

# NEXUS PAYABLES

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NexusPayables Training Workbook

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## Introduction

Welcome to NexusPayables Training! Our goal is to equip you, as the user, with the knowledge and skills required to make optimum use of your NexusPayables systems.

Training will consist of following the trainer format:

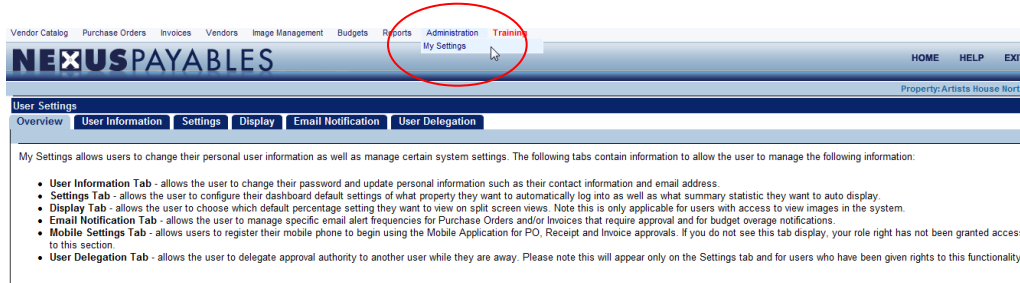
- ❑ Section exercises
- ❑ Student participation

At the end of this training the NexusPayables Participant Guide will serve as a reference guide in assisting you in your job responsibilities.

The Nexus Systems Training Team is here for you. If you would like to schedule additional training or a review session please send your request by e-mail to the Training Department at [training@nexussystems.com](mailto:training@nexussystems.com)

## Customize User Settings – Setting User Specific Defaults

To begin, mouse over the ‘Administration’ link on the NexusPayables menu bar, and click on ‘My Settings’:



The screen will open to six tabs. The following tabs should be viewed and completed where applicable. User information, Settings, Email Notification, User Delegation, and Mobile Settings.

**Note:**  
**Mobile settings will only appear if permission has been granted.**

User Information	Settings	Email Notification	User Delegation	Mobile Settings
Update your password  Enter your email address  Enter additional user information  Click ‘Save’ to update	Configure the default settings for your Home Page:  Select your default property or region  Select auto-display summary statistics Display  Choose which default percentage setting to view on split screen views	Set up customized alerts to stay up to date with your documents as they go through the approval process  Decide which Status Alerts to set (you will get notified every time your documents enter the status you selected)  Set your Frequency-Based Alerts and specify their timing (you will only get notified about these documents at those set times)	This tab allows you to delegate approval rights for your POs/ Invoices to another user, for a specified period  Use this function to ensure coverage while you’re away from the office	This tab will allow users to use their mobile device to approve and reject purchase orders, receipts, and invoices

## Dashboard

The NexusPayables Home Page (Dashboard) provides a snapshot of your work, and allows easy access to critical information.

Vendor Catalog Purchase Orders Invoices Vendors Image Management Budgets Reports Administration Training

**NEXUSPAYABLES** HOME HELP EXIT

Property: Artists House North

You are signed on as PNCodert. View Artists House North (Go) Current Property Region All Properties

Accounting Details: Current Accounting Period is 4 Property Delegations: (none)

**Summary Statistics**

Invoices On Hold	0	Images to be Indexed	160
Images to Convert to Invoice	6	Rejected Receipts	0
Image Invoices to be Processed	0	Rejected Invoices	0
My Purchase Orders	0	Rejected Purchase Orders	0
My Invoices	0	Image Exceptions	0

**Images to Convert to Invoice**

Scan Date	Invoice Date	Due Date	Property	Vendor	Reference	Amount	Priority	Convert	View
03/23/2012	02/03/2012	03/04/2012	Artists House North	CLEANERS OF AMERICA	Rbpb01202.1	\$9,391.74		Convert	View
03/23/2012	12/05/2011	01/04/2012	Artists House North	SIMPLEXGRINNELL	74836070.1	\$3,560.00		Convert	View
03/23/2012	02/21/2012	03/22/2012	Artists House North	SIMPLEXGRINNELL	67503586.1	\$174.15		Convert	View
03/23/2012	03/01/2012	03/31/2012	Artists House North	WASTE MANAGEMENT	4958858.1	\$978.20		Convert	View
03/23/2012	03/01/2012	03/31/2012	Artists House North	WASTE MANAGEMENT	4956857.1	\$119.95		Convert	View
03/23/2012	01/21/2012	02/20/2012	Artists House North	ZEPHYRHILLS DIRECT	02b008105009.1	\$47.77		Convert	View

Quick Search  
 Searching for: All POs  
 By: Reference Number  
 Keyword: Search  
\*Only searches the past 45 days

Nexus Systems: Proprietary and Confidential Contact System Info

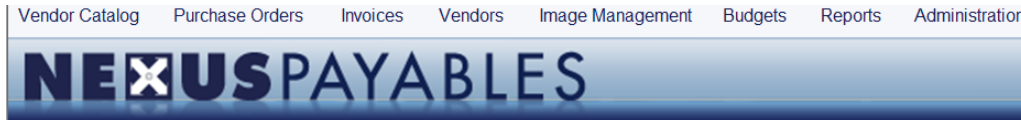
From the Dashboard, you can:

- ❑ Select and view statistics for any of the properties assigned to you, using the drop-down menu at the top of the screen
- ❑ Decide to view information on one property, one region, or all properties, by clicking the appropriate radio button
- ❑ Click on “Accounting Details” to view accounting information for the current property
- ❑ View any existing Property Delegations
- ❑ View detailed information on any summary statistic. For example, clicking ‘My Invoices’ link will display a list of the invoices you created at the bottom part of the Dashboard page
- ❑ Navigate to a specific Purchase order, Invoice, Image, Vendor or Message from the bottom part of the Dashboard
- ❑ Sort information, by clicking on any underlined column heading in the bottom part of the Dashboard
- ❑ Perform a Quick Search for invoices or purchase orders in the past 45 days from creation, using the window on the right side of the Dashboard

## The Navigation / Tool Bars

### Menu Bar

The menu bar will be shown at all times while you are navigating the home page. It will allow you to begin one of eight processes.



**Vendor Catalog:** View Catalog Listing-Open Orders-Favorite Items

**Purchase Orders:** Register-New-Search

**Invoices:** Register-New-Search

**Vendor:** Search

**Image Management:** Upload-Indexing-Convert

**Budgets:** Review

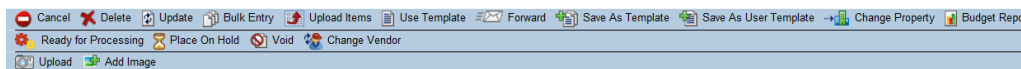
**Reports:** Custom-Standard

**Administration:** My Settings

### Button Bar

The Button Bar of the purchase order and invoice windows provides access to a variety of tools designed to simplify and accelerate data entry.

The Button Bar will display icon options depending on the user roles and the status of the purchase order/invoice.







# Vendor Catalog



The main Nexus Catalog register displays all the catalogs that have been setup and assigned to the properties accessible by the user. The catalog home page enables users to navigate the catalog module. The catalog home page is equipped with the following functionalities:

<b>Shop By Brand</b>	Allows a user to search for items by manufacturer. This only applies to catalogs that were uploaded and does not apply to catalogs that are linked directly to the vendor's web-site at this time.
<b>Advance Search</b>	Allows a user to search multiple catalogs at once.
<b>Favorites</b>	Displays a listing of items saved in a favorites list by the user for quick reference and/or use. This only applies to catalogs that were uploaded and does not apply to catalogs that are linked directly to the vendor's web-site at this time.
<b>Jump to Catalog</b>	Provides users the ability to navigate between catalogs without having to return to the catalog main page.
<b>Search</b>	Allows user to search for catalog items by any keyword, category, item type, item number, item description or brand. This only applies to catalogs that were uploaded and does not apply to catalogs that are linked directly to the vendor's web-site at this time.
<b>View Order</b>	Displays the details for items selected for purchase.

## Viewing a Catalog

To view a catalog, click on the vendor name

### Vendor Catalog Categories

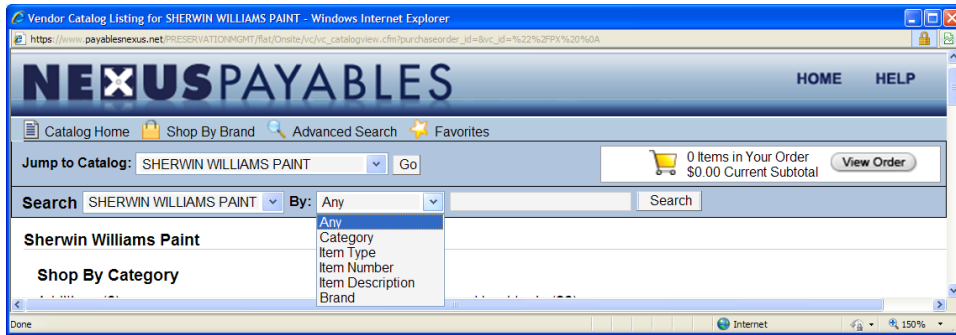


There are several different views of catalogs. These include the following:

<b>Non-Integrated Vendor Catalog (Upload Catalog)</b>	Displays the listing of items that were uploaded from the vendor. The user selects items from the catalog and the items are added automatically to a PO in NP. The PO can then be routed for approval and the order automatically placed once the final user approves it.
<b>Information Page</b>	Displays an information page about the services the vendor offers and provides information on how to contact them for a quote. Purchase Orders for these vendors will need to be entered into NP manually, routed for approval, and forwarded to the vendor.
<b>Vendor Site Link</b>	Provides a link to order directly from the vendor's web-site. Items selected during the shopping process are not pulled into NP and automatically added to a PO. Users must create a PO in NP, manually enter the items to be ordered, and submit the PO for approval before submitting their order online.
<b>Integrated Nexus Catalog (Punch Out Catalogs)</b>	Links the user to the vendor's online catalog that is integrated with the NP Nexus Catalog module. The user selects items from the vendor's website and the items are pulled into NP and automatically added to a PO in NP. The PO can then be routed for approval and the order automatically placed once the final user approves it.

