

# Invoice Transmittal

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**Extremely Important:** When working in the Constellation system, ALWAYS use the navigation buttons on the page. **DO NOT** use the Back and Forward buttons on the browser window.

## Logging In:

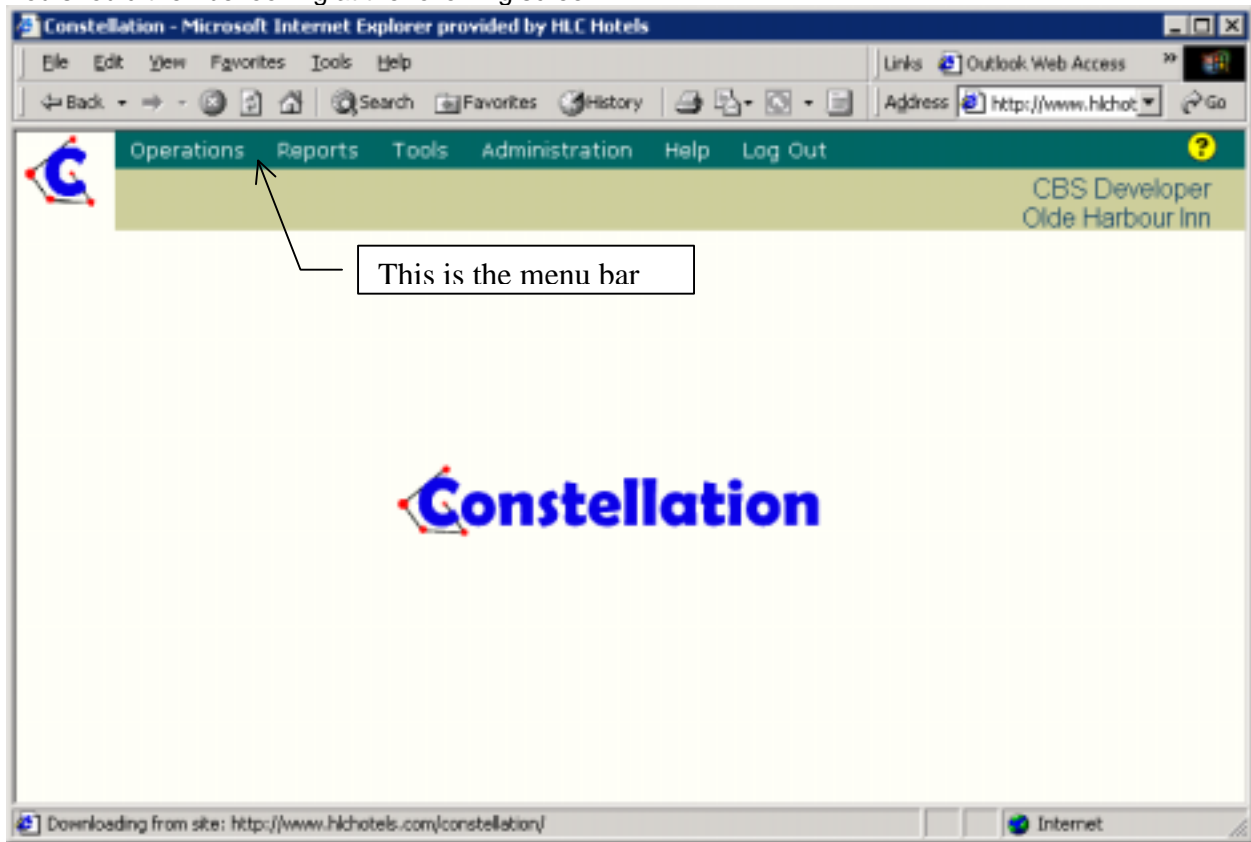
Log in to the Constellation System by going to <http://www.hlchotels.com/constellation>

Enter your Login ID and Password and click **Login**.

The first time you log in you will receive a security alert like the one below. Click **YES**.



You should then be looking at the following screen:



## Entering a New Invoice:

To enter a new invoice, click on the **Operations** menu. Then click on the **Invoice Transmittal** item. Then click on **New Invoice**.

You should see the following screen:

From the **Vendor** list box, select the vendor for this new invoice. If you do not see the vendor listed click the **Request New Vendor** link to have accounting at the corporate office set up the vendor in our accounting system. You will receive an e-mail back when the vendor is setup.

In the **Invoice Number** field enter the invoice number.

