

iVisions

Department ESS and iVisions

Student Guide

COURSE PREREQUISITES

- iVisions My Dashboard guide

COURSE OVERVIEW

This guide focuses on the Employee Self Service Resources available through the web portal and iVisions for users who are responsible for reviewing and approving submitted transactions as part of their daily responsibilities.

Course Sections

- Employee Self Service (ESS)
- iVisions
- iVisions - General Ledger
- iVisions - Purchasing and Payables
- iVisions - Warehouse
- iVisions - Payroll
- iVisions - Human Resources
- iVisions - Fixed Assets
- iVisions - Receivables

Notes Legend



NOTE



TIP



BEST PRACTICE



WARNING

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Employee Self Service (ESS)

Section Topics

- Tools Panel and Menu Ribbon
- Self Service Menu
- Review Pay/Tax Info
- Work with Benefits
- Enter Expense Reimbursements
- Access My Workflow

Introduction

iVisions Web Portal Employee Self Service (ESS) provides employees online access to Business Resources, Employee Resources, and Human Resources information. Accessing information within ESS is determined by the security role assigned to each employee.



Launch Employee Self Service from Infinite Visions Accounting > Log into iVisions ESS, or from within iVisions, click the 9-Box and select the ESS icon.

Log into the web portal as omoney (omoney, v, SSN 4644), who is the business manager and has a high level of access to the portal. Remember, your level of access may be different depending on the district configuration and your assigned security role.

Once logged in, the ESS Welcome page displays.

iVisions® Web Portal
Employee Self Service

Home Self Service Pay/Tax Information Benefits Human Resources My Workflow

Welcome to the iVisions Employee Self Service Web Portal

Once logged into our site you will have the ability to view and manage many elements of employee information, including your employee profile, benefits enrollment, pay stubs, tax withholding information (W-4), and more. Information is available 24/7 via the secure iVisions Portal.

Employee Link

You are an authorized portal user.

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ESS Welcome Page

TOOLS PANEL AND MENU RIBBON

Overview

The Welcome page displays a Tools panel and Menu ribbon for use in navigating through the web portal. On the menu ribbon, a Search field is available to find something specific within the portal.

Tools Panel

ICON	DESCRIPTION
	Click this icon to display the Messages tab. Compose new messages, review sent and archived messages.
	Click this icon to view any received notifications.
	Click this icon to display your profile. From this window, upload and share photos and files and set the privacy for shared items.
	Click this icon to properly log out of the ESS web portal.

Menu Ribbon

MENU	DESCRIPTION
Home	Home is the Welcome page and is the system default.
Self Service	The Self Service dropdown provides access to the following employee personal information: Profile, Time Off, Contract Acceptance, Documents, Coursework, Trainings, and HR Information.
Pay/Tax Information	The Pay/Tax Information dropdown provides access to the following employee Payroll Information: Employee Pay, Calendar Year Pay History, Total Compensation, Employee Tax Forms, and Employee W2.
Benefits	The Benefits dropdown provides access to the following: HR Benefits Enrollment, HR Enrollment Detail, and HR Employee Beneficiaries. The HR Benefits Enrollment and HR Enrollment Detail are ONLY available to districts who have purchased the Benefits module.
Expense Reimbursements	The Expense Reimbursement menu is a link that launches iVisions Web Portal Employee Expense Reimbursements. This menu item requires a separate license.
My Workflow	The My Workflow menu displays ONLY with proper access privileges (e.g., administrator, approver).

SELF SERVICE MENU

Overview

The Self Service menu of ESS provides access to personal information (e.g., profile, documents, HR info) currently on file at the district. Review and update personal information and perform tasks (e.g., submit vacation/absence requests and review/accept contract) via the web portal.



In some situations, the last 4 digits of the employee Social Security Number are required to make changes.

This section takes a closer look at each of the available Self Service menu resources.

Profile

Self Service > Profile

The Profile resource allows employees to view/modify personal contact information on file with the district and to add/modify Emergency Contacts.

Profile

Owen Money

Address / Email

Mailing Address	477 N Stanton Street Carefree, IV 12341	Street Address	477 N Stanton Street Carefree, IV 12341
-----------------	--	----------------	--

Personal Email Set as my Preferred Email

Phone

Home Phone	(356) 555-3767	Ext	<input type="checkbox"/> Unlisted
Work Phone	(355) 298-5828	Ext	301
Cell Phone	(355) 258-7411		

Pending Changes

Effective Date	Home Phone	Work Phone	Mailing Address 1	Mailing Address 2	Mailing City	Mailing State	Mailing Zip Code	Street Address 1	Street Address 2	Street City	Street State	Street Zip Code
03/05/2018	(356)555-3767	(355)298-5828	477 N Stanton Street		Carefree	IV	12344	477 N Stanton Street		Carefree	IV	12341
10/07/2018	(356)555-3767	(355)298-5828	123 Green Road		Phoenix	IV	12341	477 N Stanton Street		Carefree	IV	12341

Emergency Contacts

Contact Name	Primary Phone	Alt. Phone	Comments
Money, Lenda	(355)128-8776		Spouse

Employee Profile

Activity *(Optional)*

For the following activity, update Owen’s information using the scenario outlined in the following activity.



Update Profile

SCENARIO: In reviewing his personal information, Owen noticed his street address was not updated when he moved into his new home. Ensure you are logged in as omoney | v and update the profile.

1. From the Self Service menu, select **Profile**.
2. Beneath his profile information, click **Modify**.
3. Enter the last 4 digits of Owen’s Social Security Number “4644”.
4. Click **Submit**.
5. Change his **Mailing Address** to “123 Green Road”.
6. In the **Effective Date** field, type “8/6/20xx”. This date is the effective date of the change. If the field is left blank, the system uses the current date by default.
7. Click **Submit**.



Tyler suggests printing (File > Print) a copy for your records.

8. Click **Return**. The Profile window displays.

Changes display in the Pending Changes grid and route to HR/PR for processing. Once processed, the change no longer display in the Pending Changes grid.

Emergency Contacts

Self Service > Profile > Emergency Contacts

The Emergency Contacts grid at the bottom of the Profile window displays the current emergency contacts on file with the district. View, update, and delete existing contact information or add a new contact as necessary by clicking the magnifying glass next to the contact to edit. The Edit Emergency Contact window displays. After making changes, click Update Contact or if the contact is no longer valid, click Delete Contact.

Activity *(Optional)*

It is important for the district to have accurate emergency contact information on file. Make sure to review, update, and add contacts as soon as things change. For

training purposes, walk through adding a new emergency contact using the scenario outlined in the following activity.

Add an Emergency Contact

SCENARIO: In reviewing his profile, Owen realized he has forgotten to add one of his closest friends as an emergency contact and wanted to take care of it immediately.

1. Beneath the Emergency Contacts grid, click **Add New Contact**.
2. In the **First Name** field, type “Del”.
3. In the **Last Name** field, type “Monty”.
4. In the **Pri Phone** field, type “5201234567”. It is not necessary to type the hyphens (-) as the number is automatically formatted.



First Name, Last Name, and Pri. Phone are required fields and are denoted with a yellow light bulb.

5. Click **Add Contact** to return to the original Profile window. The Emergency Contacts grid is updated to display the newly added contact.

Time Off

Self Service > Time Off

The Time Off resource displays the Employee Leave Summary for all applicable leave plans published to the web portal.

Employee Leave Summary										
Leave Plan	Beg.	Earned	Used	Adj.	Avail.	Pending Approval	Future Scheduled	Projected Available	Time Units	
 Admin - Annual Leave-Days	10.0000	4.0000	0.0000	0.0000	14.0000	5.0000	0.0000	9.0000	Days	
 Admin - Sick Leave-Days	123.0000	10.0000	0.0000	-2.0000	131.0000	0.0000	0.0000	131.0000	Days	
 Leave Without Pay-Days	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	Days	

Request Time Off | My Requests

Absence Requests

Employee Leave Summary

From this window, employees can perform the following: Request Time Off and view My Requests. Request Time off displays the wizard to walk through the request process. My Requests allows an employee to view requests by filtering on Request Status (Denied, Pending, Processed, or Used). From this window, employees can delete a request and review the request approval log by clicking the appropriate icon to the right of the request.

From the Employee Leave Summary window, employees can click the magnifying glass next to the leave plan to view Detail Leave Plan information.

Also, an employee can click the calendar icon to view their leave requests on a weekly/monthly calendar. Easily identify Leave Taken and submitted Leave Requests by the color noted in the legend.

Activity *(Optional)*

Submitting a time off request is easy. Using the Portal, employees can request leave from their computer or mobile devices at any time of the day or night.



Submit a Leave Request

SCENARIO: Owen is planning his annual family vacation to California. He is taking 5 days of vacation during the second week of October and needs to submit his request for approval.



A yellow light bulb denotes a required field which must be populated before clicking Submit.

1. From the Self Service menu, select **Time Off**.
2. Beneath the Leave Summary grid, click **Request Time Off**. The Request Time Off window displays.
3. Using the Month arrows on the Select Dates tab, navigate to May 20xx.
4. Select the days on the calendar, 5/20/20xx - 5/24/20xx, and click **Next**.
5. On the Select Type tab, select **Admin – Annual Leave - Days** and click **Next**.
6. On the **Partial Day Requests** tab, note the number of days requested.
7. In the **From Time/To Time** fields, enter or select normal working hours as applicable or leave as default and click **Next**.
8. On the Additional Information tab, type the absence reason (required). The Specific Use dropdown is not used for this leave type (this field is available only if specific use categories are used).
9. In the **Note** field, type “I need a vacation.”
10. Click **Submit Request**. A Summary window displays.
11. Click **Back**. The Employee Leave Summary window displays. Below Absence Requests, the Pending Absence Requests grid is updated to display the newly submitted request. Once the request completes the approval process, the system automatically removes it from the grid.

TIME OFF

The Leave Plan Balances grid on the Detail Leave Information window for the applicable leave plan is updated to reflect the Pending Approval hours.

The Employee Leave Request Modify grid is updated to display the submitted request.

A request returned to the originator status displays Returned.

Only requests with a Pending status can be canceled.

Contract Acceptance

Self Service > Contract Acceptance

The Contract Acceptance module allows employees to view any contract(s) appended to their employee documents and published to the web portal. From the Select dropdown, choose the contract to view and then click View. As applicable, select accept/not accept the selected contract, add comments, and then click Submit.

Activity *(Optional)*

When HR publishes contracts to ESS, the employees may receive an email notifying them of the publication and to log in to the portal and either accept or deny the contract.



Accept a Contract

SCENARIO: HR notified Owen his Salaried Contract is available for acceptance in the portal.

1. From the **Select** dropdown, choose *SALARIED CONTRACT* and click **View**.
2. Read the Contract instructions.
3. Mark the **I accept this SALARIED CONTRACT** checkbox.
4. Click **Submit**. The Confirm SSN window displays.
5. Type the last 4 digits of Owen's SSN "4644".
6. The Contract has been Accepted message displays.

If Owen had multiple contracts, he would repeat steps 1 - 6 for each contract.



If the district has activated the Contract Received email alert (Security > Workflow Configuration > Email Jobs/Alerts), the employee is sent a confirmation email once they accept/reject their contract.

Documents

Self Service > Documents

The Document Center allows employees to view/print any published documents attached to their employee record.

Review documents currently on file for Owen Money.

HR Information

Self Service > HR Information

The HR Information resource allows employees to review personal information (e.g., certificates, endorsements, languages, dependents) they currently have on file at the business office.

Review the different types of personal information.

