

## HOW TO PAY AN INVOICE ON MILLENNIUM

When items (books, dvds, cds, etc) have been processed be sure to stamp the paper invoice with the Acquisitions stamp that shows

*Document NO*

*Processed*

*III Invoiced*

*Approved*

*Paid*

*VISA CHART*

*Payment/NET*

*Morgan*

All of these are steps Acquisitions staff takes when fully processing and paying for each item.

Just above the stamp, please write the BANNER CODE for this purchase :

Monographs 704820; Serials 704840; Periodicals 704830; Databases 710068, etc.

After logging in to Millennium's Acquisitions module: Left column: click on INVOICE

Click on an empty line that is marked FREE. (Do not choose line one: that box is automatically chosen by the system when paying electronic invoices. Also do not choose the FUNDS ADJUSTMENTS line at the bottom. That is used by the system when manual transactions are processed).

Millennium Acquisitions · Middlebury College · acquisitions

File Edit View Go Tools Admin Window Help

### Invoice Processing Select

Up one level

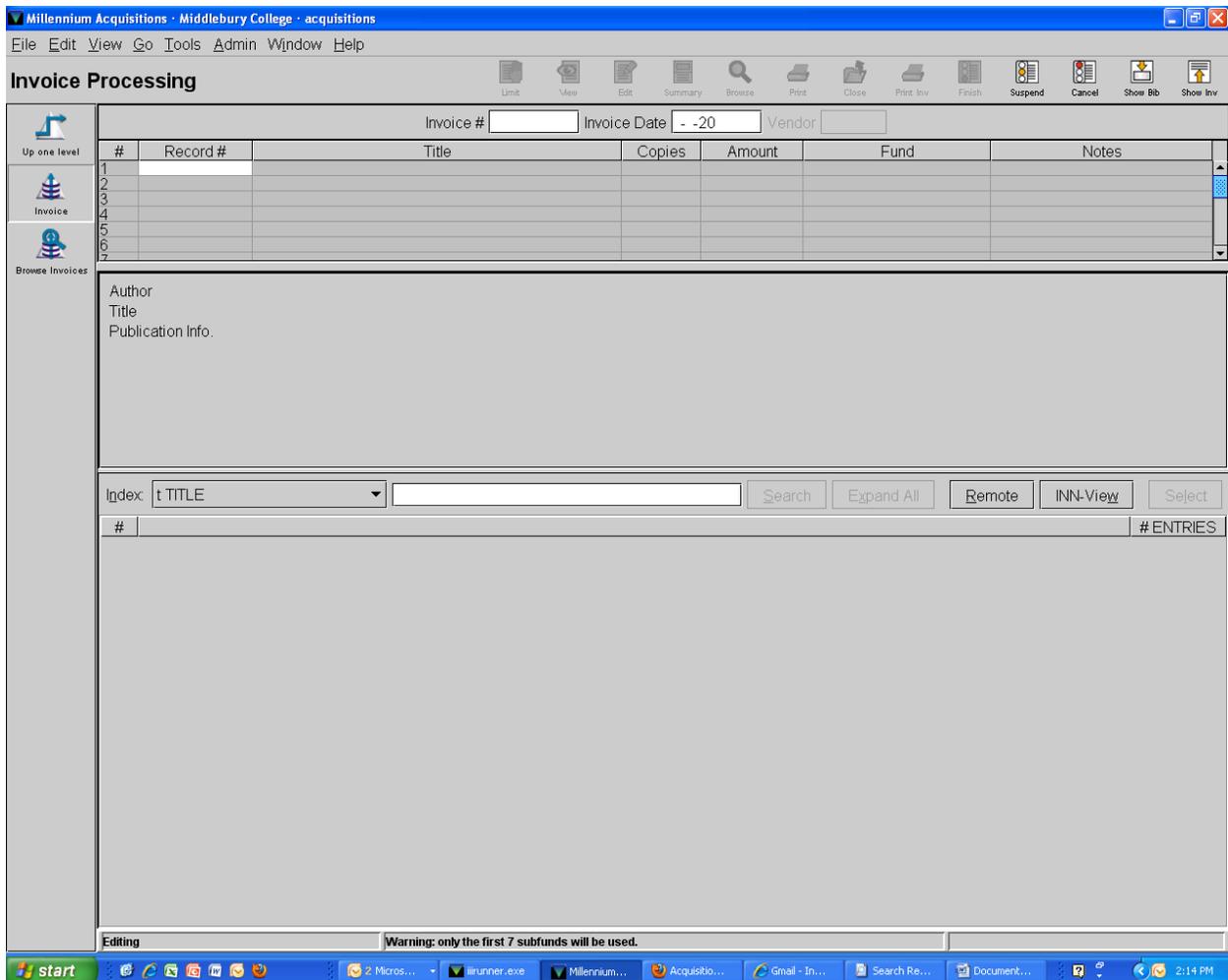
Invoice

Browse Invoices

Choose a session			
Session	Number of Invoices	Line Items	Status
1	5	5	Ready to be posted
2	3	3	Ready to be posted
3	1	1	Ready to be posted
4	0	0	Free
5	0	0	Free
6	0	0	Free
7	0	0	Free
8	0	0	Free
9	0	0	Free
10	0	0	Free
Funds Adjustments	0	0	Free

Windows taskbar: start, Micros..., irunner.exe, Millennium..., Acquisito..., Gmail - In..., Search Re..., Document..., 2:11 PM

Choose SELECT at bottom



Enter the invoice number of the paper invoice you are working on. If multiple items from one order have arrived at different times and earlier items have already been paid on Millennium you may have to enter letter a, then b, then c, etc to the invoice number. The system will not allow you to pay the same invoice number more than once.

Enter the invoice date in this format: mm-dd-yyyy. Be careful of foreign invoices: some European vendors reverse the day and month.

Highlight the first line and put cursor in the white box to start a search.

You can choose to search by any parameter. (Firm invoices often come with order numbers listed so by pushing the period (.) you can search by "record number": o123456789, eg).

Click SEARCH

