Clemson buyWay$ Settlement Training

[Clemson buyWay$ Logon](#)

Enter your Clemson Userid and Password

1. Organization Message contains links to Training, CXML Order suppliers, CXML Invoice suppliers, quick links and more!
2. New features include the Settlement dashboard.
3. This is a shortcut to the menus and queries available under the Settlement tab. Users with the invoice handling role should see the dashboard.

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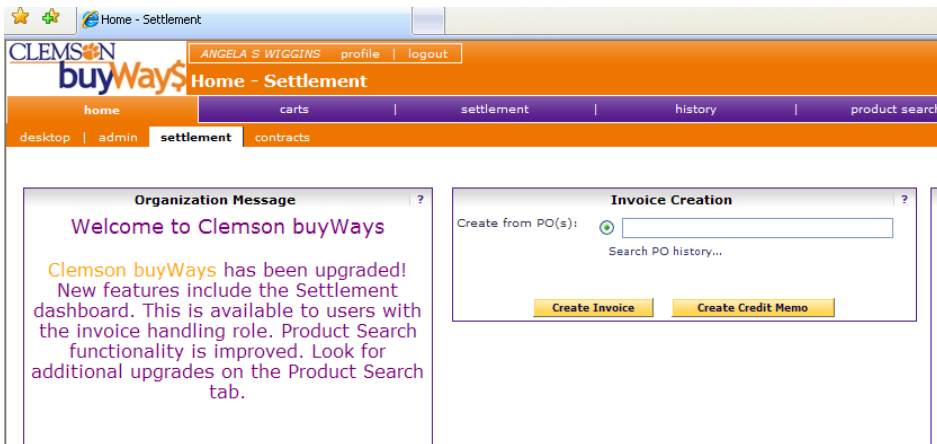
- On the home page, you can add an invoice directly here if the PO number is included on the invoice (as it always should be).
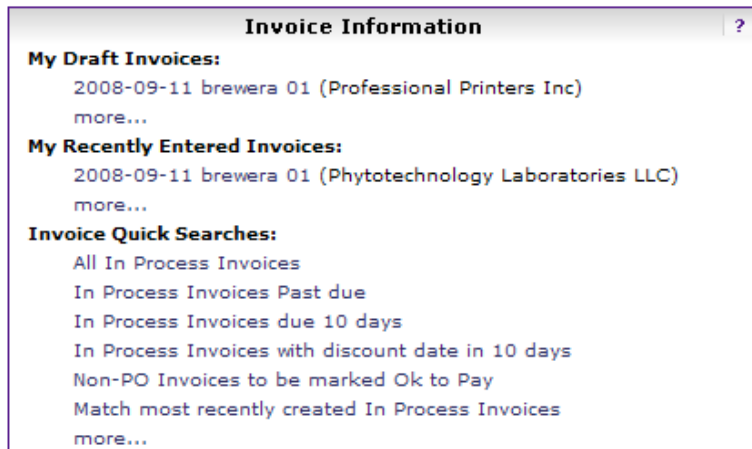
- This dashboard section allows quick access to your draft and most recently entered invoices.
- Another significant feature is the shortcut to filtered query information related to invoices.

Before creating a manual invoice, always the check the history of the PO to ensure that the item(s) have not been previously invoiced. Select the history tab, enter PO#, and press the search button.

Select the PO hyperlink.

The status summary is the first page you see. Next, select the invoice tab to see if any invoices are posted.

For this PO, there are no invoices.

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In this example, there are 3 previously entered invoices.

INVOICES & CREDIT MEMOS

BRIEF
- All invoices and credit memos are created from Purchase Orders in the system.
- This is true for any $$ amount and any type of PO, whether it is a catalog purchase or a form purchase.
- Only purchase orders over $2500.00 will encumber in PeopleSoft.
- Purchase Orders under $2500.00 load as a DPV (Voucher) in PeopleSoft Accounts Payable for budget checking the expense, processing the payment, and posting the accounting entries.

Electronic Invoices
- cXML invoices are created by vendors who have this integrated technology with Clemson buyWays$.
- Always check the "Organization Message" Board upon signon to buyWay$ for a current list of eInvoice vendors.

