

# Invoice Collection and Processing with ESS

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## Introduction

The Expense Submittal System (ESS) is a Web-based open source corporate expense reporting package. It has a sophisticated workflow engine and interfaces with email to message employee and handles receipt image files. It also interfaces with other corporate systems for secure access, A/P payments, fleet vehicles and credit card processing. There is a NACHA interface. Besides expense reports, ESS also supports time information collection, purchase card reconciliation, and invoice collection. All reports are verified against control tables and corporate guidelines. More information can be found at <http://www.expenseservices.com>.

The rest of this document will cover invoice processing in ESS.

## Two options

There are two ways to allow users to submit invoices:

- Light version – This version provides a section to enter invoices as part of a normal expense report. It can be used for invoices that are charged to a single entity and need only an image of the invoice as documentation (viz., JPG, PNG, TIFF, PDF). Reporters provide the invoice reference number, amount, vendor ID, expense type, description and image file. Image files can either be sent through a gateway from your smart phone or uploaded from a PC or laptop.
- The full monty – This version provides for more robust entry. In addition to the information collected in the light version, a reporter can apply invoices to several entities, provide extra documentation, and specify a payment option. This option also accepts input from an Excel spreadsheet.

## Pass invoice entry to A/P

Invoice entries will be passed to your A/P system as part of your normal expense report A/P feed. ESS has several ways of creating a feed. ESS feeds are launched from the "Audit and Admin" module. For more information on implementing a feed contact [service@expenseservices.com](mailto:service@expenseservices.com).

## Vendor information update

ESS has a vendor table that contains information used to apply an invoice to a vendor. This table should be current with the list of vendors in your A/P system. A feed from the A/P system can be implemented via ESS's file import feature in the Audit and Admin module. A better solution is to construct the vendor table as a view into your A/P system. The view should be set up to provide the columns in the shipped vendor table.

## Implementation

Depending on your choice, do one, or both, of these two items:

- Light version – The invoice section is a element in the *screenCombined.html* entry screen. Turn on the element by accessing the *File->Editors Company Codes* menu option in the "Audit and Admin" module. Select your company code from the list and under "Screen Design" change the "Invoices for A/P" to *Yes*.
- Full Monty – The heavy weight invoice screen is a separate entry screen. You'll want to use the *screenMenu.html* option which will provide a sub-menu when you access the *New* option for report entry. Turn on the sub-menu by accessing the *File->Editors Company Codes* menu option in the "Audit and Admin" module. Select your company code from the list and change "Entry Screen" in the top section to *screenMenu.html*.

Entry screens can be specified at the system, company and user level. This lets you give user the appropriate screen, while minimizing system maintenance.

# Light version

E
http://localhost/ess-app/ajax/XLogin
Search...

E
ESS Report Entry
x

File Edit View Favorites Tools Help

New Processing Save Submit Approval History Help
Logout

Joe Controller

**Expenses & Invoices**

**From \***

**To \***

**Cost center \***

**Purpose \***

Attach Invoce to overall report.

add Advance

**Reimbursable Mileage**

Date*	Milec*	Rate	Amount	From*	To / comments*	
6/19/2018	<input type="text"/>	0.5390		<input type="text"/>	<input type="text"/>	Delete

add Reimbursable Mileage

**Reimbursable Expenses**

Receipt date*	Expense type*	US Dollars*	Comments	
6/19/2018	<input type="text"/>	<input type="text"/>	<input type="text"/>	Split Delete +

[add Split Receipt](#)
[add Hotel Receipt](#)
[add Another Receipt](#)

**Vendor Invoices**

<b>Invoice date</b>	<b>expense type</b>	<b>amount</b>	<b>vendor</b>	<b>Delete +</b>
6/19/2018	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>cost center</b>	<b>Invoice #</b>	<b>description</b>		
999-99	<input type="text"/>	<input type="text"/>		

add Another Invoice

Save

Save & Submit

Close without saving

Report Total	Non Reimbursables/Advances	Due Employee
0.00	0.00	0.00

Expense client is ready.
50%

The light entry section will appear at the bottom of the expense report entry screen. Any number of invoices can be added to a report. The payment type for an invoice is always INVOICE and ESS is shipped with INVOICE not being reimbursed to the reporter. The invoice entry is comprised of the following fields:

1. Invoice date – date on the invoice.
2. Expense type – expense type, which maps to a G/L number, to apply the invoice.
3. Amount – amount of the invoice.
4. Vendor – lookup field of vendors.
5. Cost center – cost center, department to apply the invoice.
6. Invoice # – invoice reference number.
7. Description – brief description of expense.
8. Image of a person – list of attendees.
9. Plus sign – attach invoice image.