## Item Search

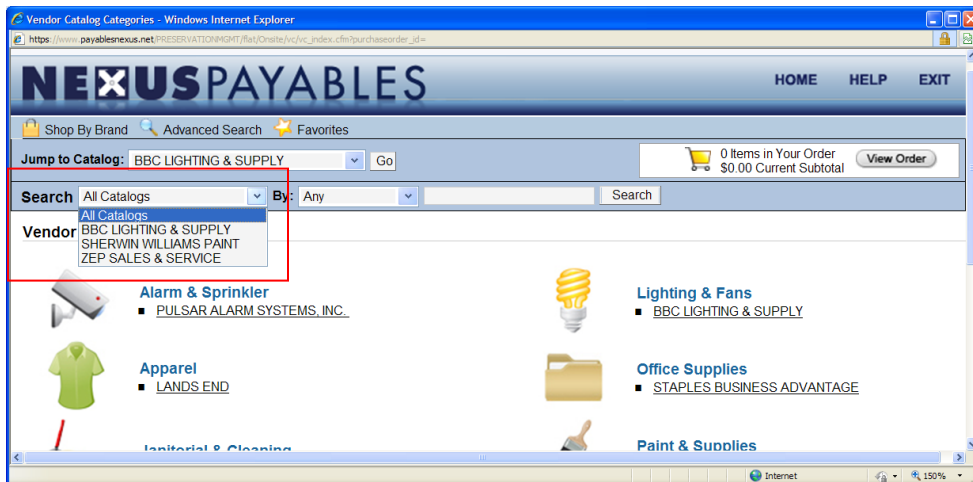
As an alternative to drilling down to find the item you are looking for, you can use the Quick Search feature that is on the button bar on all pages of the catalog. You can search by Category, Item Type, Item Number, Item Description or Brand or Any (default), which will look through all the search options by the keyword entered. Simply enter the keyword and click Search.



For example, when entering Tape as the keyword and clicking search, the search results display the two items that include Tape in the Item Description.

### Searching Across Catalogs

For the catalogs that have been uploaded, you also have the ability to search for items across all uploaded catalogs. To search across all uploaded catalogs, click on the Search drop down and select ALL Catalogs (default).



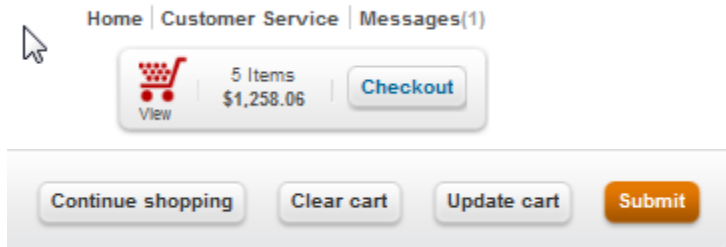
For example, when selecting All Catalogs by Item Number and entering “21” as the keyword, results from two different vendor’s catalogs display.

### Creating a Punch Out Order

To being selecting items for punch-out complete the following steps:

1. Begin order by searching for and selecting items to order and adding them to your cart.
2. All vendor sites will have a View Order or View Card function on each page where you can review the list of items for order at any time.

When you are ready to check out, go to the Order and click Submit/Check Out

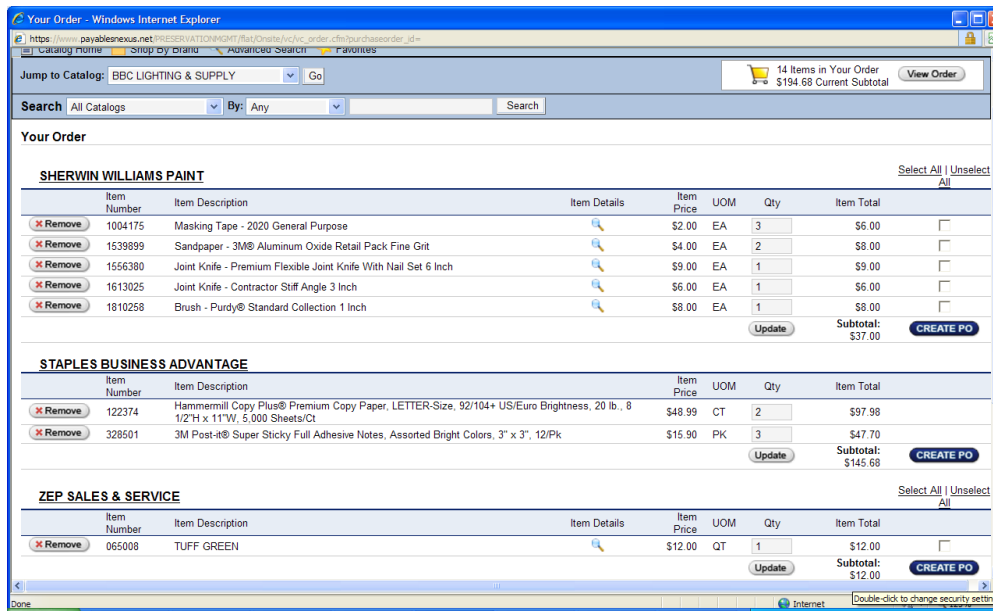


### Order Check Out

When you are ready to create Purchase Orders out of your selected catalog items, click View Order from the top right Shopping Cart Summary button on any page in the Catalog module.

This page will display all items that have been selected, grouped by vendor, as Purchase Orders are vendor specific.

To create a purchase order for a specific vendor, select the items that are to be added to the purchase order by selecting the check box next to the item. If all items are to be added to a single Purchase Order, simply click on Select All and all items will be selected.



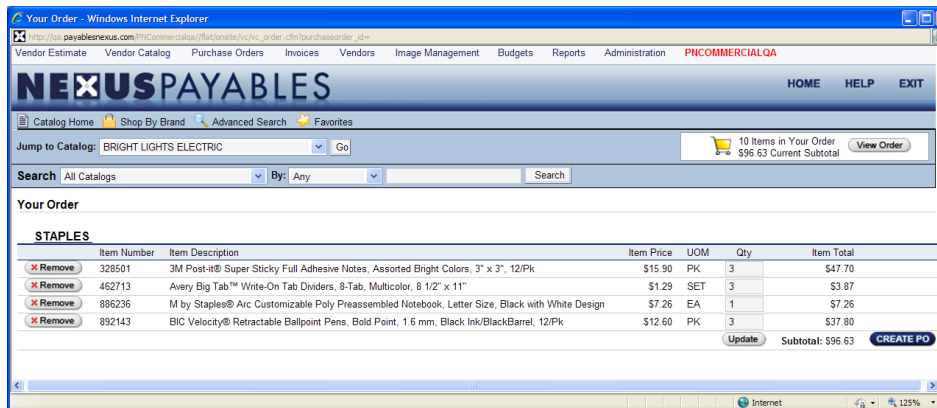
### Order Editing

In the event edits are necessary prior to processing your punch-out order, the following functionalities are available for use:

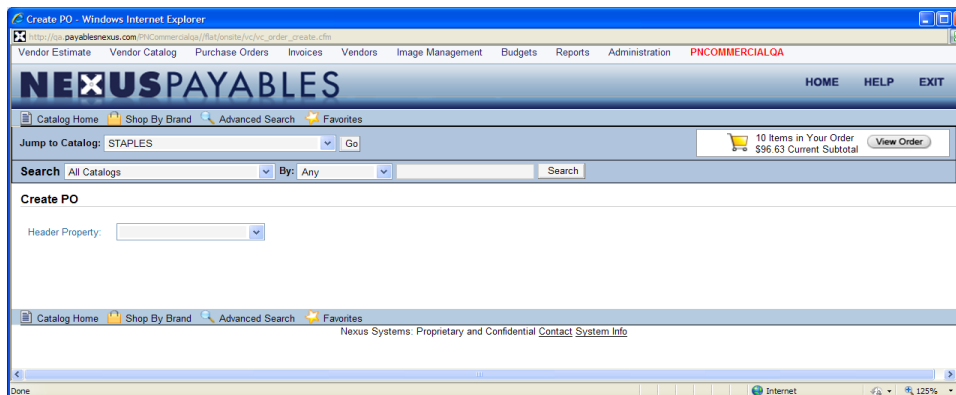
<b>Remove</b>	If clicked, will remove the line item from the punch out order.
<b>Item Details</b>	Only works for uploaded items and will not display additional details for punch out catalogs at this time.
<b>QTY Update</b>	If clicked, will allow user to update the quantity for purchase.

To add the shopping cart items to a Purchase Order, complete the following steps:

1. Click **CREATE PO**

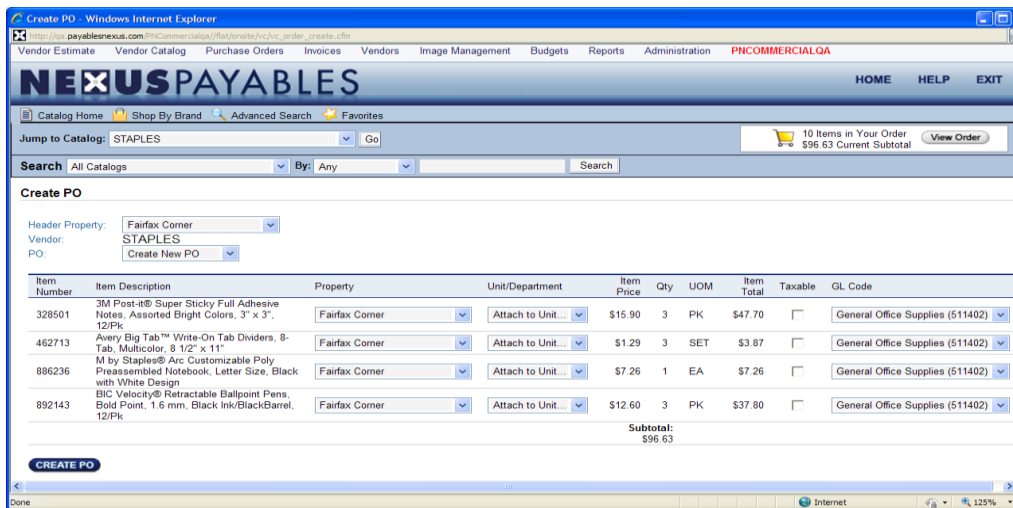


2. Select header property for the PO



3. Select the following fields as appropriate

- ❑ PO drop-down (select an Open PO number if you are adding these items to an existing open PO)
- ❑ Line property selection (if different than the header property)
- ❑ Unit/Department (select the unit number the expense is for if applicable)
- ❑ Taxable (toggle check box)
- ❑ GL code (the vendor default will display if setup; this is a required field that must be selected before the PO can be created)



4. Click **CREATE PO** to create the Purchase Order. This brings the user back to the familiar NP Purchase Order interface, from which the user can make any additional edits to the PO (add notes, over budget notes, header information) and submit the PO for approval.



