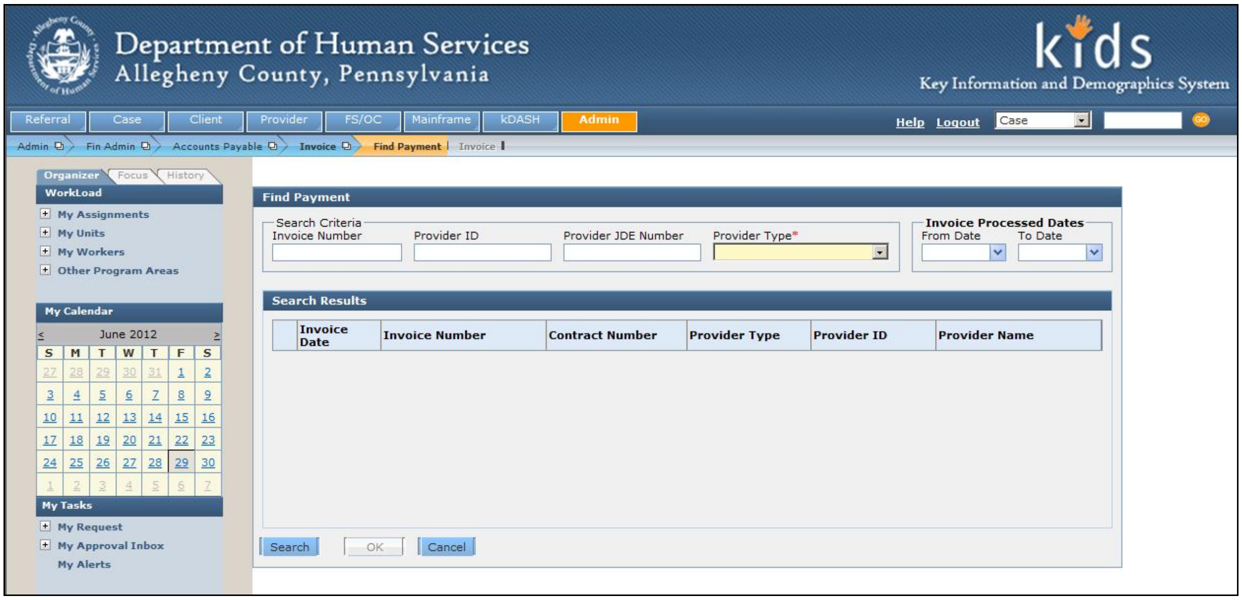
View an Invoice – Job Aid

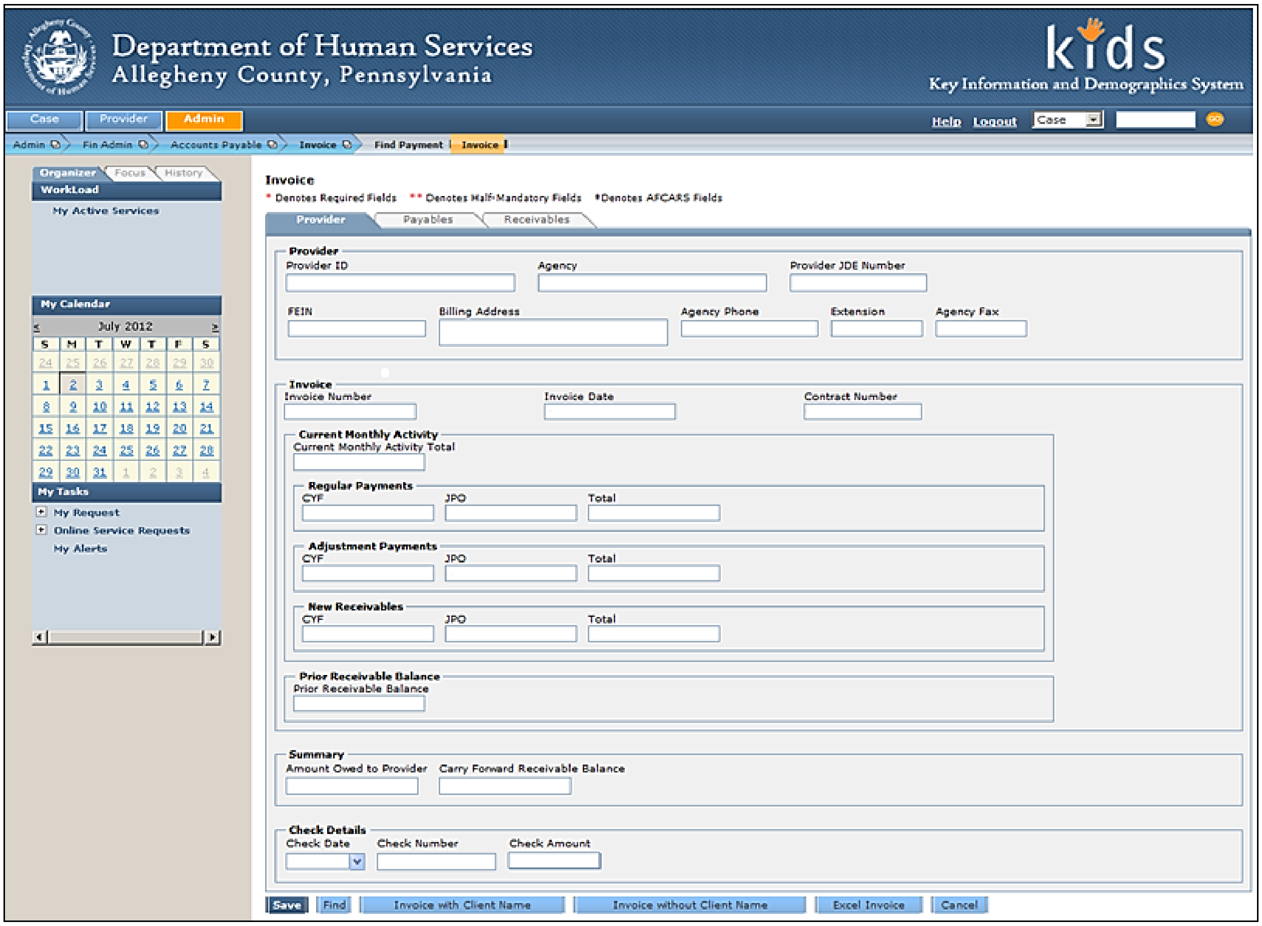
The Invoice screen is used by DHS Fiscal staff to locate Provider Payment records and to view the invoice associated to the payment record. The payment record must be located on the Find Payment screen in order to view the details of the invoice.

