Purchase Order Scanned Invoices

PO Scanned Invoice Overview

The purpose of the Accounts Payable Workflow is to electronically collect data about the scanned invoice and to approve the transaction for payment.

In circumstances where the Purchase Order number can be easily ascertained from the invoice it will be entered by F&BS staff prior to being submitted into the workflow. If there has already been a PO Receipt entered, data will have been populated in the Invoice Lines section. Note that if the PO Receipt was found when the scan was initially submitted to workflow and it is within tolerances ($50 / 10%) then it will bypass steps 1 – 4 and be waiting for a Step 5 Finance Review approval.

Simple Purchase Order Invoice (Invoice matches Purchase Order)

Purchase Order Invoice (Invoice exceeds Purchase Order Tolerances)

Purchasing Teams

In the Scanned Invoice Workflow we have developed the concept of a “Purchasing Team” to take care of all Purchase Order related Scanned Invoices. Purchase Order invoices differ from standard invoices in that the delegate approval has already taken place when the Purchase Order was approved. This means that we do not need to involve Delegates in the workflow process for these Purchase Order invoices (unless the invoice is outside the tolerances – in this case the Financial Delegate is reinstated). The Purchasing team is usually made up of those users that have some idea about Purchase Order lines, receipts and reasons why Purchase Orders may not match invoices.

For example:

Step 1 – Stores/Purchasing Staff
Step 2 – Purchasing Staff
Step 3 – Skipped for a PO if within tolerances (otherwise Financial Delegate is reinstated)
Step 4 – Stores/Purchasing/Finance Staff (depending on the area)
Step 5 - Finance Staff
Purchase Order Scanned Invoices

At the time of scanning by F&BS Shared Services, if a Scanned Invoice can be identified as having an associated Purchase Order then it will be added to the PO number field. If an associated receipt can also be easily identified it will also be added.

On submission to the workflow, the system checks if the Purchase Order/Receipt identified matches the invoice within tolerances ($50/10%) and if so, the workflow will skip straight to step 5 (Finance Review) for review and creation of the voucher. This results in a one-step workflow as seen below:

If the Scanned Invoice has a Purchase Order/Receipt identified but it is outside the tolerances, then it will be submitted to workflow with a five step process.

Five Step Purchase Order Workflow Process

There could be multiple reasons a Purchase Order Scanned Invoice has entered a full five step workflow process. The most common of these are:

- There was no receipt processed against the Purchase Order for the items on the invoice at the time of submission into workflow
- A receipt was processed but the invoice/PO receipt lines are outside of tolerances
- The receipt or Purchase Order identified is no longer available for selection (i.e. the line or PO may be closed, the receipt may have been taken up on another invoice or the PO may not be budget checked or dispatched)

The best way to reconcile where the Purchase is up to is to use the PO Activity Summary

Navigation: Purchasing > Purchase Orders > Review PO Information > Activity Summary
There is also a link to the Activity summary on the PO Search Tab.

The PO Activity summary shows all PO, Receipt, Invoice and matching activity for the selected Purchase Order.

Selecting Purchase Order Lines

Purchase Order/Receipt lines can be searched on the PO Search Tab. If any PO/receipt information has been entered it will be shown here.

You can search by Supplier only (if you do not know the PO number), PO Number, Receipt Number or Description. Pressing ‘Search’ returns any receipted PO lines for your search criteria.

So remember, if you think this relates to a PO and there are no PO lines found, you should modify your search options.
Some examples are:

- **Search for the PO only** (without PO receipt or Supplier).
- **Search all Suppliers** - Search independent of Supplier **(leave Supplier blank)**, use just PO number in case the PO was raised against a different Supplier.
- **Check the Supplier** – The Financials system sometimes has Multiple Suppliers for the same company. You need to use the Supplier that was specified on the Purchase Order.
- **Check the PO #** on upgrade some PO’s were prefixed with ‘C’, so searching the PO number using % (e.g. if order was 0000055461 on invoice then search for PO using %55461) – Also check the correct number of leading zeros are present.

Review the data returned from PO search and tick the appropriate lines. Sometimes checking the ‘Qty,Price & Amount’ tab can help you to choose the correct receipt lines. You can then use the checkboxes and the ‘Update Selection’ push button to select the lines you want.

### Calculate and Validate Data Buttons

After adding your selected PO lines it is a good idea to hit the **Calculate** button. This re-calculates your line/header totals and updates the “Line Discrepancy Amt”. This quickly shows if your invoice and selected PO lines balance.

Pressing the **Validate Data** button checks GST, Line/header balance and chartfields. It also checks that the PO/receipt combination you have entered is still valid. Final validation in step 5 also checks that description and account have been entered as well as the previously mentioned checks.

### Restarting the Workflow

If you enter Purchase Order details at any time during the Workflow it is a good idea to restart the process. On a restart, the system checks to see if the PO/Receipt and invoice are within tolerances. If they are, then the system will skip the first 4 steps and go straight to step 5 Finance Review for the voucher to be created. If they are outside tolerances then there will be a 5 step process as the Financial Delegate will need to authorise the difference in price.

To do this you need to select your PO lines from the PO Search tab, update selection and save the page. Now, when you restart the workflow process the tolerance check will run. Note that comments are mandatory for a restart.

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*For Summary of the overall process and more in-depth training documentation please see the following page:*  