



Orange County iSupplier Portal

Finance Guide

Rev: 2022-01-18

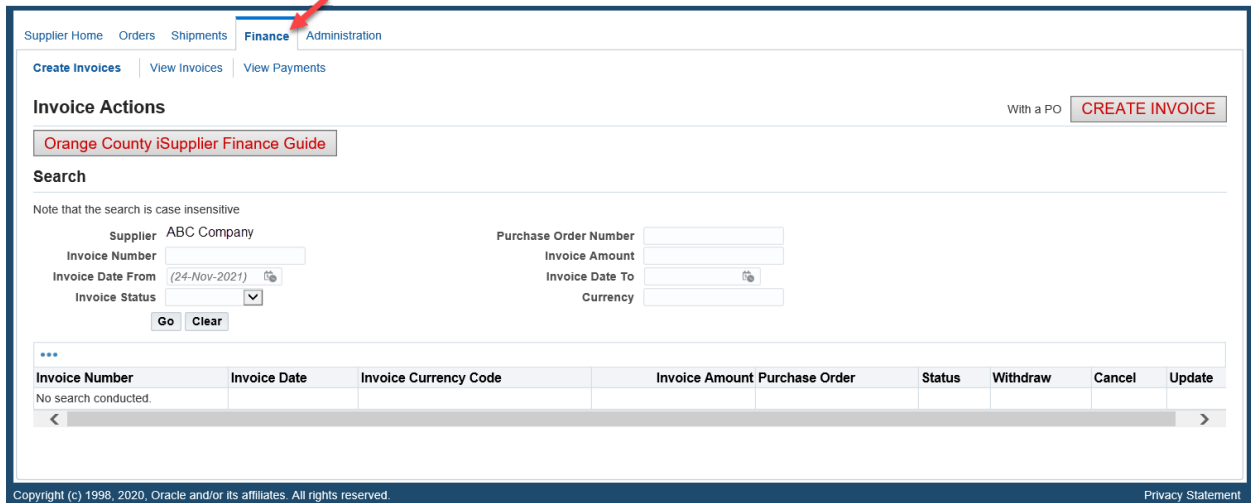
Orange County iSupplier Finance Guide

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I. Introduction

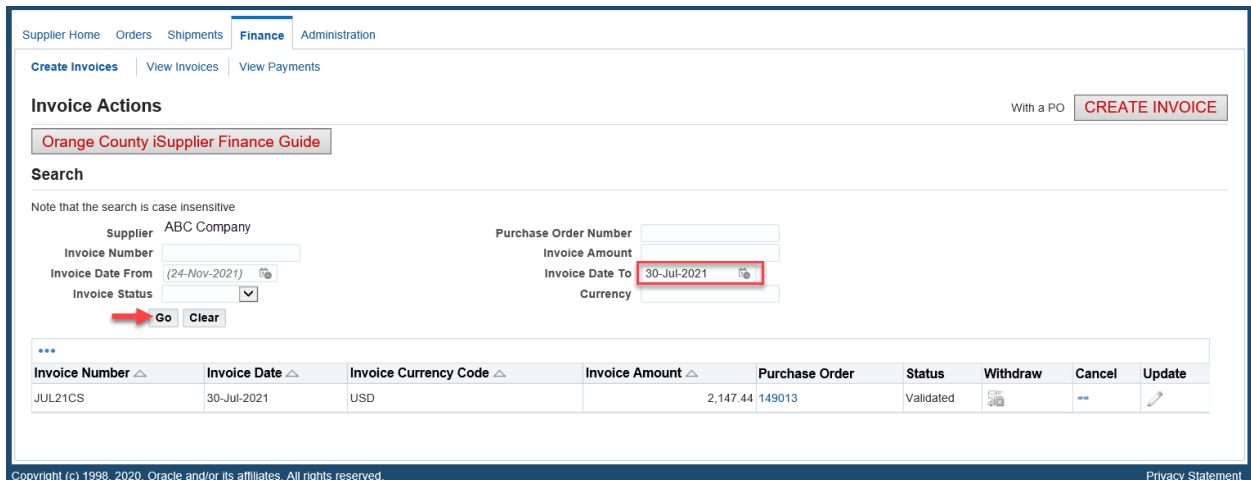
The Finance tab allows users to Create Invoices, View Invoices and View Payments.






On the initial Create Invoice > Invoice Actions form (shown above), users can:

1. [With a PO CREATE INVOICE](#)
2. Search for Invoices by entering in various search criteria and clicking the 'Go' button
Note: Only iSupplier Invoices will show up in this search. For a more detailed search of both iSupplier and non-iSupplier invoices, click the [View Invoices tab](#).

