Contents

Reviewing Invoices

What Is the Invoices Summary Search Page?

The **Invoice Summary Search** page allows the vendor to review the processing status of an invoice. The Invoices are either electronically generated in VSS by the Vendor or are created and processed by the County for the vendor. For information on how to create an Invoice in VSS, please see the Electronic Invoice section of this help guide.

Note: Only e-procurement related invoices will appear on this page. Certain invoices may not be displayed if they have been blocked from the site by County restrictions.

Will an Invoice I Just Submitted be Displayed?

Yes, once you submit an invoice in VSS, you will be able to view it under the Invoice tab in VSS. You will also be able to see the invoice status of submitted in this section.

How Do I Search for Invoices?

Use the search fields to search by the desired criteria- an explanation of the search fields is provided below. If no values are entered in any of the search fields, only the defaulted "Transaction From" date is applied, and all invoices for the vendor with a transaction on or after the default date will be displayed. To display all invoices:

Step 1. Log into your Vendor Self Service account and click the **Financial Transactions** tab.

Result: The Financial Transactions tab is opened.

Step 2. Click the **Invoices** tab.

Result: The Invoice Summary Search page is displayed.

Step 3. From the Invoice search page, select **Both** from the "Fully Paid?" drop down box and click **Search**.

Result: All Invoices for the vendor are displayed.

The table below gives an explanation of each search parameter and what results they will yield.

Search Field	Value Options	Results
Invoice Number	Vendor Invoice No., that is on the invoice submitted by the vendor (When unsure of the full number, asterisks (*) may be used).	The lines of the specified invoice will be displayed in the results grid.
Total Invoice Amount	The vendor can specify an amount. An operator **can** be entered in front of the numeric value: (=, >, >=, <, <=, <>). If no operator is used, the system will interpret as: '='	Invoices where the total Invoice Amount matches the specified amount (as per the rules of the operator) will be displayed.

Search Field	Value Options	Results
Invoice Status	The vendor can select the Invoice Status from a dropdown list; available values are: 1. Approved 2. Cancelled 3. Paid 4. Payment Scheduled 5. Pending Approval 6. Submitted	All invoices where the derived Invoice Status matches the value selected from the dropdown list will be displayed. The manner in which the Invoice Status is derived for an invoice is provided in the next section.
Award ID	A vendor can specify an Award ID for the original award. (When unsure of the full number, asterisks (*) may be used).	All Invoices that have been submitted for the specified award will be displayed.
Fully Paid?	The vendor can select the 'Fully Paid?' value from a dropdown list; available values are: 1. Both 2. Yes 3. No The default value is 'No'.	If set to Yes, only those invoices which have been fully paid out are displayed. If set to No, only those invoices which still have an open or outstanding amount will be displayed.
Address ID	Payment Address Codes selected from the pick-list (multiple addresses may be chosen by opening the pick-list more than once).	When an address is selected, the search results grid will only display invoices where the address entered on the invoice matches the address specified in the search parameter.
Invoice From	Valid date (If left blank, will populate with a default date).	Only Invoices with the Invoice Date on or *after* the date entered will be displayed.
Invoice To	Valid date (has to be greater or equal to the Invoice From).	Only Invoices with the Invoice Date or *before* the date entered will be displayed.

What Do The Different Invoice Statuses Mean?

Approved- The Invoice has been received and reviewed by the County.
Cancelled- The Invoice has been received and cancelled by the County.
Paid- Payment has been disbursed for the Invoice. This status will show even if the disbursed payment was cancelled.
Payment Scheduled- A payment has been scheduled for the Invoice.
Pending Approval- The Invoice has been created by the vendor in VSS, but the County has not yet reviewed and/or approved it.
Submitted- The invoice has been submitted in VSS. The county has not yet started to review it.

Why Can't I Open Certain Pages When I Have a Submitted Invoice Selected?

If you have selected an Invoice that has the status of "Submitted", you will not be able to click the **Details** or **Reference** links. This is because Invoices with a status of "Received" have not yet been reviewed by the County, and there would be no Details or Reference information available yet.

What Information Can I See on the Main Invoice Search Page?

The table below describes each of the fields in the **results grid** on the Invoice Summary Search page. See the question above to learn how to navigate to the Invoice Summary Search page.

