

## ACCOUNTS PAYABLE USER GUIDE

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The term “Office” represents a practice and the term “Location” represents a specific office for the practice.

### LOGIN

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Contact [support@omsp.com](mailto:support@omsp.com) to add or disable employee access.

### ACCOUNTS PAYABLE USER

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Employees with this access level can *add* invoices to the application, *edit and view* invoices, and *upload* scanned images of invoices into the system.

### ENTER INVOICES

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Select **Invoices > Add New Invoice**.

**Add New Invoice**

Vendor Information:

Name:  Account Description:

Account Code:  Invoice Sent Date:

Notes:

\* Please do not enter credit card details.

Invoice Info:

Location:  PO #:

Invoice #:  Invoice Amount:

Ordered By:  Order Date:

Payment Due:  Received Date:

Received By:  Master Invoice:

Complete the requested fields and when the page is complete, click on the **Next** button. (If some required fields have been omitted, an alert will appear.)

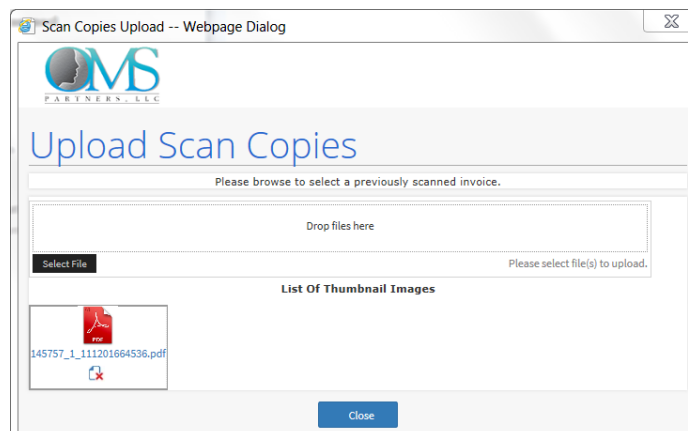
Invoice Summary			
Vendor Information:			
Name:	American Dental Accessories, INC.	Contact:	
Address:	7310 Oxford Street Minneapolis, MN 55426	Phone:	(952) 939-9398
		Fax:	
Email:		Web:	
Account Info:			
Account Code:	4910	Description:	Equipment Medical
Invoice Sent:	09/09/2016		
Invoice Info:			
Location:	Administration	Purchase Order #:	
Invoice #:	91016	Invoice Amount:	150.50
Ordered By:	AM	Order Date:	09/09/2016
Received By:	AM	Received Date:	09/10/2016
Payment Due Date:	09/16/2016	Master Invoice:	No
List of Uploaded Copies:			
<input type="button" value="Upload Scan Copies"/>			
<input type="button" value="Previous"/>		<input type="button" value="Finish"/>	

Review the Summary fields and click **Previous** to make any corrections. Click **Upload Scanned Copies** to attach any scanned invoices. Click **Finish** to complete invoice entry.

## SCAN/UPLOAD INVOICES

Invoices can be scanned and saved to a file on your computer or a network folder. Save in a .jpg or PDF file format. *Please note: The file size upload limit is 2 MB.*

After adding the invoice, click **Upload Scanned Copies** to locate the correct image(s) to attach to the invoice. Files can be selected or dropped onto the page and a thumbnail image appears once files are uploaded. Click to red X to remove any files uploaded in error.



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## ENTER INVOICES THAT REQUIRE MULTIPLE ACCOUNT CODES

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In the **Account Description** field, select **Composite (Split)** or in the **Account Code** field, type **9999** to indicate this is a **Master Invoice** with **Sub-Invoices**. There is also a check box near the lower right portion to indicate this is a **Master Invoice**.

(Example: *Employee Expense Reimbursement* – The employer may receive one expense form from the employee, but multiple account codes could be needed for expenses like lodging, airfare, business meals, entertainment, etc.)

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**Tip** – When making a selection from a drop down menu, you can reduce the number of selections to scroll through by typing the first letter of the desired item in the field. Repeatedly pressing the letter will take you to the next selection beginning with that letter.

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This page will appear to enter the Sub Invoices to equal the amount of the Master Invoice.