User Defined Forms

Self Service > District Forms

The User Defined Forms resource allows employees to access, create, save for the future, and submit district forms published (Infinite Visions > Security > Workflow Configuration > User Defined Forms) to the portal.

Activity *(Optional)*

An entity can define many User Defined Forms for employees to have access and complete online. The Forms, once submitted, can be routed to many different resources.



Submit a Gifts and Donations Form

SCENARIO: Owen previously started to fill out his Gifts and Donations form but was called away. Thankfully, he had saved the form. Now, he would like to complete and submit his donation.

1. Click the **pencil** to the right of the Gifts and Donations Status Date to edit the form.
2. Review the fields on the form.
3. In the Dollar Value of the **Gift or Donation** field, type “300.00”.
4. In the **Date** field, enter today’s date.
5. Click **Submit**. The Status changes to Submitted.



Select the printer icon to print the form.

Select the clipboard to review the approval log.

REVIEW PAY TAX INFORMATION

Overview

The Pay/Tax Information menu of Employee Self Service provides access to personal payroll related information (e.g., Calendar to Date Earnings Statement, Total Compensation Statement, Tax Forms, and Employee W2) employees can review via the web.

Employee Pay

Pay Tax Information > Employee Pay

The Employee Pay resource allows employees to view pay check information for the selected pay date/pay period. It also provides a pay calculator utility.

Activity *(Optional)*

The pay check calculator utility is used to run “What If” scenarios to see how changes to taxes and deduction/benefit information could impact overall pay check totals.



Calculate Pay Check Changes

SCENARIO: Owen Money has recently married and is the proud father of a bouncing baby boy. He is planning to change his tax withholding information to reflect the new additions to his family. Before he submits a new W-4 form to Payroll, he would like to see how these changes impact his current net pay.

1. Review Owen’s current Net Pay amount.
2. Scroll to the bottom of the Employee Pay page and click the **Pay Check Calculator** link. The Salary Calculator displays.
3. From the **Federal Filing Status** dropdown, select *Married*.
4. In the **Federal Allowances** field, type “2”.
5. Scroll to the bottom of the page and click **Calculate**.
6. Note Owen’s new Net Pay in the Results window.
7. Close the Browser tab.

Direct Deposit

Pay/Tax Information > Employee Direct Deposit

The Direct Deposit resource allows employees to review any current direct deposit setup. From this window, submit new direct deposit requests. Until the request is approved/rejected pending changes cannot be edited. Once a DD request is submitted, payroll is notified by email and approves/rejects requests as appropriate.



Employees are notified by email if their request is approved. Email alerts must be active (Infinite Visions > Security > Workflow Configuration > Email Alerts and Jobs).

Activity *(Optional)*

No longer do your employees have to go to the Business Office, fill out a direct deposit form, and give the PR clerk a copy of a voided check or deposit slip. They can submit their direct deposit information anywhere with Internet access.



Submit a Direct Deposit Change

SCENARIO: Owen would like to change the account where his net pay is deposited.

1. Click **Direct Deposit**.
2. Click **Make Changes**.
3. Click **Edit** to the right of the existing Direct Deposit Net Pay record. The Edit Direct Deposit Information window displays.
4. Review the **Direct Deposit** Information.
5. Click **Cancel** to exit.
6. Click **Add New**.
7. Complete the following fields:

FIELD NAME	VALUE
Deduction	Direct Deposit 1
Bank Name	IV National Bank
Routing Number	123456789
Confirm Routing Number	123456789
Account Number	123456

FIELD NAME	VALUE
Confirm Account Number	123456
Account Type	checking
Amount	100.00

8. Click Choose File and navigate to C: > Infinite Visions > File Attachments > OMoney Deposit Slip and click **Open** to attach deposit slip.
9. Click **Save**.
10. Click **Submit Changes** to send the request to Payroll for approval.



Global Direct Deposit preferences are configured in IVEE > PR > Payroll Default Settings > Direct Deposit tab > Portal Direct Deposit Settings.

Calendar Year Pay History

Pay/Tax Information > Calendar Year Pay History

The Calendar Year Pay History resource displays a summary statement of Earnings, Employee Deductions, and Employer Paid Benefits for a specific year. In the Year field, enter the year to view and then click Show Statement. To print the statement, click the printer icon below the statement. The statement opens in a new browser window. Select File > Print.

Employee Tax Forms

Pay/Tax Information > Employee Tax Forms

The Employee Tax Forms resource allows employees to review their current filing status and to submit changes to their tax withholding information. They also have access to Federal and State tax forms.

Activity *(Optional)*

Often, employees need to update their tax information due to life event changes. The portal simplifies this process.



Submit a Tax Change

SCENARIO: Previously, Owen used the Pay Calculator to see what changes occur when he updates his Federal Tax information. He has decided now is the time to enter and submit his updated W-4.

1. Review Owen's Current Elections.

2. Click the **Click to Fill Out Tax Forms** link.
3. Click **Let me choose**.
4. Click **Federal W-4 Employee's Withholding Allowance Certificate**.
5. Select *Married* and click **Next**.
6. Owen is not exempt from Federal Withholding. Select *No* and then, click **Next**.
7. Owen does not want to complete the Personal Allowances Spreadsheet. Select *No* and click **Next**.
8. Owen is claiming 2 allowances. Type "2" and click **Next**.
9. Owen does not want any additional amount taken out of each check. Type "0" and click **Next**.
10. Mark the **Under penalties of perjury** statement checkbox and type "4644" as the last 4 digits of his SSN.
11. Click **Submit Form**.
12. Click **Sign Out** to exit the session. Click the **X** on the tab to close the window.

Employee W2

Pay/Tax Information > Employee W-2

The Employee W2 resource allows employees to review, print, or save the most recent copy of their W2 generated by payroll.



The W-2 exports as a PDF.

Modules can be created to publish W-2s for multiple years.

Do not create duplicate Pay/Tax pages.

WORK WITH BENEFIT INFORMATION

Overview



The Benefits menu items HR Benefits Enrollment and HR Benefits items Detail are available only to districts who have purchased the Infinite Visions Benefits Enrollment Module. If your district purchased online Benefits Enrollment, separate training/resources would be made available to you.

ENTER EXPENSE REIMBURSEMENTS

Overview

The Expense Reimbursement menu is a link and launches the iVisions Expense Reimbursements module.



The Expense Reimbursement menu is available only to districts who have purchased the Infinite Visions Expense Reimbursement Module. For more information, contact your IVEE Implementation Consultant. If your district purchased Expense Reimbursements, separate training/resources would be made available to you.

ACCESS MY WORKFLOW

Overview

My Workflow menu is available only to users (e.g., administrators, approvers) assigned a security role in Administration with Workflow access. The following sections of this guide cover access to My Workflow.

SECTION SUMMARY

In this section, we reviewed the Employee Self Service menu. We also learned how to look up and update personal information in iVisions.

In the next section, we work with the items in iVisions.

SECTION ASSESSMENT

1. List 2 ways to access iVisions' Employee Self Service.
 - a. _____
 - b. _____
2. Required fields are denoted with a:
 - a. Yellow light bulb
 - b. Red flag
 - c. Highlighted text
 - d. None of the above
3. For security purposes, iVisions may ask a user to enter:
 - a. Their birth date
 - b. Zip Code
 - c. Last 4 digits of SSN
 - d. Last 4 digits of Phone #
4. What fields are required when adding an emergency contact.
 - a. _____
 - b. _____
 - c. _____
5. iVisions can display multiple years of W-2's.
 - a. True
 - b. False

iVisions

Section Topics

- Search (Omni) Bar
- Tile Shortcuts
- SmartCards
- SmartCharts

Introduction

Employees, who are part of a predefined approval process access iVisions for items such as invoices, purchase requisitions, purchase orders, journal entries, hours entry, ePARs, and User Defined forms by clicking the My Workflow menu within ESS.

From the My Dashboard page, a user has access to Tiles, Smart Cards, Smart Charts, their Profile, and the 9-Box.

In the upcoming activities, we use several Capital City School District employees for demonstrating the functionality of iVisions.

JOB TITLE	USER ID PASSWORD	PERSONA
Finance Director	Omoney v	Finance Director
Superintendent	Pabbott v	Superintendent
Principal	Hapeno v	Department Head
Admin Assistant	Bwire v	General User

OMNI SEARCH BAR

Overview

The Omni Search Bar enables users to navigate quickly to their My Dashboard page, search globally within iVisions, access the 9-Box, and configure their iVisions User Profile.

Log into iVisions as Hal Apeno (Principal of Capital City Elementary School).

FIELD NAME	VALUE
User ID	Hapeno
Password	v (lowercase)

BUTTON	DESCRIPTION
	Click the Talking Ts from anywhere within iVisions to return to the My Dashboard page.
	Enter text in the Search field to search the entire iVisions database.
	Click the 9-Box to displays menu icons. Click an icon to display the page within iVisions. Click More to display more icons. Click Show All to view ALL icons on a separate page.
	Click the Profile icon to configure My Profile settings and Sign Out of iVisions.

Activities *(Required)*



Global Search Navigation

1. In the **Global Search** field, type “ABC School Supply.”
2. Click the **magnifying glass** or press **ENTER** on the keyboard to search for ABC School Supply. iVisions will display a list of records matching the ABC School Supply search criteria.



The navigation bar at the bottom of the page allows the user to navigate from page to page, return to the first or previous page, or select the next or last page.

Menu headers separate module records.

3. Single-click **PO #240001** to expand the record.
4. Click **View Item** to open the item in the Control Panel.
5. From the Search Bar, click the **Talking Ts** to return to the My Dashboard page.



9-Box Navigation

1. From the Search Bar, click the **9-Box**.
2. Click **More** to expand the menu.
3. Scroll to the bottom of the menu and click **Show All** to display all icons on a separate page.
4. From the Search Bar, click the **Talking Ts** to return to the My Dashboard page.



Profile Navigation

1. From the Search Bar, click the **Profile** icon.
2. Click **My Profile**.
3. Click **Edit Photo** to add a personalized photo.

My Profile Fields:

FIELD	DESCRIPTION
Edit Photo	Click EDIT PHOTO to change a profile's photo.
Change Password	If applicable, click CHANGE PASSWORD to enter Current Password and New Password. Click SAVE CHANGES to save the New Password.

General Field:

FIELD	DESCRIPTION
Connection Group	From the Connection Group dropdown, select the profile's default connection group. If no connection group is selected, the default is the connection group marked as Mobile Primary in Administration.



After making a change on the Profile page, click **SAVE** at the bottom of the page.

TILE SHORTCUTS

Overview

Several Personas display Tile shortcuts at the top of the My Dashboard Page.



Example of Tile Shortcuts

Tile Shortcuts displays Workflow Counts and provide quick access to frequently used menu items.



Tile Shortcuts are system-defined and are not customizable.

SMART CARDS

Overview

Smart Cards display the user’s approval queue and important notifications. Only items requiring the user’s attention display as a Smart Card. For instance, if a user has warehouse requisitions to approve, a Smart Card displays on their My Dashboard page denoting the number of warehouse requisitions requiring their attention. Once the user approves all requisitions, the Warehouse Requisition Smart Card no longer displays.

Smart Cards	
	Employees Approaching Sick Leave Balance (1)
	Evaluations Upcoming in the next 30 days (1)
	ePARs (1)
	HR - PAR Completion (3)
	Budget Adjustments (1)
	Attendance (4)
	Warehouse Requisitions (3)
	Requisition Approvals (2)

Example of Smart Card

Activity (Required)



Smart Card Navigation

1. Single-click **Warehouse Requisitions** to view the warehouse requisitions requiring Hal’s approval.
2. Review the approval commands on the right of the Smart Card.