<table>
<tr><th>Field Label</th><th>Explanation</th></tr>
<tr><td>Invoice Number</td><td>The Vendor Invoice Number.</td></tr>
<tr><td>Invoice Date</td><td>The date on the invoice.</td></tr>
<tr><td>Total Invoice Amount</td><td>The total amount invoiced, including tax.</td></tr>
<tr><td>Invoice Status</td><td>The Status of the invoice. See the previous question “What Do The Different Invoice Statuses Mean?” for more information.</td></tr>
<tr><td>Total by Invoice Status</td><td>A single invoice can have multiple invoice statuses since the payment or disbursement against an invoice can be done partially (leaving the rest of the invoice either in an approved or scheduled payment status). The derivation of the Total by Invoice Status is based on the Invoice Status as provided below.
<table>
<tr><th>If the Invoice Status Is…</th><th>The Total by Invoice Status will be based on…</th></tr>
<tr><td>Submitted</td><td>Will be blank.</td></tr>
<tr><td>Pending Approval</td><td>Total Invoice Amount.</td></tr>
<tr><td>Approved</td><td>Total Invoice Amount less disbursed and scheduled payment amounts.</td></tr>
<tr><td>Cancelled</td><td>Total Invoice Amount.</td></tr>
<tr><td>Paid</td><td>Total amount represented on all Check/EFTs for this invoice.</td></tr>
<tr><td>Payment Scheduled</td><td>Total of all scheduled payments for this invoice.</td></tr>
</table></td></tr>
<tr><td>Invoice Transaction ID</td><td>The ID for the Invoice as used by the County. If the Invoice has a status of “Submitted”, this field will be blank.</td></tr>
<tr><td>Scheduled Payment Date</td><td>If the invoice status is “Payment Scheduled”, the date the payment is scheduled for will be displayed. For all other statuses, this field will be blank.</td></tr>
<tr><td>Paid Amount</td><td>Total amount represented on all Check/EFTs for this invoice If the Invoice has a status of “Submitted”, this field will be blank.</td></tr>
<tr><td>Fully Paid</td><td>This field indicates if the Invoice has been fully paid out.</td></tr>
</table>

How Do I View Details on an Invoice?

The **Invoice Information** page gives a more detailed looks at the selected invoice. It is reached by selecting an Invoice Number on the Invoice Summary Search page and clicking **Details**. To open this page:

Step 1. Log into your Vendor Self Service account and click the **Financial Transactions** tab.

Result: The Financial Transactions tab is opened.

Step 2. Click the **Invoices** tab.

Result: The Invoice Summary Search page is displayed.

Step 3. Use the search function (described in the previous section) to find the desired Invoice.

Result: The desired Invoice is displayed.

Step 4. Click the checkbox next to the Invoice and Click **Details.**

Result: The Invoice Information page is displayed.

Where Can I View Comments from an Invoice?

The **Invoice Information** page gives further details on an invoice, such as comments from the Invoice. This page is reached by selecting an Invoice Number on the Invoice Summary Search page and clicking **Details**.

For a full description of all fields on the Invoice Information page, see the question below, "What Information Can Be Viewed by clicking "Details" from the Main Search Page?"

What Vendor Address and Contact Information was Entered on the Invoice?

The **Invoice Information** page shows the Vendor payment address and contact information as entered on the invoice. This page is reached by selecting an Invoice Number on the Invoice Summary Search page and clicking **Details**.

For a full description of all fields on the Invoice Information page, see the question below, "What Information Can Be Viewed by clicking "Details" from the Main Search Page?"

Where Can I View the Details on the Discounts from an Invoice?

The **Invoice Information** page shows the discount information for the invoice selected. This page is reached by selecting an Invoice Number on the Invoice Summary Search page and clicking **Details**.

For a full description of all fields on the Invoice Information page, see the question below, "What Information Can Be Viewed by clicking "Details" from the Main Search Page?"

Where Can I View Attachments that I Attached to the Invoice?

The **Invoice Information** page shows the attachments that were attached to the invoice when it was created. This page is reached by selecting an Invoice Number on the Invoice Summary Search page and clicking **Details**.

Note: This section allows you only to view the name and type of the attachment. You will not be able to open the attachment.

For a full description of all fields on the Invoice Information page, see the question below, "What Information Can Be Viewed by clicking "Details" from the Main Search Page?"

Where Can I View Information on the Invoice By Line?

The **Invoice Information** page shows further details on each line of the Invoice selected. This page is reached by selecting an Invoice Number on the Invoice Summary Search page and clicking **Details**. The line information will be in the section at the bottom of the page titled "Line Information".

For a full description of all fields on the Invoice Information page, see the question below, "What Information Can Be Viewed by clicking "Details" from the Main Search Page?"

What Information Can Be Viewed by Selecting an Invoice and Clicking "Details"?

The table below describes each of the fields on the **Invoice Information** page. You can see these results by clicking the check box next to the Invoice on the main Invoice Summary Search page and clicking **Details**.