Vendor Info		Invoice Info	
Name:	AMEX - 91002	Location:	West
Contact:		P/O #:	
Address:	PO Box 650448, Dallas, TX, 75265-0448	Invoice #:	011016
Phone:		Invoice Amount:	\$450.20
Fax:		Ordered By:	Jane
Email:		Received By:	Jane
Web:		Received Date:	01/11/2016
		Payment Due Date:	01/29/2016
		Recuring:	No

Account Info:			
Account Code:	9999	Notes:	
Description:	Composite (Split)		
Invoice Sent:	01/11/2016		

**OUT OF BALANCE**

**Sub Invoices (Difference = \$450.2)**

No records to display!

[New Sub Invoice](#)

Click the **New Sub Invoice** button. Enter the Vendor Name, Account Code, Amount, Received Date and any other required information. Note that several of the fields are already populated. Complete the remainder of the fields, then click **Finish**.

Sub Invoice -- Webpage Dialog

PARTNERX, LLC

### Purchase Order List

PO #	Location	Vendor	Amount	Account (code)	Make Sub Invoice
122815	North Office	Arthrex	\$1,122.81	Anesthesia Services	<input type="checkbox"/>
145656	South	Amazon	\$100.00	Computer Expense	<input type="checkbox"/>

Make Sub Invoice Add New

### Invoice Details

**Vendor Information:**

Name: Please select a Vendor  ...

Account Description: Please select a description  ...

Account Code:

Invoice sent date: 01/11/2016

Credit Memo:

Notes:

**Invoice Info:**

Location: West

PO #:

Invoice #: 011016

Invoice Amount:

Ordered By:

Order Date:

Payment Due: 01/29/2016

Recurring:

Received Date: 01/11/2016

Received By:

Reset Finish

### Sub Invoice Details

**Vendor Info**

Name: AMEX - 91002

Contact:

Address: PO Box 650448, Dallas, TX, 75265-0448

Phone:

Fax:

Email:

Web:

**Invoice Info**

Location: West

P/O #:

Invoice #: 011016

Invoice Amount: \$450.20

Ordered By: Jane

Received By: Jane

Received Date: 01/11/2016

Payment Due Date: 01/29/2016

Recurring: No

**Account Info:**

Account Code: 9999

Description: Composite (Split)

Invoice Sent: 01/11/2016

Notes:

**OUT OF BALANCE**

**Sub Invoices (Difference = \$325.20)**

Invoice#	Acc Code	Acc Desc	Vendor	Amount
011016	4710	Business Meals	AMEX - 91002	\$125.00

Total Amount: \$125.00

New Sub Invoice

The “**Out of Balance**” alert will continue to appear until the amounts of all the Sub-Invoices equal the amount of the Master Invoice.

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### VIEW OR EDIT INVOICES

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To view the document(s) attached to the invoice, go to **Invoices > View Invoices**.

Select the sort options and the date range as desired, otherwise, all invoices will be displayed. Click on **View By** to see options for All, Unapproved or Approved, Unpaid. Click **Submit** or **Excel**.

### List of Invoices

#### Invoice Search

**Search Criteria:**

Invoice Type:  Sort By:  View By: 

All  
**Un-Approved**  
 Approved, Unpaid

Invoice No:  Vendor:

Date Range:

From:  To:

Select Fields:  All

Approved By     Check No     Office     Ordered By     Recurring     Service Name     TS\_Added  
 Approved Date     Due Amount     Office Name     Paid Amount     Scanned No     Service Date     TS\_Changed  
 Account Rec. No.     Entered     Office Notes     Paid Date     Service     Status     Vendor Name  
 Account Notes     Invoice No     Order No     ReceivedDate

Next, click on the **Invoice Number** you wish to view.