In the below example, the user entered an Invoice To Date of '30-Jul-2021' and clicked the 'Go' button.



From here users can:

1. View invoice information respective to the Purchase Order by clicking the hyperlink
2. Update an Invoice, which has not been submitted to the County, by clicking the pencil icon . Please note the pencil will only be yellow for invoices which are in Unsubmitted Status. These are the only invoices that can be updated.
3. Cancel Unsubmitted Invoice by clicking the cancel icon 
4. Open associated attachments by clicking the Attachments icon 

After clicking one of the hyperlinks, users should click the 'Return' link on the bottom left of the screen in order to go back to the previous form (see example below).

Supplier Home Orders Shipments **Finance** Administration

Create Invoices View Invoices View Payments

Finance: Create Invoices >

Standard Purchase Order: 149013, 1 (Total USD 21,600.00)

Currency= USD

Order Information


<p>General</p> <p>Total 21,600.00</p> <p>Supplier ABC Company</p> <p>Supplier Site CORNWALL ON,ALL</p> <p>Supplier Contact Address ABC Street CORNWALL ON HUDSON, NY 12520</p> <p>Buyer</p> <p>Order Date 14-Jul-2021 08:29:04</p> <p>Description SR HD NC CMS #2020*0880 Medical Investigator Services 1/1/2021-12/31/2021 118501/571820</p> <p>Status Open</p> <p>Note to Supplier</p> <p>Operating Unit Orange County NY</p> <p>Sourcing Document</p> <p>Supplier Order Number</p> <p>Attachments None</p>	<p>Terms and Conditions</p> <p>Payment Terms IMMEDIATE</p> <p>Carrier</p> <p>FOB</p> <p>Freight Terms</p> <p>Shipping Control</p> <p>Ship-To Address</p> <p>Address</p> <p>Bill-To Address</p> <p>Address Finance - Accounts Payable PO Box 407 Goshen, NY 10924</p>
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PO Details

...

[Show All Details](#) | [Hide All Details](#)

Details Line	Type	Item/Job	Supplier Item	Description		UOM	Qty
▶ 1	OC Amount Based Services			SR HD NC CMS #2020*0880 12/31/2021 118501/571820	Medical Investigator Services 1/1/2021-	USD	20000
▶ 2	OC Amount Based Services			SR HD NC CMS #2020*0880 1/1/2021-12/31/2021 118501/576700	Medical Investigator Services Mileage	USD	1600

[Return to Finance: Create Invoices](#) 

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See Freight Terms field under Terms and Conditions:

Supplier Home | Orders | Shipments | **Finance** | Administration

[Create Invoices](#) | [View Invoices](#) | [View Payments](#)

Finance: Create Invoices >

Standard Purchase Order: 149013, 1 (Total USD 21,600.00)

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PO Details

... [Show All Details](#) | [Hide All Details](#)

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty
▶ 1	OC Amount Based Services			SR HD NC CMS #2020*0880 12/31/2021 118501/571820 Medical Investigator Services 1/1/2021-	USD	20000
▶ 2	OC Amount Based Services			SR HD NC CMS #2020*0880 1/1/2021-12/31/2021 118501/576700 Medical Investigator Services Mileage	USD	1600


[Return to Finance: Create Invoices](#)

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Freight Terms and Definitions:

Freight Term	Definition
Delivered	Freight Charges are included in the total amount of the Purchase Order. NO freight charges can be added to an invoice.
Prepay and Add	Freight Charges are not included in the total amount of the Purchase Order. Freight charges can be added on an invoice.
To Be Picked Up	NO Freight Charges can be added to an invoice.
Null (Blank)	Used when Freight Charges are listed as a separate line on the Purchase Order. Additional freight charges can NOT be added to an invoice.

Invoice Status and Definitions:

Status	Definition
Approved	Available for Payment and/or Paid
Cancelled	Invoice is nullified and new Invoice must be issued if desired
In Process	Once an Invoice is submitted it goes into In-Process status until Approved – pending departmental review
On Hold	Prevents invoices from being paid. The Status allows Orange County ability to review, audit, etc. without additional updates to the invoice. 'Holds' can be applied to In Process invoices.
Rejected	Rejected during Approval Process
Unsubmitted	Invoice was Saved but not Submitted. To edit an Unsubmitted invoice, simply click the pencil icon  to edit the Invoice.

II. Create Invoices

In order to create an invoice, click the 'CREATE INVOICE' button in the upper right-hand side of the screen, next to "With a PO".