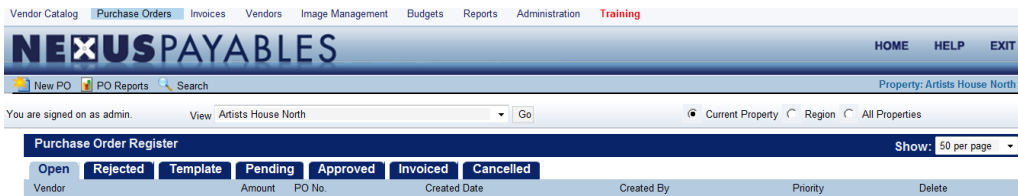
## Purchase Order

NexusPayables includes a register for Purchase orders. The register allows users to view documents by their status, run reports, or search for a specific Purchase order.

To open the Purchase Order Register, complete the following steps:

1. From the Menu Bar
2. Mouse over **Purchase Orders** in the Menu Bar
3. Mouse down and click on **Purchase Order Register**

The following seven tabs will display



<b>Open tab</b>	POs that only have a vendor, property, and line item field completed. These have not been processed or submitted for approval.
<b>Rejected tab</b>	POs that were sent back by the approver to the originator of the PO.
<b>Template tab</b>	Saved POs that can be re-used on a regular basis.
<b>Pending tab</b>	POs pending the approval of one or more users.
<b>Approved tab</b>	POs that have been approved (Released) by all users triggered by workflow. These are now ready for final review and to be converted to or linked to an Invoice.
<b>Invoiced tab</b>	POs that have been approved by all users triggered by workflow. These are now ready for final review and to be converted to or linked to an Invoice.
<b>Cancelled tab</b>	POs that have been marked cancelled




### Creating a Purchase Order

From the Menu Bar mouse over **Purchase Order**

1. Select New PO  
The screen will refresh and open with a blank PO. The following information will be required to be entered.
2. Select a Property from the property drop down list and click GO
3. Select Vendor from the vendor favorite drop down list and click GO
4. Click **'Add to Line'**
5. Enter the **Quantity**
6. Enter the **Price**
7. Enter the line item **Description**
8. Confirm that the default GL is correct or select a new GL
9. Click **Save or Save and Add Another**
10. Click **'Ready for Processing'** to Submit the PO for Approval. If no approval is needed click **'Release'**

QTY	Description	GL Account	MTD Budget	MTD Remaining	Item Price	Amount
1	Monthly Service	MC5048000 Janitorial/Cleaning	\$0.00	(\$1,000.00)	\$1,000.00	\$1,000.00
SHIPPING:						0.00
SALES TAX:						0.00
TOTAL:						\$1,000.00



- Once line items are filled out, the vendor cannot be changed.
- All blue shaded fields are required information
- Use bulk entry for multiple line items

### Purchase Order – Using Receiving (If applicable)

To assist users in the tracking Purchase order items that have been received, the system can be configured to enable the process of documenting the received items.

To add Receiving, complete the following steps:

1. Open a PO in the 'Released' status
2. Select Receipt Required (if not set as default)
3. Mark item as received (If user right has been granted)

The PO to Receipt Conversion Page will open to select received items

1. Enter the **Quantity** received
2. Enter the amount, tax, and shipping
3. Click **Save** to complete the conversion

**PO to Receipt Conversion Page**

**Purchase Order Information**

Vendor: ABM JANITORIAL  
 Purchase Order Number: 1TPH-128194-042012  
 Approved PO Amount: \$1,000.00  
 Received Amount: \$0.00  
 Cancelled Amount: \$0.00  
 Amount Remaining: \$1,000.00

**Receipt Information**

Received On: 03/26/2012  
 Property: Artists House North  
 Vendor Reference Number:   
 Add to Existing Receipt:

**Receipt Item Details**


Please select your received items below.

Received as Ordered

Quantity	Description	Unit Price	Taxable	Tax	Shipping	Total Amount
<input checked="" type="checkbox"/> 1.00 of 1.00	Monthly Service Janitorial/Cleaning (MC5048000) Artists House North	1000.00	<input type="checkbox"/>	0.00	0.00	1000.00

\*The sum of line Total Amounts may not match Total Received Amount due to rounding.

Total Received Amount: 1000.00

 **Only line items that have been marked as received will be allowed to be converted to or linked to an invoice.**

**Purchase Orders – Using Job Costing (If applicable)**

Creating a Purchase order using job costing will required the normal fields to be completed. To use job costing, complete the following actions:

1. From the Menu Bar mouse over **Purchase Orders**
2. Drag the mouse down and click **New Purchase Order**
3. Fill in the following fields
  - Property (click GO)
  - Vendor (click Update)
  - Quantity
  - Description
  - Item price
  - GL account (replaced by cost code and will not appear)

When all the above fields have been completed, complete the appropriate job cost fields below.

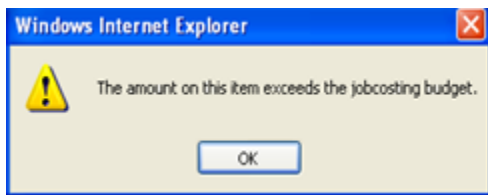
- Contract
- Change Order
- Job Codes
- Phase Codes
- Cost Codes
- Retention

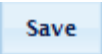
To view the contact budget prior to saving the entry click on the contract budget report  **Contract Budget Report** icon. This will display the budget amount, actual amount, and the variance.

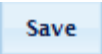
**NEXUSPAYABLES**  
Contract Budget Setup Report

Contract Code	Change Order	Job Code	Property	Cost Code	GL Account	Budget	Actual	Balance Remaining
10001		200	345 Park Avenue	348501	WP-EXTERIOR LANDSCAPING CONTRACT (552205)	\$800.00	\$0.00	\$800.00
10001		201	345 Park Avenue	348502	WP-EXTERIOR LANDSCAPING CONTRACT (552205)	\$887.70	\$0.00	\$887.70
10001		402	Fairfax Corner	348501	WP-EXTERIOR LANDSCAPING CONTRACT (552205)	\$800.00	\$0.00	\$800.00
10001		402	Perimeter Center	348501	WP-EXTERIOR LANDSCAPING CONTRACT (552205)	\$800.00	\$0.00	\$800.00
10001		403	Perimeter Center	348502	WP-EXTERIOR LANDSCAPING CONTRACT (552205)	\$887.70	\$0.00	\$887.70
10001		403	Fairfax Corner	348502	WP-EXTERIOR LANDSCAPING CONTRACT (552205)	\$887.70	\$0.00	\$887.70

If you have gone over the contract budget you will receive a warning message that you have exceeded the job costing budget and will need to follow internal procedures.





Once the appropriate fields have been completed click the  button. All fields selected will appear on the line item and you may proceed with the next line item entry or submit for approval.

QT	Description	GL Account	MTD Budget	MTD Remaining	Item Price	Amount
1	Contract Service Contract: CONTRACT1 - Contract #1 Change Order: Contract_1_CO_1 - Contract 1 Change Order 1 Job Code: Construction - Construction Phase Code: 00 - Cost Code: Stework - 010000	1750 CO-Construction	\$0.00	(\$50.00)	\$50.00	\$50.00
SHIPPING:						0.00
TAX:						0.00
GROSS TOTAL:						\$50.00
NET AMOUNT:						\$50.00

### Purchase order Template

PO Templates can be used as a starting point for quick entry of similar POs in the future. An unlimited number of templates can be created in the system.

There are two types of Templates that can be created in the system.

<b>System Templates</b>	Clicking on this button saves the PO as a Template for later use. When a PO is saved as a Template, the system will make the Template available to all users of the current property and will appear in the Template tab of the Purchase order Register.
<b>User Templates</b>	Clicking on this button saves the PO as a Template for later use. When a PO is saved as a User Template, the system will make the template available to the current user only for the properties listed in the PO and will show up in the Template tab of the Purchase order Register.

**Create a Purchase order Template**

In order to create a new PO Template (as allowed by user rights), follow the steps to create a New Purchase order. Once the Vendor has been selected on the PO, the new PO can be saved as a Template by clicking on the Template button or User Template button in the buttons bar at the top or bottom of the page.

**Retrieve and Process a Purchase Order Template**

A Template is a shortcut for creating a new PO. When the user retrieves and processes a PO Template, the system creates a copy of the Template to be used. This ensures that the original Template remains the same and can be used for future POs.

**To Retrieve and Process a Purchase order Template**

1. Go to the Purchase order Register Main Page by clicking **'PO Register'** in the Purchase Order menu bar at the top of the screen.
2. Click on the **Template Tab**.
3. Click on the **Vendor Name** to select a PO Template. The Template will display.
4. Review the Template to ensure it is the desired Template. Click the **'Use Template'** button. A new PO will be created with the information from the Template.
5. Fill in the required PO fields at the top and click the **'Update'** button to save the changes.
6. Edit a line item by clicking on the **'Edit'** link under the Amount of that line item. Edit PO line item fields. If multiple lines need to be edited, consider using the PO Bulk Entry button.
7. Add another row by clicking **'Add a Line'** button above the Amount field.
8. To delete an item; click the **'Delete'** button in the amount column.
9. Verify the tax estimates based on the taxable line items and enter a shipping estimate for the order, if appropriate.
10. Enter Notes and/or Budget Overage Notes (notes to explain reason for this transaction that caused a budget overage), as necessary.