### List of Invoices

#### Search Results

Invoice# (InvID)	Vendor Name	Due Amount	Due Date	Status	Service Name	Service
<a href="#">145748 (145748)</a>	<a href="#">30 Minute Photo</a>	\$100.00	1/10/2016	Un-approved	Accounting - Pension	4239
<a href="#">145715 (145715)</a>	<a href="#">AAOMS</a>	\$55.00	1/7/2016	Un-approved	Composite (Split)	9999
<a href="#">145704 (145704)</a>	<a href="#">Abuelos</a>	-\$250.00	1/6/2016	Un-approved	Composite (Split)	9999
<a href="#">145739 (145739)</a>	<a href="#">Abuelos</a>	\$150.00	1/9/2016	Un-approved	Business Gifts	5205
<a href="#">145737 (145737)</a>	<a href="#">Accounts Service of Colorado</a>	\$450.00	1/8/2016	Un-approved	Business Gifts	5205
<a href="#">145743 (145743)</a>	<a href="#">Accounts Service of Colorado</a>	\$55.00	1/9/2016	Un-approved	Business Gifts	5205
<a href="#">145744 (145744)</a>	<a href="#">ACE</a>	\$100.00	1/10/2016	Un-approved	Business Gifts	5205
<a href="#">145745 (145745)</a>	<a href="#">ACE</a>	\$55.00	1/10/2016	Un-approved	Business Gifts	5205
<a href="#">145746 (145746)</a>	<a href="#">ACE</a>	\$12.00	1/10/2016	Un-approved	Business Gifts	5205
<a href="#">145753 (145753)</a>	<a href="#">ACE</a>	\$11.00	1/11/2016	Un-approved	Business Gifts	5205
<a href="#">145755 (145755)</a>	<a href="#">ACE</a>	\$25.00	1/11/2016	Un-approved	Business Gifts (USE TAX NOT PAID)	5206
<a href="#">145736 (145736)</a>	<a href="#">ACE</a>	\$75.00	1/8/2016	Un-approved	Business Gifts (sales tax already paid)	5205
<a href="#">145740 (145740)</a>	<a href="#">ACE</a>	\$100.00	1/9/2016	Un-approved	Business Gifts	5205
<a href="#">145728 (145728)</a>	<a href="#">ACE</a>	\$45.00	1/8/2016	Un-approved	Business Gifts (sales tax already paid)	5205
<a href="#">145730 (145730)</a>	<a href="#">ACE</a>	\$55.00	1/8/2016	Un-approved	Business Gifts (USE TAX NOT PAID)	5206
<a href="#">145731 (145731)</a>	<a href="#">ACOM</a>	\$55.00	1/8/2016	Un-approved	Business Gifts (sales tax already paid)	5205
<a href="#">145729 (145729)</a>	<a href="#">ACOM</a>	\$55.00	1/7/2016	Un-approved	Business Gifts	5205
<a href="#">145727 (145727)</a>	<a href="#">ACOM</a>	\$50.00	1/8/2016	Un-approved	Business Gifts	5205
<a href="#">145741 (145741)</a>	<a href="#">ACOM</a>	\$66.00	1/9/2016	Un-approved	Business Entertainment	4705
<a href="#">145742 (145742)</a>	<a href="#">ACOM</a>	\$50.00	1/9/2016	Un-approved	Business Entertainment	4705