COMMAND	DESCRIPTION
	Click this icon to Approve the requisition.
	Click this icon to Return the record to Prior Approver.

COMMAND	DESCRIPTION
	Click this icon to Return the record to Originator.
	Click this icon to View a record's Detail.
	Click this icon to send the record via email.
	This command opens an email window.

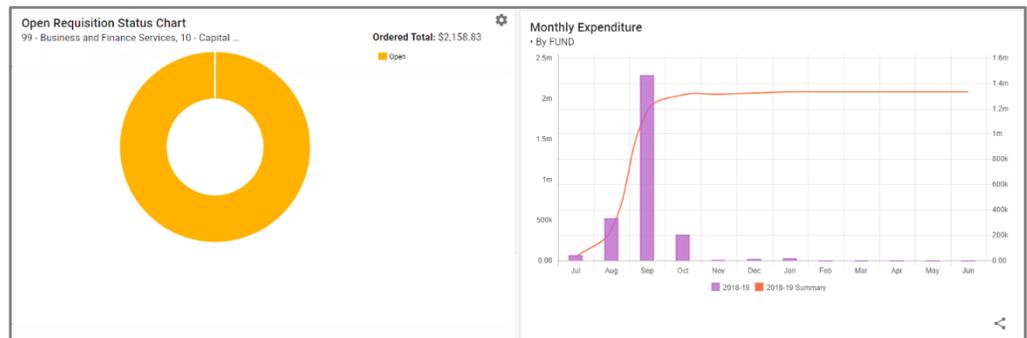
3. Click the **green checkmark** to approve Requisition #31. The record no longer displays in the approval queue.
4. Click **Warehouse Requisitions** to collapse the Warehouse Requisition Smart Card.

SMART CHARTS

Overview

Smart Charts display data analytics. The Smart Charts displayed on the My Dashboard page is determined by the user's assigned Persona. Barb's Smart Charts consist of Open Purchase Orders by Requester and Open Requisitions by Departments, while Owen Money's (assigned the Financial Director Persona) My Dashboard reveals a different set of Smart Charts.

Some Smart Charts have configuration capabilities. Hover over the chart. If a cog displays in the upper right corner, the chart's configuration is editable.



Example of Smart Charts

Activities *(Required)*



Single Smart Chart Configuration

1. Click the configuration cog on the **Monthly Expenditure** Smart Chart to display the Configure Monthly Expenditure Chart window.
2. From the **Group** dropdown, select *OBJECT*.
3. Click **Save Defaults** to save the entry and return to the My Dashboard page.



Multiple Smart Chart Configuration

1. Click the **Profile** icon.
2. Then, click **My Profile** to view all configurable Smart Charts.
3. Make Chart changes as suggested by your instructor.
4. Click **Save**.
5. Click the **Talking Ts** to review chart changes.
6. Click **Profile**.
7. Click **Sign Out**.

SECTION SUMMARY

In this section, we learned how to navigate the My Dashboard page.

In the next section, we review the different Tile Shortcuts, Smart Cards, and Smart Charts configured for each Persona.

SECTION ASSESSMENT

1. Smart Cards only appear on the My Dashboard page if they require attention.
 - a. True
 - b. False
2. Configure Multiple Smart Charts
 - a. within Global Search
 - b. within the 9-Box
 - c. within My Profile
 - d. None of the Above
3. To approve a Requisition
 - a. click the configuration cog
 - b. click the green checkmark
 - c. click the backward arrow
 - d. None of the above



iVisions – General Ledger

Section Topics

- Work with Budget Journal Entries
- Lookup Account Detail
- Enter Budget Information
- Work with General Ledger Reports

Introduction

In the General Ledger module, look up detailed account and transaction information, run DEPARTMENT reports created in General Ledger Report Writer, and submit requests to change the budget.

In the upcoming activities, we use several Capital City School District employees for demonstrating the functionality of iVisions.

JOB TITLE	USER ID PASSWORD	PERSONA
Finance Director	Omoney v	Finance Director
Superintendent	Pabbott v	Superintendent
Principal	Hapeno v	Department Head
Admin Assistant	Bwire v	General User

WORK WITH BUDGET JOURNAL ENTRIES

9-Box > Budget Journal Entry

Overview

The Budget Journal Entry grid displays all journal entry requests. Use the filter criteria as needed to limit the number of records to display. From the grid, users can add, edit, or delete budget journal entries. A budget journal entry must be a two-sided entry, and debits/credits must be in balance by fund before posting the request.

Activity *(Required)*

Use the Activity scenario below to walk through the process of adding a budget journal entry to transfer funds between accounts.



Enter a Budget Journal Entry

SCENARIO: Hal Apeno has run out of budget capacity in one of his school’s supply accounts and wanted to request a budget transfer. Log into iVisions as (hapeno | v).

1. On the toolbar, click **Add**. The Add Budget Journal Entry window displays. Complete the journal entry header using the following:

FIELD NAME	FIELD VALUE
G/L Date	Use today’s date
Memo	Transfer Supply Budget from Function 100 to 300.
Reference	Budget Adjustment
Budget Type	Current Working Budget
Budget Journal Type	Adjustment
Department	Capital City Elementary School

2. Enter the Journal Entry Detail to transfer funds from one supply account to the other using the following:

ACCOUNT	DESCRIPTION	DEBIT	CREDIT
001.10.100.5410	Supplies – General	\$0.00	\$1500.00
001.10.300.5410	Supplies – General	\$1500.00	\$0.00



Remember to click the Save icon after completing each row of information.

3. When finished entering lines, mark the **Close after update?** checkbox and click **OK**.
4. Click the **Talking Ts** to return to the main menu.



BUDGET JOURNAL ENTRY

Only budget columns with the Use Journal checkbox marked are available for selection in the Budget Type dropdown.

From the Add/Edit Journal Entry window, choose Manage Documents from the Actions menu to review, add, and edit JE attached documents. For Tyler Content Manager (TCM) users, the documents open in the TCM viewer.

Only active accounts assigned in Security > User Security and are assigned DEPARTMENT Accounts with the Allow Budget Adjustments checkbox marked are available for selection in the Account dropdown.

In 9-Box > Journal Entry Approval, a GL Site user can mark the Show All Journal Entry Requests checkbox to view all journal entries awaiting approval regardless of DEPARTMENT. User must have the Allow GL Approval Override checkbox marked (IVEE > Security > User Security > P&P Options tab).

LOOK UP ACCOUNT DETAIL AND WORK WITH JOURNALS

Overview

Use these menu items to review account and journal detail. For users assigned to a DEPARTMENT with the General Ledger Site attribute (Security > Workflow Configuration > Distributed Accountability Centers), detail for all accounts is available. Otherwise, information is restricted to accounts assigned to the user or DEPARTMENT. To display specific accounts, select filter criteria as applicable and then click Apply Selection.

Activity *(Required)*

9-Box > Account Detail

The following activity walks through the process of reviewing account detail information and transaction activity.



Review Account Detail Activity

SCENARIO: Hal Apeno wants to look up the transaction activity for one of the supply accounts his school uses on a frequent basis.

1. In the **Account Filter** field, type “001.10.100.5410”.
2. Click **Apply**.
3. Double-click the record. The View Account Detail window displays. Review the transaction history.
4. Click **OK**.

Account Detail displays as applicable on the following tabs:

TAB	DESCRIPTION
Transaction Journal	Displays all transactions for the selected account. If the account is payroll related, double-click in the Pay Cycle/Pay Period column to view payroll transaction detail for the specified period.
Budget Journal	Displays all budget journal entries or budget adjustment entries for the selected account.
Purchase Encumbrance	Displays all accounts payable transactions with current encumbrances for the selected account.
Payroll Encumbrance	Displays all payroll transactions with current encumbrances for the selected account.
Notes	Displays notes added for an account in General Ledger > Chart of Accounts > Account Code Input.

5. Click the **9-Box** to return to the main menu.

Activity *(Required)*

9-Box > Journal Detail

Use the Journal Detail window to view account activity. In addition to the Transaction Journal, choose to review transactions for Budget Journal, Purchase Encumbrance, and Payroll Encumbrance. From the Actions menu, print a report of any of the following:

TAB	DESCRIPTION
Transaction Journal	Displays all transactions for the selected account. If the account is payroll related, double-click in the Pay Cycle/Pay Period column to view payroll transaction detail for the specified period.
Budget Journal	Displays all budget journal entries or budget adjustment entries for the selected account.
Purchase Encumbrance	Displays all accounts payable transactions with current encumbrances for the selected account.
Payroll Encumbrance	Displays all payroll transactions with current encumbrances for the selected account.
Notes	Displays notes added for an account in General Ledger > Chart of Accounts > Account Code Input.



Review Journal Detail Activity

SCENARIO: Hal Apeno wants to look up the transaction activity for a CCES supply account.

1. In the **Account Filter** field, type “001.10.100.5410”.
2. Mark the **Transaction** and **Purchase Encumbrance** checkboxes.
3. Click **Apply**.
4. Review the information on the different tabs.
5. Click the **Talking Ts** to return to the main menu.



JOURNAL DETAIL

Use zeros in the Collapse Mask to roll up account detail. Change the view dropdown from Full to one of the other options.

The Originator column displays in the grid only if approvals are enabled.

If the Include Paid Pay Periods checkbox is marked, the grid displays records with a status of posted and unposted. If cleared, only unposted records display on the encumbrance tab.

WORK WITH DEPOSIT MANAGER

9-Box > Deposits

Overview

Use this program to work with deposit information. Using the filter criteria, display deposits for a specific bank account and a specified date range.

Sign out of iVisions as Hal Apeno and log in as Barb Wire (bwire | v).

From the Actions menu, the following commands are available:

COMMAND	DESCRIPTION
Reprint Deposit	Select this command to reprint a selected deposit. A user cannot reprint cleared or voided deposits.

COMMAND	DESCRIPTION
Void Deposit	Select this command to void an uncleared deposit. If working in the current fiscal year and a deposit from the prior year is selected to void, the following message displays: "This deposit was written in a different fiscal year. Do you wish to mark the deposit voided and handle the journal entries manually?". Click Yes to continue with the void.
Manage Document	Select this command to display any documents currently attached to the selected deposit.
Archive Deposits	Select this command to Archive Cleared Deposits.

From the Add/Edit Deposit Ticket window, the following commands are available from the Actions menu:

COMMAND	DESCRIPTION
Open	Select this command to open a saved deposit.
Save for Later	Select this command to save a partially completed deposit to finish later.
Import Deposit Detail	Select this command to import deposit detail from an Excel spreadsheet.
Discard Deposit	Select this command to delete the deposit.

Activity *(Required)*

The following activity walks through the process of adding a deposit for a received check.

Add a Deposit

SCENARIO: Johnny B Good checked out Stuart Little from the Library last school year and did not return it on the due date. His mother paid the overdue book fees with a check for \$30.00. Add the deposit using the following information:

1. From the Deposit Manager window, click **Add**. The Add Deposit Ticket window displays.
2. Enter the deposit using the following information:

FIELD NAME	FIELD VALUE
Bank Account	National Bank Operating Account

FIELD NAME	FIELD VALUE
Date	Use today's date
Memo	Overdue Library Fee – Johnny B Goode
Deposit No.	Default
Cash	N/A
Check	\$30.00
Credit	N/A
Other	N/A

3. Verify the **Print Deposit** and **Print Journal Entries** checkboxes are marked and enter the following account detail:

FIELD NAME	VALUE
Account	001.10.000.4140
Description	Overdue Library Fees
Amount	\$30.00

4. Click the **Save** icon.
5. Verify the variance is \$0.00.
6. Mark the **Close after update?** checkbox and click **OK** to close.