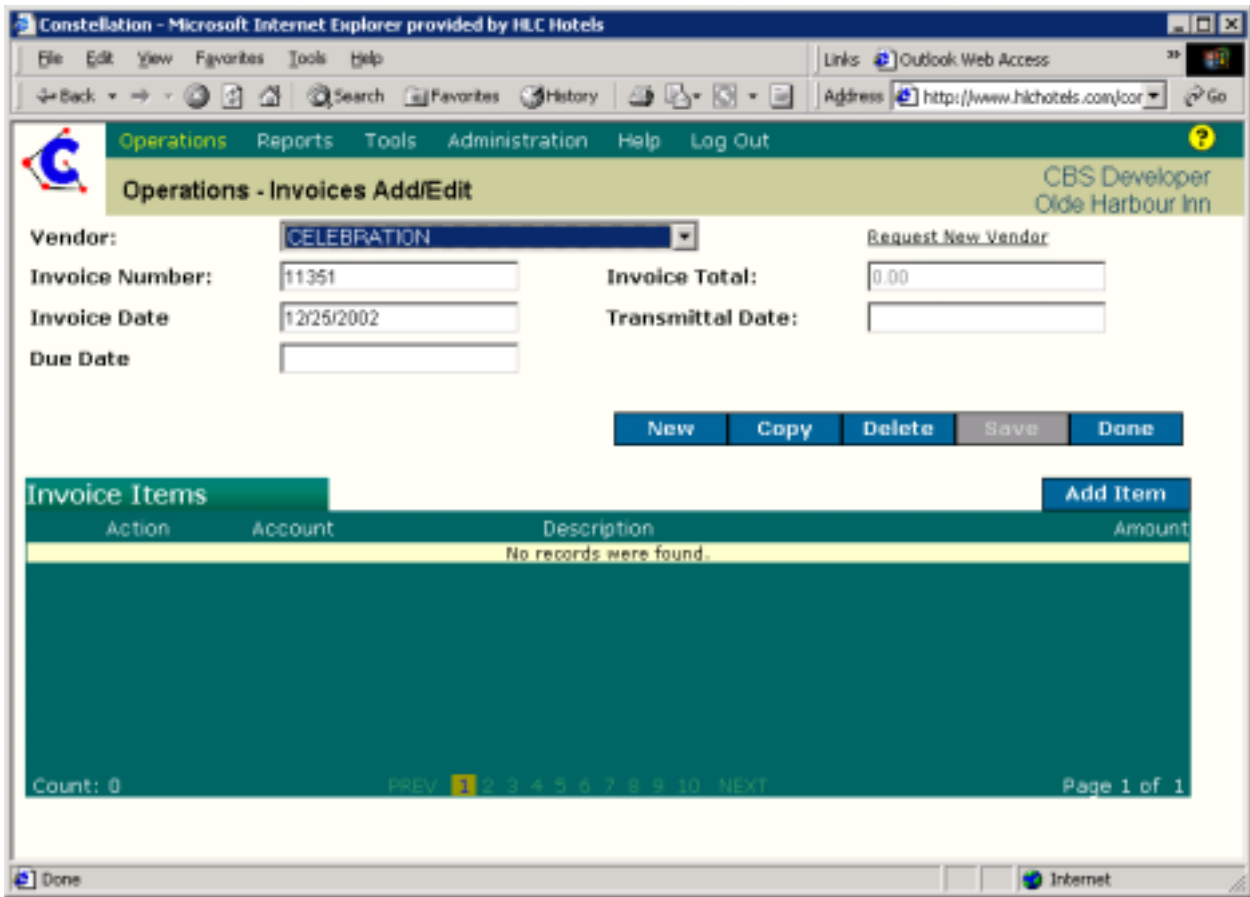
In the **Invoice Date** field enter the invoice date as it is shown on the physical invoice.

In the **Due Date** field enter the last date this invoice is due. This day is typically determined by the “Net” terms. This is an optional field.

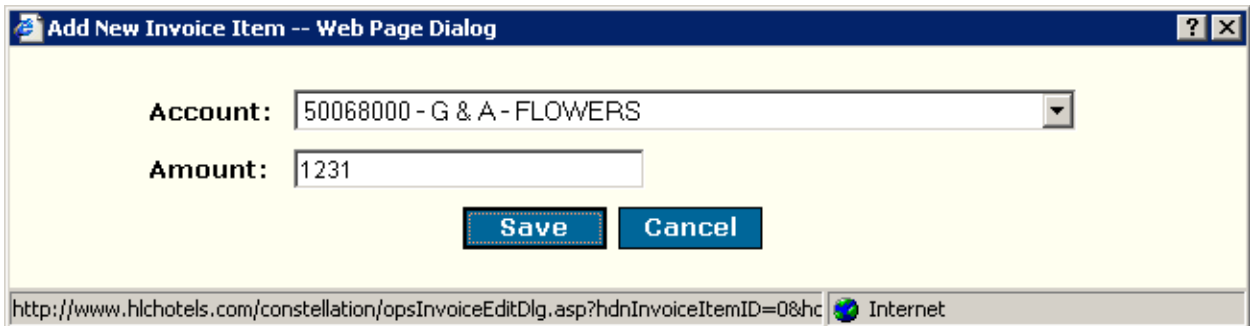
The **Invoice Total** and **Transmittal Date** fields are not editable and will be updated automatically.

