HOW TO PAY AN INVOICE ON MILLENIUM

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).
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:

![Image of Invoice Processing]

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