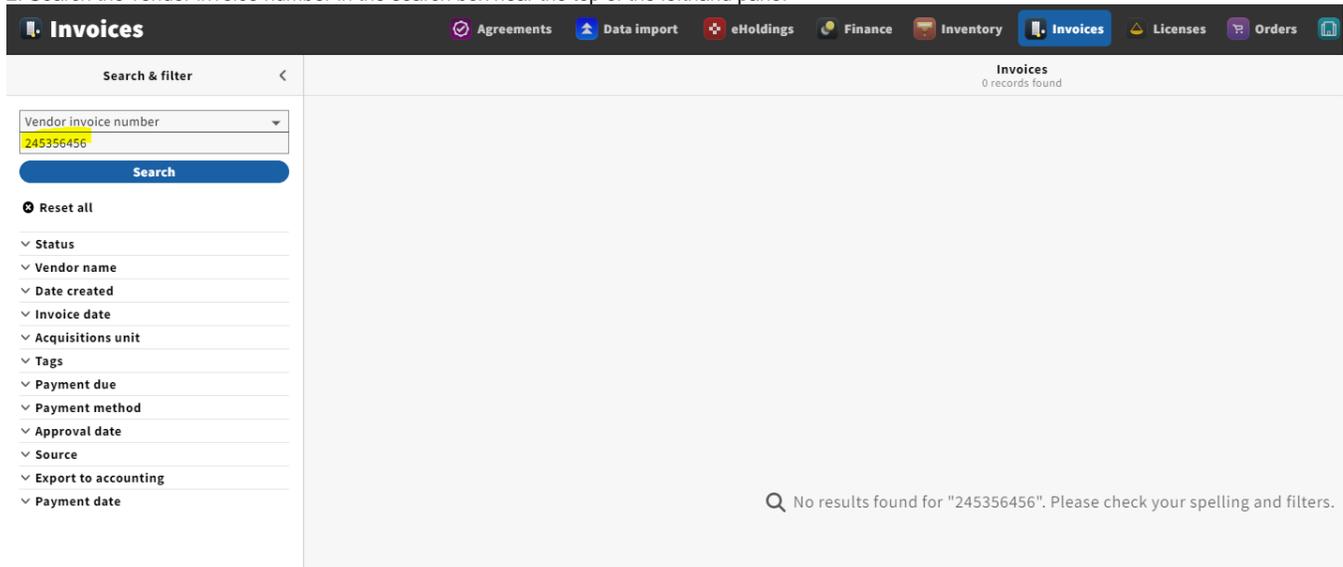
Unit: Serials Management

Date last updated: 29 Mar 2024

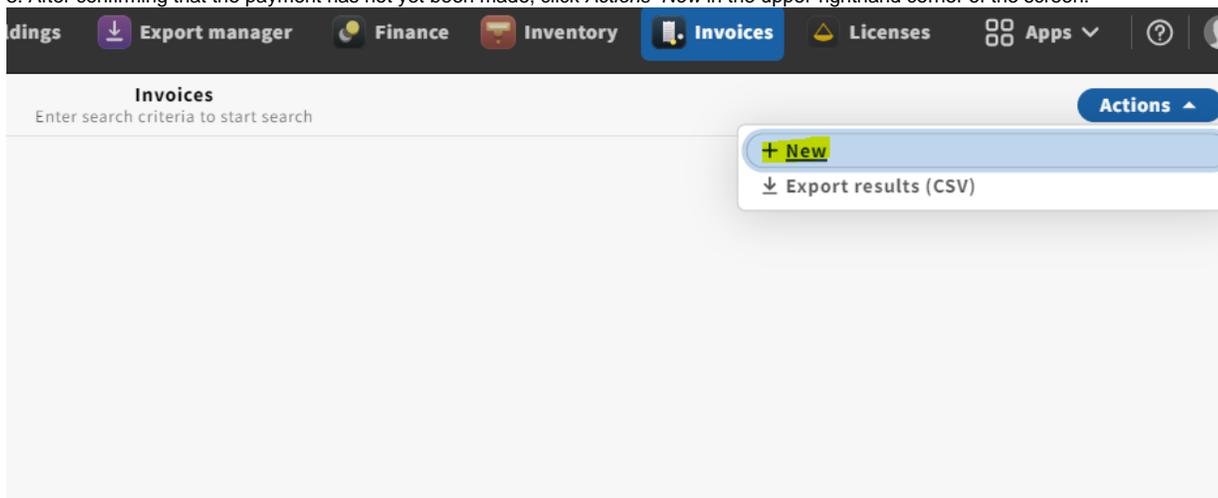
Date of next review: Mar. 2025

NOTE: As of the Nolana release (March 2023), we now have the option to pay an invoice directly from the PO. Jump to [this section](#) for instructions.

