ES FINANCIALS
User Training

ACCOUNTS PAYABLE Workflow

Overview of each Step in the Workflow for NON-Purchase Order Scanned Invoices

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Overview

The purpose of the Accounts Payable Workflow is to collect data about the scanned invoice and to approve the transaction for processing and payment. If the invoice does not relate to a Purchase Order (PO) then it will go through all five approval steps. A description of each step and the process that each should carry out is listed below.

Workflow Step 1 (Admin Initial Review)

- Check that it has been assigned to the correct Business Unit and Team
- You should try to identify the Business Contact (Invoice contact) who should be aware of the purchase and whether goods/services have been appropriately received. If they also know the Financial Delegate that should be chosen here also.

Important fields for Step One users for Non-PO invoices have been highlighted, they are

- Business Unit
- Area/Team
- Business Contact
- Workflow Comment if required
- Financial Delegate could also be entered if known
- Comments can be entered at any time
**Workflow Step 2 (Business Contact)**

The scanned invoice will go to the Business Contact identified on the transaction (however if no business contact was chosen it will go to all Business Contacts identified for that team – the exception is that Collaborative Email users are excluded unless specifically chosen as a Business Contact or Financial Delegate).

- The user should set the ‘Scan OK’ field to **OK – Goods/Services Received** to validate that it is OK to pay due to goods/services being received.
- Ensure that the **Financial Delegate** has been selected. Selecting a Financial Delegate is mandatory by this stage of the workflow. If the Business Contact is also the Financial Delegate then selecting this field before approving will result in step 3 being auto approved.
- Enter any other details that they know about the transaction (such as Charge Codes, Description)
- Approve the step (Approving the step will push the workflow to the next user)

Important fields for step two users for Non-PO invoices have been highlighted, they are
- Financial Delegate
- Scan OK
- Description, Fund Code / Department / Project (Invoice Lines tab)
- Attachment (additional attachments can be uploaded here)
Workflow Step 3 (Financial Delegate)
The Scanned Invoice will go to the Financial Delegate identified on the transaction in the previous steps.

- They will review the scan and update any missing details as appropriate
- Check the scanned invoice and any attachments

- Check the amount and chartfields, then determine if it can be approved under their delegation
- Approve the step
Workflow Step 4/5 (Admin Final/Finance Review)
The Scanned Invoice will go to anyone in the team who has been identified as an Admin Final / Finance Reviewer. At this stage Financial Shared Services staff are undertaking this role. Approving on step four/five automatically checks that the invoice is valid. If not you will receive a message informing you what needs to be fixed before approval can take place.

- Ensure all details are updated correctly
- Check that correct financial delegate has approved

- Check the details entered, ensure correct General Ledger charge codes, description and account are entered
- Check/update the Payment details (payment method, payment message etc.) in the ‘Payments’ tab. If it is EFT check the Bank Account Number, if the supplier needs any message in the remittance advice (apart from the invoice number) then enter it in the Payment Message. If it is WIR, check Telegraphic Transfer bank account details for foreign Supplier in “Pay to Bnk Nbr” field.
- Press the ‘Validate Data’ push button which basically checks that data is valid (e.g. GL combinations are correct etc.)
- Once there are no errors on validation then Approve the step – This changes the status of the Scanned Invoice to Completed. If the invoice is validated correctly then the voucher will be automatically created.
- If the invoice fails any validation then you will need to correct the errors and press the ‘Confirm/Create’ button to build the voucher.
- You will receive a message telling you whether it has been successfully created and submitted to workflow (for non PO vouchers). The status of the invoice will now be AP.
- If there are errors and the Voucher is Recycled – then you will need to correct the errors as appropriate on the Voucher Regular Entry page so the voucher status changes from Recycle to Postable.
Double check the data in Payment tab

If it is EFT check the Bank Account Number, if the supplier needs any message in the remittance advice apart from the invoice number then enter it in the Payment Message.

Once it is ready for processing then navigate to Workflow Summary Tab and ‘Approve’ the transaction, this will change the Scan Status to ‘Completed/Approved’ and the voucher will be created and the status will be changed to AP.

The voucher number will be displayed in Scanned Invoice Allocation section:

You can use the button next to the voucher ID to navigate directly to this voucher in Regular Entry (Voucher).

You will receive different messages on creating the voucher depending on what happens.

- Saved and Submitted into Workflow – no further action required
- Saved but not submitted into workflow
  - Recycled – will mean that the voucher was not valid and will require some user intervention to correct. You will probably receive various other errors that will help you identify why the voucher could not be saved. It will have Postable Status = Recycled you should try to correct the data to save it in a postable status.
  - Not Eligible – voucher has been created in an ‘Approved’ status and does not need any further action for the payment to occur.

Where can I find more Information?

For Summary of overall process and more in-depth training documentation please see the following page: https://services.anu.edu.au/information-technology/software-systems/es-financials/accounts-payable-workflow-tips-and-techniques