INTACCT PURCHASING GUIDE – BILL LOOKUP

BUSINESS OFFICE PROCEDURES – INTACCT

Purchasing Overview

Obtaining materials for the library system and/or paying performers is a cooperative effort between the various departments and libraries and the Business Office. The process begins with a need expressed through the RTO or RTP process. To order goods or pay a performer whose payment has been encumbered follows the RTO process.

A. Logging in to the Intacct Home Page

https://www.intacct.com/ia/acct/login.phtml

NOTE: From the MLS Intranet screen you may go to "LOGINS" on the ribbon. Use the down arrow. Go to 'INTACCT (ACCOUNTING)'. Click over these words and it will take you to the sign on screen.



The Company ID is always MLS. User ID's and Passwords are assigned by the Administrator. Your unique ID is what should be used.

Below is the MLS Intacct Homepage Screen

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Recent Product News G1: Product changes since 2017 R4 - Sage Mate: to deable support for TLS 101.1 (January 9, 2018) - Pay Bills enhancement (December 20, 2017) - 1099 enhancements and other product updates (December 8, 2017) q2: 2017 R4 release roles (No-ember 10, 2017) q3: Check out the 2016 release calendar (October 17, 2017)	General Lodger Cash Mangemer Accounts Penditer Partners Pettors Sanota Pettors Sanota Buoder YVan Buoder YVan Buoder YVan Buoder YVan Peak Assis V Resources Parac Hap Commry Petros Resinction Cash Buoder Sanota Cash Buoder				

- 1. Hover over "Top Level" at the top of the screen.
- 2. The white box will appear with the words "Metro Library Metropolitan Library Commission of OK Co. This represents the lower level where transaction processing will take place. Click these words in the white box. ALL WORK SHOULD BE DONE IN THE LOWER LEVEL.

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3. The words Top Level are now replaced with "Metropolitan Library Commission of OK Co.

B. To Review the Status of a Bill or Payment

All payments are finally presented to the Bill Screen.

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U Bills													
Recurring bills	*	All - Manage views -											
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Manual payment	*	Vendor name	Bill nu	imber	Date o	Amount	State	Summary title					
Posted	×												
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- 1. In the ribbon, Click on "ACCOUNTS PAYABLE".
- On the left-hand side of the new screen you will find the word "Bills". Below it is the word "Bills". Click on Bills and it will open with the bill listing. You will only be able to "View" the bill.
- 3. In the Vendor Name area type in the vendor you wish to see. Press the ENTER key.
- 4. All bills that have been through the invoicing procedure by accounts payable will appear on this screen.

REPORTS	COMPANY GENERAL LEDGER	ACCOUNTS PAYABLE	PURCHASING					>		
Bills								Done Export ~		
								View later Close		
	2018 Release 1 is here					Release highlights				
	This release we're focusing on contra revenue and costs across key applica	acts, on providing increased ations. Check out the video	workflow productivity, and mainta overview.		⊘ Overview All Release 1 notes					
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	Insp									
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View	INSPYRAL LLC DBA JUGGLE WHATEVER	5.6	8.17 Village Fair	05/06/2017	\$250.0	0 Paid	Invoice - MetroLibrary: 2017/05/23 Batch	Print		
View	INSPYRAL LLC DBA JUGGLE WHATEVER	07.	27.16 AL	07/27/2016	\$270.0	0 Paid	AL_RTP - MetroLibrary: 2016/07/27 Batch	Print		

- 5. For this screen the following definitions will help you decide what state the bill is in:
 - a. Draft You will only see this as the state if accounts payable has imported the daily Carl X book file that needs to be worked.
 - b. Posted This bill has been taken through the invoice process and is ready to be selected for payment.
 - c. Selected This bill has been taken through the process of being sent to the payment approvers (Executive Director and one of the Deputy Executive Directors) for approval. Only the Executive Director needs to approve bills less than \$5000.00. A second approver must review and approve anything over that.
 - d. Paid This bill has been completely paid.
 - e. No Value This is a \$0.00 payment bill. It is sometimes used to clear a void that does not need to be repaid.
- 6. To view the bill, click on the blue View button on the left of the line you wish to review. This will open the bill. As you can see, this will display everything about the bill.

I													Print	Done	Mor
endor ID balance: 259.00 USD															
Bill date 08/24/2017	Due date 08/24/2017	Bill total 323.00 USE	Am 323	ount pa 3.00 US	aid SD	A	mount due 0.00 USD		\bigcirc	Paid in full on 08/31/2017 ACH: #103900030004238					
Date 08/24/2017		GL posting date 08/29/2017													
Vendor V000305INSPYRAL LLC DBA JUGGLE WHATEVER		Pay to JEREMY PHILOP				Return to JEREMY P	HILO								
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When modified 08/30/2017 07:34:12 AM															
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Net 0						ATT-24186	-								
Due date 08/24/2017		Payment priority Normal				Place	this bill on hold								
Document ID Invoice-PI RTO-002440															
Entries															
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1 5160Performance Services	41Midwest City Library	304Engagement Teen	GENGeneral Fund	~	323.00		ProgProgram	2018		V000305INSPYRAL LLC DBA JUGGLE WHATEVER		5160Performance Services			
Total					323.00										

7. By pressing the Print button in the upper left of the screen you may print a section of the bill. It will not print the whole screen. See below:

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You may, however, use a Snippet to capture the parts or whole of the screen.

8. When you are through viewing the bill simply press DONE in the upper left of the screen.