

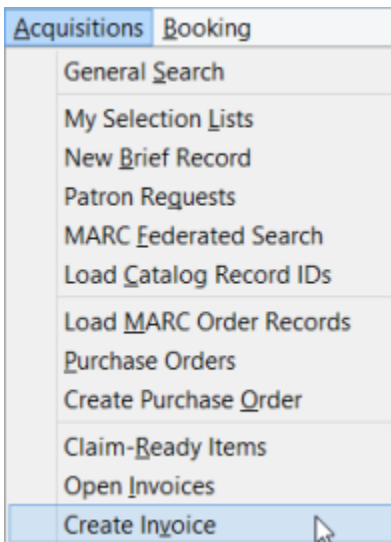
Invoices : How To...

Create a blank invoice

Sometimes you may need to just create an invoice that's not associated with an Acquisitions purchase order. Maybe you ordered something outside of Acquisitions and you don't need to worry about on-order copies in the catalog, or you're not worried about keeping track of encumbrances because you already have the invoice in hand. You might also need to just account for some direct charges-like a service-and don't need to have a purchase order.

In these cases, you can create a blank invoice that's not associated with any purchase order. You can later link the invoice to a purchase order if you'd like to, but it won't be done automatically.

Select *Acquisitions*→*Create Invoice*.



Fill in the top section of the invoice. See [Invoice Details](#) for guidelines on filling in this information.

Vendor Invoice ID	<input type="text"/>	Invoice Date	<input type="text" value="03/28/2017"/>
Receive Method	<input type="text" value="Paper"/>	Invoice Type	<input type="text"/>
Provider	<input type="text"/>	Shipper	<input type="text"/>
Note	<input type="text"/>	Payment Auth	<input type="text"/>
Payment Method	<input type="text"/>	Receiver	<input type="text"/>

There are two options for saving an invoice:

[Save](#)[Save & Clear](#)

Click *Save* to save the changes you have made and keep the invoice open.

Click *Save and Clear* to save the invoice and open a blank invoice.

For information on linking line items to the invoice, see [Populating Invoices](#).

For information on adding charges to the invoice, see [Add Charges to an Invoice](#).

For information on receiving line items through an invoice, see [Receive Line Items From an Invoice](#).

Once you're satisfied with the invoice, you can Save one more time and then hit Close. This will mark your invoice as closed, create the debits in your fund, and mark those debits immediately as "spent". So your "spent balance" (how much you've been invoiced for) will increase, and your overall balance will decrease.

Create an invoice with all lineitems on a PO

You can create an invoice containing all of the line items on a purchase order.

Open a purchase order. Click *Create Invoice*.

Purchase Order (on-order) Activated 3/14/17 4:19 PM

ID 807

Name [8722-CR](#)

Provider [Gale/CENGAGE Learning \(Gale\)](#)

Total Lineitems 10

Total Estimated \$226.12

Total Encumbered \$226.12

Total Spent \$0.00

Prepayment Required? No

Activatable? Activated

Notes [\(0\)](#)

EDI Messages [\(0\)](#)

History [View](#)

Invoicing [View Invoices \(0\)](#)

Cancel [Cancel order ▼](#)

[Create Invoice](#)

[Link Invoice ▼](#)

A new invoice will open in the same tab.

Fill in the top section of the invoice. See [Invoice Details](#) for guidelines on filling in this information.

InvoiceLineitems: **10**Expected Cost: **226.12**[Hide Details](#)

Vendor Invoice ID	<input type="text" value=""/>	Invoice Date	<input type="text" value="03/28/2017"/>
Receive Method	<input type="text" value="Paper"/>	Invoice Type	<input type="text" value=""/>
Provider	<input type="text" value="Gale"/>	Shipper	<input type="text" value="Gale"/>
Note	<input type="text" value=""/>	Payment Auth	<input type="text" value=""/>
Payment Method	<input type="text" value=""/>	Receiver	<input type="text" value="WGRL"/>

The *Bibliographic Items* section of the invoice will list all of the line items from the purchase order along with Title Details for each line item.