1 2

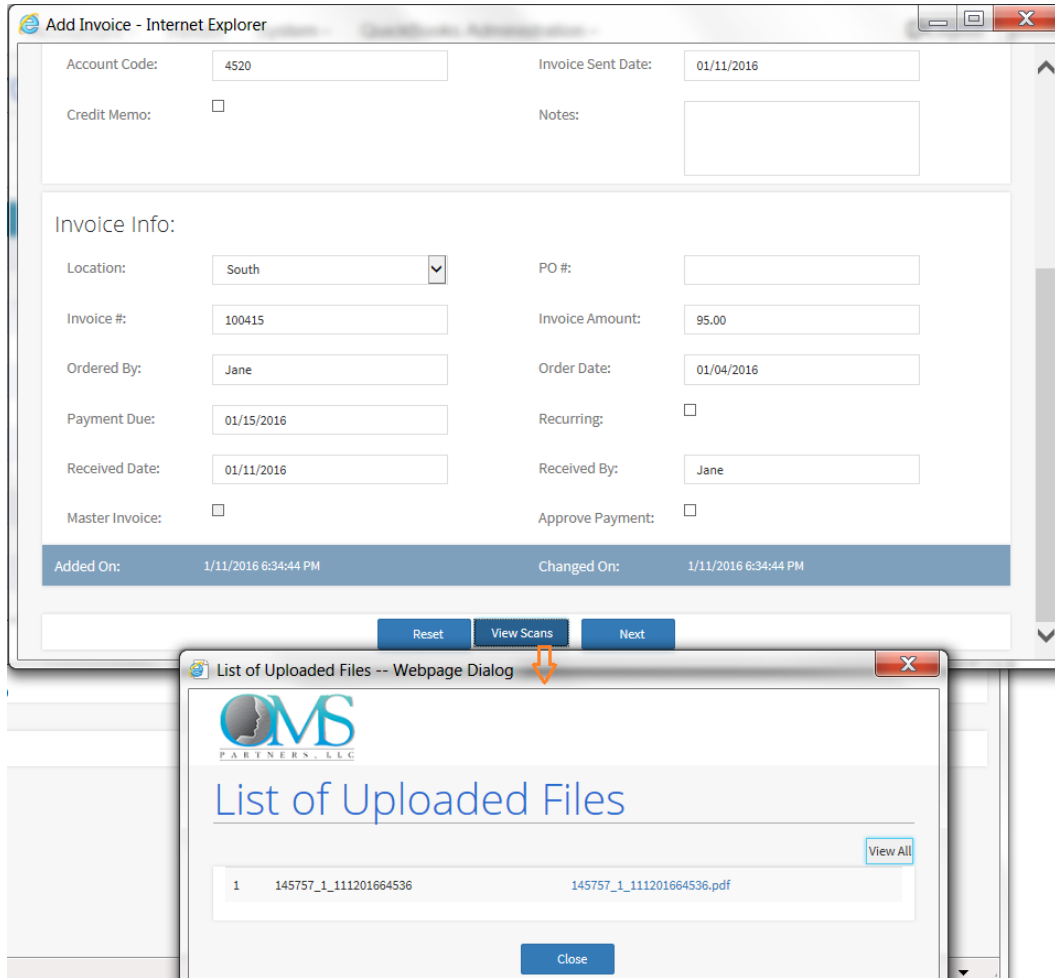
**Total Amount: \$4,627.20**

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**Tip** – The invoices can be sorted in any order on the *current page*. Click the arrow in the column heading to sort invoices by that column. Examples: If you click the **Location** column heading all the invoices for each location will be displayed together (in alphabetical order). Date fields will be displayed with oldest first. Numeric and currency fields will display with the smallest number first.

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After selecting the Invoice, you may *view* the information or *edit* it if you have the appropriate access rights. To see the scanned invoice, select the **View Scans** button.



Once the image is displayed to print a copy of the invoice, right click and choose **Print**.

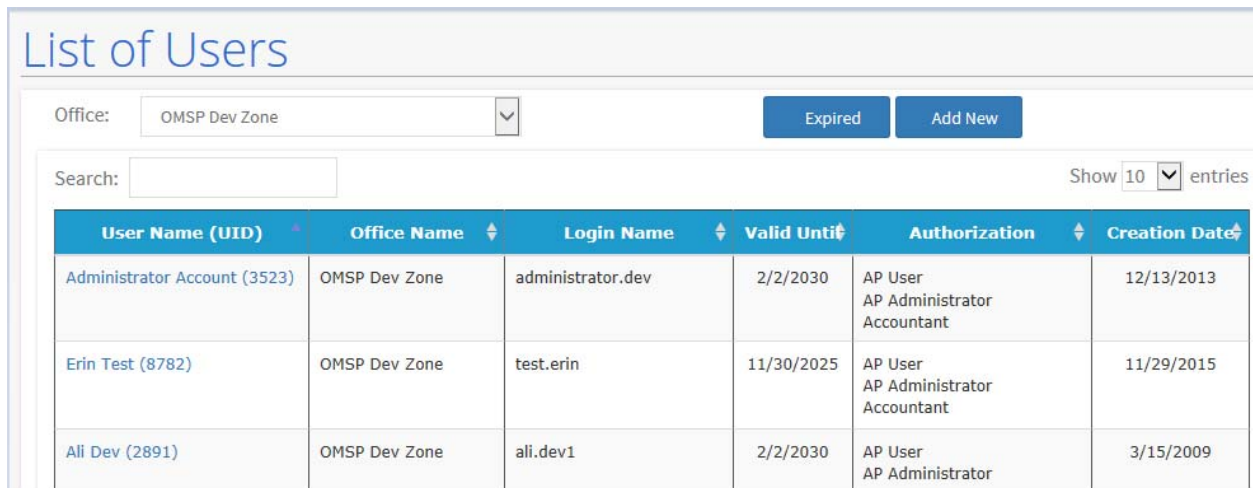
## ACCOUNTS PAYABLE ADMINISTRATOR

The employee with this security level can *enter, edit, scan or view, and delete* invoices into the system for the practice. They will *approve* invoices for payment by an accountant.