1. Begin in the Invoices app.
2. Search the vendor invoice number in the search box near the top of the lefthand pane.



3. After confirming that the payment has not yet been made, click *Actions* **New** in the upper-righthand corner of the screen.



4. Enter information into the following fields: *Invoice date*, leave the Status as *Open* for now, *Bill to*.

Create vendor invoice

^ Invoice information

Invoice date* 05/03/2023	Status* Open	Payment due MM/DD/YYYY	Terms
Approval date -	Approved by -	Acquisition units	
Bill to LTS E-Resources & Serials	Address LTS E-Resources & Serials 110 Olin Library Cornell University Library Ithaca, NY 14853	Batch group FOLIO	

NOTE: The *Lock total* box on your header is a feature that is used when loading EDI invoices; however, when paying a deposit account invoice, make sure to uncheck the *Lock total* box.

5. Enter any shipping and/or service charge information you might have under Adjustments. You will be entering these adjustments at the invoice level, rather than the invoice line level. You will be using the same funds for shipping (999) and service charge (515) as we did in Voyager. Under the Pro rate drop-down menu, always select *Not prorated*. Under the relation to total field, you almost always want to select *In addition to*. Make sure the *Export to accounting box* is checked.

Create vendor invoice

^ Adjustments

Preset adjustment

Adjustment 1

Description*	Amount*	Type	Pro rate*	Relation to total*	Export to accounting
Shipping	10	% \$	Not prorated	In addition to	<input checked="" type="checkbox"/>

Remaining amount to be distributed: \$0.00

Fund ID*	Value*	Type	Amount
999 Shipping (999)	100	% \$	\$10.00

Add fund distribution

Adjustment 2

Description*	Amount*	Type	Pro rate*	Relation to total*	Export to accounting
Service charge	8.00	% \$	Not prorated	In addition to	<input checked="" type="checkbox"/>

Remaining amount to be distributed: \$0.00

Fund ID*	Value*	Type	Amount
515 Service Charges (515)	100	% \$	\$8.00

Add fund distribution

NOTE: We will be using the same practice of not adding shipping costs or service charges to one-line invoices as we did in Voyager.

6. Under Vendor information, fill in the invoice number, and click Organization look-up to select the appropriate vendor.

NOTE: An Accounting code **must** be selected from the drop-down menu if the payment method is anything else besides credit card. No accounting code needs to be selected for credit card payments.

^ Vendor information

Vendor invoice number* 463243546	Vendor name* YANKEE SERIALS	Accounting code Default (7540-1, 101007)
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[Organization look-up](#)

7. Under Extended information, select the invoice payment method. When creating a new invoice and you select your vendor name under "Organization look-up", you will be seeing that the "Payment method" may sometimes be populated automatically. **If it is, PLEASE LEAVE IT ALONE.** When creating a new invoice and nothing populates when you add your vendor name you will only use "Physical check" or "Credit card".

If paying by physical check, make sure that *Export to accounting* is selected. If paying with pcard, you'll want to leave this box unchecked. If paying by deposit account, you'll also want to leave this box unchecked.

Check subscription overlap will be toggled by default, which is how you will want to leave it. Always use US Dollar as currency.

^ **Extended information**

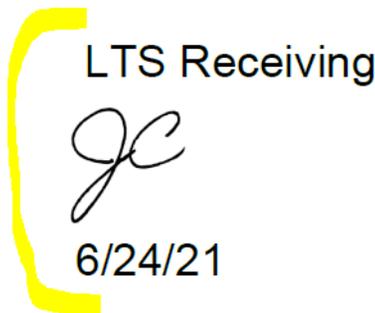
FOLIO invoice number -	Payment method* Physical check	Check subscription overlap <input checked="" type="checkbox"/>	Export to accounting <input checked="" type="checkbox"/>
Enclosure needed <input type="checkbox"/>	Current exchange rate -	Use set exchange rate <input type="checkbox"/>	Set exchange rate -
Currency* US Dollar (USD)			

8. On the pdf copy of the invoice, use the add text feature in Adobe to add your LTS Receiving stamp in the following format:

LTS Receiving

Initials

Date

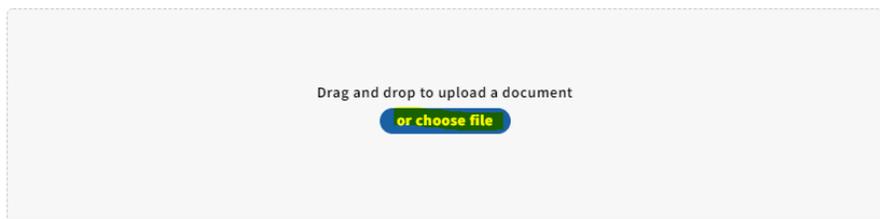


Upload a copy of the invoice and any approval information by dragging them to the box under Links & documents or select *or choose file*.