Bibliographic Items

Title Details	# Invoiced / # Paid	Billed	Per Copy	Paid	Detach
If not for you a novel / Debbie Macomber., by Macomber, Debbie, (1524774626) 1 Ordered, 0 Received, 0 Invoiced, 0 Claimed, 0 Cancelled, 0 Delayed Estimated \$18.85, Encumbered \$18.85, Paid \$0.00 # 36542 8722-CR 3/14/17 CR_March 2017	1 / 1	<input type="text" value=""/>	0.00	<input type="text" value=""/>	Detach

Title Details includes:

- Title
- Author
- ISBN/identifier
- summary of copies ordered, received, invoiced, claimed, and canceled
- summary of amounts estimated, encumbered, and paid
- line item ID number
- link to the Selection List (if used)
- link to the Purchase Order

The *# Invoiced* and the *# Paid* fields will have auto-populated with the number of copies available to be invoiced for the line item. These fields can be updated as needed.

Enter the amount billed into the Billed field. The Paid field will auto-fill to match.

Bibliographic Items

Title Details	# Invoiced / # Paid	Billed	Per Copy	Paid	Detach
If not for you a novel / Debbie Macomber., by Macomber, Debbie, (1524774626) 1 Ordered, 0 Received, 0 Invoiced, 0 Claimed, 0 Cancelled, 0 Delayed Estimated \$18.85, Encumbered \$18.85, Paid \$0.00 # 36542 8722-CR 3/14/17 CR_March 2017	1 / 1	17.85	17.85	17.85	Detach

There are two options for saving an invoice, *Save* and *Save & Clear*.

Click **Save** to save the changes you have made and keep the invoice open. Click **Save and Clear** to save the invoice and open a blank invoice.

The following fields are required to save the invoice:

- Vendor Invoice ID
- Provider
- Shipper
- Payment Method
- # Invoiced
- # Paid

For information on linking additional line items to the invoice, see [Populating Invoices](#).

For information on adding charges to the invoice, see [Add Charges to an Invoice](#).

For information on receiving line items through an invoice, see [Receive Line Items From an Invoice](#).



For information on other invoice options and features, see the other sections in this chapter.

Create an invoice with only some lineitems on a PO

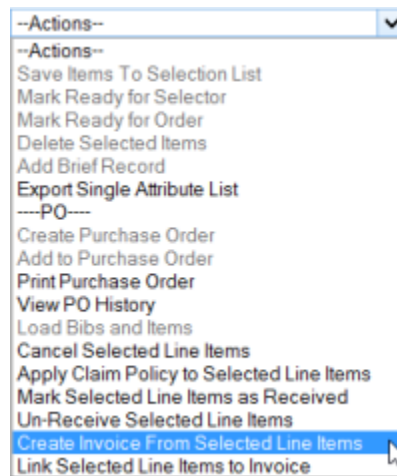
You can create an invoice from multiple line items on a purchase order. You can then link additional line items from the same or different purchase orders to this invoice.

Open a purchase order.

Check the boxes beside the line items you would like to use to create your invoice.