Manual Invoices
- Invoices need to be created from the home page Settlement Dashboard.
- In most cases, the Invoice Handler will have the hard copy supplier invoice to create a system invoice.
- In essence, you are simply copying what the original Purchase Order was issued for including all relevant data such as qty, descriptions, chartfields, etc.

MANUAL INVOICE CREATION

Enter the PO Number and press create invoice button. Do not press the ENTER key or you will create a credit memo.

<u>This is the Header Section of the Invoice.</u>

1. The Invoice Name field will default with the YY/MM/DD then userid and sequential number of invoice entries occuring daily. You may rename this field if desired.

2. Enter the supplier's invoice number exactly as it appears on the invoice.

3. Enter the supplier's invoice date from the invoice. If you fail to do this, the current date will default which may cause the supplier issues in applying this payment to the proper account.

4. Record Number is the Payment number that writes from PeopleSoft once payment is made.

5. Due Date defaults to current date + 30 days for Net 30.

6. Payment Terms,Payment Terms Discount, FOB are set in the PeopleSoft payables. **DO NOT CHANGE**. IF the vendor offers a discount, then contact CU_PROCURE-L@Clemson.edu with vendor discount terms.

7. Remit information defaults from the vendor data stored in ⬛.

    This should not be changed.

8. Billing address defaults from the Operator Profile or Original PO/PR from ⬛.

9. Accounting Date defaults as the current date or entry date of invoice.

10. Payment Method – This field populates from PeopleSOft once the payment is created. The values are check Wire, Check, EFT, and ACH.

11. Vendor Prepayment – Only select a field value of HP (Hold check for Pickup) or AT (An attachment must accompany the check). This field populate to PeopleSoft so that the voucher is coded correctly for check handling.

12. Allocation Method – Sum of All – Do not change.

13. Discount Amount – Enter the discount amount offered by vendor.

14. Sales Tax – If the supplier has included sales tax on the invoice, enter the amount here. Make sure the tax amount being charged is correct.

15. Use Tax – If the supplier is not collecting sales tax on the invoice AND the item is taxable, then enter the tax amount here.

16. Shipping and Handling – Enter the freight, shipping charge, or handling charge in either field if applicable.

This is the Line Section of the Invoice.

- When line item(s) are not invoiced, select the line(s) in the checkbox on the right, then at the dropdown box, choose "Remove Selected Items" and Press the GO button.
- In example, no invoice for line 2.

In this example, I only want to create an invoice for line 1. The total tax amount needs to be changed as tax has been calculated for the total PO. ($55.10) (.07) = 3.857 – or 3.86. The tax amount is based on the county of delivery. Tax Rates for SC by Zip Code. If the line item is non-taxable, remove the ☑ from the taxable box and enter 0.00 in the sale/use tax fields on the header. Once saved, the amount recalculates for tax.

