How to Process an Invoice from COUTTS

1. Make sure you have both relevant invoices for the COUTTS shipment you wish to handle. You will need the item invoice as well as the processing fee invoice (which will list the item invoice # that it is associated with). Only process invoices after all items have been checked against a packing list and are actually in hand. If there are issues with items (beyond the basic red flags) consult with Technical Services before paying the invoice, as errors on COUTTs’ part may result in a reduced/revised invoice for items and processing.

2. Open Aleph Acquisitions.

3. Click the button with three dots (…) next to the Invoice Bar at the top left.
   a. A vendor list pop up will populate.
   b. Select COUTTS-EDI Coutts Information Services (not just COUTTS Coutts Library Services Inc.)

4. The cursor will automatically move to the empty bar to the right. Enter the invoice number into this bar, including the I- in front of the number, then hit ENTER.

5. A new screen will open with a list of items appearing on the invoice in the right pane. Check the Total Amount General invoice listed above these items to confirm it matches the amount from the invoice.

6. Click on GENERAL INVOICE on the Invoice menu tree in the left pane. A new screen will open showing the Vendor, Net Amount of the Invoice, Shipment Date, etc.
   a. Enter the total amount for the processing invoice in the OVERHEAD AMOUNT field.
   b. Enter the sum of the Net Amount and the Overhead amount in the TOTAL AMOUNT field.
   c. Click the UPDATE button at the right hand side of the screen.
   d. The amount for the Total Amount General Invoice and the Total Amount Line Items showing at the top of the page should now be different. You should see both numbers at the top of the pane to the left next to LINE ITEMS.

7. Divide the total amount on the processing invoice by the number of items on the item invoice to come up with a per item shipping fee. If the result is not a whole number, round down to the nearest whole number. Take the rounded number, multiply it by the total number of items, and then subtract that number from the total processing fee. Add the remaining difference to the shipping fee of the first item on the invoice. (So if you have a 53.30 processing fee on 14 items, you’d have a per-item charge of 3.80, but the first item would have an additional .10 added to bring the charge to 3.90.)

8. Click on LINE ITEMS on the Invoice menu tree in the left pane. The list of individual items on the invoice should open in the right pane. The first item should automatically be highlighted.

9. In the bottom half of the right pane, place the cursor in the ADDED AMOUNT field. Enter the per item shipping charge in the field. (Reminder: for the first item, this may be slightly more. See 7 above.)

10. Hit the TAB key to move down to the TOTAL AMOUNT field, and enter the total of the NET AMOUNT and ADDED AMOUNT. Hit ENTER to save.

11. Continue down the list of items until the processing charge has been added to all of them. When you’ve finished, the two amounts shown next to LINE ITEMS at the top of the pane of the left side of the screen should match. If they don’t, go back to check to make sure you’ve correctly
added the processing fee to each item until you find the error and correct it so that the two totals match.

12. Click on the PAYMENT tab at the top of the right hand pane.
   a. Select the payment date (today).
   b. Enter the total amount of the invoice (including the processing fees).
   c. Change the status to P for PAID.
   d. Hit ENTER to save your changes. Once you’ve done this, your invoice is marked paid in Aleph and deducted from the budget listed in Aleph. NOTE: THIS DOES NOT MEAN YOUR ITEMS HAVE BEEN PAID FOR. YOU MUST SUBMIT YOUR INVOICES TO THE BUSINESS OFFICE FOR A VENDOR TO RECEIVE PAYMENT AND FOR THE FUNDS TO BE DEBITED FROM YOUR BUDGET IN PEOPLESOF.

13. At the top of the left hand pane, click on the ORDER SEARCH tab (folder icon).

14. In the menu in the left hand pane, select BULK ARRIVAL. A new screen will load in the right hand pane.
   a. For the vendor, select COUTTS-EDI.
   b. For the sublibrary, select your location.
   c. For the invoice number, enter the invoice number for the invoice on which the items appeared (not the processing fee invoice), including the I- at the beginning of the number.
   d. Hit ENTER. A list of items should populate in the bottom half of the screen. Check to ensure that the number of items showing there equals the number of items on the invoice. If it does not, mark the item numbers on your invoice that do NOT appear in the listing. You will have to manually arrive those items.
   e. Click the ARRIVE ALL button at the right side of the screen. A pop up will populate in the center of the screen. Choose a shipment date (and day prior to today), then click OKAY.
   f. A bulk arrival report will populate in the center of the screen informing you how many items were successfully arrived. Click CLOSE to clear it.
   g. If not all of the orders appeared in the bulk arrival listing you will have to manually arrive them.
      i. Enter the numbers one by one in the ORDER NUMBER search field at the top left of the screen.
      ii. As each order record populates, click on ARRIVAL in the menu in the left hand pane. This will open a new screen in the right side pane.
      iii. Click the ADD button at the top right, which will make the bottom half of the right side pane live.
      iv. Select a shipment date (any date prior to today).
      v. Click ADD at the right side of the bottom half of the screen.
      vi. The unites arrived should now show at the top of the right hand pane. If you look back at the order record, it will now show CLS.

15. Once you have completed all these steps in ALEPH, the invoices must be submitted to the Business Office for payment. This process may differ from campus to campus. The below instructions are for DOWNTOWN CAMPUS ONLY.
a. Ensure that all invoices have been signed by the budget administrator on the last page of each invoice next to the invoice total. The business office will not process the invoice without this signature.

b. On the first page of each invoice, write the following
   i. The org unit (4101000)
   ii. The department (201107)
   iii. The purchase order number for Proquest (for 2016-17: 00002428)
   iv. The GL code indicating what kind of purchase this is (6700300 BOOKS)
   v. Additionally, notate on each invoice as you process it that you have paid it in Aleph and arrived the items.

c. Scan each invoice, and save the files with a name that includes the invoice number and the PO number.

d. Email the invoices to the business office at BAO-DNT@fscj.edu
   i. Each email should have a single pair of invoices (items and related processing fees for those items) attached. DO NOT SEND MULTIPLE INVOICES ATTACHED TO ONE EMAIL. Doing so increases the likelihood that an invoice will be missed at the business office.
   ii. In the subject line, put: Please pay Proquest invoices XXXXXXX and XXXXXX from PO 00002428 for dept 201107
   iii. In the body of the email, write: Invoice XXXXX is for processing on XXXXXX.
   iv. Send the email.

e. Once you’ve sent the email, notate each invoice that you’ve emailed it to the BAO and the date on which you did so.

16. Finally, you need to log the amounts of the invoice in the 2016-2017 DTN Budget Spreadsheet in OneDrive.

   a. In the section labelled COUTTS, find the columns at the right labeled INVOICE and AMOUNT.

   b. Enter each invoice number and the corresponding amount in the columns. The total at the bottom will reflect the actual amount spent against your ProQuest PO.