If only one item is available the order record will automatically open. If not a list will appear and you must SELECT the correct item. (Items with order records attached will often have MIDDLEBURY COLLEGE as a location field following the title. That will not appear as a location if there is no order

attached. But this is not consistent: sometimes you will have to click on each line in order to find the correct record because many vendors do not include the subtitle listed on the invoice.

Here is what you will see once the order record has been selected:

The screenshot shows the Millennium Acquisitions software interface. The main window is titled 'Invoice Processing' and displays an invoice for #21106908 dated 10-17-2011. A table lists invoice items, with item 31, 'When China Met Africa', selected. A detailed record window for this item is open, showing the following information:

- Title: When China met Africa [videorecording] / Speak-It Films and Zeta Productions ; a film by Marc Francis & Nick Francis; written, directed and produced by Marc Francis & Nick Francis.
- Call No.: HG5853.A3.W44.2010
- LOCATIONS: m
- Summary: Record o1059761x, Payments o1059761x, 0 Bib-Level Holds
- Buttons: Edit, Use Order Record
- Record Details: o1059761x, Last Updated: 10-04-2011, Created: 10-04-2011, Revisions: 1
- Location: m Middlebury College
- Copies: 1
- Est. Price: \$265.50
- Fund: discr Discretionary
- Order Date: 10-04-2011
- Order Note: (blank)
- Recv Action: (blank)
- Recv Date: - -
- Recv Location: a ACQUISITIONS
- Status: o ON ORDER
- Vendor: bullf Bullfrogfilms.com
- Internal Note: add to ERM

The record window also includes a table with columns for # and # ENTRIES, showing 1 entry for this record. The software interface includes a menu bar (File, Edit, View, Go, Tools, Admin, Window, Help) and a toolbar with icons for Limit, View, Edit, Summary, Browse, Print, Close, Print Inv, Finish, Suspend, Cancel, Show Bib, and Show Inv.

At this point please confirm vendor and price from the paper invoice in front of you. (Any internal notes were already taken care of when the item/s were originally processed so you can ignore that line).

Click USE ORDER RECORD

You will now enter the price of the item. Often multiple prices will be listed: enter the net amount here.

Click OK

You can now enter another item if more are listed on the invoice.

When all items have been entered click FINISH at the top of the page.