Supplier Home Orders Shipments Finance Administration

Create Invoices View Invoices View Payments

Invoice Actions With a PO **CREATE INVOICE**

Orange County iSupplier Finance Guide

Supplier Home Orders Shipments Finance Administration

Create Invoices View Invoices View Payments

1 Purchase Orders **2** Details **3** Manage Tax **4** Review and Submit

Create Invoice: Purchase Orders Cancel Step 1 of 4 Next

Search Advanced Search

Note that the search is case insensitive

Purchase Order Number

Purchase Order Date (24-Nov-2021)

Buyer

Organization

Go Clear

PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Wayt
No search conducted.															

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There are four steps to the Create Invoices process:

[Step 1: Purchase Orders](#)

[Step 2: Details](#)

[Step 3: Manage Tax](#)

[Step 4: Review and Submit](#)

1. Purchase Orders

On the [Create Invoice: Purchase Orders](#) form users must enter at least one search criteria before clicking 'Go'.

1. Search for Purchase Order. If you do not know the Purchase Order Number, populate **Orange County NY** in the Organization Field and click 'Go'.
2. Select desired Purchase Order(s) by clicking the checkbox(es) under the Select column, then click 'Next'.

Please note: Users cannot create an Invoice across multiple Purchase Orders.

Supplier Home Orders Shipments **Finance** Administration

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders Cancel Step 1 of 4 **Next**

Search Advanced Search

Note that the search is case insensitive

Purchase Order Number

Purchase Order Date (16-Dec-2021)

Buyer


Organization Orange County NY

Select Items: | ...

<input type="checkbox"/>	PO Number	Line	Shipment	Item Description	Item Num...	Supplier Item Num...	Ordered Receiv...	Invoiced U...	Unit Price Curr	Ship To	Organization	
<input checked="" type="checkbox"/>	149013	1	1	SR HD NC CMS #2020*0880 Medical Investigator Services 1/1/2021-12/31/2021 118501/571820			20000	19430.19	19358.6	USD 1	USD	Wells Farm - Health (Medical Examiner) Orange County NY


2. Details


Upon reaching the Create Invoice: Details form to enter Invoice information, take note of the following fields:

Field	Instructions
Invoice Number	This field is case sensitive.
Invoice Date	DD-MMM-YYYY format. Click the calendar icon to easily find desired date 
Invoice Type	Invoice or Credit Memo (selected from the 'drop-down' list)
Invoice Description	Please enter calendar month goods were delivered or services rendered.
Attachment	Please attach Copy of Invoice and Supporting Documentation by clicking the 'Add' button. When uploading attachments, please do not upload any documentation that would violate HIPPA Laws.

Invoice


* Invoice Number Case Sensitive

* Invoice Date 

Invoice Type 

Currency

Invoice Description **NOTE: Please enter calendar month goods delivered or services rendered in Invoice Description field**

Attachment 

REQUIRED: Please attach copy of invoice and any supporting documentation using 'Add' button
NOTE: Please do not upload any documentation that will violate HIPPA laws.

Note: If there are any questions or concerns about document attachments, please reach out to your County departmental contact.

The Quantity defaults to the total Available Quantity. **The Quantity must be updated to reflect the amount being invoiced.** Quantity amount cannot be zero or greater than quantity ordered. If quantity ordered amount must be increased, contact your Orange County Departmental contact.

Supplier Home Orders Shipments **Finance** Administration

Create Invoices View Invoices View Payments

Purchase Orders **Details** Manage Tax Review and Submit

Create Invoice: Details Cancel Back Step 2 of 4 Next

* Indicates required field

Supplier

* Supplier
Tax Payer ID
* Remit To Address
Payment Method

Invoice

* Invoice Number 9999999
Case Sensitive
* Invoice Date 16-Dec-2021
Invoice Type Invoice
Currency USD
Invoice Description December
Attachment +

NOTE: Please enter calendar month goods delivered or services rendered in Invoice Description field
REQUIRED: Please attach copy of invoice and any supporting documentation using 'Add' button
NOTE: Please do not upload any documentation that will violate HIPPA laws.

Customer

* Customer Tax Payer ID
Customer Name County of Orange, NY
Address

Items

PLEASE UPDATE THE QUANTITY TO THE AMOUNT BEING INVOICED

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amou
149013	1	1		SR HD NC CMS #2020*0880 Medical Investigator Services 1/1/2021-12/31/2021 118501/571820		Wells Farm - Health (Medical Examiner)	641.4	120		1	USD 120

If the Purchase Order (as seen on page 3) has Delivered as the Freight Terms, then Freight cannot be added.

If adding freight is required, click the 'Add Row' button to begin this process.

When done, click 'Next'.

3. Manage Tax

The Create Invoice: Manage Tax form provides users with a view of all information entered and a summary of costs of the Invoice.