Now click the **Save** button.

At this point your screen will look like the following. Keep in mind that this is a sample invoice and may not make sense.



At this point you are ready to enter the invoice line items. You can add as many Invoice items as you wish. To do this, click the **Add Item** button. You will receive the following dialog box:



Select the desired account from the **Account** drop down list. This drop down list shows the chart of accounts for your hotel as it is listed in our accounting system.

Enter the **Amount** associated with this Invoice Item and click the **Save** button.

You screen will look like the following:

Constellation - Microsoft Internet Explorer provided by HLC Hotels

Operations Reports Tools Administration Help Log Out

Operations - Invoices Add/Edit CBS Developer Ode Harbour Inn

Vendor: CELEBRATION [Request New Vendor](#)

Invoice Number: 11351 Invoice Total: 250.00

Invoice Date: 12/25/2002 Transmittal Date:

Due Date:

New Copy Delete Save Done

Invoice Items [Add Item](#)

Action	Account	Description	Amount
<a href="#">Edit</a> <a href="#">Delete</a>	42039220	DEV - SODA & MIX EXPENSE	250.00

Count: 1 PREV 1 2 3 4 5 6 7 8 9 10 NEXT Page 1 of 1

Done Internet

Notice that the Invoice Total field has been updated. Enter as many Invoice Items as you require so that the **Invoice Total** matches the total on the physical invoice.

If necessary you can click the **Edit** or **Delete** links to the left of each Invoice Item to make any necessary changes.

You can also use the **New**, **Copy**, and **Delete** buttons as necessary to ... you guessed it ... create a New Invoice; copy the current invoice to a new invoice; or Delete the current invoice.

Once completed, click the **Done** button.

Your screen will look like the following:

The screenshot shows a web browser window with the title "Constellation - Microsoft Internet Explorer provided by HLC Hotels". The address bar shows "http://www.hlchotels.com/lor". The page content includes a navigation menu with "Operations", "Reports", "Tools", "Administration", "Help", and "Log Out". The main heading is "Operations - Invoices List" with a user name "CBS Developer" and "Olde Harbour Inn". Below this is a table titled "Invoices" with columns: Vendor, Invoice Number, Invoice Date, Transmittal Date, and Amount. The table contains two rows of data. At the bottom of the table area, it says "Count: 2" and "Page 1 of 1".

