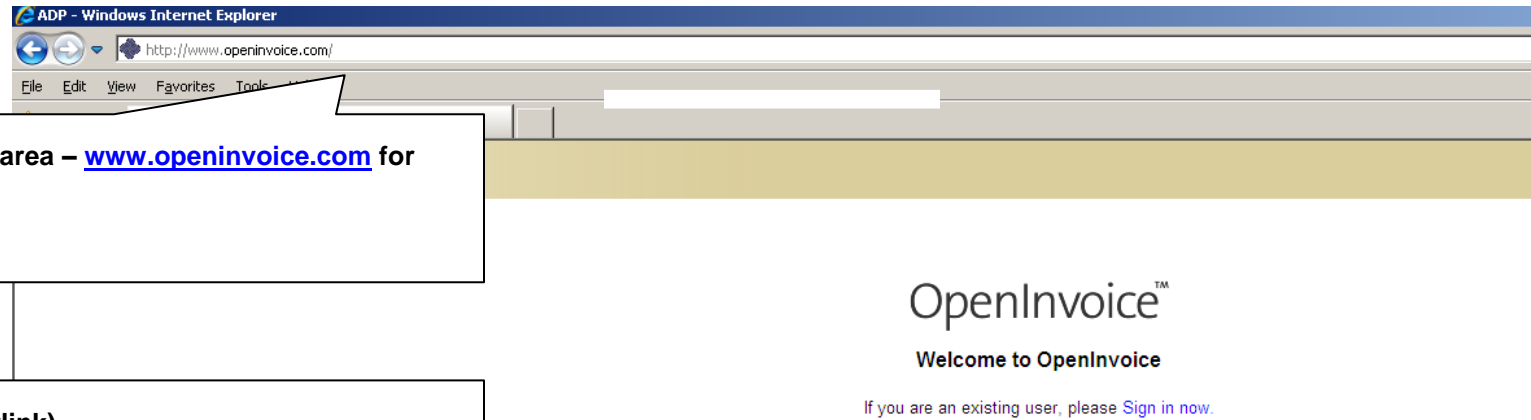


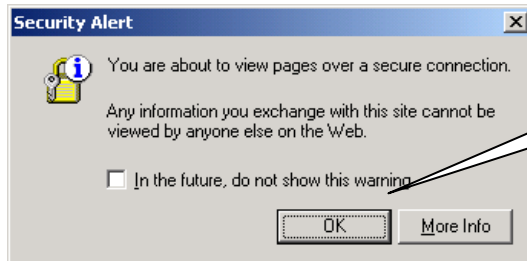
OpenInvoice – Self Training Reference Guide

GETTING STARTED



Type web address in Address area – www.openinvoice.com for doing your invoices.)

Click [Sign in now](#) (Blue Hyperlink)



Security Windows (dialog box)
– If you get this alert, select ok

Security Windows (dialog box)
If you get this alert, select Yes



LOGGING IN

OpenInvoice™

Sign In

Username:

Password:

(these fields are case sensitive)

Login

- User...(case sensitive)
- Password (case sensitive)
- User name and Password are specific to this training session

- [Reset your password](#)
- [Register Now](#)

- **Are you having difficulty signing in?**
Please call 1-866-627-3287 or email adpinvoicesupport@adp.com
- OpenInvoice supports Internet Explorer versions 6, 7, and 8

- Note the Support info
- Note the password reset options
- Toll Free line Or Email
- Helpful/Knowledgeable staff available

OpenInvoice Home Page

(Also called Summary Page – Status of Entered Invoices)

Navigational Do's / Don'ts

- Avoid using Back, Forward, Refresh, Home
- Click once when asked to click with the mouse
- Use Submit, Next, Save, etc for enter not enter key on keyboard
- We will cover many other methods of navigation within the Application

- Do Not use the in the upper right hand corner of your browser window.
- If you close with the and need to log back on right away, log back in as usual and select the **Continue** button to end your old session and return to the application or wait for the 20 minute “auto logout” rule.

The screenshot shows the OpenInvoice application interface. The browser window title is 'ADP - OpenInvoice'. The address bar shows 'http://openInvoice/main/nav1Invoice'. The page has a navigation menu with 'OpenInvoice', 'OI Receipt', 'Corporate', and 'Membership'. Below the menu are links for 'Summary', 'Messages', 'Create Invoice', 'Invoice Upload', 'Invoice Processing', 'Templates', 'Reports', 'PO Search', and 'Invoice Search'. In the top right corner, there are 'Help' and 'Sign Out' links. A 'Certificate Error' message is visible in the browser's status bar.