Marking the Allow posting of deposits to the general ledger checkbox on the Security > User Security > GL Security Options tab gives individual users rights to post deposits.

Since Barb does not have rights to post deposits, this deposit is unposted. Another user must post the deposit.

7. Click the **9-Box** to return to the main menu.

ENTER BUDGET INFORMATION

9-Box > Budget Input Using Definition

Overview

This budget option is used to input budget data and report budget data using the custom budget input definitions defined in Infinite Visions.

Using a definition provides the ability to:

- Work with more than 3 budget columns in a grid
- Create comparison columns by dollar or percentage
- Run GL Report Writer Budget reports using a definition

From the Actions menu, the following commands are available:

COMMAND	DESCRIPTION
Column Total	Select this command to quickly display a column total for any of the columns in the Budget Input Using Definition grid.
Apply Factor to Selected Accounts	Select this command to increase or decrease all accounts displayed on the grid by a specified factor.

Activity *(Required)*

iVisions allows administrators with permission to edit their budget. They cannot add or delete accounts within the Budget Input Using Definition grid.

Let's sign out as Barb and log in as Hal Apeno (hapeno | v).



Edit Budget

SCENARIO: Hal forgot to increase the budget to include Bill Board's 6% pay raise. He has asked Barb to update Bill's detail line on the budget.

1. From the **Budget Input Definition** dropdown, select *Budget Comparison NY 1.5% to Current Budget*.
2. Enter "001.10.100.5210" in the Account Filter and click Apply.
3. Highlight Bill Board's position and click .
4. Change the amount from \$6,847.87 to "\$7,258.74."
5. Click **Save**.
6. From the **Actions** menu, select *Notes*. Type "Increased Bill Board's custodian position by 6%".

7. Click **OK**. The Notes checkbox on the grid updates to display as marked.
8. Click **OK** to close. Note the changes to the account in the grid.
9. Click the **9-Box** to return to the main menu.



The Budget Input Using definition grid is a fixed grid; columns are not moveable. Tyler does not suggest saving the layout of this grid.

BUDGET ADJUSTMENT ENTRY

9-Box > Budget Adjustment Entry

Overview

The Budget Adjustment Entry grid displays all budget adjustment entry requests. A budget adjustment entry differs from a budget journal entry in a budget adjustment entry can be single-side (debits/credits do not have to balance to be posted).

Activity *(Required)*

The following activity walks through the process of how to add a budget journal adjustment to increase an account budget.



Enter a Budget Adjustment

SCENARIO: Hal has run out of budget capacity in two of his school's warehouse supply accounts and wants to request a budget increase. Barb will enter the changes for him.

Enter the following:

FIELD NAME	FIELD VALUE
G/L Date	Use today's date
Memo	Increase WHS Supply Budget Capacity
Reference	Budget Adjustment
Budget Type	Current Working Budget
DEPARTMENT	Business and Finance Services

1. Click **Add** on the tool bar. The Add Budget Journal Entry window displays. Enter the following detail:

ACCOUNT	DESCRIPTION	DEBIT	CREDIT
001.10.200.5419	Warehouse Orders	\$500.00	\$0.00
110.10.300.5419	Warehouse Orders	\$400.00	\$0.00

APPROVE BUDGET ADJUSTMENTS

Smart Card or 9-Box > Budget Adjustments

Overview

The Budget Adjustments menu item is shown only to users designated as an approver for budget adjustments. The Budget Adjustments grid displays any budget journal adjustments waiting to be approved. In the grid, double-click a record to view adjustment detail.

From the Actions menu, the following commands are available:

COMMAND	DESCRIPTION
Return to Originator	Select this command to return the request to the person who created the adjustment.
Return to Prior Approver	Select this command to return the request to the last person who approved it.
Approve Entry	Select this command to approve the requests in the grid with the Process checkbox marked.

Activity *(Required)*

The following activity walks through the process on how to approve budget adjustment entries.



Approve Budget Adjustment

1. Log in as hapeno | v
2. Click **Budget Adjustments** under 9-Box.
3. In the Budget Adjustments grid, mark the **Process** checkbox for all requests to approve.
4. From the **Actions** menu, select *Approve Entry*. Upon successful completion, the marked requests disappear from the grid, and the Approval Log is updated.



If necessary, before approving an entry, review the account budget by double-clicking the journal entry. The View Budget Journal Entry window displays. Double-click an account in the grid or select an account and press CTRL + B on the keyboard.

WORK WITH GENERAL LEDGER REPORTS

GL Report Writer

9-Box > GL Report Writer

Overview

The grid displays any defined report templates. Add, edit, and delete reports as needed.



A user assigned to a General Ledger Central Site Department can view and edit all reports regardless of the Department they are assigned. If the user is not assigned to a General Ledger Central Site Department, access control is created by the Report Manager.

From the Actions menu, the following commands are available:

COMMAND	DESCRIPTION
Copy Report	Select this command to copy the selected report in the grid. The copied report displays in the grid with "Copy of" in the Report Name.
Copy Report to Next Fiscal Year	Select this command to copy the selected report to the next fiscal year (if one exists). The report displays in the new fiscal year General Ledger Report grid with "Copy of" in the Report Name
inkPrint Selected Reports	Select this command to print the highlighted report(s). Specify the date range for records to include in the report and whether to include detail and budget adjustments.
Create Grid	Select this command to create a grid to export to Excel. Select the date range for records to include and whether to include Pre Encumbrances.

Activity *(Required)*

The following activity walks through the process of how to run a report to review data for a specified date range.

Run GL Report

SCENARIO: Hal Apeno is concerned his school, Capital City Elementary, is getting close to overextending the supply budget. Run the supply budget report from 7/1/xx through 12/31/xx and check out the numbers.

1. Filter for Capital City Elementary School and click **Apply**.
2. Highlight Capital City Elementary Supply Report.
3. From the **Actions** menu, select *Print Selected Report(s)*.
4. In the **From Date** field, type “7/1/20xx”.
5. In the **To Date** field, type “12/31/20xx”.
6. Click **OK**. The report generates as a PDF.
7. Close the **GL Report Writer** tab to return to the General Ledger Report window.



Monthly Expenditures are also available as a Smart Chart on the My Dashboard page.

Activity *(Required)*

The following activity explains the process for scheduling and sharing a report to run during a specific time frame.



Schedule a GL Report

SCENARIO: Owen wants to schedule the Capital City Elementary Supply Report to run every month for Hal Apeno, Peter Abbott, and their Board President, John Hancock.

1. Log in as Omoney | v.
2. In the grid, highlight **Capital City Elementary Supply Report**.
3. From the **Actions** menu, select *Print Selected Report(s)*.
4. Mark the **Schedule Report** checkbox and click **OK**. The Schedule Report window displays.
5. In the **Schedule Start Date** field, type “7/1/20xx”.
6. In the **Schedule End Date** field, type “7/31/20xx” (with the year 2 years from now).
7. From the **Frequency** dropdown, select *Weekly*.
8. Mark the **CYTD** and **Last Full Week** checkbox.
9. From the **Share with** dropdown, select *Hapeno* and *Pabbott*.

10. In the **Email Recipients** window, type “Jhancock@ccsd.k12.iv.us”.
11. Click **OK** to exit.

Before the system sends out the reports the Create Report Server Job utility must be run in IVEE > Security > Workflow Configuration > Email Settings > Actions > Create Report Server Job.

Activity *(Required)*

9-Box > Report Deliveries

There are 2 ways to access a scheduled report. Internal users can access a report from the Report Deliveries icon while external users access the report from a link embedded in an email.



Accessing a Scheduled Report Internally

SCENARIO: Peter Abbott needs to review the Salaries and Benefits report Owen has scheduled to run weekly for him.

1. Log in as **Pabbott** with the password “v” (lowercase).
2. Click **Report Deliveries**. All scheduled reports display in the grid.
3. Highlight the **Salaries and Benefits** report.
4. From the **Actions** menu, select *View Report*.



Using the Actions commands, users can email recipients outside their entity using the Email Recipients box. The recipient receives a link to the report in the body of the email. Alternatively, users can share the report with any employee with an Email address in Employee Maintenance.

BUDGET CONTROL GROUP REPORTING

9-Box > Control Group Reporting

Overview

Select this report option to generate a report summarized by budget control group.



If the user is assigned to a Department with the General Ledger Central Site attribute, they can select any Department for the report. Otherwise, reports are limited to their Department only.

SECTION SUMMARY

In this section, we reviewed the detailed account and transaction information, ran DEPARTMENT reports created in General Ledger Report Writer, submitted and approved requests to change the budget.

In the next section, we learn how to add, edit, and print requisition and purchase order information for the DEPARTMENT. We also find out how to receive against Purchase Orders.

SECTION ASSESSMENT

1. Only budget columns with the Use Journal checkbox marked are available for selection in the Budget Journal Entry Budget Type dropdown.
 - a. True
 - b. False
2. By default, any user can post deposits.
 - a. True
 - b. False
3. In Budget Input Using Definitions, DEPARTMENT users can only edit account code detail.
 - a. True
 - b. False
4. Reports can only be scheduled to run monthly.
 - a. True
 - b. False



iVisions – Purchasing and Payables

Section Topics

- The Purchasing Control Panel
- Add a Requisition
- Approve Purchase Requisitions
- Print Requisitions
- Approve Purchase Orders
- Print Purchase Orders
- Receive Against Purchase Orders
- Vendor Maintenance
- Purchasing and Payables Reports

Introduction

The Purchasing and Payables module allows users to add, edit, and print requisition and purchase order information for the DEPARTMENT. Also, users can receive against purchase orders.

THE PURCHASING CONTROL PANEL

9-Box > AP Control Panel

Overview

The Purchasing Control Panel provides an overview of the purchase order and requisition information. Access to information and to purchasing functionality is based on DEPARTMENT and assigned user role.

In the Control Panel window, enter/select filter criteria as needed and then click Apply to limit the number of records to display in the grid. From the control panel, users can add, edit, view, and delete records.

From the Actions menu, the following commands are available:

COMMAND	DESCRIPTION
Copy Requisition/PO	Select this command to copy the selected requisition based on DEPARTMENT Budget Control options in Security > Workflow Configuration > Distributed Accountability Centers.
Copy Requisition/PO to Next Year	Select this command to copy the selected requisition to the next fiscal year, if one exists. This command is only available if the user has the Allow Req/PO Copy to Next Year checkbox marked in Security > User Security > P&P Security Options tab. This command can be used if the connection group is read only.

COMMAND	DESCRIPTION
Print PO Pay History	<p>Select this command to print a pay history report for the selected record in the grid. A prompt message displays. Select one of the following:</p> <p>Open – Select this option to open, review, and print the report.</p> <p>Save – From the dropdown select one of the following:</p> <p><i>Save</i> – Select this option to save the report to the system default Downloads folder.</p> <p><i>Save as</i> – Select this option to display the Save As directory to navigate to the destination for the saved file.</p> <p><i>Save and Open</i> – Select this option to save the report to the system default Downloads folder and open the report in the window.</p> <p><i>Cancel</i> – Select this option to return to the grid.</p>
Approval Log	Select this command to display the Approval Log for the selected record in the grid.
Manage Documents	Select this command to view, add, or delete document attachments for the highlighted record in the grid.
Shortcuts	Select this command to access links to Purchasing and Payables menu items (Vendor Maintenance, Projects, Requesters, Purchase Requisitions, and Purchase Order Approval).

