Australian
National
University

Posting an Invoice Processing Session procedure

Date of approval 4 December 2013

History

This procedure replaces Posting an Invoice Processing Session – paper print.

Purpose

To provide the procedure for posting an invoice processing session.   The reason for posting is to keep accurate financial records on Sierra, the Integrated Library Management System. This process:

- encumbers or disencumbers funds as appropriate

- updates fund expenditures

- updates the payment history file

- clears the posting session.

Background

While postings can be done at any time, it is important that nobody is entering invoices at the time. Postings are carried out daily, Monday – Friday at 4.00pm.

Sierra also makes the following changes to the order records included in the invoices that are posted:

- updates the STATUS field

- adds a PAID field

- adds an INT NOTE field for claims or cancellations.

Postings must be done before voucher reports can be carried out

Procedure

1. Set up printer. Adobe Professional is the default printer for the PC and Sierra.

2. In Acquisitions on Sierra, select **Pay an Invoice**.

2.1 **Resize the Sierra Window** and arrange windows so that Adobe sits beside Sierra, not on top. (Otherwise creating the Adobe PDF will not be possible)

2.2 Check the status of all Sessions. If there is a status 'Keying in progress', try to identify who is keying invoices and ask them to stop. DO NOT begin to Post until all sessions have the status Free or 'ready to post'. If any session is in use that session will not be posted.
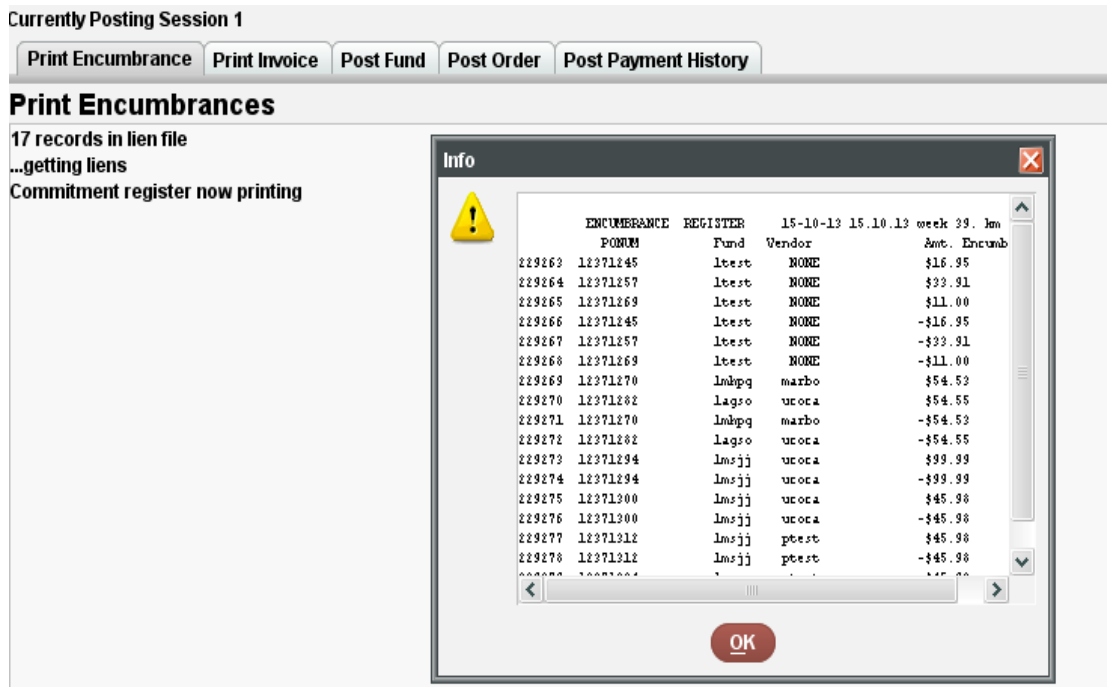
2.3 Choose Post All button. This will post all sessions listed as 'Ready to be posted'. When you post all, the sessions are posted in numerical order.

2.4 Enter the heading with the date, week number and initials for each pay session. Copy and paste to re-use
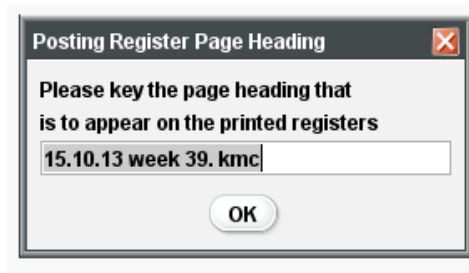
Sierra will then print the Encumbrances into a PDF file

3. Click on OK.

This generates the PDF files which are saved on the Megadisk in Z:\Financial Management\Postings\2013\Month. Normal postings follow the naming convention of year-month-day alphabetical order e.g. 2013-10-15 a, 2013-10-15 b, 2013-10-15 c.