When complete, click the **'Ready for Processing'** button or if the PO does not require approval click the **'Release'** button.

**Purchase Order split**

This section will show you how to split Purchase orders between multiple properties and/or GL accounts.

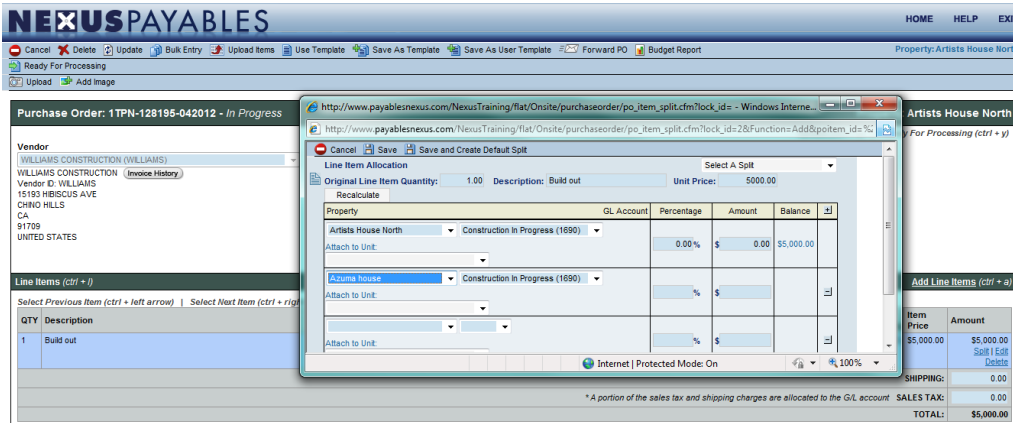
Once you have created your Purchase order with a quantity, description, and item amount. Click 'Update' and select the 'Split' link on the line item.

Complete the following steps to apply the split to the Purchase order:

1. Click the plus sign(+) in the corner of the split box for additional line item to open
2. Enter the **Amount** or **Percentage** in which you are splitting
3. Click **'Save'** to apply the split to the Purchase order or click **'Save as Default Split'**.



Choosing save as default split applies the split to the purchase order and will also save the split for future use.

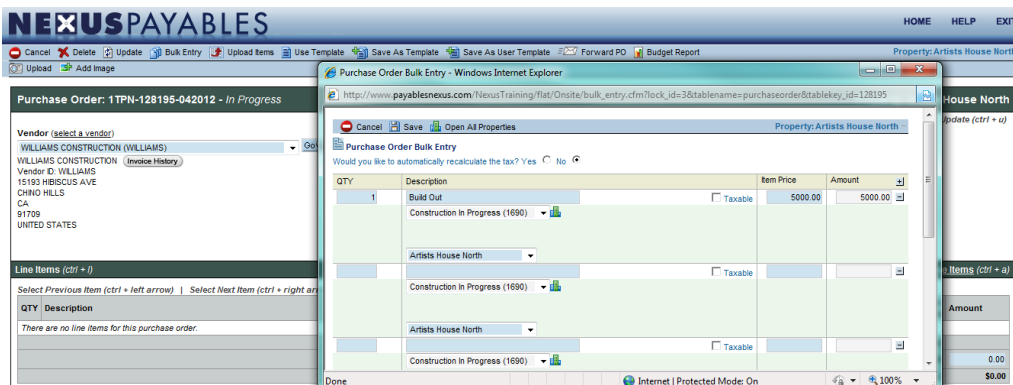


### Bulk Entry

Bulk Entry enables a user to quickly make entries and edits to several line items of a Purchase order without having to update the document line by line.

Take the following steps to complete bulk entry:

1. From the Button Bar click '**Bulk Entry**'  
The bulk entry page will open
2. Enter the Quantity
3. Enter the Description
4. Enter the GL code
5. Enter Item Price
6. Click 'Save'



You can create line items for multiple Properties, by clicking on the building icon, and selecting the appropriate property.

You cannot make or edit splits within the Bulk Entry screen. Splits must be done on the Purchase Order Detail page.



Use keyboard 'Tab' button to navigate through the screen

If a new GL account is needed, exit bulk entry and add the new GL account from the 'Add a Line' view

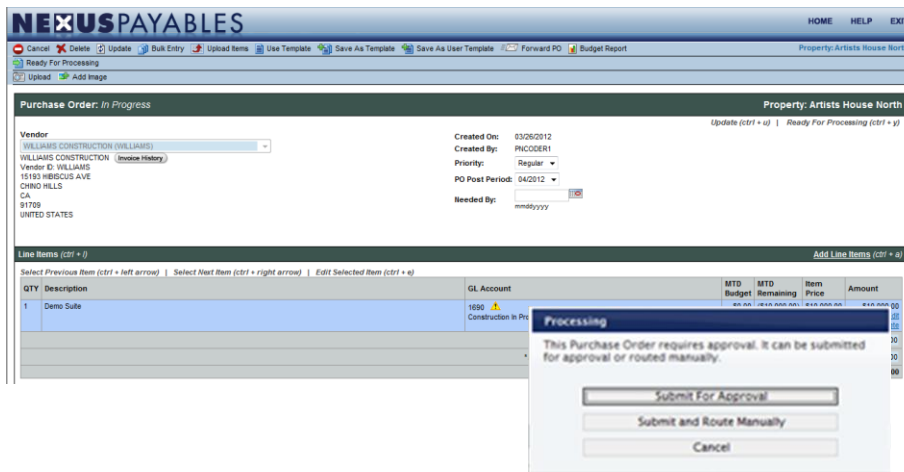
### Submitting Purchase Orders

Once you have completed the entry of information onto the purchase order and save, the purchase order will need to be submitted to the next person in the workflow.

Complete the following step to submit the purchase order for approval:

1. Click, 'Ready for Processing', followed by clicking, 'Release' or 'Submit for Approval'.

The PO will be routed according to the workflow setup.



### Purchase Order Search

For auditing and research you will have the ability to look up purchase orders in any status.

Complete the following step to research a purchase orders:

1. From the Menu Bar mouse over **Purchase order**
2. Click **'Search P.O.'**
3. Enter the available search information
4. Click **'GO'** to process the search



**When conducting a search you will need to use a least two characters when searching by vendor or PO number.**

**Search**  
Use the following form to search for Purchase Orders and Invoices.

• Searching for: Any PO By: PO Number Keyword: 1tpn

And/Or:   
And/Or:

Properties:  
 Current Property  Multiple Properties  Region  All Properties  
 Active  
 Inactive  
 On Hold

Search Results (records 1-17 of 17) Show: 25 per page

Date	Number	Property	Vendor	Vendor ID	Amount	Status
03/27/2012	11TPN-128265-042012	Getty Center	WASTE MANAGEMENT	WMTGF	\$978.20	Released
03/27/2012	11TPN-128259-042012	Getty Center	WASTE MANAGEMENT	WMTGF	\$978.20	Released
03/27/2012	11TPN-128258-042012	Artista House North	WASTE MANAGEMENT	WMTGF	\$978.20	Released
03/27/2012	11TPN-128228-042012	Getty Center	SIMPLEXGRINNELL	SIMPLEX	\$2,500.00	In Progress
03/27/2012	11TPN-128228-042012	Getty Center	WASTE MANAGEMENT	WMTGF	\$225.00	Released
03/27/2012	11TPN-128228-042012	Great Sphinx	WASTE MANAGEMENT	WMTGF	\$225.00	Released
03/27/2012	11TPN-128227-042012	Artista House North	SIMPLEXGRINNELL	SIMPLEX	\$225.00	Released
03/27/2012	11TPN-128227-042012	Azuma house	SIMPLEXGRINNELL	SIMPLEX	\$225.00	Released
03/27/2012	11TPN-128225-042012	Getty Center	WASTE MANAGEMENT	WMTGF	\$978.20	Released
03/27/2012	11TPN-128215-042012	Getty Center	SIMPLEXGRINNELL	SIMPLEX	\$1,100.00	Released
03/27/2012	11TPN-128214-042012	Artista House North	SIMPLEXGRINNELL	SIMPLEX	\$1,100.00	Released
03/27/2012	11TPN-128210-042012	Getty Center	SIMPLEXGRINNELL	SIMPLEX	\$2,500.00	Released
03/27/2012	11TPN-128201-042012	Artista House North	CLEANERS OF AMERICA	COA	\$9,061.33	Released
03/27/2012	11TPN-128200-042012	Getty Center	CLEANERS OF AMERICA	COA	\$9,061.33	Released
03/26/2012	11TPN-128196-042012	Artista House North	WILLIAMS CONSTRUCTION	WILLIAMS	\$400.00	Invoiced
03/23/2012	11TPN-128193-032012	Artista House North	ABE'S TAYLOR SHOP	ABE	\$550.00	Released
03/23/2012	11TPN-128192-032012	Artista House North	ABE'S TAYLOR SHOP	ABE	\$600.00	Released

PO Register Invoice Register Search

Nexus Systems. Proprietary and Confidential Contact System Info



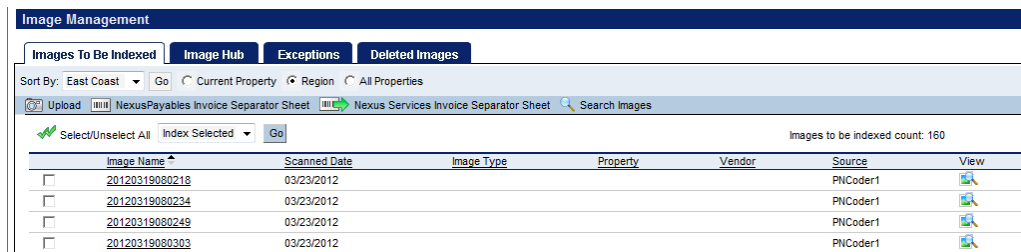


## Images – Main Page

The Image Management Main Page provides access to all imaging related functions. In order for images to be listed here, they first need to be scanned and uploaded into NexusPayables.