- Next to Logout is **Help** which when selected displays a link to the online user guide and ADP support contact information.
- ALWAYS Logout using word **Sign Out**. There is a 20-minute auto logout rule if no activity.

OPENINVOICE HOME PAGE

Menu Bar Area

Menu Items directly below the tab area change as you change Tabs.

The screenshot shows the top navigation area of the OpenInvoice application. It features the ADP logo on the left. To the right of the logo is a horizontal menu bar with four tabs: 'OpenInvoice', 'OI Receipt', 'Corporate', and 'Membership'. Below these tabs is a secondary menu bar with several options: 'Summary', 'Messages', 'Create Invoice', 'Invoice Upload', 'Invoice Processing', 'Templates', 'Reports', 'PO Search', and 'Invoice Search'. There is also a search input field on the far right.

> Home

 [You Have Unread Messages](#)

Communications

Messages	New	1
	Total	1
Reports	In Progress	0
	Complete	0

Crumb Trail – The path taken to get to the current screen. Also a navigational tool.

Messages – [Blue hyperlink](#) takes you to the Message List.

MESSAGING

> [Home](#) > [Message List](#)

Message Center

You can receive messages via email by activating your 'Receive'...

as read in your Message Center.

Message Center/List

- Messages are created by the Buyer Company. The Supplier can only reply to existing messages.
- Both Private & Public messages can be deleted
- Messages become part of the Journal
- They do not transfer ownership or dispute an invoice.

Delete Selected

Priority	Open	From	Regarding	Scope	Sent	Select
-		Kyle Alexander ADP Admin	Invoice 20101026055, Sample Buyer Corp.	Public	12/16/2010 14:41:42 MST	<input type="checkbox"/>
		Sample Message from Buyer User to Supplier User				
		Go To This Document				

Messages are at top of Invoice and you must open an invoice to view the message.

Doc Journal – messages and history of what has occurred on this invoice.

To Reply – click the blue hyperlink at the end of the message.

Invoice # 20101026055 - 10/26/2010

Supplementary Information

Invoice Journal

Current Owner

Site: Head Office

User: Kyle Alexander

Processing on 11/23/2010 at 12:39:03 PM MST

Submitted on 10/26/2010 at 03:02:43 PM MDT - by Kyle Alexander

Messages

- 12/16/2010 at 02:41:42 PM MST from Kyle Alexander ADP Admin
Sample Message from Buyer User to Supplier User - [Reply](#)

Invoices – Broken down by Category or Status

Unsubmitted

- Saved, you own, need to be submitted for payment
- Can only be changed by you and not a co-worker.
- Co-worker can view using Search feature (will show later)
- Cannot be seen by Buyer Company until you Submit.

Disputed

- Saved, submitted, and returned to you for changes.
- You will receive an email when an invoice has been returned to you as Disputed.

Stalled

- Saved, submitted, returned to you for changes, but no activity has happened for 5 days.
- Stalled invoices appear in both the Stalled and Disputed categories.
- Emails sent to you daily after the 5 days until you action.
- Also happens on the Buyer side. After submitting an invoice if they do not action for 5 days the invoice becomes Stalled and they are emailed notifications daily. As well their supervisor is copied on these emails.

Submitted

- Saved and submitted to the Buyer Company
- Aged in groups as shown based on Submitted Date.

Approved

- Saved, submitted, Buyer Company has approved for payment
- Payment should be received according to Company's payment terms, based on your invoice date.
- A snapshot of last 30 days for others see **Search** Feature.

Blue number is hyperlink to list for each status type.

Invoices		
Unsubmitted		0
Disputed		0
Stalled		0
Submitted	All	0
	0 - 30 Days	0
	31 - 60 Days	0
	61 - 90 Days	0
	Over 90 Days	0
Approved	Last 30 Days	0

CREATING AN INVOICE

Create Invoice

Create Invoice

- ❑ Yellow fields are Mandatory Fields and cannot be left blank
- ❑ Review the Buyer Submission Guidelines to determine what should be entered in the fields.
- ❑ Pick the appropriate **Customer Name**. Drop down boxes will vary depending on the Buyer Company selected.
- ❑ Select **Site** and **Department**. Click Next.
- ❑ **Invoice #** - can be alpha or numeric or both. The application will not accept duplicates.
- ❑ **Invoice Date** - Date Format mm/dd/yyyy
- ❑ Invoice Type
 - We will use original (debit invoice).
 - A Debit invoice can handle mixed – credit/debit lines
 - Credit invoices are supported and must be a net credit to the Buyer
- ❑ **Status** Is NEW, if you were to view a disputed invoice, the status would show as Disputed, etc.
- ❑ **Description** – Must contain a minimum of Who, Where and Why. Other details may be added as well. *Example: Mike Jones, 10-3-5-10W4, Supply Goods*
- ❑ **Contract** – A contract where applicable will be auto-applied. If multiple contracts exist, please select the appropriate one. Click Next.