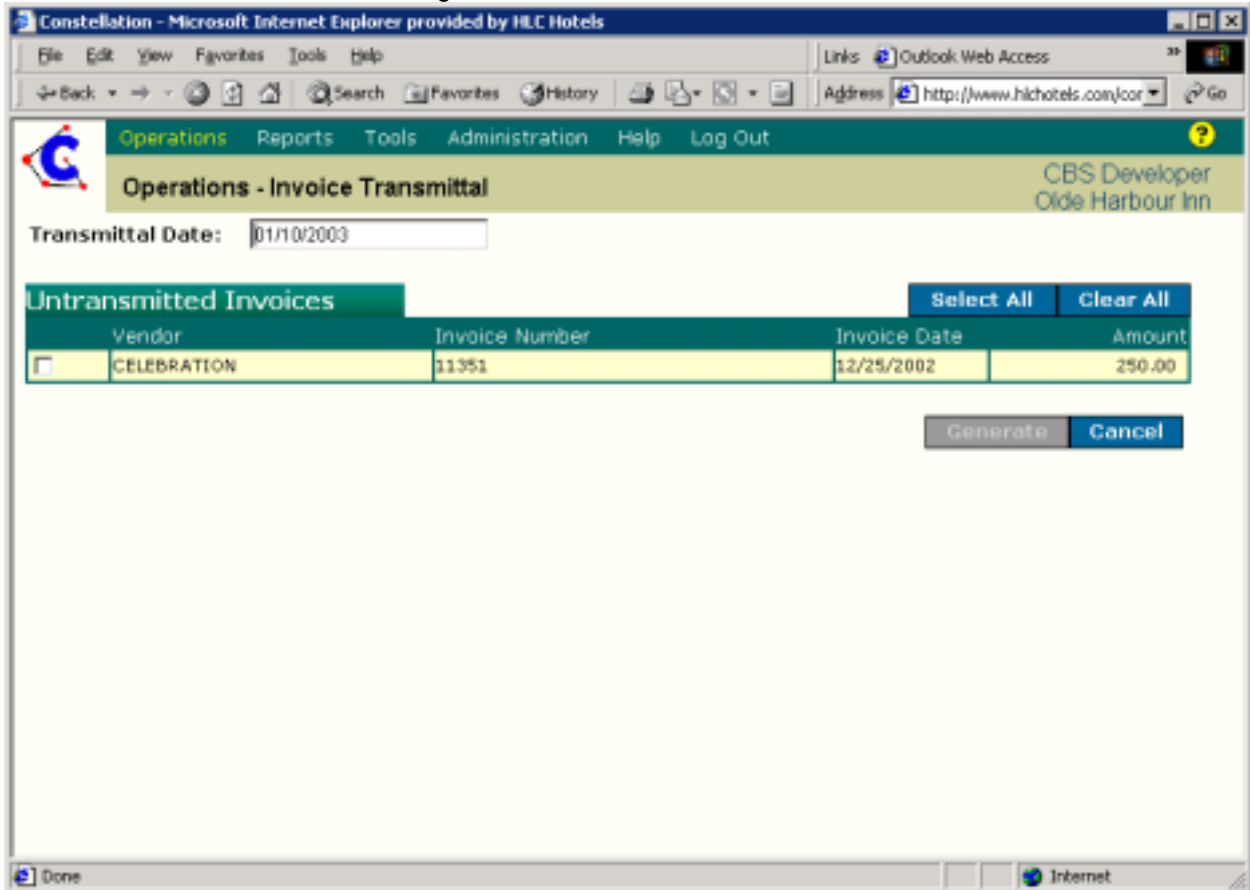
Vendor	Invoice Number	Invoice Date	Transmittal Date	Amount
COLUMBIANA CTY MOTOR CLUB	303030	12/25/2002	01/10/2003	13708
CELEBRATION	11351	12/25/2002		250

## Generating an Invoice Transmittal:

You should only generate an Invoice Transmittal when you are ready to batch up and submit your invoices at the **end of the week/month**.

To generate an invoice transmittal report of all your unsubmitted invoices. Click the Operations menu, then Invoice Transmittal, then Generate Transmittal Report.

Your screen will look like the following:



Obviously you will have several invoices listed here. Either individually select the invoices you want to include in this transmittal or click the **Select All** button. If you need to deselect all the items, click the **Clear All** button.

You can specify the **Transmittal Date** if it is other than today. However, there are restrictions. Please see the [Special Restrictions](#) section for details.

Once you have selected all your desired invoices, click the **Generate** button.

The first time you view a report, it may take several minutes but you will receive the following security warning:





You will then receive the report that can be printed out. Your screen will look like the following:

The screenshot shows a web browser window titled "Constellation - Microsoft Internet Explorer provided by HLC Hotels". The address bar shows "http://www.hlc-hotels.com/lor". The application interface includes a navigation menu with "Operations", "Reports", "Tools", "Administration", "Help", and "Log Out". The main content area displays the "Operations - Invoice Transmittal" report for "Olde Harbour Inn".

Vendor	Inv Number	Invoice Date	Transmittal Date	Acct	Description	Amount
<b>CELEBRATION (CE003)</b>						
	11351	12/25/2002	01/10/2003	420-39220	BEV - SODA & MIX EXPENSE	250.00
<b>COLUMBIANA CTY MOTOR CLUB (CO130)</b>						
	303030	12/25/2002	01/10/2003	100-12100	ASSETS - INVENTORY OTHER	1,354.00
		12/25/2002	01/10/2003	420-81000	BEV - MUSIC & ENTERTAINMENT	12,354.00
<b>Invoice Total:</b>						<b>13,958.00</b>
<b>Grand Total:</b>						<b>13,958.00</b>

Click the icon to export the report to MS Word or MS Excel.

Use the printer icon on the report viewer toolbar to print it to your local printer. You can also export the report to MS Word or MS Excel. In this report example, it shows more invoices than we selected because I had already done an invoice generation on that particular day.

At this point you are done. Complete your weekly pack as usual.

#### Special Requirements:

**Transmittal Date:** You can specify a transmittal date different from today as long as it meets one the following criteria:

- The date is in the current month.
- The last date of last month if the current date is less than the 3<sup>rd</sup> date of the current month.
- The last date of last month and the current date is past the 3<sup>rd</sup> date of the current month ONLY if your regional manager has granted you an override. Please contact your Regional manager to have this done.

**Browser:** The Constellation application requires Microsoft Internet Explorer 4.02 or higher with Visual Basic Script Support installed. If you are having trouble contact the [system administrator](#).