ADD A REQUISITION

Overview

From the control panel window, add a new requisition by clicking Add on the tool bar. The Add Requisition window displays.

From the Actions menu, the following commands are available:

COMMAND	DESCRIPTION
Split Fund	Select this command to split the item cost across multiple funds.
Copy Line	Select this command to copy the highlighted requisition line item in the grid.
Recalculate Tax and Freight	Select this command to recalculate tax and/or freight amounts based on percentages. The system recalculates amounts multiplying the Ext Price for each line item by the percentage and then applies the amounts for each item.

COMMAND	DESCRIPTION
Distribute Tax and Freight	Select this command to distribute tax and/or freight by the flat dollar amount entered. The Extended Price is divided by the requisition subtotal to determine line percentage. The percentage is multiplied by the dollar amount entered. The system recalculates and distributes new amounts to each funding line.
Apply Discount	Select this command to apply a percentage discount to all requisition line items.
Import from Excel	Select this command to select an Excel file containing requisition line detail to import.
Validate Requisition	Select this command to check if all field entry has been completed and is valid before saving the requisition. If valid, the system displays a "Requisition is valid" message at the top of the window (displays for approx. 10 seconds).
Check Budget	Select this command to check the budget for accounts used in the requisition before saving. If an account is over budget, the Check Budget window displays for review. If there are no budget issues, the system displays a "Requisition is within budget limits" message at the top of the window (displays for approx. 10 seconds).
Vendor Website	Select this command to launch the vendor website (a valid web address must be entered in Purchasing and Payables > Vendors > Vendor Maintenance). If there is no web address entered, the system displays a "Vendor does not have a website on file" message at the top of the window (displays for approx. 10 seconds).
E-Shopping	If the district has purchased the optional E-Procurement interface, select this command to launch the vendor's website or hosted catalog.
Accept Proposed Vendor	Select this command to accept the requisition's proposed vendor. Once accepted, the Proposed Vendor tab no longer displays, and a vendor record is created/saved in Vendor Maintenance.
Insert Warehouse Items	Select this command to display the Add Warehouse Items window to select the items to add to the requisition.
Single Line Entry	Select this command to open another Add Requisition window to enter a single requisition line item and to specify how funding is to be distributed.
Manage Documents	Select this command to view documents attached to the requisition.

From the Single Line Entry window, the following commands are available from the Actions menu:

COMMAND	DESCRIPTION
Distribute on %	Select this command to distribute a quantity of items ordered across multiple funding lines based on the percentage entered for each funding account.
Distribute on \$	Select this command to distribute a quantity of items ordered across multiple funding lines based on the dollar amount entered for each funding account. The Total Amount to apply field must be zero before saving
Vendor Web Site	Select this command to launch the vendor website (a valid web address must be entered in Purchasing and Payables > Vendors > Vendor Maintenance). If there is no web address entered, the system displays a "Vendor does not have a website on file" message at the top of the window (displays for approx. 10 seconds).



REQUISITIONS

All required fields must be entered before saving requisition. If required information is missing, the required field name displays in bold red print and the field is outlined.

After entering a detail line item, click the Save button before entering the next item.

If an approval process is in place, mark the Submit for Approval checkbox. After clicking OK, the requisition begins routing through the defined approval process.

Activity *(Required)*

The following Add Requisitions activity walks through several requisitions which introduce a variety of different functions.



Add Requisitions

Before adding the requisition, be sure to read the processing instructions and perform the tasks as applicable.

Log in as Bwire | v to enter the following requisitions:

REQUISITION 1

Processing Instructions

- None

1. In the Control Panel window, click **Add** on the tool bar The Add Requisition window displays. On the Requisition Detail tab, complete the header information as follows:

REQUISITION INFORMATION			ORDER INFORMATION			PO INFORMATION	
Req. Number:	1	Date:	10/01/20xx	Order Via:	Phone	PO Number:	
Vendor:	Walmart –Store 235			Project:	None	PO Date:	
Ship To:	Capital City SD Main Warehouse			Date Required:		Revisions:	
DEPARTMENT:	Capital City Elementary School			Order Type:	Blanket	Req App:	
Requester:	Mandy Lifeboats			Reference:		Closed Date:	
Buyer:				Award Number:		Status:	

2. In the grid, add the following line items (Click the **Save** icon after entering each line item.):

Account	Qty	Unit	Part No.	Description	Unit Price	Ext Price	Tax	Freight	Line Total
001.10.200.5410	1	EA		Art Fair Supplies not to exceed \$171.00	\$150.00	\$ 150.00	\$10.50	\$10.50	\$ 171.00
						\$ 150.00	\$ 10.50	\$ 10.50	\$171.00

PO Notes (Notes tab): Please deliver supplies directly to Capital City Elementary School.

REQUISITION 2

Processing Instructions

- In the Requester field, type “Adam Baum.”



After entering a name and then pressing TAB, the following message displays: “XX (where XX is the name of person) does not exist in the list of Requesters. Would you like to add “XX” to the list of Requesters?” Click **OK** to acknowledge message and continue. This utility is only available if the Allow Auto-add Requesters in iVisions checkbox is marked in IVEE > Purchasing & Payables > Configuration > Purchasing and Payables Default Settings.

1. In the Control Panel window, click **Add** on the tool bar. The Add Requisition window displays. On the Requisition Detail tab, complete the header information as follows:

REQUISITION INFORMATION				ORDER INFORMATION		PO INFORMATION	
Req. Number:	2	Date:	10/04/20xx	Order Via:	Mail	PO Number:	
Vendor:	Ace Handyman Services			Project:	None	PO Date:	
Ship To:	Capital City SD Main Warehouse			Date Required:		Revisions:	
DEPARTMENT:	Capital City Elementary School			Order Type:	Purchase Order	Req App:	
Requester:	Adam Baum			Reference:	SVCS	Closed Date:	
Buyer:				Award Number:		Status:	

2. In the grid, add the following line items (Click the **Save** icon after entering each line item.):

Account	Qty	Unit	Part No.	Description	Unit Price	Ext Price	Tax	Freight	Line Total
001.10.100.5710	1	EA		Removal of tree stump –Jan 27 storm	\$800.00	\$ 800.00			\$ 800.00
						\$ 800.00	\$ 0.00	\$ 0.00	\$800.00

REQUISITION 3

Processing Instructions

- After entering the line item, review the budget warning message.
- Change the Quantity field to "4".

1. In the Control Panel window, click **Add** on the tool bar The Add Requisition window displays. On the Requisition Detail tab, complete the header information as follows:

REQUISITION INFORMATION				ORDER INFORMATION		PO INFORMATION	
Req. Number:	3	Date:	10/04/20xx	Order Via:	Phone	PO Number:	
Vendor:	Computer Supply Company			Project:	None	PO Date:	
Ship To:	Capital City SD Main Warehouse			Date Required:		Revisions:	
DEPARTMENT:	Capital City Elementary School			Order Type:	Purchase Order	Req App:	
Requester:	Mandy Lifeboats			Reference:		Closed Date:	
Buyer:				Award Number:		Status:	

2. In the grid, add the following line items (Click the **Save** icon after entering the line item.):

Account	Qty	Unit	Part No.	Description	Unit Price	Ext Price	Tax	Freight	Line Total
001.10.100.5410	400	EA	324868	Computer Desk	\$250.00	\$100,000.00			\$100,000.00
						\$100,000.0	\$ 0.00	\$ 0.00	\$100,000.00

PO Notes (Notes tab):

REQUISITION 4

Processing Instructions

- When entering line detail, mark the Hold Account checkbox.
- Select Distribute Tax and Freight from the Actions menu.
- Mark the Tax checkbox and enter \$0.00.
- Mark the Freight checkbox and enter \$0.00.

1. In the Control Panel window, click **Add** on the tool bar The Add Requisition window displays. On the Requisition Detail tab, complete the header information as follows:

REQUISITION INFORMATION				ORDER INFORMATION		PO INFORMATION	
Req. Number:	4	Date:	10/04/20xx	Order Via:	Email	PO Number:	
Vendor:	Best Office Supply			Project:	None	PO Date:	
Ship To:	Capital City SD Main Warehouse			Date Required:		Revisions:	
DEPARTMENT:	Capital City Elementary School			Order Type:	Purchase Order	Req App:	
Requester:	Al Fresco			Reference:		Closed Date:	
Buyer:				Award Number:		Status:	

2. In the grid, add the following line items (Click the **Save** icon after entering each line item.):

Account	Qty	Unit	Part No.	Description	Unit Price	Ext Price	Tax	Freight	Line Total
400.10.100.6300	3	EA	84374	Office Chair, Blue	\$52.00	\$ 156.00			\$ 156.00
400.10.100.6300	4	EA	85375	Office Chair, Red	\$52.00	\$ 208.00			\$ 208.00
400.10.100.6300	2	EA	85210	Desk, Oak 30" x 60"	\$500.00	\$1,000.00			\$1,000.00
400.10.100.6300	10	EA	85437	Desk Lamp, Fluorescent	\$18.57	\$ 185.70			\$ 185.70
						\$1,549.70	\$ 0.00	\$ 0.00	\$1,549.70

PO Notes (Notes tab):

REQUISITION 5

Processing Instructions

- None

1. In the Control Panel window, click **Add** on the tool bar The Add Requisition window displays. On the Requisition Detail tab, complete the header information as follows:

REQUISITION INFORMATION				ORDER INFORMATION		PO INFORMATION	
Req. Number:	5	Date:	10/04/20xx	Order Via:	www	PO Number:	
Vendor:	Computer Supply Company			Project:	None	PO Date:	
Ship To:	Capital City SD Main Warehouse			Date Required:		Revisions:	
DEPARTMENT:	Capital City Elementary School			Order Type:	Purchase Order	Req App:	
Requester:	Mandy Lifeboats			Reference:		Closed Date:	
Buyer:				Award Number:		Status:	

2. From the **Actions** menu, select *Import from Excel*.
3. Click **Select**. Navigate to *C:\InfiniteVisions\File Attachments* and double-click **Requisition – Books.xls**.
4. Click **Upload**. Wait for the records to import. If records with invalid accounts are detected, the records are not imported. A window displays listing the accounts. Review the listing, and then click **Close**.

REQUISITION 7

Processing Instructions

- After entering the requisition, double-click the record in the grid. The Edit Requisition window displays.
- From the **Actions** menu, select *Recalculate Tax and Freight*.
- Mark the **Tax** checkbox and enter "\$0.00".
- Mark the **Freight** checkbox and enter "\$0.00".

1. Enter the Requisition Information.
2. From the **Control Panel Actions** menu, select *Single Line Entry*. Enter the **Description, Part No., and Unit Price**.
3. From the **Actions** Menu select *Distribute on \$*.
4. In the **Quantity** field, type "4".
5. In the **Account** and **Extended Price** fields, enter the amounts for the items below. Click **Save** after each line entry.
6. Click **OK** to exit.