Find Payment screen



1. Navigate to the *Find Payment* screen.
    a. **Admin > Fin Admin > Accounts Payable > Invoice > Find Payment**
2. Enter or select the *Search Criteria* filters.
    a. Enter the *Invoice Number*, if applicable.
    b. Enter the *Provider ID*, if applicable.
    c. Enter the *Provider JDE* number, if applicable.
    d. Select the *Provider Type*.
    e. Enter the *From Date* and the *To Date* in the *Invoiced Process Dates* fields if the search is to be queried by a date range.
        i. *TIP: You must have a minimum of two (2) search criteria fields completed.*
3. Click the **[Search]** button.
4. The search results will be displayed in the *Search Results* grid. Select an invoice.
5. Click the **[OK]** button to display the selected invoice.

Invoice Screen



1. The *Invoice* screen has 3 tabs: *Provider*, *Payables*, and *Receivables*.
    a. The *Provider* tab provides a summary of payment information for the selected Providers Invoice.
    b. The *Payables* tab displays the details of the payment, by client, for the selected invoice. Regular Payments and Adjustments are displayed.
        i. Select a client record in the *Client List*. The details of the payment are displayed in the *Client Invoice Details* area.
        ii. If an Adjustment is selected, the details of the previous payment are displayed in the *Previous Payment* area. Click the **[Show]** button to display the invoice of the previous payment.
    c. The *Receivables* tab displays recoupment information for the selected invoice.
        i. Select a client in the *Client List* grid. The details of the recoupment are displayed in the *Client Receivable Details* area and the *Original Payment* area.
        ii. Click the **[Show]** button to display the invoice of the original payment.
2. On the Provider tab, enter the *Check Date, Check Number* and *Check Amount*.
        i. TIP: All fields of the Check Details area must be completed to save the entries.

3. Click the **[Save]** button to save the *Check Details* entry.
4. The **[Find]** button will open the *Find Payment* pop-up and permit the selection of a different provider payment record.
5. Click the **[Invoice with Client Name]** button to generate the invoice with the Client's name displayed.
6. The **[Invoice without Client Name]** button will generate the invoice without the Client's name displayed.
7. The **[Excel Invoice]** button will export the invoice to an Excel spreadsheet.

For more information…

For assistance, please contact the Allegheny County Service Desk at servicedesk@alleghenycounty.us or 412-350-4357 (Option 2 for DHS). To access the Self Service Tool go to http://servicedesk.alleghenycounty.us.

This Job Aid and additional user materials for DHS users are located on DHS Assist at http://dhsassist.dhs.allegheny.local/KIDS.