

INTACCT PURCHASING GUIDE – BILL LOOKUP

BUSINESS OFFICE PROCEDURES – INTACCT

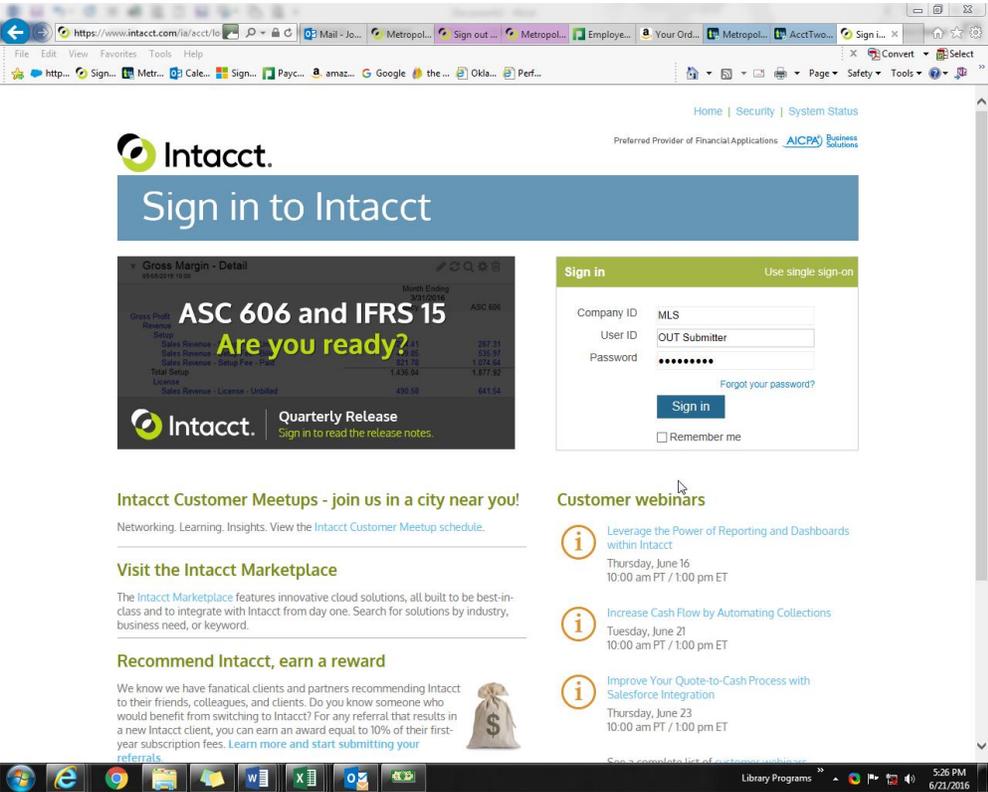
Purchasing Overview

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

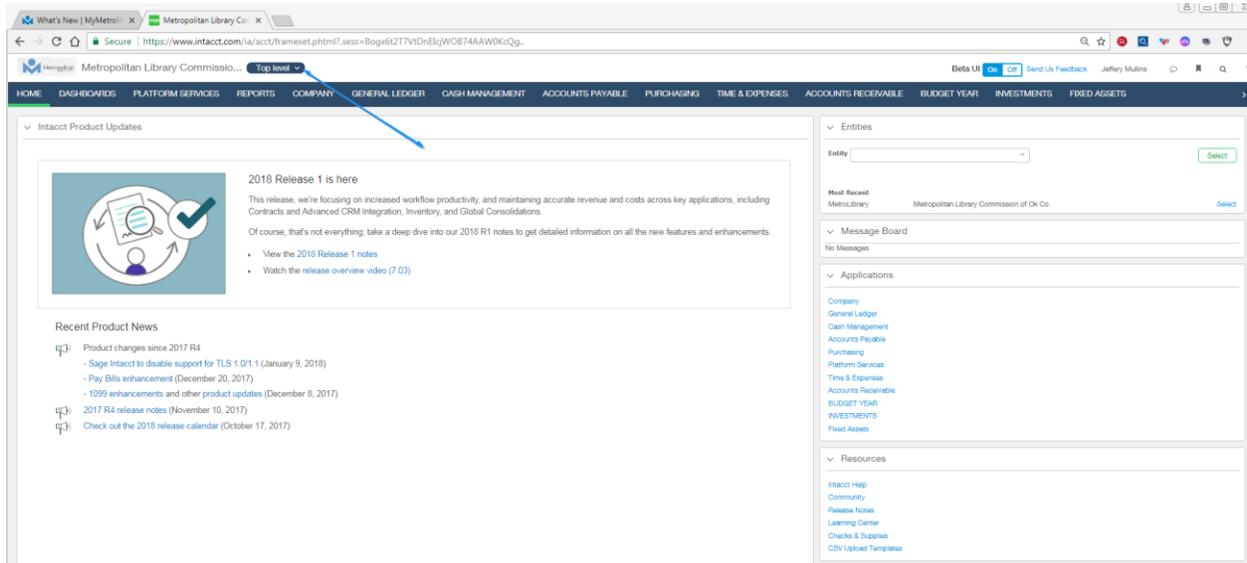
<https://www.intacct.com/ia/acct/login.phtml>

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.

