

## Payscan Quick Reference Guide

### When you receive an invoice:

1. Scan Invoice to your Payscan folder.
  - a. Scan all of your Single Page Invoices together in a separate PDF from your multiple page invoices. This will allow you to select the “Single Page Invoice” checkbox on the Scan/Import screen and Yardi will automatically insert a page break between each invoice.
  - b. For multiple page invoices:
    - i. You can scan each one separately, then import in the same Scan/Import batch by multi-selecting. Yardi will insert a separator page between each PDF.
    - ii. You can scan them as one PDF and manually insert the separator pages in Yardi from the Scan/Import screen.
  - c. For invoices received via email, save them to your PayScan folder for upload to Payscan (no need to print/scan).
2. Go to Roles~Payscan Data Entry
3. Click on Scan/Import Invoices (Invoice Register Section of Dashboard)
4. Fill in the Batch details:
  - a. Click off the Single Page Invoice checkbox before you open the PDF if you want separator pages between each page.
  - b. Click “Open PDFs”. Navigate to your Payscan folder and select your PDF(s), choose “Open”.
  - c. The Invoices will load onto your screen. It is finished loading when the images and separator pages show up at the top of the batch window. *(Remember, it still isn't a batch until you import it.)*
  - d. Choose Import Batch.



610-331-6019



michelle@mmconsultingsolutions.net



www.mmconsultingsolutions.net



1577 Wiltshire Village Drive, Wellington, FL 33414

**To process the invoices in your batch:**

1. From the top menu in the Payscale Data Entry Role, go to Dashboards~ Invoice Register Dashboard.
2. Fill out the filter to select only the items you wish to see. You can filter by property, batch #, **Created By**, etc. *(Hint: If you fill in your user code in Created By and check off the “No Data Entered” box, it will display all of the invoices that you have created that you haven’t begun to process.)*
3. Click on Hyperlink in the Invoice Register column to Open Invoice Register
  - a. Complete your data entry.
  - b. Ensure you choose the correct Expense Type; this determines which workflow gets assigned to the invoice.
  - c. Choose Save, the Validate. *(Remember, that you have to wait for the system to finish saving before you press Validate.)*
  - d. Choose your Next Step, then Choose Save Step and Next. This moves the invoice register to the next step in the workflow; it will show up on that approvers Workflow Dashboard to process.

*Notes:*

- i. “Save” saves the invoice details.*
- ii. “Save Step and Next” saves the Workflow Step; it does not save invoice details.*
- iii. When you reach the end of a batch, it will not take you to the “next invoice”. You will have to go back to your dashboard and open the first invoice register in the next batch.*

### Creating Payable Batches:

From your Invoice Register Dashboard:

- a. Fill out the filter by inserting your user code in “Created By” and check off the “Approved” checkbox. Click “Submit”. The system will return all of the invoices created by you that have been fully approved.
  - i. Select the invoices you wish to include in the payable batch by placing a check mark in the “Post” box next to the invoice. *(Note that you can click the “Select All” link if you wish to include them all in the batch.)*
  - ii. Fill in the post month (at top of tab)
  - iii. Click button: “Create Payable Batch”.

Your payable batch will be created.



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## Processing Payments (Roles~Accounting)

1. First you must Commit Payments
  - a. From the Side Menu, Payables~Commit Payments
  - b. Complete the filter, click “Display” (*Payable Batch IDs may be useful here if you wish to commit them by batch. You can also commit them by property. You want to be careful not to commit someone else’s payables.*)
  - c. Click the “Approve” checkbox (*You can utilize the “Check All” button if you wish to commit them all.*)
    - i. *Note: You can choose to pay a partial invoice by changing the amount in the “Amount to Pay” column of the Commit Payments screen.*
  - d. You will see in the top right hand section of the screen the current balance in your bank account, the amount of the items you selected to commit, and the Revised Balance. Make sure you have sufficient cash in the account to process your checks.
  - e. Click the “Commit” button at the top.
  
2. Next, you will Process Payments (cut checks)
  - a. From the Side Menu, Payables~Process Payments
  - b. Complete the filter.
    - i. Ensure that your Payment Date and Post Month are correct.
    - ii. Enter a Batch ID or Property to limit the display to only your invoices
    - iii. Click “Display”
  - c. Select the “Pay” checkbox next to the items you wish to pay.
  - d. Click “Process”.
    - i. When the YCheck Window opens, ensure that the checks are going to the correct printer.



General Tips:

1. If you encounter an error during check printing and Yardi records the check but it doesn't print, you can reprint the check from your Accounting Role.
  - a. Payables~Rewrite Checks
  - b. Fill in the Bank and check number(s)
  - c. Click "Submit"
2. Remember to periodically check the "Exceptions" tab to see if there are any invoices/payables that need additional attention.
3. Remember to periodically check for Rejected Invoices.
  - a. From Invoice Register Dashboard
    - i. Fill in your user code in "Created By"
    - ii. Select the "Rejected" check box.
    - iii. Click "Submit"

*An approver MUST insert a note when they reject an invoice so if you open the rejected invoice and navigate to the "Workflow" tab, you will see why it was rejected.*

*Note: Each client is unique. Please contact MM Consulting Solutions if you would like to develop a custom solution for your business.*



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