Other fields can be added by tweaking the HTML. Contact [service@expenseservices.com](mailto:service@expenseservices.com) for more information.

## Full Monty

The screenshot displays the 'Vendor Invoice' entry screen in the ESS application. The interface includes a navigation bar with the ESS logo and menu items: New, Processing, Save, Submit, Approval, History, Help, and a Logout button for the user 'Joe Reporter'. The main form area is titled 'Vendor Invoice' and contains the following fields and controls:

- Invoice Date\***: 6/19/2018
- Invoice No.\***: [Empty text box]
- Vendor\***: [Empty text box]
- Expense Type\***: [Empty dropdown menu]
- Amount\***: [Empty text box]
- Cost Center\***: 13000 (13000)
- Send Payment to\***: Vendor
- Description\***: [Empty text box]
- Itemize**: Link with a plus sign (+)
- Second plus sign**: A second plus sign (+) for attaching an image.

At the bottom of the form, there are three buttons: 'Save', 'Save & Submit', and 'Close without saving'. Below the buttons, a 'Report Total' box shows a value of 0.00.

The full version of the ESS invoice entry can either be specified as the sole entry screen (*screenInvoice.html*) or by using the sub-menu option (*screenMenu.html*). The sub-menu option will give access to the expense report, invoice and credit card reconciliation (i.e., purchase cards) options. It is recommended. In addition to the fields found in the light invoice entry element, there are the following additional fields:

- Send Payment to – This directs where the check to the vendor should be delivered. It can be sent to the vendor, cost center (department, branch, store) or submitter.
- Itemize link – Link to the screen that allows the invoice to be itemized across cost centers, individuals and/or expense types.
- Second plus sign – A second image can be attached to the invoice.

If an invoice requires multiple line items to be accounted for, click the *Itemize* link.

## Itemized Screen

Return to current report

**Split and expense**

Invoice Date\* 8/20/2018 Invoice No.\* Vendor\* +

Amount\* Send Payment to\* Vendor Description (include attendees)\*

Enter your expense breakdown in the area below. Click the "Update itemized expenses" button after entering each expense. Your itemized expenses will appear in the list at the bottom.

**itemized expenses**

amount 0.00 expense type\*

paste entries (click here after you enter) cost center

expense type, cost center, amount, (pers#, name)

Update itemized expenses

**expense itemization**

Remove New

Accept entries and process Do not save these entries

The itemize screen provides the means to break out accounting entries of an invoice across cost centers and expense types. This is useful for items like corporate phone bills and building services that are paid centrally but cover multiple cost centers. The top half of the screen are fields related. The bottom part of the screen are the fields required for each line item. After a line item is entered, the *Update itemized expenses* will add the items to the "expense itemization" list. The total of the list needs to match to "Amount" field at the top which is the total for the invoice.

The "paste entries" field allows entries to be entered from an Excel spreadsheet. The spreadsheet must be formatted as follows:

1. Expense type – the expense type. Must match exactly the expense in the expense type table.

2. Cost Center – Cost center as in the department table. It can be left blank, but not omitted. If left blank, it will default to the cost center of the reporter.
3. Amount – Amount to be applied to line item. Must be in the format of *nnnnn.nn*.
4. Personnel # – Personnel number if tracking based on person. If column 5 is not needed, this can be omitted if not used. Otherwise, it can be blank.
5. Name – This is a field that will be used in the description. It can be omitted or left blank. Often, the name of the person in column 4 is used.

To transfer the data from a spreadsheet, simply copy and paste the entries in the "paste entries" field and click on the title to have the entries entered into the "expense list".

Be sure to click on the *Accept Entries and Process* button when you have entered all you data. If you don't, the information will be lost.

## Getting Started

Invoice entry in ESS is straightforward. So is the process to install ESS in your organization. You can get ESS in one of two ways:

- Access SourceForge.net and download the ESS package. The package can be loaded onto Windows or Linux systems.
  - To install on Windows, use these procedures:  
<http://www.expenseservices.com/pdfs/ESSWindowsInstallation.pdf>
  - All other systems: <http://www.expenseservices.com/pdfs/Manually.pdf>
- The Amazon cloud is the simplest way to get ESS up and running. ESS is available on the Canada, US, UK, Mumbai, Singapore and Australian AWS regions. ESS is provided as a public AMI so there is no charge beyond what Amazon charges for a server instance. To find the AMI to launch, search the public AMIs with "expense report" as the search term. Here is some information on launching ESS in the Amazon cloud:  
[http://www.expenseservices.com/pdfs/AWS\\_AMI\\_instantiation.pdf](http://www.expenseservices.com/pdfs/AWS_AMI_instantiation.pdf)

ESS is open source so there is no licensing costs. Expenseservices.com does offer support and maintenance.

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