Please note: Orange County is a government organization and is exempt from paying sales tax. Therefore, no tax should be shown in the Invoice Summary region.

When ready, the user can click 'Next' to review the Invoice or 'Submit' to submit the invoice. Should the user wish to make corrections to what has been entered, click the 'Back' button to revise entries as applicable.

Once an Invoice has been submitted, it can no longer be edited. Once an Invoice is submitted it goes to 'In-Process' status until it is approved.

Supplier Home Orders Shipments **Finance** Administration

Create Invoices | View Invoices | View Payments

Purchase Orders | Details | **Manage Tax** | Review and Submit

Create Invoice: Manage Tax Cancel Save Back Step 3 of 4 Next Submit

Supplier **Invoice**

* Supplier
 Tax Payer ID
 * Remit To
 Address
 Payment Method EFT

* Invoice Number 9999999
 * Invoice Date 16-Dec-2021
 Invoice Type Standard
 * Currency USD
 Invoice Description December
 Attachment None

Customer

* Customer Tax Payer ID
 Customer Name County of Orange, NY
 Address
 Requester Email
 Requester First Name
 Requester Last Name

Summary Tax Lines

PLEASE NOTE: ORANGE COUNTY is a government organization and is exempt from paying sales tax.

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
149013	1	1	SR HD NC CMS #2020*0880 Medical Investigator Services 1/1/2021- 12/31/2021 118501/571820		Wells Farm - Health (Medical Examiner)	641.4	120	USD	1	120.00

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Invoice Summary

Items	120.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Recalculate Total	Total (USD) 120.00

4. Review and Submit

The Create Invoice: Manage Tax form provides users with a view of all information entered to ensure it is correct. When done, click Submit

Once an Invoice has been submitted, it can no longer be edited. Once an Invoice is submitted it goes to 'In-Process' status until it is approved.

III. View Invoices

To view invoices, click the View Invoices tab, enter desired search criteria and click the 'Go' button. Invoices are ordered by the most recent Date.

In the following example, an Invoice Date of '31-May-2021' To '30-Sep-2021' was entered, returning two invoices.

[Supplier Home](#) [Orders](#) [Shipments](#) [Finance](#) [Administration](#)

[Create Invoices](#) | [View Invoices](#) | [View Payments](#)

View Invoices

Simple Search **Advanced Search**

Note that the search is case sensitive.

Invoice Number Case Sensitive

PO Number (example : 1234)

Release Number (example : 1234-2)

Payment Number

Invoice Status

Payment Status

Invoice Amount From To

Amount Due From To

Invoice Date From To

Due Date From To

Go **Clear**

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	On Hold	Payment Status	Payment	PO Number	Scheduled Payments	Attachments
SEP21CS	30-Sep-2021	Standard	USD	2,388.88	2,388.88	In-Process	AP Audit Hold	Not Paid		149013		1
AUG21CS	31-Aug-2021	Standard	USD	1,925.44	0.00	Approved		Paid	99006159	149013		1
JUL21CS	30-Jul-2021	Standard	USD	2,147.44	0.00	Approved		Paid	99005865	149013		2
JUN21CS	30-Jun-2021	Standard	USD	2,585.92	0.00	Approved		Paid	99005476	149013		1
MAY21CS	31-May-2021	Standard	USD	2,183.68	0.00	Approved		Paid	99005219	149013		1

In this form users can check status of an Invoice and click on any of the hyperlinks to drill down to see more information.

Under the On Hold column, if an invoice is denoted as having an 'AP Audit Hold', the invoice will stay in 'In-Process' status until the hold is removed.

IV. View Payments

To view Payments, click the View Payments tab, enter desired search criteria and click the 'Go' button.

In this form users can check the status of a Payment and click on any of the hyperlinks to drill down to see more information.

Additionally, a user can sort the information by clicking on a column heading. This functionality applies to most columns, but not all.

After clicking one of the hyperlinks, users should click the 'Return' button on the bottom left of the screen in order to go back to the previous form (see example below).

Supplier Home | Orders | Shipments | **Finance** | Administration




Create Invoices | View Invoices | **View Payments**

Finance: View Payments >

Payment: 99005476 (Total USD 2,585.92)

Payment Date	30-Jul-2021	Supplier
Method	Electronic	Supplier Site
Status	Reconciled	Address
Status Date	30-Jul-2021	
Remit-to Supplier		
Remit-to Supplier Site		Bank Account

Included Invoices

Invoice 	Invoice Date 	Type	Currency	Amount 	Status	Payment Status	Payment PO Number	Receipt	Attachments
JUN21CS	30-Jun-2021	Standard	USD	2,585.92	Approved	Paid	2,585.92 149013		

[Return to Finance: View Payments](#) 