^ **Links & documents**

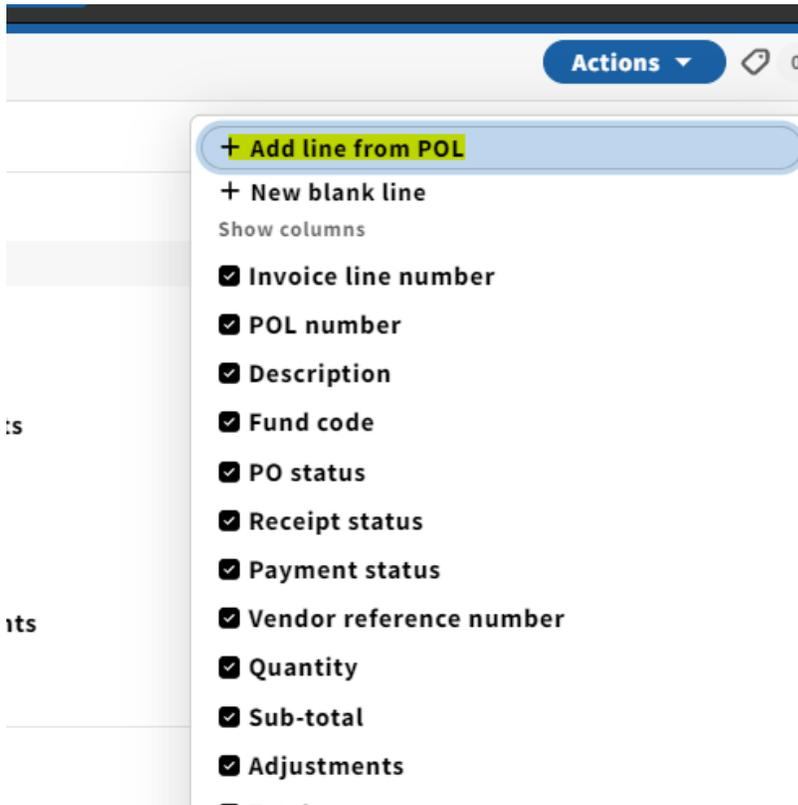
Add link

Documents

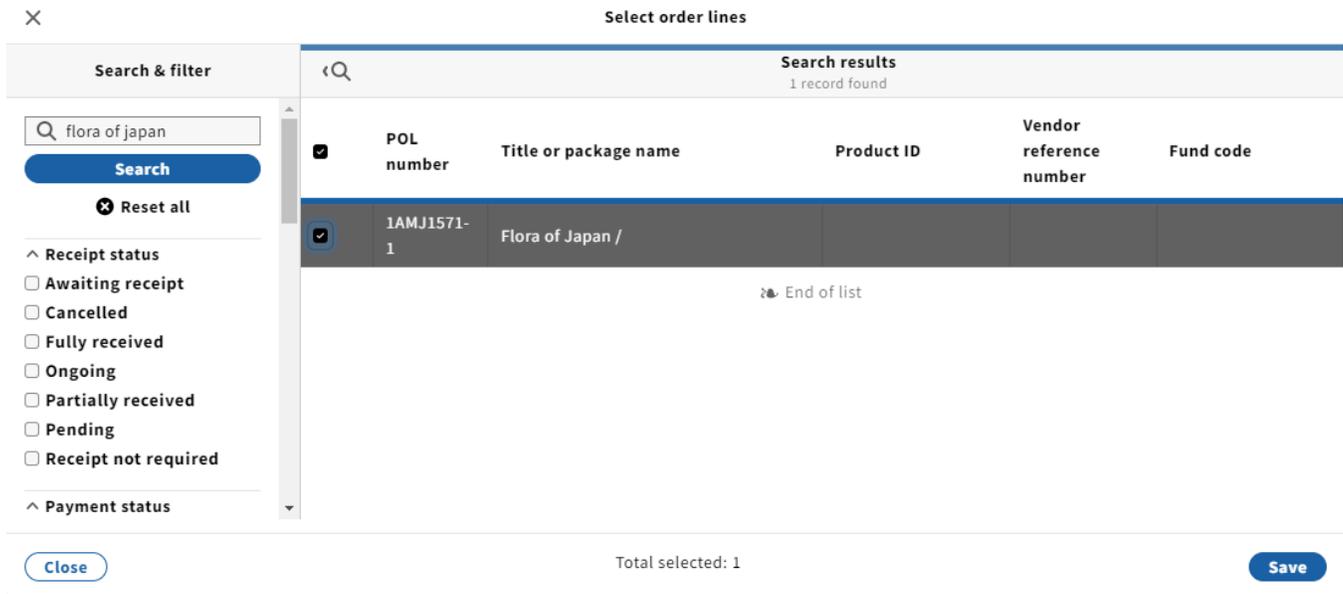


9. Click *Save & close* at the bottom.

10. Select *Actions ->Add line from POL* under Invoice lines.



11. A pop-up will appear where you can search for an order line by title or PO#. After you've identified the order line, click the checkbox next to the PO# and click Save.



12. The Invoice lines field will now be populated with the title you just selected. Next, click on the invoice line.

Vendor invoice number - 245356456
EBSCO

Actions 0

[Collapse all](#)

Invoice information

Record last updated: 6/24/2021 1:38 PM

Invoice date	Status	Payment due	Terms
06/24/2021	Reviewed	-	-
Approved date	Approved by	Acquisition units	Source
-	-	-	User
Note	Bill to name	Bill to address	Batch group
-	LTS E-Resources & Serials	LTS E-Resources & Serials 110 Olin Library Cornell University Library Ithaca, NY 14853	FOLIO
Total units	Sub-total	Total adjustments	Calculated total amount
1	\$0.00	\$18.00	\$18.00
Payment date	-		

Invoice lines

Total number of invoice lines: 1

[Add](#) [New](#)

#	POL number	Description	Fund code	Quantity	Sub-total	Adjustmer
1	1AMJ1571-1	Flora of Japan /	-	1	\$0.00	\$0.00

End of list

Fund distribution

Adjustment	Fund	Expense class	Value	Amount	Initial encu
Shipping	999 Shipping(999)	-	100%	\$0.00	-
Service charge	515 Service Charges(515)	-	100%	\$0.00	-

13. Select *Edit* from the Actions drop-down menu.

View invoice line - 1 Actions 0

Edit
Delete

^ Invoice line information

Record last updated: 6/24/2021 1:48 PM

Description
Flora of Japan /

PO line number	Invoice line number	Status	Subscription info
IAMJ1571-1	1	Open	-
Subscription start date	Subscription end date	Comment	Account number
-	-	-	-
Accounting code	Quantity	Sub-total	<input checked="" type="checkbox"/> Release encumbrance
-	1	\$0.00	

Vendor reference numbers

The list contains no items

14. On the Invoice line information edit screen, fill in the following information:
- Subscription start and end dates if you'd like or...
 - Subscription info: fill in volume or enumeration info in this field along with the year