Currency update postings follow the naming convention of year-month-day repeated capital alphabetical order e.g. 2013-10-15 AA, 2013-10-15 BB, 2013-10-15 CC.
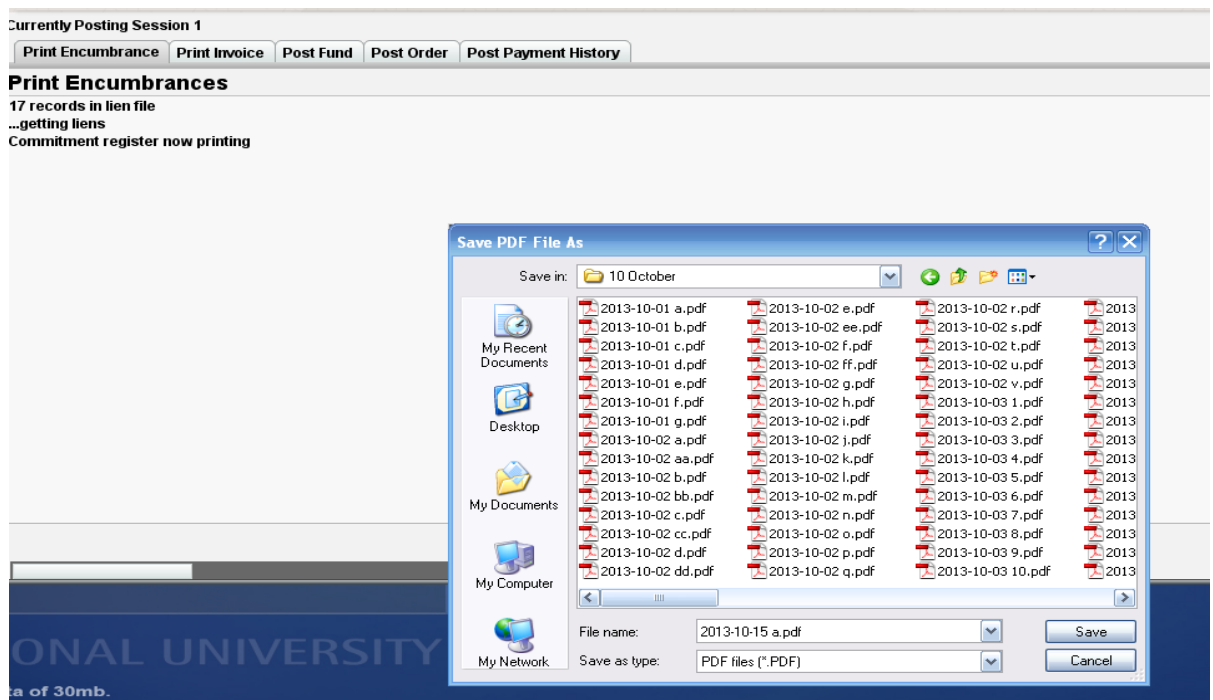
4. The invoice register will then appear
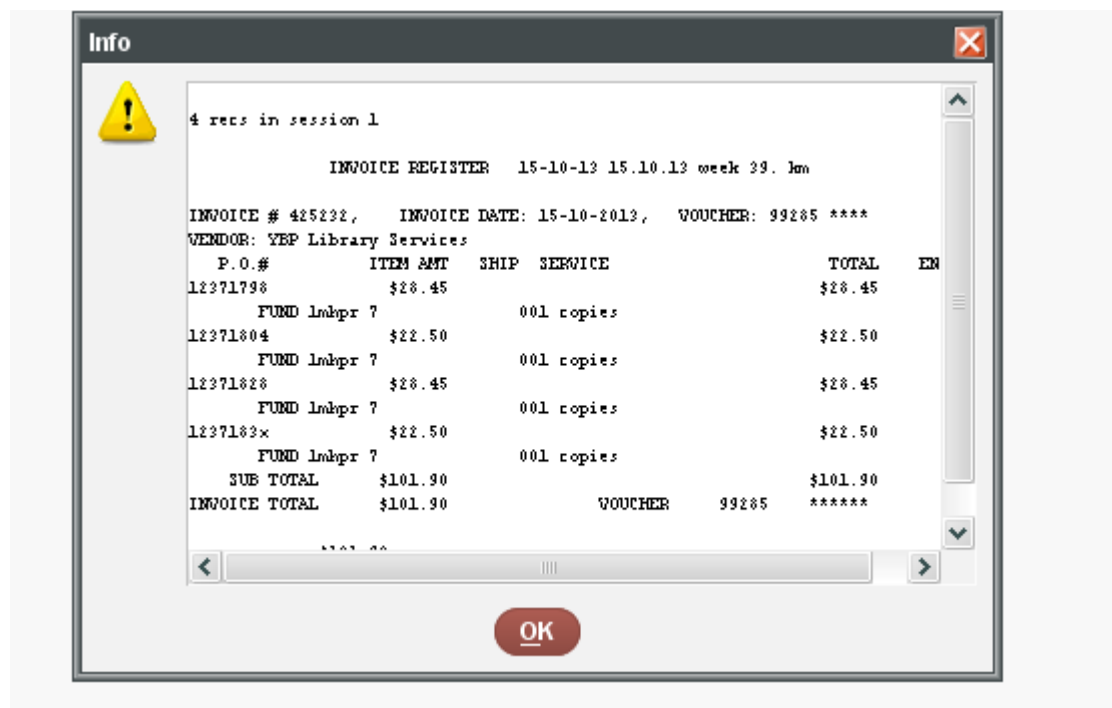
Check that this appears complete before clicking OK.

