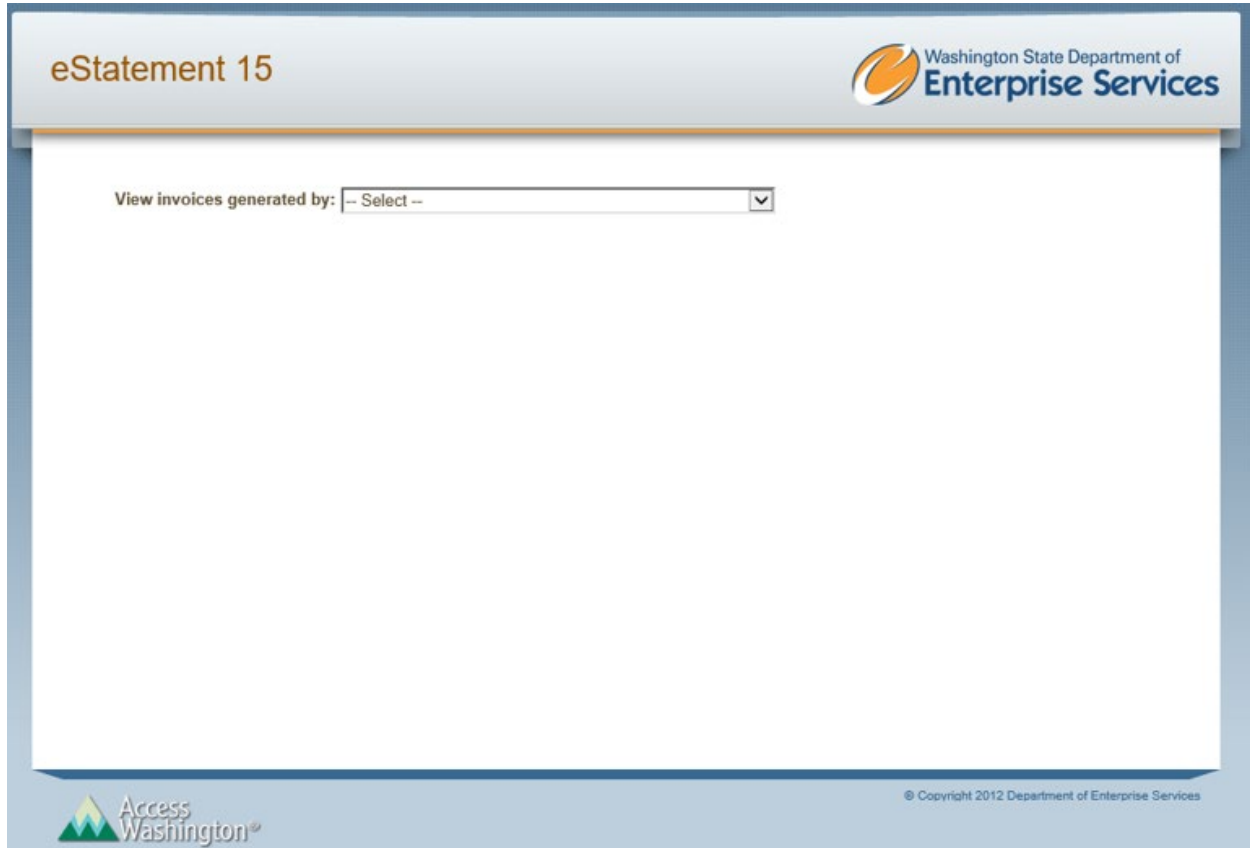


DES - Navigating eStatement Tool

Please note: While this tool is a resource year-around, some of the choices selected from the drop down menus are tailored for year-end purposes.

Link: <https://apps.des.wa.gov/Invoice/eStatement.aspx>

This link will take you to a screen that looks like this:



The screenshot displays the 'eStatement 15' interface. At the top left, the text 'eStatement 15' is visible. At the top right, the logo for the Washington State Department of Enterprise Services is shown. Below the header, there is a dropdown menu with the label 'View invoices generated by:' and a selection of '-- Select --'. The bottom of the page features the 'Access Washington' logo on the left and a copyright notice '© Copyright 2012 Department of Enterprise Services' on the right.