REQUISITION INFORMATION

ORDER INFORMATION

PO INFORMATION

Req. Number:	7	Date:	10/04/20xx	Order Via:	www	PO Number:	
Vendor:	Computer Supply Company			Project:	None	PO Date:	
Ship To:	Capital City SD Main Warehouse			Date Required:		Revisions:	
DEPARTMENT:	Capital City Elementary School			Order Type:	Purchase Order	Req App:	
Requester:	Mandy Lifeboats			Reference:		Closed Date:	
Buyer:				Award Number:		Status:	

Account	Qty	Unit	Part No.	Description	Unit Price	Ext Price	Tax	Freight	Line Total
001.10.100.5410	1	EA	201541	File Cabinet	\$135.00	\$ 135.00			\$ 135.00
001.20.100.5410	3	EA	201541	File Cabinet	\$135.00	\$405.00			\$405.00
						\$ 540.00	\$ 0.00	\$ 0.00	\$ 540.00

PO Notes (Notes tab):	
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REQUISITION 8

Processing Instructions

- After entering the requisition, double-click the record in the grid. The Edit Requisition window displays.
- From the **Actions** menu, select *Distribute Tax and Freight*.
- Mark the **Tax** checkbox and type "\$36.80".
- Mark the **Freight** checkbox and type "\$0.00".

1. Enter the Requisition Information.
2. From the **Control Panel Actions** menu, select *Single Line Entry*. Enter the **Description**, **Part No**, and **Unit Price**.
3. From the **Actions** menu, select *Distribute on %*.
4. In the **Quantity** field, type "1".
5. Enter the **Account** and **Percent** for the items below. Click **Save** after each line entry.
6. Click **OK** to close window and mark **close after update?**
7. Click **OK** to exit.

REQUISITION INFORMATION				ORDER INFORMATION		PO INFORMATION	
Req. Number:	8	Date:	10/04/20xx	Order Via:	www	PO Number:	
Vendor:	Best Office Supply			Project:	None	PO Date:	
Ship To:	Capital City SD Main Warehouse			Date Required:		Revisions:	
DEPARTMENT:	Capital City Elementary School			Order Type:	Purchase Order	Req App:	
Requester:	Mandy Lifeboats			Reference:		Closed Date:	
Buyer:				Award Number:		Status:	

Account	Qty	Unit	Part No.	Description	Unit Price	Ext Price	Tax	Freight	Line Total
001.10.100.5410	.5	EA	311541	Shredder	\$400.00	\$400.00			\$400.00
001.20.100.5410	.5								
						\$400.00	\$ 0.00	\$ 0.00	\$436.80

PO Notes (Notes tab):	
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Activity *(Required)*

From the control panel, a user can attach a related document to the selected requisition in the grid. Also, the user can view and delete any existing attachments.



Add a Document Attachment

SCENARIO: A spreadsheet listing the computers to order is saved on the computer and needs to be attached to the purchase requisition and sent to the vendor.

1. On the Control Panel grid, highlight **Req No. 119** to Computer Supply Company.
2. From the **Actions** menu, select *Manage Documents*. The Manage Requisition Documents window displays.
3. From the **Doc Type** dropdown, select *Requisition Attachments*.
4. In the **Notes** field, type “See attached for computer order”.
5. Mark the **Send Document** checkbox to email the attached document to Computer Supply Company. The vendor must have a valid email address entered in the PO Email field in Purchasing & Payables > Vendors > Vendor Maintenance.
6. Click the **paperclip** at the end of the line. The Get Attachment window displays.
7. Click **Select**. Browse to *C:\InfiniteVisions\File Attachments* and double-click the **Requisition – Computers** document.
8. Click **Upload**. The document displays in the Manage Requisition Documents grid. The File Name and File Type field are updated to display the document name and document type extension (docx, pdf, etc.).
9. Click the **red x** to close the window and return to the Control Panel grid.



MANAGE DOCUMENTS

The Has Documents column in the Control Panel grid displays Yes if the record has documents attached.

The Edit Requisition window displays a paper clip icon denoting there are documents attached to the record. Click the paperclip. The Manage Requisition Documents window displays. Manage Documents is also accessible from the Actions menu.

The Has Documents column in the Control Panel grid displays Yes if the record has documents attached.

The Edit Requisition window displays a paper clip icon denoting there are documents attached to the record. Click the paperclip. The Manage Requisition Documents window displays. Manage Documents is also accessible from the Actions menu.

APPROVE PURCHASE REQUISITIONS

9-Box > Requisition Approval

Tiles > Requisitions

Smart Cards > Requisition Approvals (Note: Smart Cards are used for Quick Approval)

Overview

If you are part of a defined requisition approval process, it is necessary to routinely process any requisitions waiting for your approval. This assures the requisitions continue to move through the approval process.

From the Actions menu, the following commands are available:

COMMAND	DESCRIPTION
Check Budget	Select this command to check the current budget status of accounts used on the requisition before approving. If any accounts exceed budget, a report displays.
Check Vendor Alerts	Select this command to review vendor alerts defined in IVEE > Security > Workflow Configuration > Email Alerts and Jobs.
Show Vendor Alerts in Grid	Select this command to display the vendor alert message in the grid.
View Requisition	Select this command to view the selected requisition detail in another window.
Approval Log	Select this command to view the approval log listing all approvers in the approval process for the selected requisitions.

COMMAND	DESCRIPTION
Return to Originator	Select this command to return the selected requisition to the originator.
Approve Requisition	Select this command to bypass all remaining approvers in the approval process and route the requisition directly to Accounts Payable.
Quick Approval	Select this command to bypass all remaining approvers in the approval process and route the requisition directly to Accounts Payable.
Alternate Approvers	Select this command to add Alternate Approvers directly from iVisions Online Workflow rather than having to go to IVEE > Security > Approvers.
Shortcuts	Select this command to access the Control Panel, Print Requisitions, and Purchase Order Approval menu items.

Follow the steps below to approve requisitions:

1. Log in as New User hapeno | v
2. On the Purchase Requisition grid, mark the **Process** checkbox for the requisition(s) to approve.
3. From the **Actions** menu, select *Approve Requisition*. The Approver field updates to display the name of the next approver.
4. Click **OK** to acknowledge message.



It is necessary to approve the requisition twice if a user is the originator of the requisition as well as an approver in the defined approval process.

APPROVE PURCHASE REQUISITIONS

9-Box > PO Approval

Tiles > Purchase Orders

Smart Cards > Requisition Ready to Issue Purchase Orders (Note: Smart Cards are used for Quick Approval)

Overview

If the user is designated as an approver for purchase orders, the user has access to the Purchase Order Approval workflow menu item. From the grid, review the requisitions routed completely through the approval process and are ready to turn into a PO.

From the Actions menu, the following commands are available:

COMMAND	DESCRIPTION
Check Budget	Select this command to check the current budget status of accounts used on the requisition before approving. If any accounts exceed budget, a report displays.
Check Vendor Alerts	Select this command to review vendor alerts defined in IVEE > Security > Workflow Configuration > Email Alerts and Jobs.
Show Vendor Alerts in Grid	Select this command to display the vendor alert message in the grid.
View Requisition	Select this command to view the selected requisition detail in another window.
Approval Log	Select this command to view the approval log listing all approvers in the approval process for the selected requisitions.
Return to Originator	Select this command to return the selected requisition to the originator.
Return to Prior Approver	Select this command to route the record(s) in the grid with the Process checkbox marked back to the prior approver.
Create PO	Select this command to create a PO for the record(s) in the grid with the Process checkbox marked. Once the PO is created, the record is removed from the Purchase Order Approval grid.
Shortcuts	Select this command to access the Purchasing Control Panel, Print Requisitions, Print Purchase Orders, and Vendor Maintenance menu items.

APPROVE PURCHASE REQUISITIONS

9-Box > Print Purchase Orders

Overview

This menu item is used to print copies of purchase orders. Select filter criteria as needed and then click Apply.



If the user is not assigned to a Central APDepartment, the Department field defaults with the name of their Department. PO viewing is limited to their Department only.

From the Actions menu, the following commands are available:

COMMAND	DESCRIPTION
View Requisition	<p>Select this command to display the Purchase Requisition for the highlighted record. A popup displays. Choose one of the following:</p> <p>Open – Click this button to open and view the purchase requisition. From the purchase requisition window, print the report or attach it to an email.</p> <p>Save – From the dropdown, choose one of the following:</p> <p><i>Save</i> – Select this option to save the purchase requisition to the system default Downloads folder.</p> <p><i>Save As</i> – Select this option to display the Save As directory to navigate to the destination for the saved file.</p> <p><i>Save and Open</i> – Select this option to save the purchase requisition to the system default Downloads folder and open the purchase requisition window.</p> <p><i>Cancel</i> – Select this option to return to Print Purchase Orders grid.</p>
Manage Documents	Select this command to view, add, or delete document attachments for the highlighted record.
Print Purchase Order(s)	Select this command to display the Print Purchase Order window. Mark the copies to print and select print options.



PRINT PURCHASE ORDERS

If the Email Vendor Copy checkbox is marked, a valid email address must be entered in Purchasing & Payables > Vendors > Vendor Maintenance for the system to automatically send the email. Otherwise, a vendor copy is printed. The same applies if the Email Originator checkbox is marked. A valid email address must be entered in Payroll > Employees > Employee Maintenance.

If Email Vendor Copy is marked, a note to include in the email can be added in the PO Email Options Note field in Purchasing & Payables > Configuration > Purchasing and Payables Default Settings.

If the Mark as Printed checkbox is marked, the system updates the Printed column on the grid.

If the Email Vendor Copy checkbox is marked, a valid email address must be entered in Purchasing & Payables > Vendors > Vendor Maintenance for the system to automatically send the email. Otherwise, a vendor copy is printed. The same applies if the Email Originator checkbox is marked. A valid email address must be entered in Payroll > Employees > Employee Maintenance.

RECEIVE AGAINST PURCHASE ORDERS

9-Box > PO Receiving

Overview

The Purchase Order Receiving grid displays all purchase order receiving information for the DEPARTMENT. From the grid, users can receive items.



Marking Receive POs Based On Department & Ship To Location P&P > Configuration > P&P Default Settings, allows users to receive items against POs having a Ship to Location matching the Ship To assigned to the user's Department.

From the Actions menu, the following commands are available:

COMMAND	DESCRIPTION
Manage Documents	Select this command to view, add, or delete document attachments for the highlighted record.
Clear Quantity Column	Select this command to clear the quantity columns for all items received on the current Add Received Items form to start the receiving process over.

Activity *(Required)*

The following activity walks through the process of how to receive against a PO.



Receive Against PO

SCENARIO: New computer equipment has arrived and needs to be received.

1. Click **Add** on the tool bar. The Add Received Items window displays.
2. In the **PO Number** field, enter "240043" to receive against or select the purchase order from the dropdown. Based on the entered PO number, the header (Vendor, Ship To, DEPARTMENT, and Requester) and Purchase Order Line Information grid are populated.
3. In the grid, double-click the item to receive. The Add Received Items window displays.
4. Receive the following items:

DESCRIPTION	PART NUMBER	UNIT	QTY	CASE PACK	ITEM COST
Computer, Pentium 4, 1MB	3094868	EA	1	1	\$941.22

DESCRIPTION	PART NUMBER	UNIT	QTY	CASE PACK	ITEM COST
Monitor, 21" Dell Optiplex	298873	EA	1	1	\$470.02

- In the **Notes** field, type any pertinent information. The notes display on the Received Items tab and Notes tab in IVEE > Purchasing & Payables > Payables > Invoice Processing.
- Click the **Save** button at the end of the detail line to receive another item. Otherwise, mark the **Close after update?** checkbox. Then click **OK**.

VENDOR MAINTENANCE

9-Box > Vendors

Overview

Use the Vendor Maintenance menu item to look up Vendor information. Normally, this window is read-only. Contact the Purchasing Department regarding the process for adding a new vendor.