 - Sub-total: the cost of that particular line item (as stated above, if this is a single-line invoice, you will include shipping in this field similar to our practice in Voyager)
 - Fund distribution and expense class

Subscription info	Subscription start date	Subscription end date	Comment
<input type="text" value="2023"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>
Accounting code	Account number	Quantity *	Sub-total *
-	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="53.14"/>

Release encumbrance

^ Fund distribution

Remaining amount to be distributed: \$0.00

Fund ID *	Expense class *	Value *	Type	Amount	
<input type="text" value="2030 Area Studies (2030)"/>	<input type="text" value="Physical Res - On-going perpetual"/>	<input type="text" value="100"/>	<input type="text" value="%"/>	<input type="text" value="\$"/>	<input type="text" value="\$53.14"/>

[Add fund distribution](#)

NOTE: Release encumbrance should be checked *unless* the amount on the invoice ends up being *more* than what was brought over from the POL. In other words, if there is no money leftover from the payment, there is nothing to release.

NOTE 2: For implementation, the POL's have migrated at \$0. For FY23, the release encumbrance box does not need to be checked at all.

15. Click *Save & close*.

16. If adding more invoice lines, repeat steps 10-15 for each item.

17. Double-check to make sure that the *Calculated total amount* matches the total on the invoice.

✕

Vendor invoice number - 245356456
EBSCO

Actions ▾
🔒 0

Collapse all

^ Invoice information

▼ Record last updated: 6/24/2021 2:21 PM

Invoice date	Status	Payment due	Terms
06/24/2021	Reviewed	-	-
Approved date	Approved by	Acquisition units	Source
-	-	-	User
Note	Bill to name	Bill to address	Batch group
-	LTS E-Resources & Serials	LTS E-Resources & Serials 110 Olin Library Cornell University Library Ithaca, NY 14853	FOLIO
Total units	Sub-total	Total adjustments	Calculated total amount
3	\$225.00	\$18.00	\$243.00
Payment date	-		

18. Select *Actions Edit*, set the status to *Reviewed*. The status should be set to *Reviewed* only when you're completely done processing the invoice and are ready to have Accounting pay it.

