Invoice Batch Processing

Overview

Once invoices are entered into the system, they can be reviewed prior to approval to ensure accuracy. In NIS, once you have reviewed, made any necessary corrections, and approved the invoice entries, the invoices will post to the G/L.

When invoice entries are correctly and regularly entered, they ensure G/L accuracy.

This work instruction shows how to:

Review Invoice Batch

Approve Invoice Batch

Post Invoice Batch

Print Invoice Batch

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: http://www.das.ne.gov/.

Navigation

Click Roles, Accounts Receivable.
(Citrix users – right click on the menu, choose Apply Roles, choose Accounts Receivable.)

Receivables > Accounts Receivable Processing > Invoicing >
Review & Approve Invoice Batches:
> Invoice Batch Review and Approve

Receivables > Accounts Receivable Processing > Invoicing >
Enter & Print Invoices > Invoice Print

Steps

Review Invoice Batch

Navigation: Receivables > Accounts Receivable Processing > Invoicing > Review & Approve Invoice Batches > Invoice Batch Review & Approve

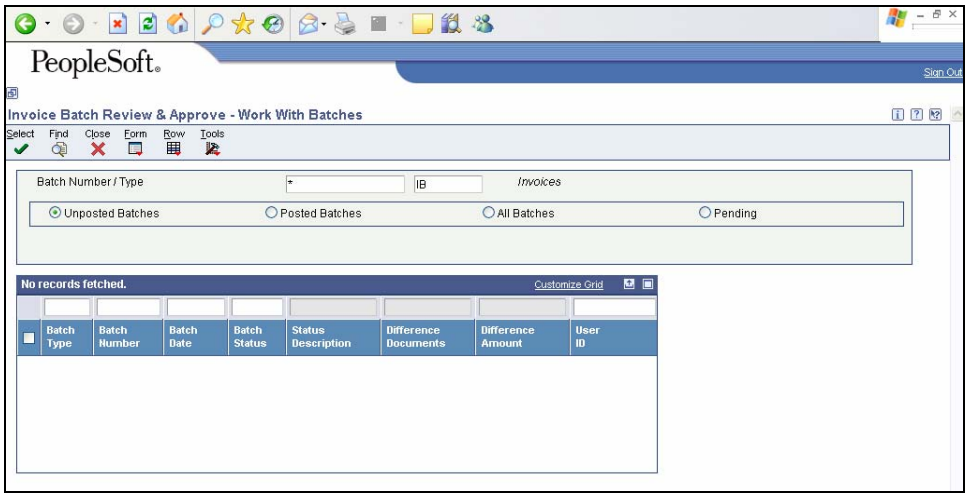
Start this instruction from the Invoice Batch Review – Work with Batches window.

1. Enter your User ID in the User ID field in the QBE line to bring up only the invoices you prepared. You may use other QBE fields or combinations of fields if you know what you are looking for.
2. Click **Find**, this displays only your batches.
3. Choose the desired batch.
4. Click **Select**. The Invoice Batch Review and Approve – Invoice Journal Review window appears.
5. Choose the desired Invoice Number.
6. Click **Select**. The Invoice Batch Review and Approve – Standard Invoice Entry window appears.
7. Review the invoice.
8. Click **Cancel** to return to the Invoice Batch Review & Approve - Invoice Journal Review window.
9. Click **Close** to return to the Invoice Batch Review & Approve - Work with Batches window.
10. Click **Close**.

Approve Invoice Batch

Navigation: Receivables > Accounts Receivable Processing > Invoicing > Review & Approve Invoice Batches > Invoice Batch Review and Approve

Start this instruction from the Invoice Batch Review – Work with Batches window.



1. Enter your User ID in the User ID field in the QBE line. Scroll to the right to get to the User ID field.
2. Click **Find**, this will display only your batches.
3. Choose the desired batch(es).
4. Click **Row**, **Batch Approval**.
5. Click **Approved** – **Batch is ready to post**.
6. Click **OK** or **Form**, **OK to All** for multiple invoices.
7. Chosen batch(es) will show status of Approved.
8. Click **Close**.