PURCHASING AND PAYABLES REPORTS

Vendors/Purchase Orders

9-Box > Vendors/Purchase Orders Report

Use this menu item to specify selection criteria for the following report options:

REPORT	DESCRIPTION
Vendor PO Totals	Select this report to generate a report including PO paid amounts, encumbrances, FYTD balance, and vendor total amount for the fiscal year. The report also displays 1099 and Use Tax information.
PO Pay History and Encumbrance	Select this option to generate a report for the selected vendor. The report displays header information and item detail including PO total, the amount paid, and amount encumbered.
Vendor Invoice History	Select this report to generate a report for the selected vendor. The report displays invoice history including PO number, Voucher, and Invoice Amount.

REPORT	DESCRIPTION
PO Aging	Select this report to generate a report for open purchase orders. The system uses the As of Date to determine the age of the purchase order. The report includes vendor order name, PO amount, and totals and grand totals for each aging period (Under 30 days, 31-60 days, 61-91 days, and over 90 days).
Vendor PO History	Select this report to generate a report for the current fiscal year for the selected vendor. The report displays PO number, PO Date, PO Status, Total Amount, Paid Amount, Encumbrance, Invoice Amount, and Invoice Date. The report also displays amount totals and grand totals

Purchase Orders by Account

9-Box > PO by Account Report

Select this report option to generate an Account Purchase Order History or Account Purchase Order Pay History report for the specified account and date range. Mark the Open POs Only and Show Detail checkbox as applicable.

SECTION SUMMARY

In this section, we learned how to add, edit, and print requisition and purchase order information for the Department. Also, we received against purchase orders.

In the next section, we learn how to add, edit and approve Warehouse requisitions.

SECTION ASSESSMENT

1. How can the budget be checked for accounts on a requisition?
 - a. Budget cannot be checked on requisitions
 - b. Click in the account code field and press the CTRL + B
 - c. From the Actions menu, select Check Budget
2. List 3 notification options when using the Return Requisition action.
3. It is necessary to approve the requisition _____ if a user is the originator of the requisition as well as an approver in the defined approval process.
 - a. 3 times
 - b. 2 times
 - c. 1 time
 - d. It is not necessary to approve the requisition
4. Documents can be attached to requisitions.
 - a. True
 - b. False
5. When closing a requisition after completion, remember to mark the _____ checkbox to start the requisition approval process.
 - a. Hold Account Distribution
 - b. Close after update?
 - c. Submit for Approval
 - d. None of the above
6. Received items can be deleted in the grid.
 - a. True
 - b. False

iVisions – Warehouse

Section Topics

- The Control Panel
- Print Warehouse Requisitions
- Print Shipping Receipts
- Generate Warehouse Reports

Introduction

In the Warehouse module, a Department may have its own warehouse or a central warehouse where all Departments can submit requisitions. Users have access to only requisitions for the warehouse they are granted access unless assigned as a Warehouse Central Site user.

THE CONTROL PANEL

9-Box > WH Control Panel

Overview

The Warehouse Control Panel allows users to review the status of requisitions, edit, delete, and create new warehouse requisitions. To view all (default) requisitions, click Apply. Users can limit the number of records to display in the Control Panel grid by selecting filter criteria as applicable and then clicking Apply.

From the Actions menu, the following commands are available:

COMMAND	DESCRIPTION
Approval Log	Select this command to view the approval sequence for the highlighted record in the grid.
Manage Documents	Select this command to view, add, and delete document attachments for the highlighted record in the grid.
Shortcuts	Select this command to access quick links to Vendor Maintenance, Projects, and Requesters.
Copy Requisition	Select this command to copy the selected requisition in the grid. The copy displays in the grid with “Copy of” in the name.
Print Preview	Select this command to view the File and Requesters copy of the selected requisition.

Activity *(Required)*

The following activity walks through the process of how to add a warehouse requisition.



Enter Warehouse Requisitions

SCENARIO: Capital City Elementary School needs a few office and cafeteria supplies and has asked for help in processing the warehouse requisitions.

WAREHOUSE REQUISITION 1

Processing Instructions

- Log in as bwire | v

1. In the Control Panel window, click **Add** on the tool bar. The Add Warehouse Requisition window displays.
2. On the Requisition Detail tab, complete the header information as follows:

REQUISITION INFORMATION

Req. Number:	1	Requisition Date:	
Department:	Capital City Elementary School	Date Required:	
Requester:	Mandy Lifeboats	Project:	None
Ship To:		Warehouse:	Main

In the grid, add the following line items:

-  After entering a line item, click the Save icon. The system saves the item and calculates the extended price. Fields are cleared and ready for entry of another line item.

Item #	Description	Qty	Account	Grant Project	Unit	Unit Price	Ext Price
100-002	Pens, Bic, Black Sanford, Liquid Accent Asst.	5	001.10.100.5419		50/Pk	Current	\$ 0.00
100-004	Sanford, Liquid Accent, Assorted	5	001.10.100.5419		5/pk	Current	\$ 0.00
		15					\$ 0.00

WAREHOUSE REQUISITION 2

Processing Instructions

- None

1. In the Control Panel window, click **Add** on the tool bar. The Add Warehouse Requisition window displays.
2. On the Requisition Detail tab, complete the header information as follows:

REQUISITION INFORMATION

Req. Number:	2	Requisition Date:	
Department:	Capital City Elementary School	Date Required:	
Requester:	Mandy Lifeboats	Project:	None
Ship To:		Warehouse:	Main

In the grid, add the following line items:

-  After entering a line item, click the Save icon. The system saves the item and calculates the extended price. Fields are cleared and ready for entry of another line item.

Item #	Description	Qty	Account	Grant Project	Unit	Unit Price	Ext Price
100-004	Sanford, Liquid Accent, Assorted	1	001.10.100.5419		5/Pk	Current	\$ 0.00
300-001	Wipes, Multi-Purpose	5	001.10.200.5419		Each	Current	\$ 0.00
		15					\$ 0.00

WAREHOUSE REQUISITION 3

Processing Instructions

- Select *Single Line Entry* from the **Actions** menu to add line items.

3. In the Control Panel window, click **Add** on the tool bar. The Add Warehouse Requisition window displays. On the Requisition Detail tab, complete the header information as follows:

REQUISITION INFORMATION

Req. Number:	3	Requisition Date:	
Department:	Capital City Elementary School	Date Required:	
Requester:	Mandy Lifeboats	Project:	None
Ship To:		Warehouse:	Food Service

4. Select *Single Line Entry* from the **Actions** menu. The Add Warehouse Requisition Lines window displays. Add the following line items:

 After entering a line item, click the Save icon. The system saves the item and calculates the extended price.

Item #	Description	Unit	Unit Price	Qty	Account	Grant Project	Ext Price
400-001	Mixer, Hobart	Each	Current	1	001.10.100.5419		\$ 0.00
400-003	Serving Cart, Stainless Steel	Each	Current	7	001.10.100.5419		\$ 0.00
400-002	Spoons, Slotted	3/PK	Current	6	001.10.200.5419		\$ 0.00
400-004	Can Opener, Electric	Each	Current	1	001.10.300.5419		\$ 0.00
400-005	Baking Pan, 13" x 7"	Each	Current	2	001.10.100.5419		\$ 0.00
		0		33			\$ 0.00

WAREHOUSE REQUISITION APPROVAL

9-Box > Warehouse Requisitions

My Dashboard > Smart Card > Warehouse Requisitions

Overview

Requisitions with the Submit for Approval checkbox marked, begin routing through the approval process once the user clicks OK. Requisitions waiting for approval display in Warehouse Requisitions beneath the 9-Box or on the Warehouse Requisition Smart Card.

Activity *(Required)*



Approve Warehouse Requisitions

1. In the grid, mark the **Process** checkbox for each of the requisition(s) to approve.
2. From the **Actions** menu, select *Approve Requisition*.
3. Click **OK** to acknowledge message. The requisition no longer displays in the grid.

PRINT WAREHOUSE REQUISITION

9-Box > Print WH Requisitions

Overview

The Print Requisitions grid displays all requisition created by users in your DEPARTMENT. For users assigned to a Warehouse Central DEPARTMENT, the grid displays all requisitions routed completely through the approval process.

Select filter criteria as applicable to limit the number of records to display in the grid and click Apply.

From the Actions menu, the following command is available:

COMMAND	DESCRIPTION
Print Requisition(s)	Select this command to display the Print WH Req window.



PRINT WAREHOUSE REQUISITIONS

Highlight the record(s) to print. Select multiple records by holding down the CTRL key.

The system generates a single .pdf document for all selected requisitions.

Highlight the record(s) to print. Select multiple records by holding down the CTRL key.

The system generates a single .pdf document for all selected requisitions.

PRINT SHIPPING RECEIPTS

9-Box > Print Shipping Receipts

Overview

When the warehouse ships an order to the DEPARTMENT, a shipping receipt is automatically created. Use Print Shipping Receipts to review receipts and to print receipts detailing contents of the warehouse shipment.

To limit the number of records to display in the grid, select filter criteria as applicable and then click Apply.



SECTION TOPIC HEADING

Highlight the record(s) in the grid to print. Select multiple records while holding down the CTRL key.

Mark the Print only items currently being shipped checkbox to limit the number of receipts printed.

A single .pdf document generates for all selected receipts.

Highlight the record(s) in the grid to print. Select multiple records while holding down the CTRL key.

GENERATE WAREHOUSE REPORTS

Overview

From the 9-Box, print the following warehouse reports:

COMMAND	DESCRIPTION
Catalog	Select this report to generate a current warehouse catalog. In the Catalog window, specify whether the catalog is to include stock, non-stock, or all warehouse items. In Report Options, specify how to sort and group the catalog.
WH Order By Account	Select this report to generate a report of warehouse orders for a specific account, account mask, or account alias. Selection criteria also include options for order approval status.
WH Orders By Requester	Select this report to generate a report for all requesters of the selected Department or a specific requester. If a user is assigned to a Warehouse Central Site Department, they have access to all requesters and all Departments.
Stock History	Select this report to generate a stock report specifying location(s) and stock item(s).
WH Receiving Reports	Select this report to generate a report for purchase order received items based on selected criteria.
Wh-Info Link	Select this report to view custom warehouse reports configured in IVEE. The report data can be exported to an Excel, Word, or CSV file.

SECTION SUMMARY

In this section, we created Warehouse Requisitions, printed requisitions, reviewed the Approval Q and generated Warehouse reports.

In the next section, we work with the Employee Time Card Entry and Employee Leave Plans.

SECTION ASSESSMENT

1. The Warehouse Control Panel allows users to review the status of requisitions and _____ warehouse requisitions.
 - a. Add
 - b. Edit
 - c. Delete
 - d. All the Above
2. When the Warehouse ships an order to the department, a _____ is automatically created.
 - a. PO
 - b. Shipping Receipt
 - c. Requisition Memo
 - d. Report

iVisions – Payroll

Section Topics

- Employee Positions and Pay
- Employee Time Card Entry
- Review Employee Leave Plans

Introduction

The Payroll module allows users to review Employee Positions and Pay records, enter time card information, and review leave plan information for actual and substitute employees. Access to Employees is based on assigned Department unless tied to the main Payroll Department which has access to all employees.



Access to Employee Positions and Pay requires the assignment of a Payroll User Role. Users not assigned to a Payroll User Role receive an error message when accessing Employees Position and Pay.

EMPLOYEE POSITIONS AND PAY

9-Box > Positions and Pay

Overview

Employee Positions and Pay allows a user assigned to a Payroll User Role to view position and supplemental pay records for employees assigned to their DEPARTMENT. A user cannot add, edit, or delete records within this grid.