Create Invoice

Supplier Site: Head Office

Customer Name:

Customer Site:

Customer Department:

Next >>

- General Information -

Invoice Number:	<input type="text" value="20101216005"/>	Invoice Date:	<input type="text" value="12/16/2010"/> <input type="text" value="MM/DD/YYYY"/>
Invoice Type:	<input type="text" value="Original Invoice"/>	Service Date:	<input type="text" value="12/07/2010"/> <input type="text" value="MM/DD/YYYY"/>
Submission Type:	Direct Entry	Currency:	<input type="text" value="CAD - Canadian Dollar"/>
Status:	New	Invoice Amount:	721.88
		Remit Amount:	721.88

Description:

- Contract Information -

Contract:

Early Pay Discount: 2.00% discount if paid within 10 days of submitted date.

Next >>

NEXT (button) – Validates the Header info and moves you to the next page.

Save (button at bottom)

Save as required, to ensure information entered so far is not lost.

Notice also that Submit button is Greyed out, this is because you must have at least one line item before you can submit an invoice.

Edit Header **Contact**

Summary Quick Edit

Alert	Item	Service Date	Description	Qty	Units	Rate	Subtotal	Discount	Total	Delete
							Subtotal:	0.00	0.00	0.00
									Total Amount:	<u>CAD 0.00</u>

Add Line Item

Click **ADD LINE ITEM** – this will allow you to add the detailed charges for your billing.









Add Line Items

Refer to the Cheat Sheets for Buyer Company

AFE # - Only need AFE or Cost Center – not both, should be provided by the Buyer Company, if not, call your company contact for this number

Cost Center - Only need AFE or Cost Center – not both, should be provided by the Buyer Company, if not, call your company contact for this number.


Location and **Field/Lease** - As supplied by Buyer Company, is often auto-populated based on the AFE or Cost Center entered


Major/Minor/Subcode – Enter coding provided on your Buyer signed backup documents (when provided)

Asset Number - Not currently used.


PO Number and **WO Number** – Enter when supplied by Buyer Company

Service Date – Required by all companies; usually the delivery date or final day in a range of days.

AFE: 
Asset Number:

Cost Center: 
PO:

Location:
WO:

Field/Lease:
Service Date:  MM/DD/YYYY

Major/Minor/Subcode:

Add Line Items

Refer to the Cheat Sheets for Buyer Company

Product/Service - Pick one and it will auto fill the next 2 fields. You can change if you feel the default is not appropriate.

Charge Type – Auto fills when you pick product.

Description – If required, add more detail about the Line Item.

Quantity, Units, Rate, Subtotal, Discount, Total

- Units** may be set up as a default but can be changed. Note the unit does not affect the value of the line item as it is not part of the formula.
- Do not use \$ or, (comma) in **Rate**
- You can copy down catalog or contract pricing using the copy down buttons that appear when a Product/Service is selected

Taxes should be configured to reflect the jurisdictions where you do business. Apply the necessary taxes by checking the appropriate box and entering the correct tax rate.

Product/Service: 250 TON DUAL TUBING ELEVATOR (CARBON APPLICATIONS) - DAY - 267.85

Charge Type: Rentals - Surface Rental of surface equipment

Buyer Code:

Description: 250 TON DUAL TUBING ELEVATOR (CARBON APPLICATIONS)

Early Pay Discount: Early Pay Discount: 2.00% discount if paid within 10 days of submitted date.

Pricing Source:

	Source	Units	Currency	Rate	Adjustment Type	Adjustment	Adjusted Rate
	Catalog	DAY	USD	267.85	N/A	N/A	N/A

Quantity	Units	Rate	Subtotal	Discount(%)	Currency	Total	EP Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Taxes	EP Eligible	Exempt Code	Tax Nu
Charge GST <input checked="" type="checkbox"/> <input type="text" value="5.00"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text" value="5058874"/>
Charge HST-BC <input checked="" type="checkbox"/> <input type="text" value="12.00"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text" value="R12122"/>

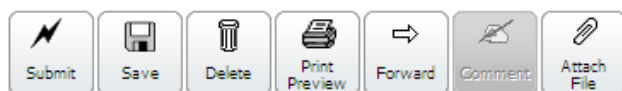
Add another line item

- Ensure you are on the line item you expect to be, if not there should be error messages indicating fields that need to be corrected before you can proceed to the next line item.
- Complete fields as required.
- Note the application remembers some of the info to save time; it can be changed if required.
- Add as many line items (no maximum) as required for your invoice. Select Next after completing last line item.