5. The Invoice summary will then appear, check this and click OK

6. When the Invoice Register and Invoice summary are complete the following box appears. Select Yes if all is correct. If there is a problem with the reports select No: this retains the data to enable the posting to be done again.

Continue?

? **Is printout OK?**

Yes　No

7. Sierra will then update the funds.

Updating Funds

POSTING REGISTER Vouchers 99285-99285, 15-10-13 15.10.13 week 39. km
Totals before $0.00 $108,044,834.19 $26,119,137.87

Last encumbrance previously posted is: 229262
Last voucher previously posted is: 99284
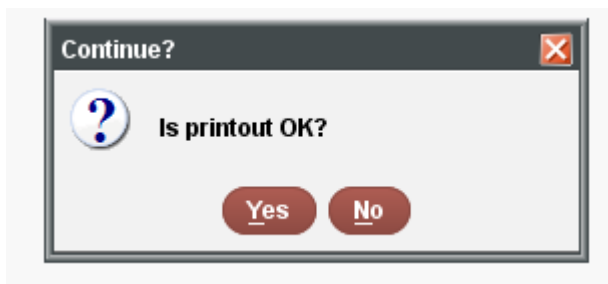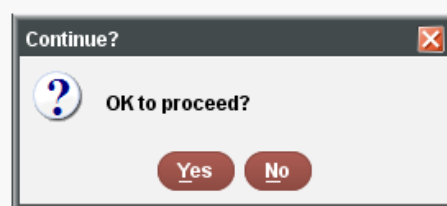
Continue?

? **OK to proceed?**

Yes　No

8. Click Yes to proceed. This will bring up the following screen

Updating Funds

POSTING REGISTER Vouchers 99285-99285, 15-10-13 15.10.13 week 39. km
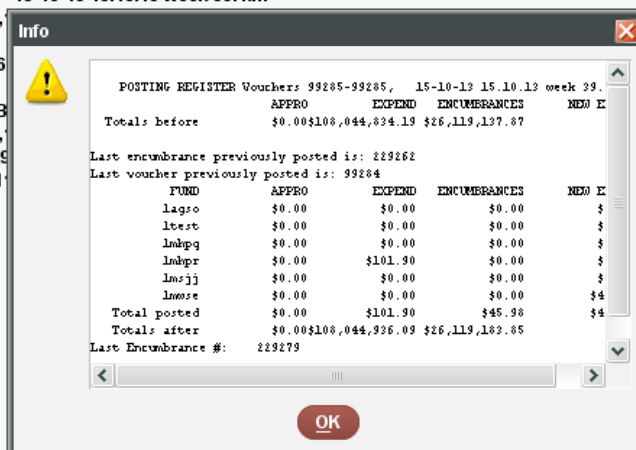Totals before $0.00 $108,044,834.19 $26,

Last encumbrance previously posted is: 22926
Last voucher previously posted is: 99284
      FUND   APPRO   EXPEND ENCUMB
Totals before $0.00 $108,044,834.19 $26,
Total posted $0.00 $101.90 $45.9
Totals after $0.00 $108,044,936.09 $26,1
Last Encumbrance #:   229279

Last Voucher #:   99285

Info

⚠

POSTING REGISTER Vouchers 99285-99285,   15-10-13 15.10.13 week 39.
                                 APPRO   EXPEND   ENCUMBRANCES   NEW E
Totals before $0.00 $108,044,834.19 $26,119,137.87

Last encumbrance previously posted is: 229262
Last voucher previously posted is: 99284
          FUND   APPRO   EXPEND   ENCUMBRANCES   NEW E
          lagso $0.00 $0.00 $0.00 $
          ltest $0.00 $0.00 $0.00 $
          lmhpq $0.00 $0.00 $0.00 $
          lmhpr $0.00 $101.90 $0.00 $
          lmsjj $0.00 $0.00 $0.00 $
          lmose $0.00 $0.00 $0.00 $4
    Total posted $0.00 $101.90 $45.98 $4
    Totals after $0.00 $108,044,936.09 $26,119,183.85
Last Encumbrance #:   229279

OK

9. When you click OK, Sierra will update the Pay History file.   Choose continue to post the next session until all sessions are posted. When all sessions are posted, choose Quit.

Currently Posting Session 1

| Print Encumbrance | Print Invoice | Post Fund | Post Order | Post Payment History |

Updating Pay History File

Payment History File had 0 records (max=10001)
17 encumbrance records transferred to Payment History File
4 pay.file11348 records transferred to Payment History File
Payment History File now has 21 records

Posting all done

Quit

10.. The Posting is now complete. Now record the New Bookvote monos + serials financial report data into the spreadsheet and logbook kept for this purpose

Related Documents

Review date

This procedure will be reviewed 2 years after authorisation.

Date 4 December 2013

Authorised by University Librarian