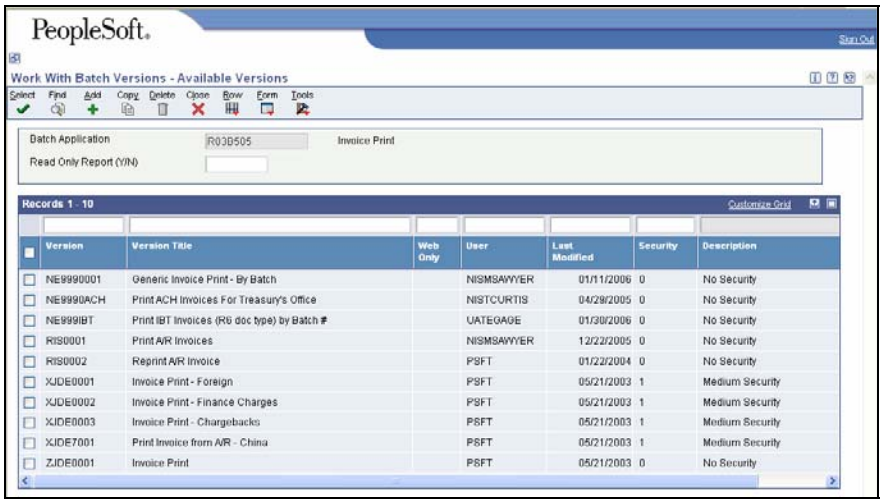
Post Invoice Batch

Invoice posting will take place hourly through an automated process. All approved invoices will be posted. The status of the invoice will change to "Posted" once the automatic process has completed.

Print Invoice Batch

Navigation: Receivables > Accounts Receivable Processing > Invoicing > Enter & Print Invoices > Invoice Print

Start this instruction from the Work with Batch Versions – Available Versions window.

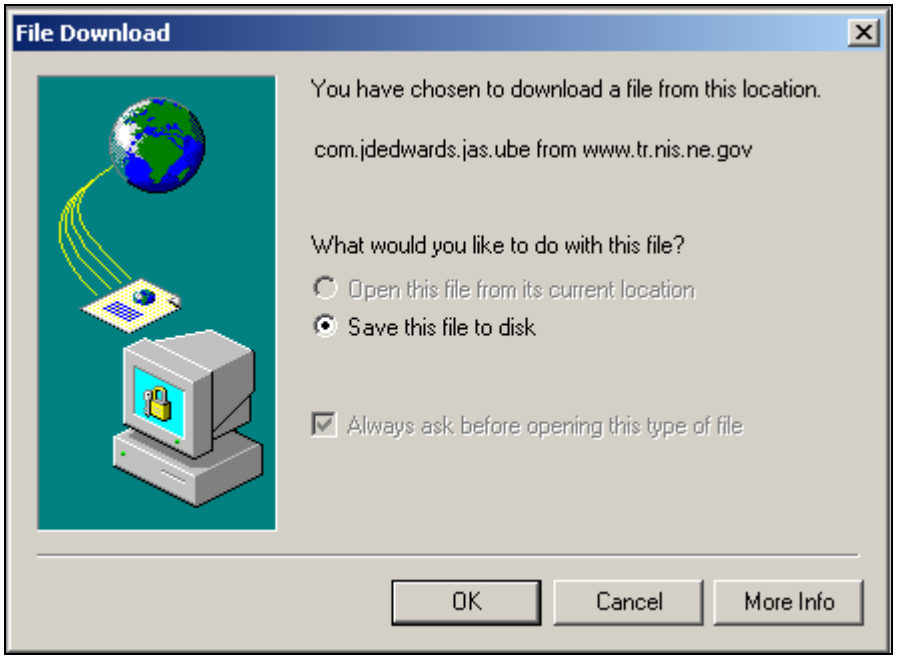


1. Choose the Version/Version Title desired.
2. Click **Select**. The Version Prompting window appears.
3. Choose **Data Selection**.
4. Click **Submit**.
5. Change the Right Operand to **Literal**.
6. Enter the batch number in the Literal Value field.
7. Click **OK** to return to the Data Selection window.
8. Click **OK**. The Processing Options window appears.
9. In the Processing Options window, under the **Attachments** tab, enter 1 if not defaulted.
10. Click **OK**. The Printer Selection window appears.
11. Click **OK**. The Work With Batch Versions - Available Versions window appears.
12. Click **Close**.

View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the Working with Submitted Reports work instructions. Choose the Job Details to view (R03B50_…) once the Description is "Done".

This report runs in OSA.

Depending on the configuration of your PC, you may see a pop-up window titled “You have chosen to download a file from this location.”



If this screen appears, and “Open this file from its current location” is available as an option, click the radio button and click OK.

If the “Open this file from its current location” option is greyed out, click the radio button for :Save this file to disk”. Choose a location, rename the file and save the file with a “.pdf” extension. Once the file is saved, you can open the .pdf file you just saved from its location on your disk.