When last one has been entered, click NEXT (button).

Summary		Quick Edit								
Alert	Item	Service Date	Description	Qty	Units	Rate	Subtotal	Discount	Total	Delete
	1.	12/07/2010	250 TON DUAL TUBING ELEVATOR (CARBON APPLICATIONS)	12.00	DAY	267.85	3,214.20	(0.00%)	3,214.20	
							Subtotal:	3,214.20	0.00	3,214.20
							Total GST (#505887415RT001):			160.71
							Total HST-BC (#R1212356):			385.70
							Total Amount:	CAD 3,760.61		

Add Line Item



Review of Buttons on Bottom

Submit – saves and sends to the Buyer Company. If you are submitting right away you do not need to save, then submit.

Save – saves and will now be included in the numbers for “Unsubmitted” on your Summary Page

Delete/Cancel – Deletes the displayed invoice if unsubmitted. When an Invoice is submitted it may only be cancelled after a dispute.

Caution: if invoice has been submitted will be still in history when cancelled.

Print Preview – Recommend Submit before printing as then will have the Document Journal Information on Printed Copy

Forward – Sends invoice to another co-worker. Do not use if you are only user in your company.

- You will no longer have access to this invoice
- It will not show on your summary page
- You will only be able to view it using the search feature.

Comments – Can only be added after Invoice has been Submitted. The comments are for internal use only. They can only be seen by users within your organization, not the Buyer Company.

Attach File (See next page for details)

ATTACHMENTS

Attach File – saves invoice, then goes to the screen as shown

File Location - Use the Browse button to locate your scanned file

- Scanned items should be saved somewhere easy to find
- Format - File should be saved as JPEG, PDF or TIF. Can also accept Word & Excel docs
- Should be scanned as Black & White (not color or grey-scale)
- Resolution (Dots per inch – DPI) should be set at 75 to 150.
- Keep file size small but make sure is legible

Attachment Description – Brief description of what the file is you have attached. Try to keep to a few words or numbers.

Click **Add Another** to attach additional files, and click Next when done and you will be returned to invoice summary page.

- Document will appear in your Unsubmitted bin if you do not submit it during this session.
- Invoice 20101216005 saved on 12/16/2010

Attach File

Attachment File Size:

It is important to have your attachment file sizes as small as possible. This reduces the time it takes you to upload and for the approver to download these files. To accomplish this, please check the following settings on your scanner:

- 1) Color - should be set to "black and white" with no grey scale.
- 2) Resolution - this is the measure in dots per inch and should be set to 125 DPI.

ADP suggests that each scanned page should be less than 100,000 bytes. If you are having trouble reducing the size of your attachments, please contact ADP support by email at adpinvoicesupport@adp.com or by phone at 1-866-627-3287.

Please specify the file you would like to attach to this document.

File Location:

Attachment Description:

SUBMITTING YOUR INVOICE

The screenshot displays the ADP OpenInvoice web application. The browser window title is "ADP - Windows Internet Explorer" and the address bar shows "https://doctest.openinvoice.com/doap/openInvoice/main/invoiceHeaderOutput". The application has a navigation menu with options like "OpenInvoice", "Corporate", and "Membership". The main content area shows details for "Invoice # 20101216005 - 12/16/2010".

Invoice Journal

Current Owner:
 Site: Head Office
 User: Kyle Alexander 3
 Saved on 12/16/2010 at 03:26:31 PM MST - by Kyle Alexander 3

Attached Documents

PDF 131kB attached on 12/16/2010 at 03:31:11 PM MST - by Kyle Alexander 3
[Backup](#)

Customer: A&P Distribution and Logistics
 Supplier: ACME Supplier Services

General Information

Invoice Number: 20101216005
 Invoice Date: 12/16/2010
 Invoice Type: Original Invoice
 Service Date: 12/07/2010
 Submission Type: Direct Entry
 Currency: USD - U.S. Dollar
 Status: Saved
 Invoice Amount: 3,760.61
 Remit Amount: 3,760.61

Description: Mike Smith, 10-3-5-10W45, Trucking rental

Contract: N/A - Contract not applicable

Buttons: Edit Header, Contact

Summary Table:

Alert	Item	Service Date	Description	Units	Rate	Subtotal	Discount	Total	Delete	
	1.	12/07/2010	250 TON DUAL TUBING ELEVATOR (CARBON STEEL)	12.00	DAY	267.85	3,214.20	(0.00%)	3,214.20	
						Subtotal:	3,214.20	0.00	3,214.20	
						Total GST (#505887415RT001):			160.71	
						Total HST-BC (#R1212356):			385.70	
						Total Amount:	USD 3,760.61			

Buttons: Add Line Item, Submit, Save, Delete, Print Preview, Forward, Comment, Attach File

Footer: The ADP logo is a registered trademark of ADP, Inc. OpenInvoice is a registered trademark of DO2 Technologies Inc., a subsidiary of ADP Canada Co. All other trademarks and service marks are the property of their respective owners. All rights reserved. Copyright © 2010, DO2 Technologies Inc.

Once you have completed your invoice and added the attachments as required, you will click the **Submit** button to start sending your invoice for payment.

Note: The **Submit** button with the Lightning bolt is the only submit that initiates sending your invoice for payment all other submit buttons are to accept changes you have made.

Use this space for comments to the Operating Company. For example if you have an invalid AFE or Cost Center, you would have had to leave that field blank in order to proceed. Ensure you indicated the Location. Then in this box make a comment similar to the example shown. You must then click Submit to complete the process.

Please enter any comments that you may have for Invoice 20101216005.

Comments added here will be seen by both ACME Supplier Services and

This screen indicates that your invoice has been successfully submitted.

- You may then choose to create another invoice Or...
- Go to the Home page.

[> Home](#) > [Create Invoice](#) > [Submit](#)

20101216005 has been **submitted** to **Sample Buyer Corp** on 12/16/2010

[Create Another](#)

[Home](#)

SEARCHING

The screenshot shows the ADP web interface with the 'Corporate' tab selected. The navigation bar includes 'OpenInvoice', 'Corporate', and 'Membership'. Below this are links for 'Summary', 'Messages', 'Create Invoice', 'Invoice Upload', 'Invoice Processing', 'Templates', 'Reports', 'PO Search', and 'Invoice Search'. A search box and 'Go!' button are visible. A table titled '> Home > Status List' displays invoice details. A callout box titled 'Search' provides instructions on using the search features.

Document #	Document Date	Status	Status Date	Current Owner	Company	Description	Currency	Amount
1234567	03/22/2005	Saved	03/22/2005	Accounting, Ana	Vandelay Industries	055-15W5M - Graded Road and 0101	CAD	0.00
123412312	05/24/2005	Disputed	05/24/2005	Accounting, Ana	Vandelay Industries		CAD	1,070.00
12345a	06/20/2005	Disputed	02/14/2006	Accounting, Ana	Vandelay Industries			
12345b	06/20/2005	Submitted	06/20/2005	Accounting, Ana	Vandelay Industries			
12345c	06/20/2005	Submitted	06/20/2005	Accounting, Ana	Vandelay Industries			
12345d	06/20/2005	Disputed	01/23/2006	Accounting, Ana	Vandelay Industries			
12345e	06/20/2005	Disputed	01/23/2006	Accounting, Ana	Vandelay Industries			
12345f	06/20/2005	Submitted	06/20/2005	Accounting, Ana	Vandelay Industries			
12345g	06/20/2005	Approved	09/23/2005	Accounting, Ana	Vandelay Industries			
12345h	06/20/2005	Approved	09/23/2005	Accounting, Ana	Vandelay Industries			
12345i	06/20/2005	Approved	09/23/2005	Accounting, Ana	Vandelay Industries			
12345j	06/20/2005	Disputed	10/14/2005	Accounting, Ana	Vandelay Industries			
12345k	06/20/2005	Submitted	06/20/2005	Accounting, Ana	Vandelay Industries	Approvers Name & LSD & General description	CAD	78,966.38

Search

Use the “Invoice Search” button or the Search Box next to the Go button to locate invoices in any status. – Putting in a partial number will list all invoices containing that number in the start, middle or end. Hover over the Question Mark icon for tips on searching with wild cards

Column Headings – Click once for ascending and a second time for descending order)

Blue Document # is a hyperlink to the Invoice Summary

Note: The search feature is Not case sensitive where an alpha character is used in the invoice number

THE OTHER TABS

MEMBERSHIP

- Use the **My Profile** page to edit your user profile settings.

CORPORATE

- Use the **Templates** section to create Invoice templates. For more details see **Template** help sheet by clicking the Help Link when logged in.

When Session is done, be sure to logout.