ES Financials Tips & Techniques

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Scanned Invoice Status in AP Workflow

Overview
This tip & technique is designed to explain the various status that scanned invoices have throughout the Workflow lifecycle. The status values assigned to an invoice include Incomplete, Vendor, Staged, Pending, Denied, Completed, AP and Cancelled.

Incomplete
An invoice that loads into the ES Financial system will have a status of ‘Incomplete’ if there is important information missing (e.g. invoice number) or if a duplicate invoice has been detected. The criteria for an invoice to be classified a duplicate is matching invoice number, gross $ amount and supplier. If these all match then the invoice will be flagged as duplicate and the status will be set to Incomplete. F&BS staff monitor the Incomplete scanned invoices and action as appropriate by either correcting the erroneous data or cancelling the duplicate invoice.

Vendor
When an invoice is loaded into the ES Financials system the ABN/ supplier Number is examined and a lookup is performed on the ANU vendor file. If the ABN/ supplier Number is found then the supplier details are populated for the invoice. If the ABN/ supplier Number cannot be found then the scanned invoice is assigned the status of ‘Vendor’. Also, if the supplier in question has more than one location in its profile, the scanned invoice will also be assigned this status. F&BS staff will then route the invoice to the Vendor Maintenance queue for a supplier to be created, or select the correct supplier location for the invoice. Once the supplier is created or location selected, the status of the invoice will change to ‘Staged’.

Staged
A valid scanned invoice will have the status of ‘Staged’ before it is submitted to workflow. When an invoice is staged it is only available for F&BS staff to action. F&BS staff assign a particular team within a Business Unit to the invoice. At this stage they may also add any Purchase Order related information that appears on the invoice. When all the appropriate information has been added F&BS staff submit the invoice into the Accounts Payable Workflow system and the status changes to ‘Pending’.

Pending
When an invoice is submitted into workflow for users to action it will have a status of ‘Pending’. An invoice needs to have a pending status for the approval steps to take place. While pending the invoice can be approved, pushed back, denied, comments and attachments added etc. When the final approval takes place (Step 5 – Finance Review) the invoice status changes to ‘Completed’.

Completed
After the step 5 Finance Review approval takes place the invoice is assigned a status of ‘Completed’. When an invoice is complete the only actions that can carried out are Confirm/Create the voucher, Add Comments or Submit. Pressing Submit is equivalent to restarting the whole workflow again from the beginning. Once the step 5 Finance Review approval takes place the Confirm/Create button should be pressed. This creates the voucher and the scanned invoice status will change to ‘AP’.
AP
Once the voucher is created for the scanned invoice its status will change from Completed to ‘AP’ (Accounts Payable). This means the payment is queued and waiting for the pay cycle to pick it up (depending on its payment terms). The only time user intervention is now required is if the scanned invoice voucher has been created with a status of ‘Recycle’ or if the scanned invoice voucher is related to a Purchase Order that has a match exception. If the voucher is in a recycled state then the user must navigate to voucher regular entry and correct the issues, which will change the voucher status to ‘Postable’. If the scanned invoice voucher has a status of ’Match Exception’ then a user with the appropriate authority will need to override this via the Match Workbench.

Denied
An invoice will gain the status of denied if a user presses the Deny button. Comments are mandatory when trying to deny an invoice. Invoices should only be denied if you do not want to pay the invoice or it is not for your area. Explanatory comments should be added to enable F&BS staff to determine the next course of action. F&BS staff monitor all denied invoices and will either re-route them to the appropriate area, or cancel them as applicable.

Cancelled
Only F&BS staff can set a scanned invoice status to ‘Cancelled’. A scanned invoice will typically be cancelled if there is a duplicate invoice, the invoice may have been paid by other means (e.g. Purchase Card), the invoice does not belong to the ANU at all or it may not be a valid tax invoice. An invoice must always be denied before being cancelled so that the workflow thread is actually closed.

For further information on AP Scanned Invoice Workflow please use the following link: