

# Paying Invoices in FOLIO (LTS Procedure #121)

**Scope:** *Acquisitions staff use this procedure to create invoices, appending purchase order lines (POLs) to the invoice, and miscellaneous details of invoice creation.*

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**Unit:** Monographs Receiving Unit of LTS

**Date reviewed :** 08/08/2023

**Date of next review:** August 2024

To begin the process of manually creating a new invoice, launch the Invoice app and search the vendor invoice number in the search box near the top of the left-hand pane. There are other ways to search by clicking on the down arrow, so be sure to use all possible ways to be sure payment has not been made.

When you confirm payment has not been made you will create a new invoice by clicking on "Actions" then "New" in the far right corner.

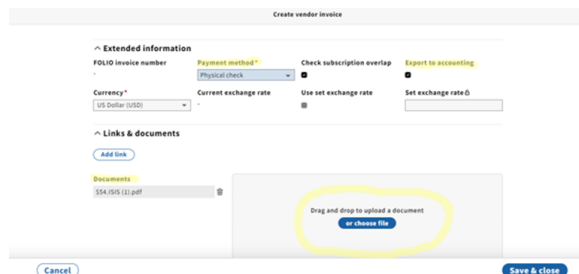
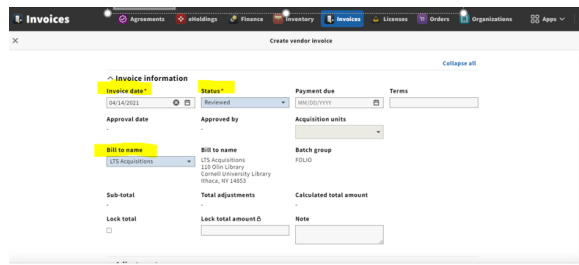
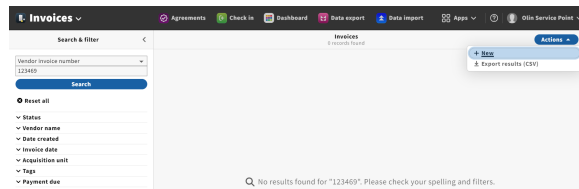
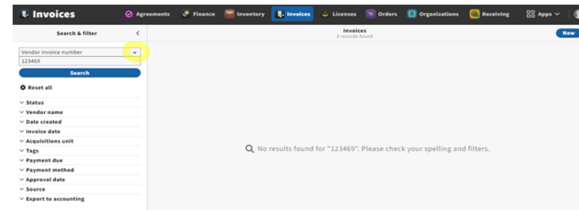
By clicking on "New" you will get the following screen: Let's look at the fields you will need to populate in yellow. Choose the "Default" Accounting code if it does not appear.

**NOTE: The Status needs to be changed from "Open" to "Reviewed" when you are ready for Accounting to make payment. Typically you will leave this in "Open" status until you have added all POLs necessary and made sure your totals match.**

We will be updating the "Payment method" to "Physical check" unless we are paying with a procurement card, in those cases update the payment method to "Credit card". You will always check the box for "Export to accounting" for physical check. You DO NOT check this box for Payment method "Credit card". After adding your department name, date and your initials (i.e. LTS Receiving; LM - 6/29/21), save your invoice to your computer and then upload your invoice by dragging and dropping or "choose file"; then click Save & close.

**NOTE: If the "Payment method" is already there, leave it alone! Accounting has set it as it should be.**

After you Save & close, you will add your purchase order lines (POLs) by clicking on the "Actions" button and then + Add line from POL.



+ Add line from POL  
 + New blank line  
 Show columns  
☒ Invoice line number  
☒ POL number  
☒ Description  
☒ Fund code  
☒ PO status  
☒ Receipt status  
☒ Payment status  
☒ Vendor reference number  
☒ Quantity  
☒ Sub-total  
☒ Adjustments  
☒ Total  
☒ Vendor code

Actions

You can search by the Purchase Order number, title and you can also set parameters as you see fit: I'm looking for purchase order number 11815 but as you can see the search will truncate:

Search & filter: 11815

Search results: 4 records found

POL number	Title or package name	Product ID	Vendor reference number	Fund code
11815-2	Federal rules of evidence.			p2755
11815-1	Agricultural & environmental science database.		300	
11815-3	Wild Flowers			p2755
11815-1	Control of Radon in Houses	9780929600079		p2755

Total selected: 0

You will now select the POL numbers you are paying for by checking the box (Note: if you wanted to pay for all POL's, you would just check the one box to the left of the POL number column); then click Save,

Search & filter: 11815

Search results: 4 records found

POL number	Title or package name	Product ID	Vendor reference number	Fund code
<input checked="" type="checkbox"/> 11815-2	Federal rules of evidence.			p2755
<input type="checkbox"/> 11815-1	Agricultural & environmental science database.		300	
<input checked="" type="checkbox"/> 11815-3	Wild Flowers			p2755
<input checked="" type="checkbox"/> 11815-1	Control of Radon in Houses	9780929600079		p2755

Total selected: 3

After clicking save you will see the POL's that you selected are now attached to the invoice:

Vendor invoice number - 12345  
COURTS LIBRARY

Invoice information

Record last updated: 5/11/2021 12:06 PM

Invoice date	Status	Payment due	Terms
2021-04-14	Reviewed	-	-

Approved date	Approved by	Acquisition units	Source
-	-	-	User

Bill to name	Bill to address	Batch group
LTS Acquisitions	LTS Acquisitions 119 Olin Library Cornell University Library Ithaca, NY 14853	FOLIO

Total units	Sub-total	Total adjustments	Total amount
3	\$60.00	\$0.00	\$60.00

Invoice lines

Total number of invoice lines: 3

#	POL number	Description	Fund code	Quantity
1	11815-1	Control of Radon in Houses	p2755	1
2	11815-3	Wild Flowers	p2755	1
3	11815-2	Federal rules of evidence.	p2755	1

Some things to keep in mind:

- Your totals are calculated by FOLIO
- The "Lock total" box on your "header" is a feature that we will use when loading EDI invoices. This will "lock" the total of the invoice line items that appear on the invoice. This will override what the price is on the POL. With this box checked, if the totals don't match the invoice will not be able to be approved

for payment. As we know, many EDI invoices are loaded without the adjustment (i.e. Shipping/service charge/discounts etc.) which would throw the totals off. Your invoice total in FOLIO should match your paper invoice total you are working from, which should match the lock total.

- When manually creating an invoice, your sub-total is based on the prices within the POL's. If the price changes from the point of order to when you are receiving it, you will need to go to the invoice line and click the blue "Actions" button in the upper right hand corner and select "Edit". To the right shows you where you will change the price as it is stated on the invoice.

This is where you will add postage and handling, service charge, discount etc. You have the ability to add adjustments at the invoice level or the invoice line level. In most cases, we will use this price adjustment at the invoice level rather than the invoice line level.

View invoice line - 3

Actions

0

Collapse all

Invoice line information

Record last updated: 5/11/2021 12:30 PM

Description

Control of Radon in Houses

PO line number	Invoice line number	Status	Subscription info
11815-1	3	Reviewed	-
Subscription start date	Subscription end date	Comment	Account number
-	-	-	-
Accounting code	Quantity	Sub-total	<input checked="" type="checkbox"/> Release encumbrance
-	1	\$30.00	

Vendor reference numbers

The list contains no items

Adjustments

Preset adjustment

Adjustment 1

Description*	Amount*	Type	Pro rate*	Relation to total*	Export to accounting
Shipping	\$	%	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	%	\$5.00

Add fund distribution