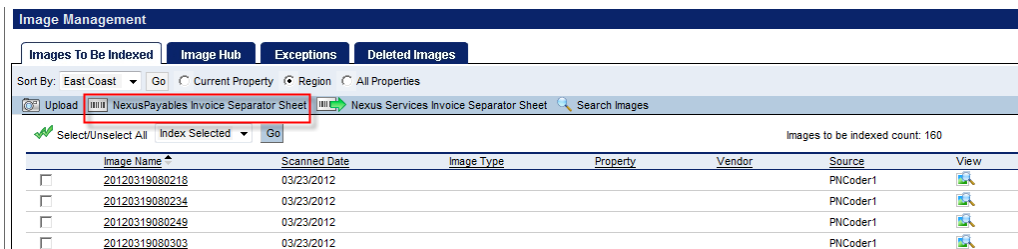
The Image Management module offers four tabs in which images and documents can be located.

<b>Images to Be Indexed</b>	Images that have been uploaded but have not been indexed.
<b>Image Hub</b>	Images that have been indexed into purchase orders or invoices for conversion.
<b>Exceptions</b>	Images that have been indexed but are missing an invoice number, vendor, property, or other items flagged as an exception.
<b>Deleted</b>	Images that have been deleted.



### The Barcode Separator

For multi-page invoices, you'll need a barcode separator to identify the distinct invoice. You can print a barcode separator from the Image Management main page:



### Scanning Images

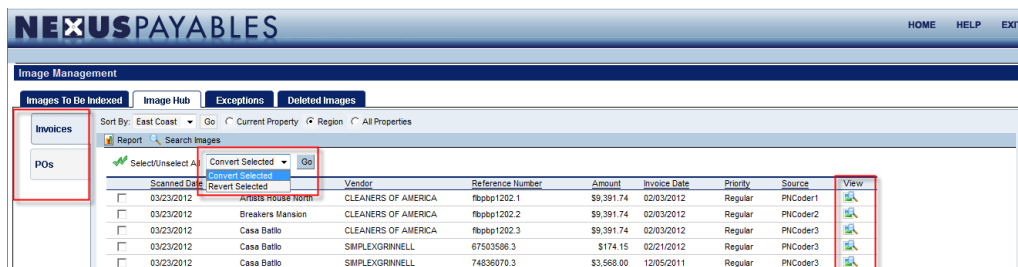
Invoices need to be stacked and scanned according to one of these 4 groups listed below:

Document Group	Bar Code Separator Sheet?	Other Requirements
Single Sided, Single Page Invoice	No	Invoices can be stacked and scanned. The scanner will automatically create a new file for each page that is scanned.
Double Sided, Single Page Invoice	No	Invoices can be stacked and scanned. The scanner will automatically create a new file for every two pages (front and back) that is scanned.
Single Sided, Multi-Page Invoices	Yes, on top of each invoice that is scanned.	The first page that is scanned should be the bar code separator sheet followed by an invoice, followed by another separator page, etc. The last page should never be a bar code separator sheet.
Double Sided, ( A copy of the back page should be made) Multi-Page Invoices	Yes, on top of each invoice that is scanned	The first page that is scanned should be the bar code separator sheet followed by an invoice, followed by another separator page, etc. The last page should never be a bar code separator sheet.

### Indexing Images

Once indexed, images move to the 'Image Hub' tab, where they are sorted into two main tabs (where applicable): Invoices and PO's. From here you can:

- ❑ Convert images of invoices.
- ❑ Revert all images back to the 'Images to be Indexed' tab.
- ❑ View images, search images, or delete images.



## Documents and Images – Uploading

NexusPayables allows you to upload images and documents to attach to purchase orders and invoices.

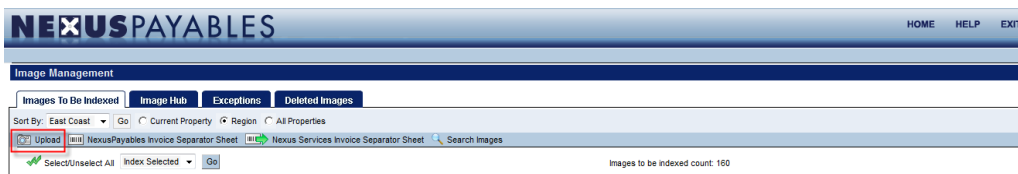
Complete the following step to upload images and or documents:

1. From the Menu Bar
2. Click 'Image Management'
3. Click the 'Upload' icon

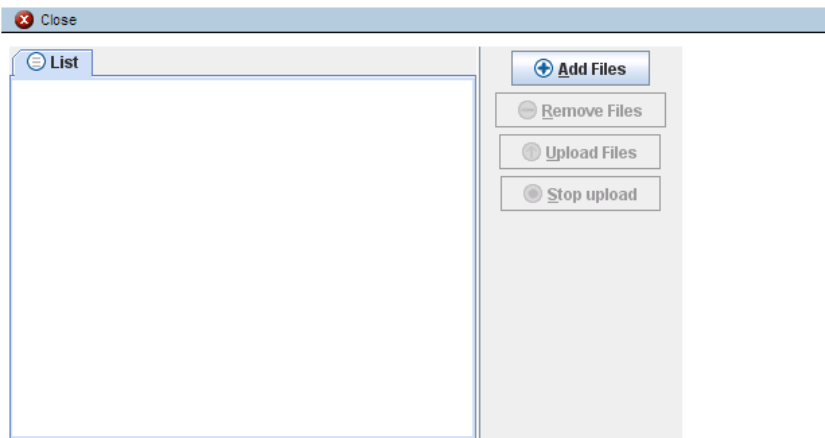
The file upload box will appear. Select the images or documents that you want to upload

4. Click 'Add Files'
5. Click 'Upload files' to add them to the Images To Be Indexed tab.

Once the images have been uploaded you will be able to retrieve them in the Images To Be Index tab.



The above steps can be followed to upload an image or document while working in a purchase order or invoice. Fifty images can be uploaded at one time.





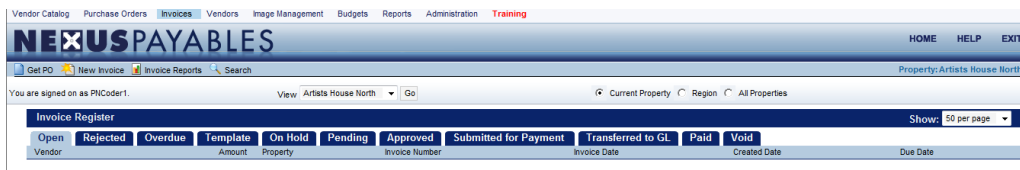
## Invoices

NexusPayables includes a register for Invoices. The register allows users to view documents by their status, run reports, or search for a specific Invoice.

To open the Invoice Register, complete the following steps:

1. From the Menu Bar
2. Mouse over Invoice in the Menu Bar
3. Mouse over and click on Invoice Register

The following eleven tabs will display



<b>Open</b>	Invoices that only have a vendor, property, and line item field completed. These have not been processed or submitted for approval.
<b>Rejected</b>	Invoices that were sent back by the approver to the originator of the Invoice.
<b>Overdue</b>	Invoices that have exceeded the system date of 30 or more days without being paid
<b>Template</b>	Saved Invoices that can be re-used on regular basis.
<b>On Hold</b>	Invoices that have been placed on hold for internal reasons
<b>Pending</b>	Invoices pending the approval of one or more users.
<b>Approved</b>	Invoices that have been approved by all users triggered by workflow.
<b>Submitted for Payment</b>	Invoices that have completed workflow and are ready to be submitted for payment to the GL system.
<b>Transferred to GL</b>	Invoices that have been submitted for payment in the GL system displaying their status.
<b>Paid</b>	Invoices that have been paid in the GL systems. This tab will only display one to three periods of payments depending on the system configuration.

**Creating an Invoice**

1. From the Menu Bar mouse over **Invoices**
2. Select New Invoice

The screen will refresh and open with a blank invoice. The following information will be required to be entered.

3. Select a **Property** from the property drop down list
4. Select **Vendor** from the vendor favorite drop down list and click **'GO'**
5. Enter the invoice number
6. Enter the invoice date
7. Enter invoice total amount
8. Click **'Update'**
9. Click **'Add to Line'**
10. Enter the **Quantity**
11. Enter the **Price**
12. Enter the **Description**
13. Enter the **GL Account**

Enter any notes, if applicable

14. Click **Save** or **Save and Add Another**

Invoice: In Progress Property: Artists House North

Update (ctrl + u) | Ready For Processing (ctrl + y)

---

**Vendor**

ABM JANITORIAL (ABMSVC5) (Invoice History)

ABM JANITORIAL  
 Vendor ID: ABMSVC5  
 321 WEST 44TH ST  
 SUITE 701  
 NEW YORK  
 NY  
 10036  
 UNITED STATES

**Invoice Information:**

Invoice Number: ABM001  
 Invoice Date: 04/01/2012  
 Due On: 05/01/2012  
 Created On: 04/02/2012  
 Created By: ADMIN  
 Pay By:

**Invoice Summary:**

Invoice Total: 356.52  
 Invoice Post Period: 04/2012  
 Remittance Advice:   
 Priority: Regular  
 Needed By: mmdyyyyy  
 Associated POs: None

---

**Line Items (ctrl + l)** Add Line Items (ctrl + a)

Select Previous Item (ctrl + left arrow) | Select Next Item (ctrl + right arrow) | Edit Selected Item (ctrl + e)

QTY	Description	GL Account	MTD Budget	MTD Remaining	Item Price	Amount
1	Janitorial Supplies	MCS048000 Janitorial/Cleaning	\$0.00	(\$374.35)	\$356.52 Taxable	\$356.52 Stat   Edit Delete
SHIPPING:						0.00
* A portion of the sales tax and shipping charges are allocated to the GL account.						SALES TAX: 17.83
GROSS TOTAL:						\$374.35
NET AMOUNT:						\$374.35

**Invoices – Using Job Costing (if applicable)**

Creating an invoice using job costing will required the normal fields to be completed. To use job costing you will complete the following action

From the Menu Bar mouse over **Invoices**

1. Click on **New** invoice
2. Fill in the following fields
  - Property
  - Vendor
  - Invoice number
  - Invoice date
  - Invoice total
  - Quantity
  - Description
  - Item price
  - GL account (replaced by cost code and will not appear)




The line item quantity, description, and item price must be filled out before selecting job cost data.