AP Administrators will be responsible for adding, editing, and removing users, in addition to adding, editing, and deleting vendors for the practice.

### ENTER A USER

Click **System > Users**.



The screenshot shows a web interface titled "List of Users". At the top, there is a dropdown menu for "Office" set to "OMSP Dev Zone", and two buttons: "Expired" and "Add New". Below this is a search bar and a "Show 10 entries" dropdown. The main content is a table with the following data:

User Name (UID)	Office Name	Login Name	Valid Until	Authorization	Creation Date
Administrator Account (3523)	OMSP Dev Zone	administrator.dev	2/2/2030	AP User AP Administrator Accountant	12/13/2013
Erin Test (8782)	OMSP Dev Zone	test.erin	11/30/2025	AP User AP Administrator Accountant	11/29/2015
Ali Dev (2891)	OMSP Dev Zone	ali.dev1	2/2/2030	AP User AP Administrator	3/15/2009

Click the **Add New** button.

## Add New User

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### Accountant Information

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Office	OMSP Dev Zone <input type="button" value="v"/>	
Login Name	<input type="text"/>	Password
Confirm Password	<input type="text"/>	
Access Type	<input checked="" type="checkbox"/> AP User <input type="checkbox"/> AP Administrator <input type="checkbox"/> Accountant <input type="checkbox"/> Fullfillment	Access
Payroll Type	<input type="radio"/> Weekly <input type="radio"/> Bi-Weekly <input type="radio"/> Bi-Monthly <input type="radio"/> Monthly	Expiration
		<input type="text"/>
	Employee Type	<input type="radio"/> Non-Exempt <input type="radio"/> Exempt

Complete the **Add New User** page and **Save**.

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**Tip** – Users added to the Human Resources application, will automatically appear in the user list. The fields related to HR, like Payroll Type and Employee Type will be blocked or greyed out from making changes.

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### EDIT A USER

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Click **System > Users**. Click on the **user name** to *edit* the user record, make the necessary corrections and click **Save**.

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### ADD A VENDOR

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Click on the **Vendor** from the menu. Search to make sure vendor does not already exist. Click the **New** button.



Vendor

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**Add New Vendor**

Office:  Global Vendor:

Vendor Name:  Contact Name:

Phone:  Fax:

Email:  Website:

Address:  City:

State:

Zip:

Complete the fields on the page. Then click the **Save** button. The Global Vendor checkbox should remain unchecked. Please ask the Houston AP team if a new Global Vendor may need to be added.

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### EDIT A VENDOR

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Click the **Vendor** button. Click the **Vendor Name**, make the desired changes then click the **Save** button.

Vendor

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Search Results:

Search:  Show  entries

ID	Vendor Name	Office
100	OMSP Dev Zone	OMSP Dev Zone
634	AT&T Wireless Services	OMSP Dev Zone
1810	Aaron's Vendor	OMSP Dev Zone
3138	Southwestern Bell	OMSP Dev Zone
5325	Advantech Solutions	OMSP Dev Zone

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### DELETE AN INVOICE

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Select **Invoices** > **View Invoices** and enter the desired search criteria. Click the check box in the **Delete** column for each invoice to delete. Scroll to the bottom of the page and click the **Delete** button. Once an invoice is deleted it cannot be retrieved.

## Invoice Search

### Search Results

Search:

Show 10  entries

Invoice# (InvID)	Vendor Name	Due Amount	Due Date	Status	Service Name	Service	Approve	Delete
<a href="#">123abcd (196555)</a>	<a href="#">Dr. John M. Onufrak</a>	\$100.00	8/2/2016	Un-approved	Composite (Split)	9999	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">165464 (196812)</a>	<a href="#">Brimms Inc.</a>	\$1.00	9/29/2016	Approved	Business Meals	4710	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">196531 (196531)</a>	<a href="#">Advantech Solutions</a>	\$25.00	7/29/2016	Approved	Computer Expense	4500	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">196554 (196554)</a>	<a href="#">Boise Cascade Office Products</a>	\$2,000.00	7/20/2016	Un-approved	Answering Service	4612	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">196589 (196589)</a>	<a href="#">Arizona Radiation Regulatory Agency</a>	\$200.00	8/2/2016	Un-approved	Composite (Split)	9999	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">196600 (196600)</a>	<a href="#">AT&amp;T 18925801</a>	\$500.00	8/3/2016	Un-approved	Composite (Split)	9999	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">196676 (196676)</a>	<a href="#">Ability Window Cleaning</a>	\$100.00	8/22/2016	Un-approved	A-Test	AA-01	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">196677 (196677)</a>	<a href="#">Aaron's Vendor</a>	\$200.00	8/25/2016	Un-approved	Advertising	4700	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">196678 (196678)</a>	<a href="#">Aaron's Vendor</a>	\$100.00	8/22/2016	Approved	A-Test	AA-01	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">196679 (196679)</a>	<a href="#">Aaron's Vendor</a>	\$100.00	8/22/2016	Approved	Composite (Split)	9999	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Showing 1 to 10 of 21 entries

Previous    Next

Total Amount: \$19,877.00

Back

Approve

Delete

## APPROVE AN INVOICE FOR PAYMENT

Select **Invoices** > **View List of Invoices**. From the **View By** field, select **Un-Approved** and any other desired search criteria. Click the **Approve Payment** checkbox. Scroll to the bottom of the page and click the **Approve** button. Click the **Next** button. The Accountant staff can now work with or pay this invoice.

## Invoice Search

### Search Results

Search:

Show 10  entries

Invoice# (InvID)	Vendor Name	Due Amount	Due Date	Status	Service Name	Service	Approve	Delete
<a href="#">196686 (196686)</a>	<a href="#">Paragon Implant Company</a>	\$300.00	8/22/2016	Un-approved	Auto Insurance	4245	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">196687 (196687)</a>	<a href="#">Travel &amp; Leisure Billing Dept.</a>	\$500.00	8/22/2016	Un-approved	asdfgh	123456	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">196688 (196688)</a>	<a href="#">The Salt Group</a>	\$501.00	8/22/2016	Un-approved	Answering Service	4612	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">196693 (196693)</a>	<a href="#">Aaron's Vendor</a>	\$100.00	8/22/2016	Un-approved	A-Test	AA-01	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">44434211 (196560)</a>	<a href="#">aspire Communications Inc.</a>	\$50.00	8/5/2016	Un-approved	Telephone	4621	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">8212016 (196675)</a>	<a href="#">Aaron's Vendor</a>	\$100.00	8/21/2016	Un-approved	A-Test	AA-01	<input type="checkbox"/>	<input type="checkbox"/>

Showing 11 to 16 of 16 entries

Previous   Next

Total Amount: \$16,651.00

Back

Approve

Delete

## ACCOUNTS PAYABLE ACCOUNTANT

Accountants can view **Un-approved** invoices, view and edit **Approved** Invoices, view scanned images of invoices, post payments and partial payments of invoices, and export comma delimited files for use in spreadsheets.

### SELECT INVOICES

From **Accountant > View Invoices**, select the **Practice/Office** to view from the drop down menu. Select the desired sort and view options and the date range, otherwise, all invoices will be displayed. Click the check boxes for any additional fields to display.

### Accountant - Invoice Search

Search:

Practice/Office:	<input type="text" value="Oral Surgery Center, Inc."/>	Invoice Type:	<input type="text" value="Regular &amp; Master Invoice"/>
Sort By:	<input type="text" value="Practice/Office"/>	View By:	<input type="text" value="All"/>
Invoice No:	<input type="text"/>	Vendor:	<input type="text"/>

Date Range:

<input type="text" value="This Month"/>	From: <input type="text" value="09/01/2016"/>	To: <input type="text" value="09/30/2016"/>
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By Paid Date  By Due Date

Select Custom Fields:

<input type="checkbox"/> All						
<input type="checkbox"/> Approved By	<input type="checkbox"/> Added Date	<input type="checkbox"/> Due Amount	<input type="checkbox"/> Office Notes	<input type="checkbox"/> Paid Amount	<input type="checkbox"/> Service Name	<input type="checkbox"/> Status
<input type="checkbox"/> Approved Date	<input type="checkbox"/> Check No	<input type="checkbox"/> Entered	<input type="checkbox"/> Order No	<input type="checkbox"/> Paid Date	<input type="checkbox"/> Service	<input type="checkbox"/> Service Date
<input type="checkbox"/> Acc Rec No	<input type="checkbox"/> Changed Date	<input type="checkbox"/> Invoice No	<input type="checkbox"/> Ordered By	<input type="checkbox"/> Received Date	<input type="checkbox"/> Scanned No	<input type="checkbox"/> Vendor Name
<input type="checkbox"/> Account Notes	<input type="checkbox"/> Due Date	<input type="checkbox"/> Office Id	<input type="checkbox"/> Office Name			

Click the **Submit** button.

