Invoice raised by supplier

Invoice emailed to Accounts Payable

Invoice checked

Returned to supplier to correct

Invoice registered on Aptos

Invoice scanned and entered into workflow

Invoice approved

Information on invoice correct?

Status of invoice changed to 'AUT'

Invoice Scheduled for Payment by Accounts Payable

Put invoice in dispute

Reject invoice ( workflow task is removed)

Enter note on system and email Accounts Payable

Enter note on system

Take any action necessary to resolve dispute – i.e. contact supplier for credit note

Resolve Dispute

Accounts Payable will follow up and re-enter into workflow if appropriate

Goods / Service ordered

Invoice paid by bacs

Invoice for HOS/Unit

YES

NO

ELECTRONIC AUTHORISATION

YES

NO

NO

NO

YES

NO