When all the above fields have been completed, complete the appropriate job cost fields below.

- Contract
- Change Order
- Job Codes
- Phase Codes
- Cost Codes
- Retention

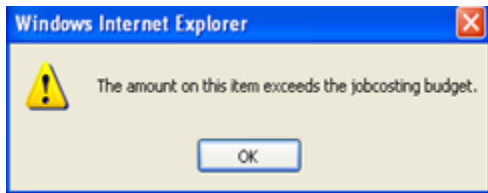


To view the contact budget prior to saving the entry click on the contract budget report  icon. This will display the budget amount, actual amount, and the variance.

**NEXUSPAYABLES**  
Contract Budget Setup Report

Contract Code	Change Order	Job Code	Property	Cost Code	GL Account	Budget	Actual	Balance Remaining
10001		200	345 Park Avenue	348501	WIP-EXTERIOR LANDSCAPING CONTRACT (552205)	\$800.00	\$0.00	\$800.00
10001		201	345 Park Avenue	348502	WIP-EXTERIOR LANDSCAPING CONTRACT (552205)	\$857.70	\$0.00	\$857.70
10001		402	Fairfax Corner	348501	WIP-EXTERIOR LANDSCAPING CONTRACT (552205)	\$800.00	\$0.00	\$800.00
10001		402	Perimeter Center	348501	WIP-EXTERIOR LANDSCAPING CONTRACT (552205)	\$800.00	\$0.00	\$800.00
10001		403	Perimeter Center	348502	WIP-EXTERIOR LANDSCAPING CONTRACT (552205)	\$857.70	\$0.00	\$857.70
10001		403	Fairfax Corner	348502	WIP-EXTERIOR LANDSCAPING CONTRACT (552205)	\$857.70	\$0.00	\$857.70

If you have gone over the contract budget you will receive a warning message that you have exceeded the job costing budget and will need to follow internal procedures.



Add/Edit Line Item Current Total: \$0.00

Property  
Artists House North

Unit  
Attach to Unit...

---

**Item Details**

Qty: 1 Price: 5000.00 Description: Build out

Sales Tax? Total: \$5,000.00

GL Account (Update GL Assignment)  
Other Contract Services (5295)

Item Number: Unit of Measurement:

---

**Job Costing** Contract/Job Code Budget Report


Contract: Change Order: Job Codes - Description\*: Artists - Artists

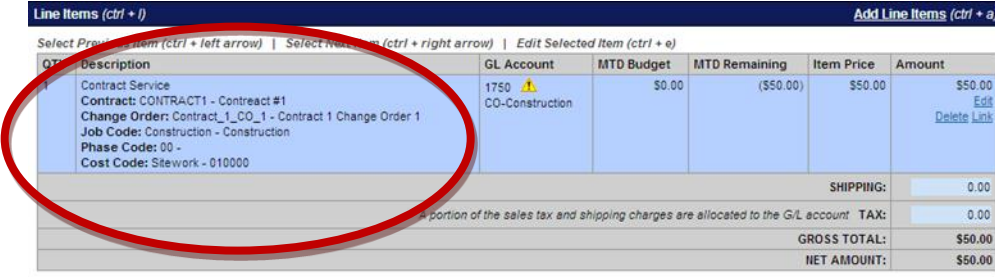
Phase Codes: Cost Codes - Description\*: Construction - Construction

Retention: 100

Cancel (esc) - Save (ctrl + enter) - Save and Add Another (ctrl + shift + enter)  
Move focus to the Property field (ctrl + J)

Save

Once the fields have been completed click the  button. Job code and cost code will appear on the line item description and you may proceed with submitting for approval.



OT	Description	GL Account	MTD Budget	MTD Remaining	Item Price	Amount	
	Contract Service Contract: CONTRACT1 - Contract #1 Change Order: Contract_1_CO_1 - Contract 1 Change Order 1 Job Code: Construction - Construction Phase Code: 00 - Cost Code: Sitework - 010000	1750 CO-Construction	\$0.00	(\$50.00)	\$50.00	\$50.00	
						SHIPPING:	0.00
						TAX:	0.00
						GROSS TOTAL:	\$50.00
						NET AMOUNT:	\$50.00

### Invoice Template

Invoice Templates can be used as a starting point for quick entry of similar invoices in the future. An unlimited number of templates can be created in the system. You can also choose to create a schedule for your template that will alert you via email that it is time to use the template. You can modify a template and create a copy of the template. And, you have the ability to save Contract Codes, Job Codes and Cost Codes on templates.

There are two types of Templates that can be created in the system.

- ❑ Templates: When an Invoice is saved as a Template, the system will make the Template available to all users of the current Property and will show up in the Template tab of the Invoice Register Main Page.
- ❑ User Templates: When an Invoice is saved as a User Template, the system will make the Template available only to the current user and the Property for which the template was created. The User Template will show up in the Template tab of the Invoice Register Main Page.

### Create an Invoice Template

In order to create a new Invoice Template, follow the steps to create a new Invoice. Once the Vendor has been selected on the Invoice and a line item has been added, the new Invoice can be saved as a Template by clicking on the **Template** or **User Template** button.

1. Name the invoice template.

If you have created this invoice from converting an image to an invoice, you will have the option to save the image on the template. The image attached at this time will be attached to any future invoice that you create from this template. Or, you may choose to not include the image.

2. Click update before exiting the template

A Template is a shortcut for creating a new Invoice. When the user retrieves and processes an Invoice Template, the system creates a copy of the Template to be used. This ensures that the original Template remains the same and can be used for future invoices.

## Retrieve and Process an Invoice Template

A Template is a shortcut for creating a new Invoice. When the user retrieves and processes an Invoice Template, the system creates a copy of the Template to be used. This ensures that the original Template remains the same and can be used for future invoices.

1. Go to the Invoice Register Main Page by clicking **Invoice Register** in the menu bar at the top of the screen.
2. Click on the Template Tab.
3. Click on the **Vendor Name** to select an Invoice Template. The Template will display.
4. Review the Template to ensure it is the desired Template. Click the **Use Template** button. A new Invoice will be created with the information from the Template.
5. Fill in the required invoice fields at the top and click the **Update** button to save the changes.
6. Edit a line item by clicking on the **Edit** link under the Amount of that line item. Edit Invoice line item fields. If multiple lines need to be edited, consider using the Invoice Bulk Entry button.
7. Add another row by clicking on the **'Add Line'** button above the Amount field.
8. To delete an item, click the **'Delete'** button in the amount column.
9. Verify the tax estimates based on the taxable line items and enter a shipping estimate for the order, if appropriate.
10. Enter Notes and/or Budget Overage Notes (notes to explain reason for this transaction that caused a budget overage), as necessary.
11. When complete, click the 'Ready for Processing' to submit for approval. If the Invoice does not require approval then you will see the **Process for Payment** button, click that instead.

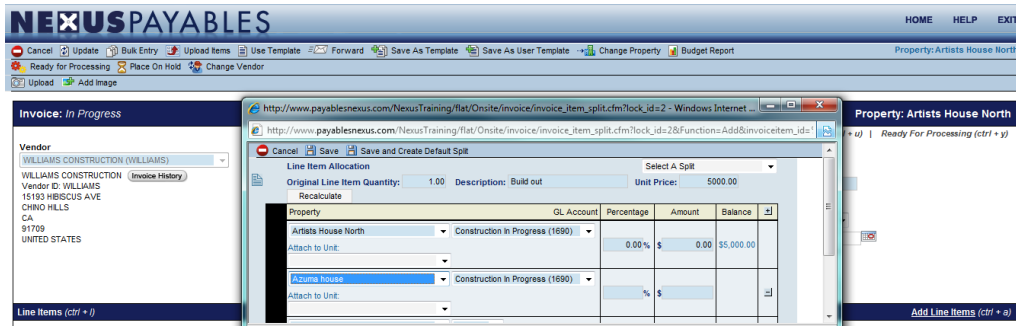
## Invoice split


This section will show you how to split an invoice between multiple properties and/or GL accounts.

Once you have created your invoice with a quantity, description, and item amount. Click update and select the 'split link' on the line item. In order to save the split, left to allocate must be a zero.

Complete the following steps to apply the split to the invoice:

1. Click the plus sign **(+)** in the amount field to gain additional lines when the split window opens.
2. Enter the **Amount** or **Percentage** in which you are splitting
3. Click **Save** to apply the split to the invoices or click **Save as Default Split**.



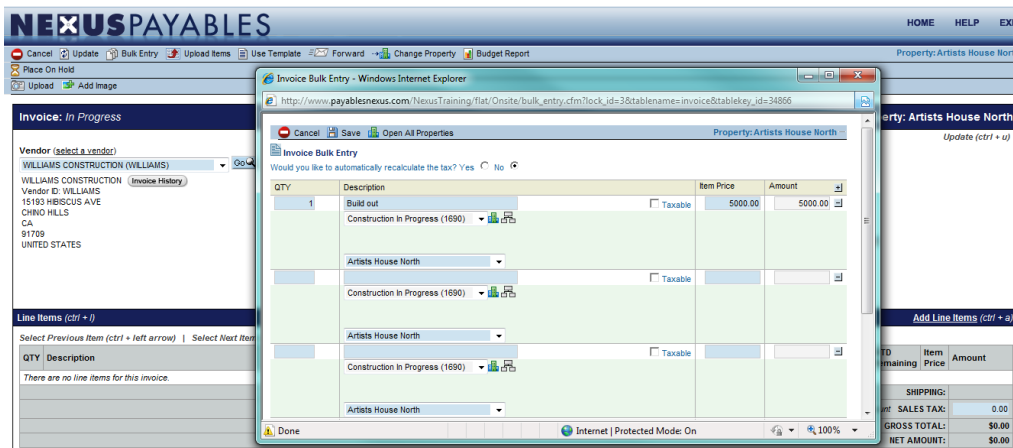
 For future use of the saved split, you can make a selection from the select a split drop down located in the top right corner of the split box.