Line Items	Expand All	Items	Notes	Actions	Status	Estimated Price
<input checked="" type="checkbox"/>  Vicious circle Box, C. J. 1524756083 03/21/2017 Random House Large Print native-evergreen-catalog Order Identifier ISBN 1524756083 # 36536 3 → catalog ↗ worksheet ↗ CR_March 2017 requests view invoice(s)	Expand	Copies(1)	Notes(0)	-- Actions --	On-Order	18.85
<input checked="" type="checkbox"/>  The Hawaiian quilt / Wanda E. Brunstetter & Jean Brunstetter. Brunstetter, Wanda E., 1410495620 Large print edition. native-evergreen-catalog Order Identifier ISBN 1410495620 # 36537 5 → catalog ↗ worksheet ↗ CR_March 2017 requests view invoice(s)	Expand	Copies(1)	Notes(0)	-- Actions --	On-Order	20.79
<input checked="" type="checkbox"/>  The chocolate bunny brouhaha : a chocoholic mystery / JoAnna Carl. Carl, JoAnna, 1410495256 Large print edition. native-evergreen-catalog Order Identifier ISBN 1410495256 # 36538 0 → catalog ↗ worksheet ↗ CR_March 2017 requests view invoice(s)	Expand	Copies(1)	Notes(0)	-- Actions --	On-Order	21.44

Using the main **Actions** menu, select **Actions** → **Create Invoice from Selected Line Items**.



A new invoice will open in the same tab.

Fill in the top section of the invoice. See [Invoice Details](#) for guidelines on filling in this information.

Invoice

Lineitems: **10**

Expected Cost: **225.12**

Hide Details

Vendor Invoice ID	<input type="text" value=""/>	Invoice Date	<input type="text" value="03/28/2017"/>
Receive Method	<input type="text" value="Paper"/>	Invoice Type	<input type="text" value=""/>
Provider	<input type="text" value="Gale"/>	Shipper	<input type="text" value="Gale"/>
Note	<input type="text" value=""/>	Payment Auth	<input type="text" value=""/>
Payment Method	<input type="text" value=""/>	Receiver	<input type="text" value="WGRL"/>

The *Bibliographic Items* section of the invoice will list all of the line items selected from the purchase order.

Bibliographic Items						
Title Details	# Invoiced / # Paid	Billed	Per Copy	Paid	Detach	
Vicious circle , by Box, C. J. (1524756083) 1 Ordered, 0 Received, 0 Invoiced, 0 Claimed, 0 Cancelled, 0 Delayed Estimated \$18.85, Encumbered \$18.85, Paid \$0.00 # 36536 8722-CR 3/14/17 CR_March 2017	1 / 1	<input type="text" value=""/>	0.00	<input type="text" value=""/>	Detach	
The Hawaiian quilt / Wanda E. Brunstetter & Jean Brunstetter , by Brunstetter, Wanda E., (1410495620) 1 Ordered, 0 Received, 0 Invoiced, 0 Claimed, 0 Cancelled, 0 Delayed Estimated \$20.79, Encumbered \$20.79, Paid \$0.00 # 36537 8722-CR 3/14/17 CR_March 2017	1 / 1	<input type="text" value=""/>	0.00	<input type="text" value=""/>	Detach	
The chocolate bunny brouhaha : a chocoholic mystery / JoAnna Carl. , by Carl, JoAnna, (1410495256) 1 Ordered, 0 Received, 0 Invoiced, 0 Claimed, 0 Cancelled, 0 Delayed Estimated \$21.44, Encumbered \$21.44, Paid \$0.00 # 36538 8722-CR 3/14/17 CR_March 2017	1 / 1	<input type="text" value=""/>	0.00	<input type="text" value=""/>	Detach	

The *# Invoiced* and the *# Paid* fields will have auto-populated with the number of copies available to be invoiced for the line item. These fields can be updated as needed.

Bibliographic Items					
Title Details	# Invoiced / # Paid	Billed	Per Copy	Paid	Detach
Vicious circle , by Box, C. J. (1524756083) 1 Ordered, 0 Received, 0 Invoiced, 0 Claimed, 0 Cancelled, 0 Delayed Estimated \$18.85, Encumbered \$18.85, Paid \$0.00 # 36536 # 8722-CR 3/14/17 + CR_March 2017					
	1 / 1	17.25	17.25	17.25	Detach

Enter the amount billed into the *Billed* field. The *Paid* field will auto-fill to match.