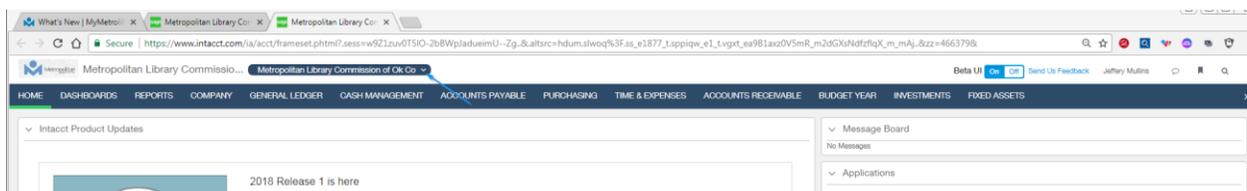


The Company ID is always MLS. User ID's and Passwords are assigned by the Administrator. Your unique ID is what should be used.

Below is the MLS Intacct Homepage Screen



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.



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.

Metropolitan Library Commission of Okla. - Beta UI

HOME DASHBOARDS REPORTS COMPANY GENERAL LEDGER ACCOUNTS PAYABLE PURCHASING

Bills

2018 Release 1 is here!

Release highlights

Vendor name	Bill number	Date	Amount	State	Summary title
CHASE CARDMEMBER SERVICE	ALA - T MATTHEWS	12/02/2018	\$280.00	Paid	Invoice - MetroLibrary: 2018/02/08 Batch
BIRD FLOOR CARE LLC	A13020	12/18/2018	\$350.00	Paid	Invoice RTP - MetroLibrary: 01/20/2018 10:34:23/8487 Batch
CLAUDIA FARIAS-COWLING	12.16.17 Paga John's	12/16/2018	\$47.57	Paid	Invoice RTP - MetroLibrary: 02/05/2018 06:30:41/8994 Batch
HOME DEPOT CREDIT SERVICES	1021796	12/09/2018	\$18.90	Paid	Invoice RTP - MetroLibrary: 01/23/2018 09:50:25/8008 Batch

1. In the ribbon, Click on “ACCOUNTS PAYABLE”.
2. 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

2018 Release 1 is here!

Release highlights

Vendor name	Bill number	Date	Amount	State	Summary title
INSPIRAL LLC DBA JUGGLE WHATEVER	3.13.18 @ Capitol HI	03/13/2018	\$259.00	Selected	Invoice - MetroLibrary: 2018/03/13 Batch
INSPIRAL LLC DBA JUGGLE WHATEVER	8.24.17 @ NIC	08/24/2017	\$323.00	Paid	Invoice - MetroLibrary: 2017/08/29 Batch
INSPIRAL LLC DBA JUGGLE WHATEVER	5.6.17 Village Fair	05/06/2017	\$250.00	Paid	Invoice - MetroLibrary: 2017/05/23 Batch
INSPIRAL LLC DBA JUGGLE WHATEVER	07.27.16 AL	07/27/2016	\$270.00	Paid	AL_RTP - MetroLibrary: 2016/07/27 Batch

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.

Bill Print Done More actions

Vendor ID balance: 299.00 USD

Bill date 08/24/2017	Due date 08/24/2017	Bill total 323.00 USD	Amount paid 323.00 USD	Amount due 0.00 USD		Paid in full on 08/31/2017 ACH: #103900030004238
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Date: 08/24/2017
Vendor: V000305--INSPYRAL LLC DBA JUGGLE WHATEVER
GL posting date: 08/29/2017
Pay to: JEREMY PHILO
Return to: JEREMY PHILO
PO BOX 1572
NORMAN, OK 73070-1572
info@JuggleWhatever.com
2904 SHORT STOP WAY
NORMAN, OK 73071-5503
info@JuggleWhatever.com

State: Paid
Bill number: 8.24.17 @ MC
When modified: 08/30/2017 07:34:12 AM
Reference number: KH Juggling 8/24
Description: Kathryn Juggling

Term: Net 0
Recommended to pay on:
Due date: 08/24/2017
Payment priority: Normal
Document ID: Invoice-PI RTO-002440
Attachments: ATT-24186
 Place this bill on hold

Entries

Account	Location	Department	Fund	1099	Amount	Allocation	Program	Budget Year	Memo	Vendor	Employee	Item	Investment
1 5160--Performance Services	41--Midwest City Library	304--Engagement Teen	GEN--General Fund	<input checked="" type="checkbox"/>	323.00	--	Prog--Program	2018	--	V000305--INSPYRAL LLC DBA JUGGLE WHATEVER	--	5160--Performance 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:

editor.phtml - Google Chrome

Secure | https://www.intacct.com/ia/acct/editor.phtml?sess=uGsdnAZ34q6V0uoD8dEk4WQPrpQ66g..&.op=303&.action=deliver&.state=deliver&.recordtype=pi&.r=34753&.ent=apbill&...

**Metropolitan Library Commission of Ok Co
Metropolitan Library Commission of Ok Co
Accounts Payable Bill**

Date	08/24/2017	Term	Net 0
Vendor	V000305--INSPYRAL LLC DBA JUGGLE WHATEVE-	Due Date	08/24/2017
Bill Number	R	Recommended Payment Date	
GL Posting Date	8.24.17 @ MC	Payment Priority	Normal
Reference Number	08/29/2017	Place Bill On Hold	FALSE
Description	KH Juggling 8/24	Allocations	
	Kathryn Juggling	Attachments	ATT-24186

GL Account	MEMO	Department	Location	Amount
5160--Performance Services		304--Engagement - Teen	41--Midwest City- Library	\$323.00
TOTAL				\$323.00

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.