### Bulk Entry

Bulk Entry enables a user to quickly add or make edits to several line items of an Invoice without having to update the document line by line

Take the following steps to complete bulk entry:

1. From the Button Bar of the invoice , click **Bulk Entry** , the bulk entry page will open
2. Enter the **Quantity**
3. Enter the **Description**
4. Enter the **GL** code
5. Enter the line **Item amount**
6. Click **Save**



## Submitting Invoices

Once you have completed the entry of information onto the invoice and save. The invoice will need to be submitted to the next person in the workflow.

Complete the following step to submit the invoice for approval:

1. Click **'Ready for Processing'** on the button bar

Once the submit for approval is selected, the invoice will be routed to the next approver



**If the invoice does not require additional approval, you will see Process for Payment button. When clicked, the invoice will be placed in the completed status.**

## Invoice Search

For auditing and research, you will have the ability to look up an invoice in any status.

Complete the following step to research an Invoice:

1. From the Menu Bar mouse over **Invoice**
2. Click **'Search Invoices'**
3. Enter the available search information
4. Click **'GO'** to process the search



### Linking Invoices to Purchase orders

Once you have created or converted an image to an invoice you will be able to link the associated purchase order to the invoice creating one record with two references. To start the linking process you should first create the purchase order and it should be in the released status. The next step would be to either create an invoice and link to the existing PO or convert the PO to an invoice

Complete the following steps to link an invoice to a purchase order.

1. From the Dashboard click **'My Invoice'**
2. Create a new invoice or locate an existing invoice
3. Click on **'Link PO'** from the button bar (Button will only appears if PO exist for vendor and property)
4. Once the link to PO button is selected the purchase order information page will display for you to begin the linking process.

On completion of the above steps you will have to select the corresponding purchase order line and click **'Process Invoice'** for the linking to take place.

Once the invoice is linked to the purchase order you will be able to go back and forth between the two by clicking the reference numbers located on the line item.

The screenshot displays the 'Link to PO' interface in the NEXUSPAYABLES system. At the top, a toolbar contains several buttons, with 'Link to PO' highlighted in a red box. Below the toolbar, an alert message states: 'Alert: There is a relative PO available to link this invoice to.' The main section is titled 'Invoice: In Progress' and 'Property: Artists House North'. It features a vendor selection dropdown menu currently set to 'WILLIAMS CONSTRUCTION (WILLIAMS)'. To the right, there are several input fields: 'Invoice Number' (WIC001), 'Invoice Date' (03/01/2012), 'Due On' (03/16/2012), 'Created On' (03/26/2012), 'Created By' (PIAAPPROVER1), 'Pay By' (empty), 'Invoice Total' (5000.00), 'Invoice Post Period' (04/2012), 'Remittance Advice' (checkbox), 'Priority' (Regular), 'Needed By' (mmsb9yyy), and 'Associated POs' (None).

Cancel Process Invoice

**Process an Invoice for this Purchase Order**

**Purchase Order Information**

Vendor: **WILLIAMS CONSTRUCTION**  
 Valid Purchase orders: Artists House North | 1TPN-128196-042012 | Created on 03/26/2012 | Amount \$400.00

**Invoice Information**

Invoice Number  
 Current Invoice Amount  
 Invoice Date

**Purchase Order Items**

Please select your Purchase Order Items below.

Quantity	Description	Unit Price	Tax Amount	Total Amount
1.00 of 1.00	Demo Suite	\$ 400.00	\$0.00	\$400.00

\*Line Items that have been split by property can't be changed during the conversion process.  
 \*The sum of line Total Amounts may not match the Total PO amount due to rounding.

Cancel Process Invoice

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**Invoice: In Progress** Property: Artists House North

Update (ctrl + u) | Ready For Processing (ctrl + y)

Vendor: WILLIAMS CONSTRUCTION (WILLIAMS)  
 WILLIAMS CONSTRUCTION (WILLIAMS)  
 Vendor ID: WILLIAMS  
 15193 HIBISCUS AVE  
 CHINO HILLS  
 CA  
 91709  
 UNITED STATES

Invoice Number: WC001  
 Invoice Date: 03/01/2012  
 Due On: 03/16/2012  
 Created On: 03/26/2012  
 Created By: RNAPPROVER1  
 Pay By:

Invoice Total: 400.00  
 Invoice Post Period: 04/2012  
 Remittance Advice:   
 Priority: Regular  
 Needed By:   
 Associated POs: 1TPN-128196-042012

**Line Items (ctrl + l)** Add Line Items (ctrl + a)

Select Previous Item (ctrl + left arrow) | Select Next Item (ctrl + right arrow) | Edit Selected Item (ctrl + e)

QTY	Description	GL Account	MTD Budget	MTD Remaining	Item Price	Amount
1	Demo Suite PO: 1TPN-128196-042012 - \$400.00	1690 Construction In Progress	\$0.00	(\$400.00)	\$400.00	\$400.00





## Approval

This section will cover the process of approving Purchase orders and Invoices. If you have been granted the right to approve Purchase orders and/or invoices the functionalities that will be available are Rejecting, On-Hold, Modify, Modify GL, and Submit for payment. In this section you will be provided step by step directions on how to complete each function.

### Approving Purchase Orders/Invoices

From the Dashboard under summary statistics, locate Purchase orders and /or Invoices needing approval by clicking on **'Purchase orders to Approve'** or **'Invoices to Approve'**.

The screenshot shows the NEXUSPAYABLES dashboard. At the top, there are navigation tabs: Vendor Catalog, Purchase Orders, Invoices, Vendors, Image Management, Budgets, Reports, Administration, and Training. Below the header, the user is signed in as PIApprover1. The main content area is titled 'Summary Statistics' and contains a table of various metrics. The 'Invoices to Approve' link is highlighted with a red box. To the right of the statistics is a 'Quick Search' box with a search bar and a 'Search' button.

The list of Purchase orders/Invoices needing Approval will be listed below the summary statistic. To complete the approval of a Purchase order and/or Invoice complete the following steps.

Invoices to Approve Show: 100 per page

Date	Property	Vendor	Reference	Amount	Days Pending	Due Date
03/01/2012	Artists House North	WILLIAMS CONSTRUCTION	WC002	\$600.00	0	03/31/2012

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1. From the Summary Statistic list
2. Click on the **Vendor Name** of the Purchase order/Invoice
3. Click on **'Approve'** in the Button Bar or **'Approve and Next'** to approve the next Purchase order/Invoice

The screenshot shows the 'Purchase Order: Pending Approval' screen. At the top, there are navigation tabs: HOME, HELP, EXIT. Below the header, there are action buttons: Cancel, Modify, Forward PO, Update, Approve, Approve and Next, Reject, Approve and Route Manually, Pass and Route Manually, Previous, Next. The main content area is titled 'Purchase Order: Pending Approval' and shows vendor information for ABE'S TAYLOR SHOP. Below the vendor information is a table of line items. The 'Approve' button is highlighted with a red box.

QTY	Description	GL Account	MTD Budget	MTD Remaining	Item Price	Amount
1	Dry Cleaning	PR90330000 Uniforms - CAM	\$0.00	(\$1,150.00)	\$550.00	\$550.00
						SHIPPING: \$0.00
						SALES TAX: \$0.00
						TOTAL: \$550.00

\*A portion of the sales tax and shipping charges are allocated to the GL account

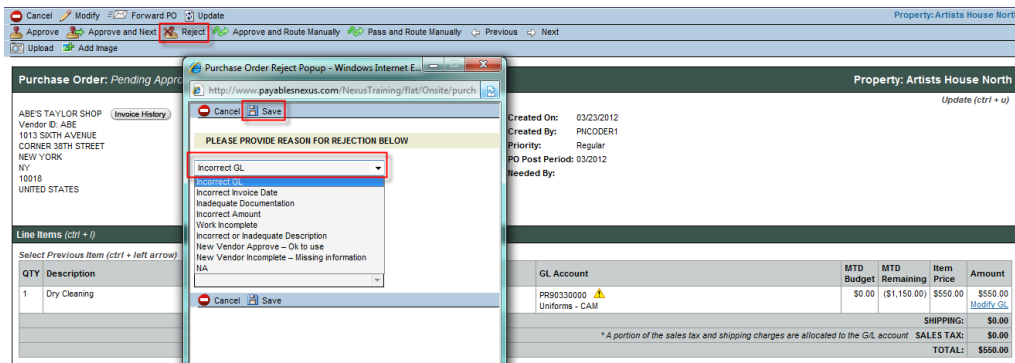


The History log located at the bottom of the Purchase order/Invoice will indicate who submitted the Purchase order/Invoice and for whom Approval is pending.

### Rejecting Purchase Orders/Invoices

To reject a Purchase order/Invoice complete the following steps:

1. From the Summary Statistic list of **'Purchase orders to Approve'/'Invoices to Approve'**
2. Click on the **Vendor Name**
3. Click on **'Reject'** in the Button Bar
4. Select a rejection reason from the drop-down list
5. Click **Save**



If a Purchase order/Invoice is rejected it will be routed back to the creator for adjustment and sent back through workflow.