From the dropdown menu, choose “1790 – DEPARTMENT OF ENTERPRISE SERVICES”. Then, additional dropdown menus will appear. Select the desired options.

- Agency: enter three-digit agency number (and press enter to populate with your agency) or choose from the list
- Service: Leave it as ALL or choose a specific service from the list
- Invoice: For the purposes of year-end, choose “Year-end outstanding invoices”. However, all the options are explained below for future use.
 - Option 1: All Invoices – A date range prompt will appear. It will show all invoices paid and unpaid. It does not identify which invoices have been paid, nor does it include payment information.
 - Option 2: Current outstanding invoices – This will show all invoices and credit memos issued and currently unpaid and unapplied.

DES - Navigating eStatement Tool

- Option 3: Year-end outstanding invoices –
 - **Between July 1 and August 16, this option will show all invoices and credit memos related to year-end, for services rendered June 30, 2021 and prior.** If a partial payment is received for an invoice, it will create an additional line showing a new balance due. **Invoices will continue to be added until year-end invoicing is complete, July 30th.**
 - If not at year-end, this option will show the same information as the Current outstanding invoices (Option 2).

If partial payment is received at year-end (on or after July 1):

The eStatement tool will show two lines. For example, Invoice 123 is \$10.00. Sally makes a \$3.00 payment on Monday. DES receives and applies the payment to the invoice on Tuesday, which will update in eStatement tool simultaneously. One line showing the original invoice \$10.00 and one line showing a balance due of \$7.00. Both of these lines will remain on the Year-End outstanding invoices report.

View invoices generated by: 1790 - DEPARTMENT OF ENTERPRISE SERVICES

Select invoices to view

Agency: 179 ENTERPRISE SERVICES DEPT OF (179) Enter agency number or select from list

Service: ALL

Invoice: Year-end outstanding invoices

Show Invoices

After selecting your options, click on “Show Invoices”. This will show you every invoice outstanding for services on June 30th or before and should match the DES Year-end receivable balance. All invoices will continue to show outstanding on this Year-end Outstanding invoices report, even after payment is received. Invoices will clear from the eStatement current outstanding invoices report (Option 2) immediately when payment is applied.

Important: If you change any of the selections you’ve made in the above dropdown menus, you must click “Show Invoices” to refresh the results.

The title headings are:

- Invoice Number (This could be an invoice number or credit memo number. The Trans Type will identify which one).
- Location (account identifier)
- Trans Type – Invoice (balance due to DES) or Credit Memo (balance owed to customer)

DES - Navigating eStatement Tool

- Service
- Invoice Date
- Due Date
- PO Number, if applicable
- Reference Number, if applicable – For credit memos, this field will show the corresponding invoice number. For invoices, it could show a contract number (K****), project number or other identifiable items.
- Total
- Comments, if applicable

Tip: Any DES credit memo can be applied to any DES invoice.

Example:

| Invoice Num | Location | Trans Type | Service | Inv. Date | Due Date | PO Number | Ref. Number | Total | Comments |
|---------------------------|----------|------------|-------------------------|-----------|-----------|-----------|-------------|---------|-----------------|
| 531106407 | 00D | INVOICE | PARKING | 3/26/2019 | 4/25/2019 | | | \$35.00 | Monthly Parking |

Click on the invoice number for more details. If you click on the service, it will provide additional contact information if there are any questions regarding the invoice. The invoice may be printed from this screen by right clicking with your mouse, select the printer you would like to use and then clicking the print button.

Exporting your report to Excel:

There is an option to export the results to Excel. It will export with the same headings as above. The Excel version does not include links to the invoice and service.

Results

If you make changes above, click the "Show Invoices" button to refresh results.

[Export to Excel](#)

| Invoice Num | Location | Trans Type | Service | Inv. Date | Due Date | PO Number | Ref. Number | Total | Comments |
|---------------------------|----------|------------|-------------------------|-----------|-----------|-----------|-------------|---------|-----------------|
| 531106407 | 00D | INVOICE | PARKING | 3/26/2019 | 4/25/2019 | | | \$35.00 | Monthly Parking |

For Year-end balancing questions please contact:

| | |
|--|---|
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