Create vendor invoice

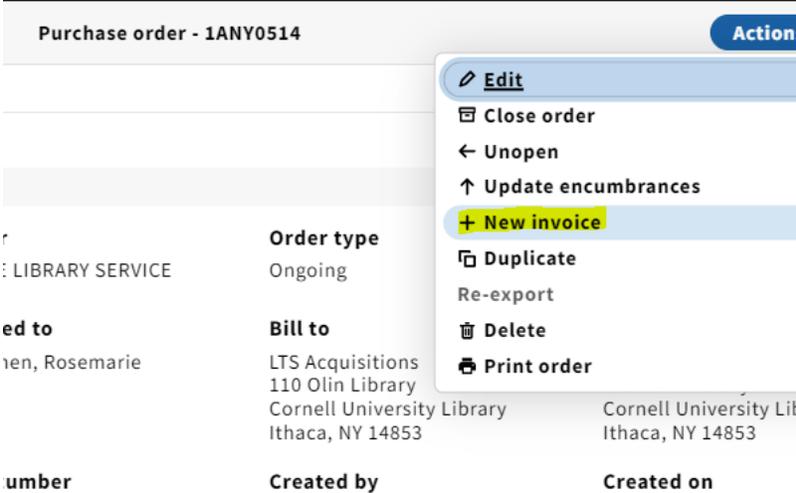
^ Invoice information

Invoice date*	Status*	Payment due
<input style="width: 95%; border: 1px solid #ccc;" type="text" value="05/03/2023"/> ✕ 📅	Reviewed ▾	<input style="width: 95%; border: 1px solid #ccc;" type="text" value="MM/DD/YYYY"/>
Approval date	Approved by	Acquisition units
-	-	<input style="width: 95%; height: 20px; background-color: #e6e6e6;" type="text"/>
Bill to	Address	Batch group
LTS E-Resources & Serials ▾	LTS E-Resources & Serials 110 Olin Library Cornell University Library Ithaca, NY 14853	FOLIO
Sub-total	Total adjustments	Calculated total amount

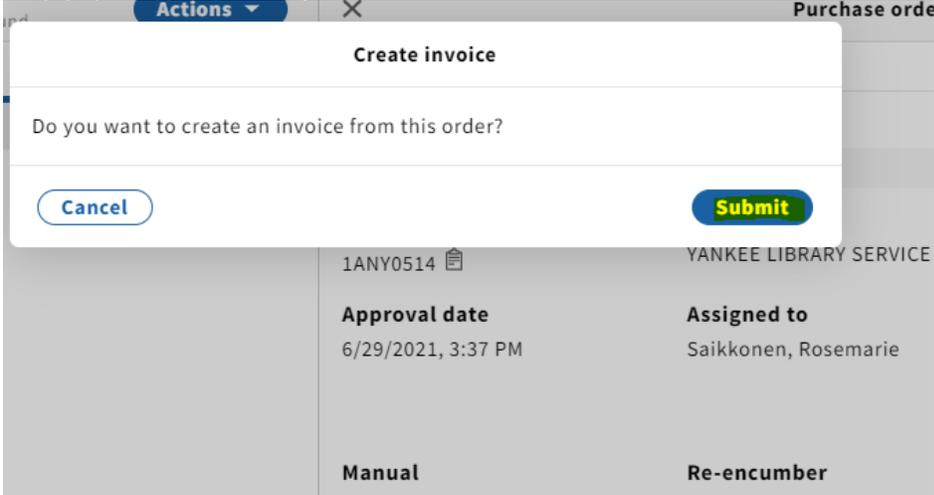
19. Click *Save & close*.

Processing an invoice from the PO

1. In the orders app, from the Purchase Order level, select *Actions* *New invoice*



2. A pop-up will appear and ask if you'd like to create an invoice from this order. Select *submit*.



- 3. Fill in the required information on the invoice header screen. Click *Save & close* when done.
- 4. Green toasts will appear at the bottom of the page indicating that the invoice and invoice line(s) were successfully created.
- 5. Continue with the remaining steps as outlined in the above section beginning with step #13.