

# Invoice Creation in Sirsi

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## Manual Invoice Creation

Create Invoice Header:

- Click Invoices in the left task bar.
- Click: Add Invoice in dropdown menu.
- Add invoice number, or Auto generate if no invoice number provided
- Record the auto generated invoice number on the invoice
- Add Vendor ID; use the widget to the right to search all vendors.



- Click Date Invoiced window button, if necessary. Type date of paper invoice into the window
- Click Add Extended Info button.

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Create Invoice Extended Info screen:

- If invoice is paid by credit card, add "CREDIT CARD" to Note field.
- Add initials in Receiver field
- Add date received



- Click OK to advance to next screen of invoice creation where you will add each invoice line.

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Add Invoice Lines:

- Click: Add invoiceline icon at top of blank screen.
- Invoice line screen appears.



- Line number field is automatically populated.

- Set Link field to:
  - ORDER - use for first time payment against a PO.
  - ADJUST - use for additional payments against a PO in current FY. ex. Standing orders, Continuations
  - FUND - use when paid against a fund. ex. Binding invoices
- Populate Amount field from line on invoice.
- If Link is:
  - ORDER - populate the Order ID and Orderline fields with the PO number and corresponding orderline.
  - ADJUST - populate the Order ID and Orderline fields with the PO number and corresponding orderline.
  - FUND - populate the Fund ID field with the fund code used for payment.
- Fiscal Cycle window defaults to current fiscal year, if blank populate with the current fiscal year.

- Click Add Invoiceline
- Click Modify Invoiceline. If you encounter a fund overencumbered error message, click Cancel instead.
- Verify that the title which appears matches the title on the paper invoice.
- Repeat Add Invoice Lines instructions above for each line on the receipt/invoice, etc.

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#### Add Shipping Line charge to the invoice record:

- Click Add invoice line
- Type "SHIPPING" in the Line field instead of a line number.
- Click drop down menu at Link field; choose "Price Prorated."
- Type shipping charge into the Amount field.
- Click: Add invoice line; Click: Modify invoice line.
- At the prompt, click prorate icon at top left of screen; click "OK" on the message window.
- **Exception:** When [multiple funds](#) are clearly visible on invoice (YBP), check the "Display Fund Summary" for account numbers and dollar amounts, BEFORE adding shipping line.

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#### Add Discount Line to the invoice record: (Serials)

- Click add invoice Line.
- Type "DISCOUNT" in the Line field instead of a line number.
- Click dropdown menu at Link field; choose "Fund."
- Type discount value into the Amount field. (format: -value)
- Type Fund in Fund ID field:
  - Monographs: Choose fund from invoice.
  - Serials: Use HSSSN.
- Click: add invoice line, modify invoice line.

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#### Add International Bank Transfer Fee Line charge to the invoice (for Credit Card Purchases only) handled by reconciler

Check Peoplesoft for amount charged on statement.

- Click: Add invoice line icon.
- Type "Fee" into the Line field.
- From the drop-down menu in the Link field, choose "Price prorated."
- Type international bank transfer fee charged into the Amount window.
- Click: Add invoice line; Click: Modify invoice line.
- At the prompt, click prorate icon at top left of screen.
- Click "OK" on the message.
- Click: Close.

#### Finish Invoice Record

- Screen will return to invoice with orderlines showing.
- Check total of the online record against the paper invoice. These amounts should match.
- Close the invoice window in Workflows.
- If not already done, initial and date the Goods Received and Invoice Received lines on the invoice verification stamp.
- Initial and date the [Invoice Verification stamp](#) in the top left corner.
- Proceed to [Pay Invoice](#).
- Additional Monographs [documentation](#)

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Oddities:

- Receipts/Invoice for multiple copies of a title: Change quantity on invoice line
- T.V.A. (tax value added charges are on some foreign invoices. Simply add that charge into the cost of the item on a one-line invoice. Otherwise, do the prorated Link as "Price prorated."
- When multiple funds (State and Endowment) are used on the same invoice: See shipping Exception.

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## **Modify Auto Created Invoice**

Modify Invoice Header In Sirsi (Auto Created by Vendor, ex. Yankee, Ebsco), not for Firm.

- Search for invoice number
- Click on Extended Information
  - Add payment type in Note field if appropriate: ex. EBSCO PREPAY (Serials)
  - Add initials in Receiver field
  - Add date received
- Click OK to advance to next screen of invoice creation where you will add each invoice line.

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Modify Invoice Lines as needed

- Review invoice for underlinked lines
- Correct as necessary by linking purchase orders, creating orders, etc. [YBP Errors - Receipt of titles](#) (in progress)
- Verify titles and charges
- Check total of complete record
- Invoice may be paid, but lines are underlinked. It may be necessary to unpay, then check total after modifying and then pay again.
- Yankee [underlinked](#) invoicelines

Finish

- Initial the [Invoice Verification stamp](#) in the top left corner.
- Proceed to [Pay invoice](#).

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Notes

- Dustjackets - require an additional line, will be necessary to unpay, add line and pay, using JACKET for the line and price prorated for the link.
- Verify vendor names match (ex. YBPUK, YANKEE) for purchase and invoice. Otherwise invoice will not link purchase orderlines.

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