There are two options for saving an invoice:

1. Click Save to save the changes you have made and keep the invoice open.
2. Click Save and Clear to save the invoice and open a blank invoice.

For information on linking additional line items to the invoice, see [Populating Invoices](#).

For information on adding charges to the invoice, see [Add Charges to an Invoice](#).

For information on receiving line items through an invoice, see [Receive Line Items From an Invoice](#).

For information on other invoice options and features, see the other sections in this chapter.

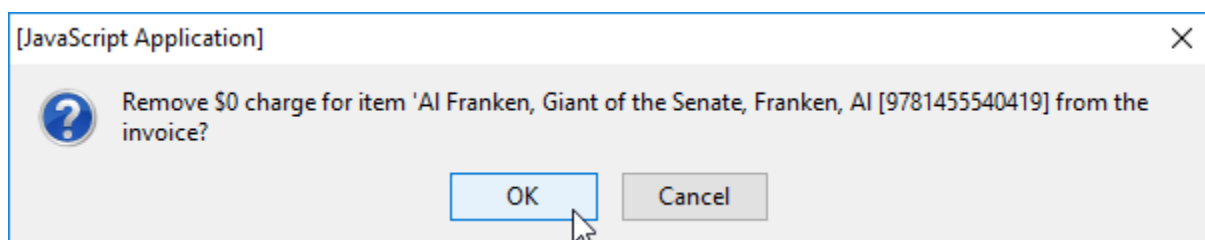
Remove line items from an invoice

Open an invoice.

Click the *Detach* link adjacent to the line item you wish to remove.

Bibliographic Items					
Title Details	# Invoiced / # Paid	Billed	Per Copy	Paid	Detach
Al Franken, Giant of the Senate , by Franken, Al (9781455540419) 1 Ordered, 1 Received, 1 Invoiced, 0 Claimed, 0 Cancelled, 0 Delayed Estimated \$28.00, Encumbered \$0.00, Paid \$16.04 # 47015 # 1066 5/25/17					
	0 / 0		0.00		Detach

Confirm that you wish to detach the line item by clicking OK on the pop-up that appears.



If your invoice is complete and contains prorable charges, click *Prorate*.

Use one of the two options for saving an invoice and proceed.



Don't forget to link the detached line item to another invoice or create a new invoice for it so it can be paid.

Add a direct charge

Open an invoice.

Click the *Add Charge* link.

Charge Type	Fund Title / Description	Billed	Paid	Delete
Add Charge...				

Total: 0.00 Total Balance: 0.00 0.00

Choose the charge you would like to apply from the *Charge Type* drop down menu.

Invoice Search

Direct Charges, Taxes, Fees, etc.

Charge Type

- Processing Fee
- Shipping Charge
- Handling Charge
- Non-library Item
- Serial Subscription
- Cataloging Charge
- Original Cataloging Charge
- Shipping Charge Prorated
- Cataloging Charge Prorated
- Original Cataloging Charge Prorated
- Processing Fee Prorated
- Tax
- Blanket Order
- Database Access - Prorated
- Database Access

Using the drop down menu, choose the fund from which payment for the charge will come.

Direct Charges, Taxes, Fees, etc.**Charge Type**

Processing Fee

[Add Charge...](#)**Fund**

AD FV 310-56010-07505 (2018)
 AD FV 810-56010-07505 (2018)
 AD FV 811-56010-07505 (2018)



If the charge type selected is pratable, the fund field will be grayed out. When the invoice is prorated, the system will determine which funds to apply the charges to based on the contents of the invoice.

Enter a *Title/Description* of the charge.

Direct Charges, Taxes, Fees, etc.**Charge Type**

Processing Fee

Fund

AD FV 310-56010-07505 (

Title / Description

Misc / unspecified

[Add Charge...](#)

In the *Billed* and *Paid* fields, enter the amount billed and the amount paid respectively.