Millennium Acquisitions - Middlebury College - acquisitions

File Edit View Go Tools Admin Window Help

**Invoice Processing** Print Inv Finish Suspend Cancel Show Bib Both

Invoice # 21106908 Invoice Date 10-17-2011 Vendor bulif

#	Record #	Title	Copies	Amount	Fund	Notes
1	o1059761x	When China met Africa [videorecordal / Speak-It Fil...	1	\$265.50	discr	
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

**Totals**

Shipping

Previous Next Cancel

	Subtotal	\$265.50
	Shipping	\$0.00
	Service Charge or Discount	\$0.00
Computed total:	\$265.50	Total
Difference:	\$265.50	Total
		\$0.00

Editing

start | Micros... | inrunner.exe | Millennium... | Acquisitio... | Gmail - In... | Search Re... | Document... | EN | 2:26 PM

You can now enter the shipping amount that is listed on the invoice. Click NEXT once you have entered that—or if there is no shipping cost.

Next you will be asked to enter a service charge. This is where you can enter a discount amount, if that has been included. Enter it with a negative sign in front of the price.

Millennium Acquisitions · Middlebury College · acquisitions

File Edit View Go Tools Admin Window Help

**Invoice Processing** Print Inv Finish Suspend Cancel Show Bib Both

Invoice #  Invoice Date  Vendor

#	Record #	Title	Copies	Amount	Fund	Notes
1	o1059761x	When China met Africa (videorecordin) / Speak-It Fil...	1	\$265.50	discr	
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

**Totals**

Service Charge

	Subtotal	\$265.50
	Shipping	\$0.00
	Service Charge or Discount	\$0.00
Computed total:	\$265.50	Total
Difference:	\$265.50	Total
		\$0.00

Editing

start | Micros... | irunner.exe | Millennium... | Acquisito... | Gmail - In... | Search Re... | Document... | 2:29 PM

Click NEXT again and then you will come to what looks like the final screen:

Millennium Acquisitions · Middlebury College · acquisitions

File Edit View Go Tools Admin Window Help

**Invoice Processing** Print Inv Finish Suspend Cancel Show Bib Both

Invoice #  Invoice Date  Vendor

#	Record #	Title	Copies	Amount	Fund	Notes
1	o1059761x	When China met Africa (videorecordinal / Speak-It Fil...	1	\$265.50	discr	
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

**Totals**

Total

	Subtotal	\$265.50
	Shipping	\$0.00
	Service Charge or Discount	\$0.00
Computed total:	\$265.50	Total
Difference:	\$265.50	Total
		\$0.00

Editing

start | Microsoft Office Word | Millennium Acquisitions | Acquisitions | Gmail - In... | Search Re... | Document... | 2:29 PM

There is no need to enter the total price here: just click on FINISH in the center box.

Then click FINISH at the top of the screen.

Millennium Acquisitions · Middlebury College · acquisitions

File Edit View Go Tools Admin Window Help

**Invoice Processing** Print Inv Finish Suspend Cancel Show Bib Both

Invoice #  Invoice Date  Vendor

#	Record #	Title	Copies	Amount	Fund	Notes
1	o1059761x	When China met Africa (videorecordinal / Speak-It Fil...	1	\$265.50	discr	
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Computed total: \$265.50  
Difference: \$265.50

**Stop**

Computed total: \$265.50  
Difference: \$265.50

Subtotal: \$265.50  
Shipping: \$0.00  
Service C: \$0.00  
Total: \$0.00

Editing

Confirm that the Computed Total matches the total to be paid on the paper invoice in front of you.

Click USE COMPUTED TOTAL (or click edit if an error has been made).

“ARE YOU SURE YOU WANT TO FINISH THIS INVOICE?” Click YES

You will then see this screen as a summary. You can still edit this invoice if necessary, by highlighting it and choosing EDIT in the top right-hand corner.

Once invoices are POSTED you cannot edit them any longer. But do not use the post button that you see at the bottom of the page. We post only once per day, not after every invoice is created.

Millennium Acquisitions · Middlebury College · acquisitions

File Edit View Go Tools Admin Window Help

### Invoice Processing

View Edit

Up one level

Invoice

Browse Invoices

Line Items	Invoice	Invoice date	Vendor Code	Amount
1	21106908	10-17-2011	bullf	\$265.50

New Invoice Post Quit

start | Micros... | irunner.exe | Millennium... | Acquisito... | Gmail - In... | Search Re... | Document... | 2:34 PM

Enter today's date on the document chart, the third line: III Invoiced.

Click NEW INVOICE at the bottom if you have more invoices to pay on Millennium and start over.