### Modify Purchase Order/Invoice

To modify a Purchase order/Invoice complete the following steps:

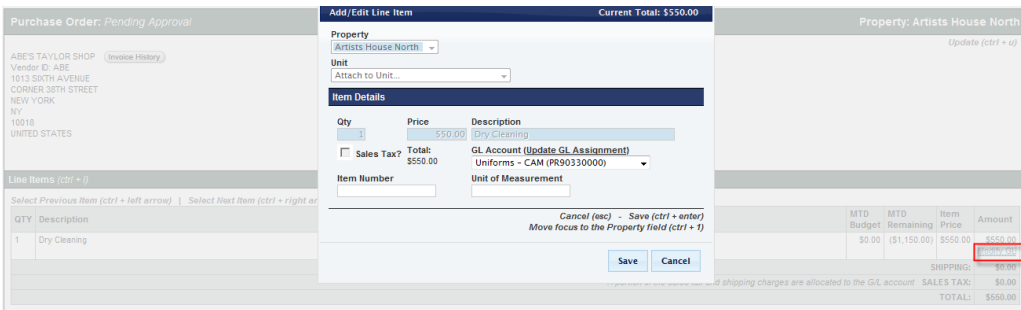
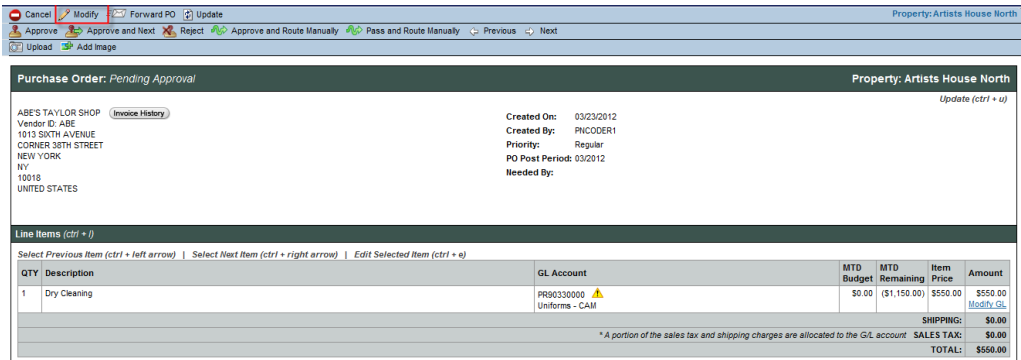
1. From the Summary Statistic list of **'Purchase orders to Approve'/'Invoice to Approve'**
2. Click on the **Vendor Name**
3. Click on **Modify** in the Button Bar

This will allow the approver to modify header information and line item information

4. Click on **Modify GL**

This will allow the approver to modify the GL account only

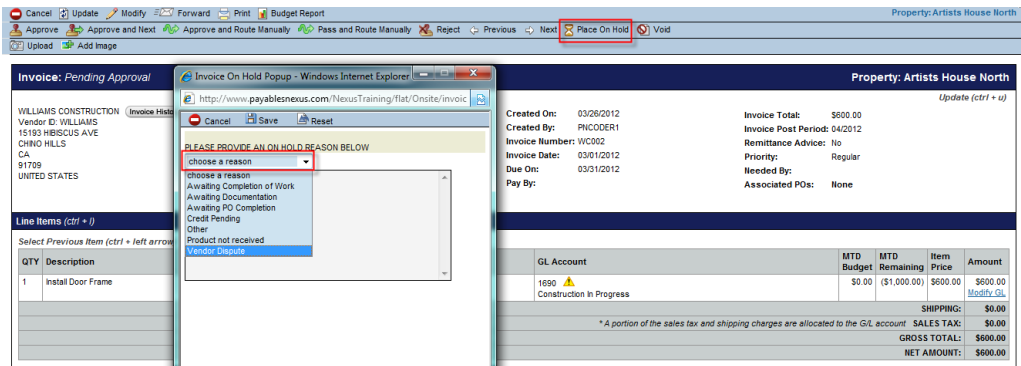
5. Make modification
6. Click **Save**



**On-Hold Invoices**

To place an Invoice On-Hold complete the following steps:

1. From the Summary Statistic list of **'Purchase orders to Approve'/'Invoice to Approve'**
2. Click on the **Vendor Name**
3. Click on **'On-Hold'** in the Button Bar
4. Select an On-Hold reason
5. Click **Save**





If an Invoice is placed on hold, the user who placed it On-Hold must reactivate the Invoice. Once reactivated, the invoice will go back to status it was previously in.

To Active an Invoice that had been placed On-Hold complete the following steps:

1. From the Menu Bar
2. Click on Invoice registers
3. Click On-Hold Tab
4. Select the Invoice
5. Click 'Activate'

The screenshot shows the 'Invoice Register' window with the 'On Hold' tab selected. Below the register, the 'Invoice: HOLD' details are visible, including a confirmation dialog box asking 'Are you sure you want to activate the Invoice?'. The dialog has 'OK' and 'Cancel' buttons. The invoice details include:

- Vendor: WILLIAMS CONSTRUCTION
- Invoice Number: WC002
- Due Date: 03/31/2012
- Invoice Total: \$600.00
- Invoice Post Period: 04/2012
- Priority: Regular

The 'Line Items' table below shows one item:

QTY	Description	GL Account	MTD Budget	MTD Remaining	Item Price	Amount
1	Instal Door Frame	1690 Construction in Progress	\$0.00	(\$1,000.00)	\$600.00	\$600.00
						SHIPPING: \$0.00
						SALES TAX: \$0.00
						GROSS TOTAL: \$600.00
						NET AMOUNT: \$600.00

### Approver Button Bar – Glossary

- Modify / Modify GL** Allows you to modify the invoice and / or the GL code.
- Forward** Sends the Invoice to another user
- Upload** Upload image
- Approve / Approve & Next** Approves the PO / Invoice.
- Approve & Route Manually** Provide your approval and select up to three additional users to approve the PO / Invoice.
- Pass & Route Manually** You are not placing your approval on the PO / Invoice but pass to up to three users for their approval.

<b>Reject</b>	Decline approval for the PO / Invoice
<b>Previous / Next</b>	Skip this document, and go to the previous or next one in the list.
<b>Place on Hold</b>	Used if you need to delay the approval, but don't want to reject the document.

The following buttons are available only if an image is attached:

<b>Split Screen: Invoice / PO View</b>	Select if you wish to see the image and the invoice / PO, or if you wish to hide the image.
<b>View Image</b>	To review a copy of an invoice in a separate window.
<b>Manage Images</b>	Allows you to see a folder of all the images attached to the invoice / PO, select individual images for viewing, and change the primary image.
<b>Upload Image</b>	Allows you to browse and add up to 50 scanned files/images from your computer to be associated with this invoice or PO.



## Vendors

As a NexusPayables user you will have the ability to look up vendor information for the processing of the invoice. If vendor record maintenance is required, submit a request with your system administrator.

Complete the following steps to view a vendor record:

1. From the **Menu Bar**
2. Mouse over **Vendor**
3. Click **Search vendor**
4. Enter a key word with at least two characters
5. Click **'GO'** to process the search

## Viewing Vendors

Once you click 'GO' the page will refresh with the search findings. To view the vendor records complete the following steps:

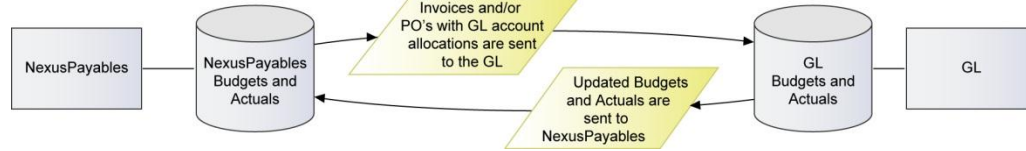
1. Locate the **vendor**
2. Click the **'View'** icon

The vendor record will open and you will be able to view the listed information



## Budgets and GL

NexusPayables integrates with your General Ledger system and reports real-time expenditures. Budgets and actuals are sent from the G/L system to NexusPayables for reporting purposes, allowing users to make informed decisions when approving purchase orders and/or invoices

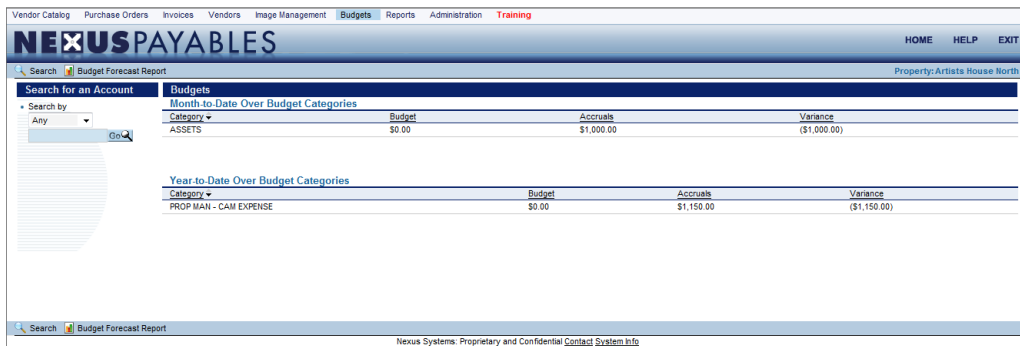


To view Budget At-A-Glance complete the following step:

1. Mouse over **Budgets** on the Menu Bar
2. Select **At-A Glance**

The At-A-Glance budget screen will open.

Once the page has open you will be able to view the budget in a summary detail organized by Month-to-date and Year-to-date. You will also be able to organize the information by category, budget, accrual, and variance. Budget information will also be displayed on purchase order and invoice line item by month and year to date.





## NexusPayables Reports

NexusPayables provides the ability to run reports at any time by month-to-date or by year-to-date. Reports can be run in a detail or summary format and by multiple search criteria.

NexusPayables offers two types of reports: predefined and custom reports. Predefined report parameters have been set by NexusPayables. Custom reports allow the user to set the parameters.

To access predefined reports complete the following steps:

1. Mouse over **Reports** on the Menu Bar
2. Select **Report Type** (Invoice Register Reports)
3. Complete report filter fields
4. Click **'Generate Report'** to process the report

### NexusPayables Custom Reports

The Custom report feature gives you the ability to create a System Saved report or a My Saved report. System Saved reporting provides access to users of the system. My Saved reports are only accessible by the report creator.

To create a System Saved or My Saved report, complete the following steps:

1. Mouse over Reports on the **Menu Bar**
2. Select Custom Reports
3. Select New Report
4. Select the Report Type
5. Select Assigned Columns
6. Click Next Step
7. Select your report Filters
8. Name the report
9. Choose save as **'System Saved Report'** or **'My Saved Report'**
10. Click **Generate Report**