Once you have reviewed the invoice, press the complete icon to change the invoice status to "IN PROCESS". Until the complete icon is pressed, the invoice is <u>only a draft</u> accessible by you.
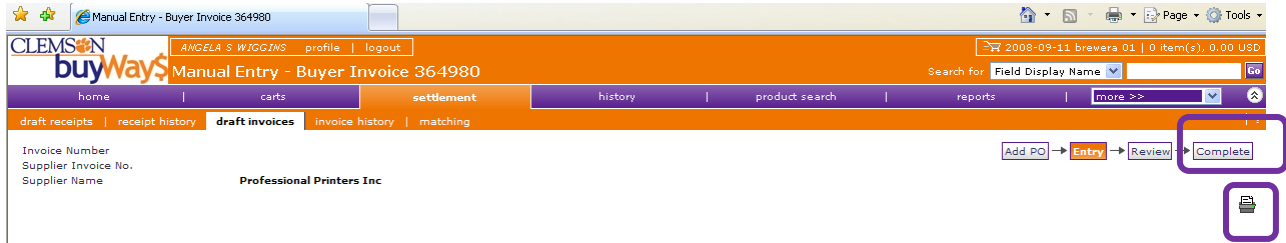
If there is ever a need to print, there is a print icon for a printer friendly version that will use less paper.
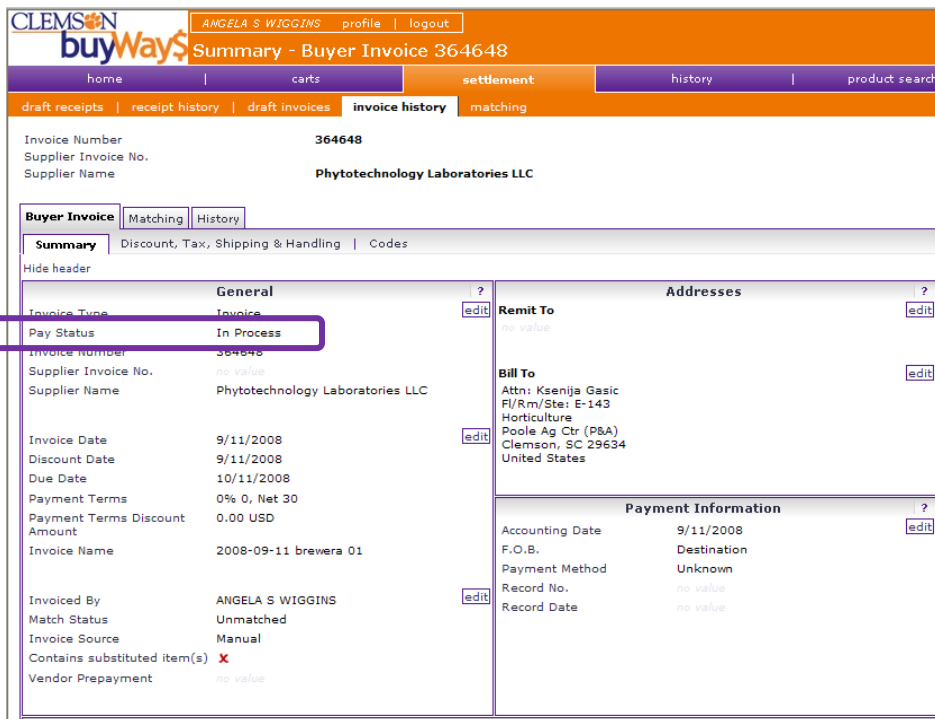
Invoice Statuses

Once invoices are created, there are several status choices to assign to the invoice. When an invoice is first created, the status is set to "in process". During the matching process managed by Procurement Services, invoices can then be set to "payable", "paid" or "cancelled".

For organizations with an Invoice Export integration point, invoices will only be exported once based on the designated status. Clemson University exports to PeopleSoft Financials based on a status of, "PAYABLE".

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General Flow of Procure-To-Pay process using Clemson buyWay$

1. Cart is created by shopper for purchase of goods/services then assigns cart to Requisitioner for review.
2. Cart becomes PR (Purchase Requisition) in buyWay$ when Requisitioner "places order.
3. PR routes via Workflow rules as authorized by the department head or designee.
4. PR routes via Workflow rules as mandated by State Procurement Code >$2500.00.
5. After Workflow approvals, PR checks PeopleSoft budgets to determine if the chartfield string exists.
6. PR becomes PO that is transmitted to vendor by cXML (electronic transfer), email or fax.
7. Vendor/Supplier fulfills and ships order to Clemson Shopper.
8. Receipting for goods/services is a requirement for every order.
9. (CXML) eInvoice(s) load electronically from supplier to buyWay$
10. Paper Invoice is mailed to billing address.
11. Invoice handler enters paper - invoice from in buyWay$ - the status is "In Process"
12. Invoice Manager in Procurement reviews all buyWay$ invoices daily for receipts nd marks invoices as Payable.
13. Invoice Manager sends the invoices to the ERP system…ie. PeopleSoft.
14. buyWay$ Invoices load to PeopleSoft (Vouchers prefixed with a W%)
15. Vouchers pay based on invoice date, vendor payment terms, and next pay cycle processing in PeopleSoft.
16. Once the payment is processed, buyWay$ is updated by PeopleSoft with the payment number, payment date, and payment method.

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