Direct Charges, Taxes, Fees, etc.**Charge Type**

Processing Fee

Fund

AD FV 310-56010-07505 (

Title / Description

Misc / unspecified

Billed

1.10

Paid

1.10

[Add Charge...](#)

Use one of the two options for saving an invoice. Invoices can be reopened at a later date if adjustments are required.

Delete a direct charge

An invoice must be open in order to delete charges from it.

Open an invoice.

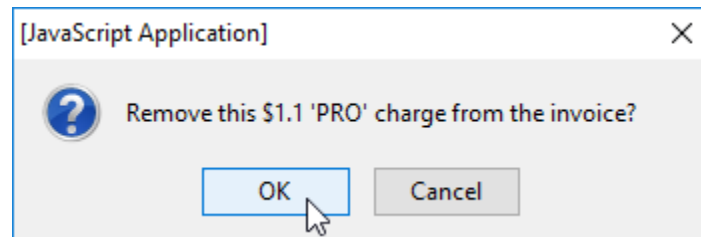
Click the *Delete* link adjacent to the charge line.

Direct Charges, Taxes, Fees, etc.

Charge Type	Fund	Title / Description	Billed	Paid	Delete
Processing Fee	AD FV 310-56010-07505 (Misc / unspecified	1.10	1.10	Delete

[Add Charge...](#)

Confirm that you wish to delete the charge by clicking OK on the pop-up that appears.



The charge is deleted and removed from the invoice.

Direct Charges, Taxes, Fees, etc.

Charge Type	Fund	Title/Description	Billed	Paid	Delete
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[Add Charge...](#)

Use one of the two options for saving an invoice. Invoices can be re-opened at a later date if adjustments are required.

Close an invoice

Closing an invoice is the process that moves your money from being encumbered to being “spent”. You also need to close invoices before you can print the invoice and see the “Amount Spent by Fund” portion of the printed invoice in Acquisitions.

To close an invoice:

Open an invoice.

Ensure information is entered into all of the required fields.

Invoice

Lineitems: 1

Expected Cost: 8.90

Hide Details

Vendor Invoice ID i1234 Invoice Date 6/26/15 12:00 AMReceive Method Paper Invoice Type ediProvider BROft Shipper BROftNote Payment Auth lasPayment Method Check Receiver STATELIB

Invoice Search

Bibliographic Items

Title Details	# Invoiced / # Paid	Billed	Per Copy	Paid
Oh, the places you'll go! / by Dr. Seuss., by Seuss, (9780679905271) 2 Ordered, 2 Received, 2 Invoiced, 0 Claimed, 0 Cancelled, 0 Delayed Estimated \$17.90, Encumbered \$0.00, Paid \$8.90 # 8196 # 308 6/26/15 ♦ LinItemDemoPENDING2order	2 /	8.90	4.45	8.90

Direct Charges, Taxes, Fees, etc.

Charge Type	Fund	Title / Description	Billed	Paid
			Total	Total
			8.90	8.90
				Balance
				0.00

Required fields are:

- Vendor Invoice ID
- Provider
- Payment Method
- Invoice Date
- Shipper
- Receiver
- # Invoiced/# Paid
- Billed
- Paid

The totals at the bottom of the invoice will calculate based on the information entered.



These totals must match or the invoice will not close.

Click *Close*. This will complete the invoice. The invoice screen will refresh, and the *Reopen* button will appear in the place of the *Save*, *Save & Clear*, *Prorate* and *Close* buttons.

Print an invoice

You cannot print an invoice when you're actually viewing the invoice itself. The way that Evergreen builds and puts together the nicely formatted invoice is through a trigger process instead of your browser, so you can't just hit print when you're viewing your invoice.

1. If you are currently viewing your invoice, you can hit your browser's BACK button to return you to the search screen that has a list of invoices.
2. Check the ticky box to the left of your invoice.



Only print one invoice at a time!

3. At the top, click the button that says **Print Selected Invoices**.

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