Please remember that only **approved** invoices can have payments posted to them.

### ENTER ACCOUNTANT NOTES

After selecting a group of invoices to work, select an invoice by clicking on the invoice number in the Invoice # column.

## Accountant - Invoice Search

### Search Results

Comma Delimited File

Search:

Show  entries

Invoices	Location	Vendor	Amount	Due Date	Paid Date	Status	Account(Code)	Practice/Office
165464 (196812)	OMSP Dev Zone	Brimms Inc.	\$1.00	09/29/2016	-	Approved	Business Meals (4710)	OMSP Dev Zone

Showing 1 to 1 of 1 entries

Previous  Next

Total Amount: \$1.00

[Back](#)

The Invoice information will appear.

## Invoice Information

### Invoice (165464):

Vendor:	Brimms Inc. (637)	Phone:	
Address:	Brimms Inc. 425 Fillmore Ave.	City/State:	Tonawanda, NY, 14150
Contact:		Total Paid:	\$0.00
Amount:	\$1.00	Due Date:	09/29/2016
Balance:	\$1.00	Scanned Copies #:	3 <a href="#">View Scanned Copies</a>
Service Date:	09/07/2016	Invoice For:	Primer

### OMSP Dev Zone:

Location:	OMSP Dev Zone	Address:	3403 Marquart, Houston, TX, 77027
Phone:	(713) 892-7394	Fax:	(713) 355-4235
Manager Name:	Lamar Curtis	Manager Email:	lcurtis@fyi-net.com
Received Date:	09/07/2016	Received By:	slm
Approved Date:	09/07/2016 02:30:52 PM	Approved By:	slm
Practice/Office Notes:	<input type="text"/>		
Entered:	<input type="checkbox"/>		
Note:	<input type="text"/>		

[Reset](#)

[Save](#)

Scroll to the **Practice/Office Notes** section. Enter notes and click **Save**.

## TAG AN INVOICE FOR QB

QB Tagging will mark an invoice to be exported from Accounts Payable and imported into QuickBooks. A batch processing job will run nightly and can be run on demand by Houston IT staff.

From **Accountant > View Invoices**, click the **QB Tag** button.

Dashboard Invoice - Accountant - Vendor System - QuickBooks Administration - Logout

### Accountant - Invoice Search

Search:

Practice/Office:  Invoice Type:

Sort By:  View By:

Invoice No:  Vendor:

Date Range:

From:  To:

By Paid Date  By Due Date

Select Custom Fields:

All

Approved By  Added Date  Due Amount  Office Notes  Paid Amount  Service Name  Status

Approved Date  Check No  Entered  Order No  Paid Date  Service  Service Date

Acc Rec No  Changed Date  Invoice No  Ordered By  Received Date  Scanned No  Vendor Name

Account Notes  Due Date  Office Id  Office Name

Click the checkbox for **Tag for Q.B.**

QB Tag - Internet Explorer

OMS PARTNERS, LLC

### QB Invoice Tag

Search:

Select an Office:

Search Results - Dr. James Baker

Search:  Show  entries

Invoice# (InvID)	Location	Vendor Name	Amount	Due Date	Status	Account Code	Account #	Tag for Q.B.
<a href="#">feb2014 (148198)</a>	South	<a href="#">BlueCross BlueShield of Oklahoma</a>	\$2,725.40	02/01/2014	Approved	<a href="#">Insurance - Health - 4225</a>	<input type="text"/>	<input checked="" type="checkbox"/>
<a href="#">march2014 (149980)</a>	South	<a href="#">BlueCross BlueShield of Oklahoma</a>	\$2,308.52	03/01/2014	Approved	<a href="#">Insurance - Health - 4225</a>	<input type="text"/>	<input checked="" type="checkbox"/>

Showing 1 to 2 of 2 entries Previous **1** Next

When the **Tag for Q.B.** status shows *Not QB Ready*, vendor and account linking should be done first from the **QuickBooks Administration** menu, **Vendors** and **Services** pages. Usually this linking will be done as a new office is created and as new vendors and services (account codes) are entered. It is critical to not add duplicates and these values should map to the appropriate QuickBooks records. Once setup properly, then it will be possible to click the checkbox, **Tag for Q.B.** for invoices.