EMPLOYEE TIME CARD ENTRY

9-Box > Time Card Entry

Overview

Employee Time Card Entry is an optional payroll feature. If the district has pushed payroll hours entry out to the Departments, time card information can be entered.

From the Actions menu, the following commands are available:

COMMAND	DESCRIPTION
Submit Pay Period for Approval	Select this command to submit the hours entry batch to the next approver.
Approval Notes	Select this command to enter a Time Approval Batch Note.
Save	Select this command to save changes made to the selected record.

COMMAND	DESCRIPTION
Lock	Select this command to prevent any other changes from being made to the record(s).

Activity *(Required)*

The following activities walk through the process of entering hours for an actual employee.



Enter Time Card Hours

1. In the Employee Time Card Entry window, from the **DEPARTMENT** dropdown, select *Capital City Elementary School*.
2. Mark the **Show Sub Records** checkbox to include Substitutes in the grid.
3. Click **Apply** to populate the grid.
4. Double-click a record to edit and update the records for the following employees:



After updating the record, be sure to click the Save icon to save changes.

NAME	POSITION	RATE	REG HRS	OTHER HRS	OT HRS
Ball, Crystal	Student Security Aide	\$13.75	70.00	10.00	0.00
Wire, Barb	Administrative Asst.	\$12.75	80.00	0.00	4.00
Fley, Sue	Substitute – Certified	\$70.00	6	0.0	0.0

5. Highlight all records in the grid. From the **Actions** menu, select *Lock*. The Posted column in the grid updates to display the date the Lock command is selected (nothing posted to general ledger). The Status column displays the pay period posting status (posted or unposted).
6. From the **Actions** menu, select *Submit Pay Period for Approval*.
7. Click **File > Close** to exit Employee Time Card Entry.
8. Navigate to *Payroll > Attendance > Approved Time Worked Balances* to review Sue’s balance.



TIME CARD ENTRY

Once records are locked, payroll knows hours entry for the pay period is complete. At this point, records cannot be unlocked.

If an approval process has been set up for Time Card Entry batches the approver sees the batches in Payroll > Attendance.

LEAVE PLANS

9-Box > Leave Plans

Overview

Employee Leave Plans allows a user designated as a supervisor to review detailed leave plan information for their employees. (The Show leaves with transaction detail checkbox must be marked.)

To limit the number of records to display in the grid, select filter criteria as applicable and then click Apply. The grid is read-only.

SECTION SUMMARY

In this section, we reviewed Employee Positions and Pay records, entered time card information and reviewed leave plan information for actual and substitute employees.

In the next section, we work with the different functions in the Human Resources module.

SECTION ASSESSMENT

1. When in the Employee Positions and Pay grid, you can add, edit, and delete a record.
 - a. True
 - b. False
2. What function is performed to allow payroll to know the DEPARTMENT has completed the hours entry for a Pay Period.
 - a. Submit for Approval
 - b. Lock records Email Alert
3. A Department can edit records once they are locked.
 - a. True
 - b. False

iVisions – Human Resources

Section Topics

- Employee Personnel Action Requests
- Approve ePARs
- Employee Evaluations

Introduction

The Human Resources module provides access to view Employee Positions and Pay information, enter Employee Personnel Actions Requests (ePARs), and work with Employee Leave Plans and Requests. The district can define different PAR types (defined in Infinite Visions) to best suit the needs of the district. Within iVisions Online Workflow, the following standard types of ePARs are entered:

- New Hire Assignment
- Current Employee Assignment
- Pay Change
- Staff Termination
- Position Request
- Leave of Absence Request

Access to the PAR Types to view and process is dependent on defined user security.

In addition to ePARs, users identified as supervisors can access the Evaluations menu item.

EMPLOYEE PERSONNEL ACTION REQUESTS

9-Box > PARs

Overview

To limit the number of records to display in the grid, select filter criteria as applicable and then click Apply.

From the Actions menu, the following commands are available:

COMMAND	DESCRIPTION
Print	Select this command to print the PAR for the selected record.
Manage Documents	Select this command to view, delete, or add attachments to the selected record.

COMMAND	DESCRIPTION
Send PIN Email	Select this command to forward a PIN email to recipients as configured in Infinite Visions > Security.
Copy Selected PAR	Select this command to copy the selected record.

Activity *(Required)*

The following activity walks through the process of how to enter a New Hire Assignment PAR.



Enter a New Hire Assignment PAR

SCENARIO: Hal Apeno needs to hire a new teacher to fill a new position at Capital City Elementary School. Enter the PAR to get the process started to fill the teacher position.

1. Click **Add** on the tool bar. The Add ePAR window displays.
2. From the **Choose a PAR Type** dropdown, select *Add New Hire Assignment*.
3. Click **Next**.
4. Below Job Selection, click **Add** on the tool bar. The Select Job window displays.
5. In the **Control Code** field, type "I-200-10127" and select the applicable filter logic from the dropdown.
6. Highlight the position in the grid and click **OK**.
7. On the PAR Information tab, enter the following information:

FIELD NAME	FIELD VALUE
Effective Date	Current date
First	Rodney
Middle	M
Last	Dangerfield
Address	2877 S. No Respect Blvd. Capital City, IV 19335
SSN	687-23-9678

8. Choose the **Review** tab.

9. Mark the **Submit for Approval** checkbox.
10. Mark the **Close after update?** Checkbox, and then click **Save**.

EMPLOYEE PERSONNEL ACTION REQUESTS

My Dashboard > Smart Card > ePARs

Overview

To limit the number of records to display in the grid, select filter criteria as applicable and then click Apply.

From the Smart Card menu, the following options are available:

OPTION	DESCRIPTION
Return to Originator	Select this command to return the PAR to the person who created it.
Return to Prior Approver	Select this command to return the PAR to the person who approved it before you.
Approve PAR	Select this command to add your approval to the PAR request.
Cancel PAR	Select this command to remove the PAR from the approval process.
Print PAR	Select this command to print the selected PAR.
Alternate Approvers	Select this command to add an alternate approver.

From the ePARs grid, the following Action command is available:

COMMAND	DESCRIPTION
Manage Documents	Select this command to attach a document to the PAR.

Activity *(Required)*

The following activity walks through the process of how to approve an ePAR.



Approve an ePAR

1. Click the **ePARs Smart Card** to expand the ePARs ready for approval.
2. Click the **green check mark** to approve the ePAR. The ePAR is removed from the Smart Card list.



Smart Cards are visible only if approval records exist. Once the last Smart Card record is approved, the Smart Card disappears from My Dashboard.

Once the person who is defined as the last approver has approved the PAR, it is routed to Human Resources. HR reviews the PARs in 9-Box > HR – PAR Completion or My Dashboard > Smart Card > HR – PAR Completion and as applicable chooses Complete from the Smart Card or Mark Completed from the HR – PAR Completion Actions menu. The PAR is then routed to Payroll, the last step in the PAR approval process. Go to 9-Box > HR – PAR Completion or My Dashboard > Smart Card > PR – PAR Completion, and, as applicable, choose Complete from the Smart Card or Mark Completed from the PR – PAR Completion Actions menu. Then review the PARs and take any necessary action before marking the PAR complete.

EMPLOYEE EVALUATIONS

9-Box > Evaluations

Overview

Users who are identified as supervisors can add, edit, or view evaluations for the employees they supervise. Supervisors assigned to a Payroll Central Site attribute have access to all employee evaluations. To limit the number of records to display in the grid, select filter criteria as applicable and then click Apply.



By default, the system displays employee evaluations from all History Connection Groups with Employee Evaluations marked in Security > Workflow Configuration History Connection Groups unless in the filter criteria the Current Year Only checkbox is marked.

From the Actions menu, the following commands are available:

COMMAND	DESCRIPTION
Manage Documents	Select this command to view, delete, or add attachments to the selected employee evaluation record.
Print Evaluations	Select this command to generate a PDF copy of selected evaluations. This command is also available from the Actions menu in the Edit Evaluation window.

Activity *(Required)*

The following activity walks through creating an employee evaluation.



Review Evaluation

1. Click **Add**.
2. From the **Name** dropdown, select *Mandy Lifeboats*.
3. Complete the fields on each tab as designated by your instructor.
4. Review the evaluation.

SECTION SUMMARY

In this section, we learned how to enter and approve Employee Personnel Action Requests (ePARs). We also learned how to enter Evaluations.

In the next section, we work with Fixed Assets.

SECTION ASSESSMENT

1. ePARs route through an approval process.
 - a. True
 - b. False
2. List 3 PAR types.
 - a. _____
 - b. _____
 - c. _____
3. What type of user can create an Evaluation?
 - a. Manager
 - b. Supervisor *
 - c. Attendance Clerk

iVisions – Fixed Assets

Section Topics

- Fixed Asset Reports

Introduction

The Fixed Assets module provides access to several reporting options. The Workflow menu displays only assets for your assigned Department unless assigned to a Fixed Assets Central Site Department.

FIXED ASSET REPORTS

9-Box

Overview

The following reports are available within the 9-Box menu.

REPORT	DESCRIPTION
Asset Reports	Select this report to generate an asset report based on the Selection Criteria and selected Report Options including: Report Type (Listing of Fixed Assets, Listing of Non-Fixed Assets, Listing of Fixed and Non-Fixed Assets, Disposed Assets, Asset with Spit Codes or Assets Missing Account Codes) and Page Break by Location or by Category/SubCategory. To schedule a report, mark the Schedule Report checkbox. The Schedule Report window displays. In this window, select the report parameters and email recipients, as applicable.
Inventory Form	Select this report to print inventory sheets to use for manual inventory based on the selection criteria, asset type, and report type selected.
Disposal Form	Select this report to generate a PDF copy of the Disposal Form.
FA – Info Link	Select this menu to access predefined asset reports.

SECTION SUMMARY

In this section, we reviewed the different reports found in the General Fixed Assets module.

In the next section, we discuss payment processing in Receivables.



iVisions – Receivables

Section Topics

- Payment Processing

Introduction

The Receivables module provides access to Payment Processing.

PAYMENT PROCESSING

9-Box > AR Payments

Overview

The Payment Processing grid displays the status of payments against invoices. To limit the number of records to display in the grid, select filter criteria as applicable and click Apply.

From the Actions menu, the following commands are available:

COMMAND	DESCRIPTION
Print Receipt	Select this command to generate a PDF receipt for the highlighted payment record.
Suspend Payment	Select this command to suspend the highlighted payment in the grid not ready for selection on a deposit batch. When entering a payment, mark the Save As Suspended checkbox.

Activity *(Required)*

The following activity walks through the processing a payment.



Process a Payment

SCENARIO: Absolute Dance Studio rents Capital City Elementary School’s auditorium monthly. They pay the school \$70.00 a month. Process this month’s payment.

1. Click **Add** on the tool bar. The Add New Payment window displays.
2. Use the following information to process the payment:

FIELD NAME	VALUE
Invoice	18

FIELD NAME	VALUE
Method	Check
Check #	2015
Group ID	HA
Payment	\$70.00

- Review the line detail.
- Click **Save**.
- Mark the **Close after update?** checkbox and click **OK**.



SUSPENDING PAYMENTS

Payments attached to an invoice with a status of closed cannot be suspended.

Only payment records with a status of ready to deposit can be suspended.

SECTION SUMMARY

In this section, we learned how to process and suspend payments in the Receivables module.

SECTION ASSESSMENT

1. A closed invoice payment cannot be suspended.
 - a. True
 - b. False
2. Payment records with what type of invoice status can be suspended.
 - a. Ready to Pay
 - b. Open
 - c. Closed