Section	Field Label	Explanation
Transaction Information	***Transaction ID***	The Invoice ID in the County financial system.
	Comments	Comments entered on the Invoice document.
	Vendor Invoice Number	The Invoice Number on the invoice document submitted by the vendor.
	Invoice Amount	The total amount of the Invoice, including tax.
	Invoice Date	The date on the Invoice.
Vendor Information	***Legal Business Name***	The vendor's Legal Business Name.
	Alias/DBA Name	The Alias/DBA Name assigned to the vendor.
	Vendor Code	The Vendor Code assigned by the County.
	Vendor Address	The payment address for the vendor.
	Contact	Vendor Contact Name entered on the Invoice.
	Contact Phone/Contact Extension	Vendor Contact Phone/Extension for the contact person as entered on the invoice.
	Contact Email	Vendor Contact email from the Invoice.
Discount Information	***Number of Days 1***	The number of days the payment must be made within to qualify for the first available discount. The first discount line should consist of the lowest number of days and the highest percentage of all the discount lines. See the Invoice creation help page for more information.
	Discount Percent 1	The first available discount percentage. The first discount line should consist of the lowest number of days and the highest percentage of all the discount lines. See the Invoice creation help page for more information.
	Number of Days 2	The number of days the payment must be made within to qualify for the second available discount.
	Discount Percent 2	The second available discount percentage.
	Number of Days 3	The number of days the payment must be made within to qualify for the third available discount.
	Discount Percent 3	The third available discount percentage.
	Number of Days 4	The number of days the payment must be made within to qualify for the fourth available discount.
	Discount Percent 4	The fourth available discount percentage.
Attachment Information	***Attachment Name***	If the vendor attached a file to the invoice, this field will display the name.
	Attachment Type	If the vendor attached a file to the invoice, this field will display the file type.
Line Information	***Line Number***	Specifies which line of the Invoice is being displayed.
	Description	Commodity Description for the Invoice line.
	Quantity	Quantity on the Invoice line.

Section	Field Label	Explanation
	Unit	Unit of Measure (UOM) for the Invoice line.
	Unit Price	Invoiced Unit Price for the Invoice line.
	Service From	Service From Date for the Invoice line.
	Service To	Service To Date for the Invoice line.
	Total Line Amount	Item Total for the Invoice line, including tax.
	Amount Paid	The amount that has been disbursed for this line.
	Remaining Balance	Difference between the Total Line Amount and Amount Paid.
	Invoice Received Date	The date the County receives the Invoice.
	Comments	Additional Comments from the Invoice document.

Where Can I View Award and Transaction Details by Invoice?

The **Referenced Transactions by Invoice page** page displays award, scheduled payment and Check/EFT information related to the Invoice selected. It is reached by selecting an Invoice on the Invoice Search page and clicking **Reference.** To open this page:

Step 1. Log into your Vendor Self Service account and click the **Financial Transactions** tab.

Result: The Financial Transactions tab is opened.

Step 2. Click the **Invoices** tab.

Result: The Invoice Summary Search page is displayed.

Step 3. Use the search function (described in the first section) to find the desired Invoice.

Result: The desired Invoice is displayed.

Step 4. From the Invoice Summary Search page, select a transaction and click Reference.

Result: The Referenced Transactions By Invoice page is displayed.

Note: This page can also be viewed by clicking “Reference” from the Invoice Information page.

Where Can I View Paid and Outstanding Amounts on an Invoice?

The **Referenced Transactions by Invoice** page displays details on the award the invoice is based on, such as the Expended and Outstanding amounts. This page is reached by selecting an Invoice on the Invoice Search page and clicking **Reference.**

Note: For more details on the Award, you can click the Details button next to the Award information to get to the Award Information Page.

For a full description of all fields on the Referenced Transactions By Invoice page, see the question below, “What Information Can Be Viewed by Selecting an Invoice and Clicking 'Reference'?"

Where Can I View Payments Scheduled for the Invoice?

The **Referenced Transactions by Invoice** page displays any available Scheduled Payment information for the Invoice selected (if no payments are scheduled, this will be blank). Details such as Invoice Line Amount and Scheduled Payment Date can be viewed here. This page is reached by selecting an Invoice on the Invoice Search page and clicking **Reference.**

Note: For more details on the Scheduled Payment, you can click the **Details** button next to the Scheduled Payment information to get to the Scheduled Payment Information Page.

For a full description of all fields on the Referenced Transactions By Invoice page, see the question below, "What Information Can Be Viewed by Selecting an Invoice and Clicking 'Reference'?"

Where Can I View Payments That Have Been Issued for the Invoice?