## POST A PAYMENT FOR AN INVOICE

After selecting the desired invoice, scroll to the bottom of the page. Previous payments that have been posted will be displayed.

-- Webpage Dialog
✕

Address:	Brimms Inc. 425 Fillmore Ave.	City/State:	Tonawanda , NY, 14150
Contact:		Total Paid:	\$0.00
Amount:	\$1.00	Due Date:	09/29/2016
Balance:	\$1.00	Scanned Copies #:	3 <a href="#">View Scanned Copies</a>
Service Date:	09/07/2016	Invoice For:	Primer

OMSP Dev Zone:

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Location:	OMSP Dev Zone	Address:	3403 Marquart, Houston, TX, 77027
Phone:	(713) 892-7394	Fax:	(713) 355-4235
Manager Name:	Lamar Curtis	Manager Email:	lcurtis@fyi-net.com
Received Date:	09/07/2016	Received By:	slm
Approved Date:	09/07/2016 02:30:52 PM	Approved By:	slm
Practice/Office Notes:	<input style="width: 100%; height: 30px;" type="text"/>		
Entered:	<input type="checkbox"/>		
Note:	<input style="width: 100%; height: 30px;" type="text"/>		

Reset
Save

Payment for Invoice (165464)

Post Payment

Click the **Post Payment** button to post a payment. Today's date will be displayed. Enter the Payment Date.

Enter the Check Number, Bank Name and Amount of the payment.

Click the **Post Payment** button. The Invoice page will display so you may view your payment and make notes if desired.

### CREATE A COMMA DELIMITED FILE

Select the desired group of invoices. Click the **Comma Delimited File** option in the upper left of the page. A separate window will appear containing a file with column headers and data that can either be copied or imported into another application, such as Excel.

Accountant - Invoice Search

Search Results

Comma Delimited File

Search:

Show 10 entries

Invoices	Location	Vendor	Amount	Due Date	Paid Date	Status	Account(Code)	Practice/Office
123abcd (196555)	OMSP Dev Zone	Dr. John M. Onufrak	\$100.00	08/02/2016	-	Un-approved	Composite (Split) (9999)	OMSP Dev Zone
165464 (196812)	OMSP Dev Zone	Brimms Inc.	\$1.00	09/29/2016	-	Approved	Business Meals (4710)	OMSP Dev Zone
196531 (196531)	OMSP Dev Zone	Advantech Solutions	\$25.00	07/29/2016	-	Approved	Computer Expense (4500)	OMSP Dev Zone
196554 (196554)	OMSP Dev Zone	Boise Cascade Office Products	\$2,000.00	07/20/2016	-	Un-approved	Answering Service (4612)	OMSP Dev Zone
196589 (196589)	OMSP Dev Zone	Arizona Radiation Regulatory Agency	\$200.00	08/02/2016	-	Un-approved	Composite (Split) (9999)	OMSP Dev Zone
196600 (196600)	OMSP Dev Zone	AT&T 18925801	\$500.00	08/03/2016	-	Un-approved	Composite (Split) (9999)	OMSP Dev Zone
196676 (196676)	OMSP Dev Zone	Ability Window Cleaning	\$100.00	08/22/2016	-	Un-approved	A-Test (AA-01)	OMSP Dev Zone
196677 (196677)	OMSP Dev Zone	Aaron's Vendor	\$200.00	08/25/2016	-	Un-approved	Advertising (4700)	OMSP Dev Zone
196678 (196678)	OMSP Dev Zone	Aaron's Vendor	\$100.00	08/22/2016	-	Approved	A-Test (AA-01)	OMSP Dev Zone
196679 (196679)	OMSP Dev Zone	Aaron's Vendor	\$100.00	08/22/2016	-	Approved	Composite (Split) (9999)	OMSP Dev Zone

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Total Amount: \$19,877.00

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