# Processing an ongoing order invoice (LTS Procedure #157)

**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:** 23 Feb 2022

**Date of next review: February 2023**

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 *New* in the upper-righthand corner of the screen.



4. Enter information into the following fields: *Invoice date*, set status to *Reviewed* if you plan on submitting the invoice immediately after processing it, *Bill to name*.

Collapse all

## Invoice information

| | | | |
|---|---|---|---|
| **Invoice date** * | **Status** * | **Payment due** | **Terms** |
| 06/24/2021 | Reviewed | MM/DD/YYYY | |
| **Approval date** | **Approved by** | **Acquisition units** | |
| - | - | | |
| **Bill to name** | **Bill to name** | **Batch group** | |
| LTS E-Resources & Serials | LTS E-Resources & Serials<br>110 Olin Library<br>Cornell University Library<br>Ithaca, NY 14853 | FOLIO | |
| **Sub-total** | **Total adjustments** | **Calculated total amount** | |
| - | - | - | |
| **Lock total** | **Lock total amount** 🔒 | **Note** | |
| ☐ | | | |

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.

## Adjustments

**Preset adjustment**

### Adjustment 1 🗑

| **Description** * | **Amount** * | **Type** | **Pro rate** * | **Relation to total** * | **Export to accounting** |
|---|---|---|---|---|---|
| Shipping | 10 | % / **$** | Not prorated | In addition to | ☑ |

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 | ☑ |

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.

## Vendor information

| **Vendor invoice number** * | **Vendor name** * | **Accounting code** |
|---|---|---|
| 245356456 | EBSCO | |

**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 has, 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.



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
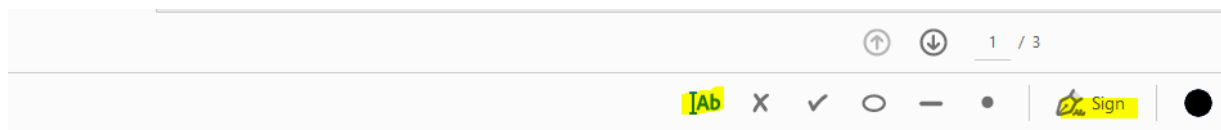




Upload a copy of the invoice and any approval information by dragging them to the box under Links & documents or select *or choose file*.



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

10. Select *Add* under Invoice lines.

**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<br>110 Olin Library<br>Cornell University Library<br>Ithaca, NY 14853 | FOLIO |

| Total units | Sub-total | Total adjustments | Calculated total amount |
|---|---|---|---|
| 0 | $0.00 | $18.00 | $18.00 |

**Payment date**
-

^ **Invoice lines**      **Add**   **New**

Total number of invoice lines: 0

The list contains no items

^ **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 | - |

^ **Adjustments**

| Description ^ | Amount | Pro rate | Relation to total |
|---|---|---|---|
| Service charge | $8.00 | Not prorated | In addition to |
| Shipping | $10.00 | Not prorated | In addition to |

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*.

Select order lines

Search & filter

Search results
1 record found

🔍 flora of japan

**Search**

❌ Reset all

∧ Receipt status
☐ Awaiting receipt
☐ Cancelled
☐ Fully received
☐ Ongoing
☐ Partially received
☐ Pending
☐ Receipt not required

∧ Payment status

| | POL number | Title or package name | Product ID | Vendor reference number | Fund code |
|---|---|---|---|---|---|
| ☑ | 1AMJ1571-1 | Flora of Japan / | | | |

🐌 End of list

**Close**          Total selected: 1          **Save**

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

**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

Add    New

Total number of invoice lines: 1

| # ⌃ | POL number | Description | Fund code | Quantity | Sub-total | Adjustmen |
|---|---|---|---|---|---|---|
| 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 |
|---|---|---|---|
| 1AMJ1571-1 | 1 | Open | - |

| Subscription start date | Subscription end date | Comment | Account number |
|---|---|---|---|
| - | - | - | - |

| Accounting code | Quantity | Sub-total | ☑ Release encumbrance |
|---|---|---|---|
| - | 1 | $0.00 | |

**Vendor reference numbers**

The list contains no items

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14. On the Invoice line information edit screen, fill in the following information:
- Subscription info: P for print, E for electronic, P+E for both
- Subscription start and end dates
- Comment: fill in volume or enumeration info in this field
- 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 |
|---|---|---|---|
| P | 01/01/2022  ⊗ 📅 | 12/31/2022  ⊗ 📅 | v.31 |

| Accounting code | Account number | Quantity* | Sub-total* |
|---|---|---|---|
| - | ▼ | 1 | 60 |

☐ Release encumbrance

### ⌃ Fund distribution

**Remaining amount to be distributed: $0.00**

| Fund ID* | Expense class* | Value* | Type | Amount | |
|---|---|---|---|---|---|
| 2030 Area Studies (2030) ▼ | Physical Res - On-going perpetual ▼ | 100 | **%**   $ | $60.00 | 🗑 |

( **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 FY22, the release encumbrance box does not need to be checked at all. Accounting will use what is charged on FY22 invoices as a basis to create a commitment for FY23 and will be adding a percentage increase each year going forward.

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**<br>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<br>110 Olin Library<br>Cornell University Library<br>Ithaca, NY 14853 | FOLIO |

| **Total units** | **Sub-total** | **Total adjustments** | **Calculated total amount** |
| --- | --- | --- | --- |
| 3 | $225.00 | $18.00 | $243.00 |

**Payment date**

-