The **Referenced Transactions by Invoice** page displays any available Check/EFT information for the Invoice selected (if no Checks/EFTs have been issued, this will be blank). Details such as Check/EFT Number and Check/EFT Issue Date can be viewed here. This page is reached by selecting an Invoice on the Invoice Search page and clicking **Reference.**

Note: For more details on the Check/EFT, you can click the **Details** button next to the Check/EFT line.

For a full description of all fields on the Referenced Transactions By Invoice page, see the question below, "What Information Can Be Viewed by Selecting an Invoice and Clicking 'Reference'?"

What Information Can Be Viewed by Clicking "Reference" from the Main Search Page?

The table below describes each of the fields on the Referenced Transactions by Invoice page. This page is reached by selecting a transaction on the Invoice Summary Search page and clicking **Reference**, or by clicking the **Reference** link on the Invoice Information page.

Section	Field Label	Explanation
Transaction Information	***Transaction ID***	The ID information for the Invoice as created by the County.
	Vendor Invoice Number	The Invoice Number entered by the vendor or the County.
	Invoice Amount	The total amount of the Invoice, including tax.
Award	***Award ID***	The ID information for the original Award created by the County.
	Tracking Number	This field displays the tracking number that the County has the option of using to keep track of a transaction.
	Transaction Date	The date that the award was processed.
	Not to Exceed	The maximum amount for the award; this is the same as the encumbered amount.
	Encumbered	The total award amount.
	Expended	This is the total of all the payments that have been processed for the award. The payment can be scheduled or disbursed. Held payments are excluded from this total.
	Retained	This is the total of all retained payments related to this award.
	Outstanding	Represents the Open Amount remaining on the award.
	Award Held?	Will be "No".
	Award Closed?	Yes indicates the Award is closed; no further payment needs to be processed. The payments against the award can be scheduled, held or disbursed. For a Closed Award, the Outstanding Amount will be zero.
Scheduled Payment	***Invoice Number***	The Vendor Invoice Number for this transaction.
	Invoice Line Number	The Scheduled Payments page will display each line of the invoice. This field specifies which line the displayed information pertains to.
	Invoice Date	The date of the invoice.
	Invoice Received	The date the County receives the invoice.

Section	Field Label	Explanation
	Date	
	Invoice Line Amount	If an invoice exists, this will be the invoiced line amount from the associated invoice. If there is no invoice referenced, this field will be blank.
	Payment Request ID	The Payment Request number assigned by the County.
	Scheduled Payment Date	The Scheduled Payment Date for the payment.
	Payment Request Amount	The requested payment amount.
Check/EFTs	***Invoice Number***	The Vendor Invoice Number for this transaction.
	Invoice Line No.	This page will display each line of the invoice. This field specifies which line the displayed information pertains to.
	Invoice Date	The date of the invoice.
	Invoice Rec'd Date	The date the County receives the invoice.
	Invoice Line Amount	If an invoice exists, this will be the invoiced line amount from the associated invoice. If there is no invoice referenced, this field will be blank.
	Check/EFT No.	The Check/EFT Number of the payment.
	Check/EFT Issue Date	The date the Check/EFT was issued.
	Check/EFT Status	The status of the Check/EFT (see "What Do the Different Statuses Mean?" page under the Check/EFT Help section for more information).
	Check/EFT Status Date	The date reflecting the Check/EFT status.
	Check/EFT Amount	The amount of the check for the referenced invoice line.

How Can I Download A Summary of My Invoices?

The vendor can download a .csv or excel file that summarizes all invoices. Each line of the **Invoice Download** gives a variety of information for each line of each invoice. It is reached by clicking **Download** from the Invoice Summary Search page. To download this file:

Step 1. Log into your Vendor Self Service account and click the **Financial Transactions** tab.

Result: The Financial Transactions tab is opened.

Step 2. Click the **Invoices** tab.

Result: The Invoice Summary Search page is displayed.

Step 3. Select **Both** from the "Fully Paid?" drop down box and click **Search**.

Result: All Invoices are displayed.

Step 4. Without selecting any transactions, click **Download**.

Result: The file download box will open.

Step 5. Click **Open**.

Result: The Invoice download opens.

Is There A Limit to the Number of Invoices That Will Appear on the Download?

Yes, there is a line limit for the downloads, so vendors with many transactions may only be able to view some of their invoices on the download. A warning will be displayed under the last row on the download if all lines are not being displayed.

How Can I Download A Copy of the Vendor Invoice?

The **Vendor Invoice** PDF contains a brief summary of the invoice selected. It is reached by selecting an invoice and clicking **PDF**. To download the Vendor Invoice:

Step 1. From the Invoices Search Page, select any transaction and click **PDF**.

Result: A File Download dialog box opens for the Invoice download.

Step 2. Click **Open**.

Result: The Vendor Invoice page is opened.