

University
of
St Andrews

Finance Department
Aptos9 User Notes

Electronic Invoice Authorisation



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Change History

Version	Date	Author
1	23 February 2009	Karen Porteous



1. Background of Electronic Approval Process

Electronic invoice approval allows invoices not relating to purchase orders to be approved for payment electronically via Aptos rather than by signing the actual invoice.

The cost centre and analysis code are provided at the point of order and the invoice is then sent directly to Accounts Payable. The invoice is then entered onto Aptos using these details and scanned at the same time. If for any reason the cost centre and analysis code are not quoted on the invoice it will be returned to the supplier resulting in a delay in processing the invoice and ultimately a delay in payment.

Once the invoice has been entered a workflow task will be created within Aptos which will appear in the task list of every approver set up for that cost centre. The approvers will be able to drill down to the invoice on the system and then through to the scanned image so full details will be available for making an informed decision with regards approving the spend.

Approvers will have the ability to approve, dispute or reject an invoice; with a reason for the dispute or rejection **must be recorded** on Aptos. This is essential to ensure a clear audit trail and allow staff to follow up on any issues.

1.1. Reason for the change

The change is being introduced for a number of reasons. Some of the potential benefits from the new system are outlined below:

- Reduced risk of invoices going missing (only one mailing rather than two)
- Budget reports should be more timely and accurate as the cost will appear on the report as soon as the invoice has been approved.
- Reduced risk of fraud



2. The Approval Process

The workflow task is created when Accounts Payable try to authorise an invoice. The task is directed to all actors designated as 'approver' for the cost centre on the invoice with value also taken into account.

The important point to note is that until all invoice lines are authorised the invoice remains as registered.

2.1. Picking Up a Task to Authorise

WF Task Console

This screen displays any tasks for the user and automatically refreshes. AP invoice authorisation tasks have a description of "approve level x" where x depends on the value

Description	Priority	Due Date	Alert Date	Status	Disputed	Originator	Unit	Details
Account Approve	3			SCHEDULE	No			Details = AP 1-FSWETS001 SWETS - E
Account Approve	3			SCHEDULE	No			Details = AP 1-FFISHE001 FISHER SCI
Account Approve	3			SCHEDULE	No			Details = AP 1-PSTUDE001 STUDENT
Account Approve	3			SCHEDULE	No			Details = AP 1-PEQUAN001 EQUANET
Account Approve	3			SCHEDULE	No			Details = AP 1-FFISHE004 FISHER ANI
Account Approve	3			SCHEDULE	No			Details = AP 1-PANACH001 ANACHEM
Account Approve	3			SCHEDULE	No			Details = AP 1-PTHOMP022 THOMPSC
Account Approve	3			SCHEDULE	No			Details = AP 1-PACASB001 A AND C A
Account Approve	3			SCHEDULE	No			Details = AP 1-PADAMS018 ADAMS CC
Approve Level 0	3			SCHEDULE	No	Karen Potter: CFN1		AP Invoice = 643594 , Vendor = PSTUC
Service Provider Action	3			SCHEDULE	No	Karen Potter: CFN1		Prefix = FIN , Serial = 298
Service Provider Action	3			SCHEDULE	No	Andrea Bair: CCC2		Prefix = PRN , Serial = 23
Service Provider Approve	3			SCHEDULE	No	Andrea Bair: CCC2		Line Number = 5 , Prefix = PRN , Serial :
Service Provider Approve	3			SCHEDULE	No	Andrea Bair: CCC2		Line Number = 4 , Prefix = PRN , Serial :
Service Provider Approve	3			SCHEDULE	No	Andrea Bair: CCC2		Line Number = 7 , Prefix = PRN , Serial :
Service Provider Approve	3			SCHEDULE	No	Andrea Bair: CCC2		Line Number = 8 , Prefix = PRN , Serial :
Service Provider Approve	3			SCHEDULE	No	Andrea Bair: CCC2		Line Number = 1 , Prefix = PRN , Serial :
Service Provider Approve	3			SCHEDULE	No	Andrea Bair: CCC2		Line Number = 3 , Prefix = PRN , Serial :
Service Provider Approve	3			SCHEDULE	No	Andrea Bair: CCC2		Line Number = 9 , Prefix = PRN , Serial :
Service Provider Approve	3			SCHEDULE	No	Andrea Bair: CCC2		Line Number = 2 , Prefix = PRN , Serial :
Service Provider Approve	3			SCHEDULE	No	Andrea Bair: CCC2		Line Number = 6 , Prefix = PRN , Serial :

- Click on the drill at the end of the line to open the task
This shows the details of the task

Entered By:	KAP	Previous Approver:	
Invoice Ref:	643594	Vendor:	PSTUDE001
Invoice:	workflow test		STUDENTS ASSOCIATION
Invoice Date:	01-Feb-2010	Status:	Registered

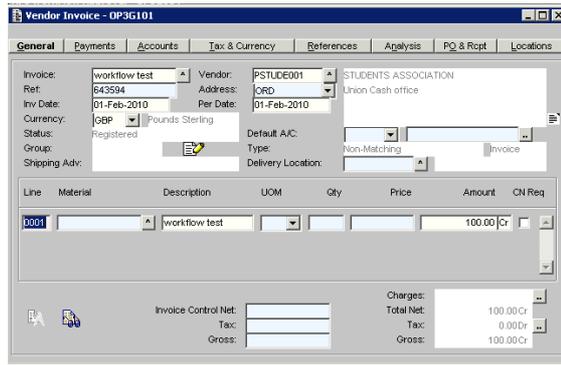
Comments:

Details... Dispute Update... Approve Reject

Line Id	Acc Id	Acc Desc	Net Amount	Tax	Gross Amount	Description
0001	1-CFN1-0000	Finance - General UNANALY	100.00 DR	0.00 DR	100.00 DR	workflow test

To view the invoice

- Click Details ...
This will show the invoice as entered onto Aptos



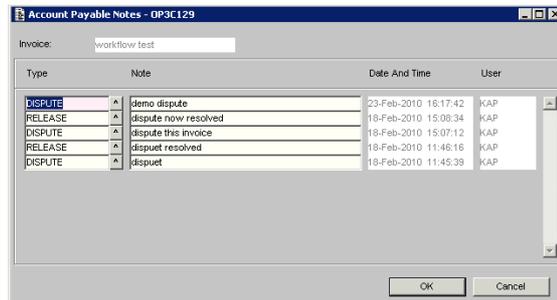
You can move between the various tabs to look at all the keyed info
To view the scanned image

- click on the Cyclops link () in the bottom left of the screen
- Accept (F5) out of the screen to return to the task details

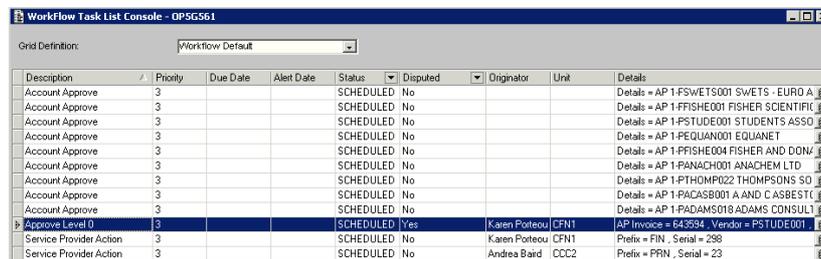
To dispute the invoice

- Enter a dispute reason in the 'comments' box
- Click dispute
 - The text on this box will now change to 'resolve dispute'

The comments entered will appear in the invoice notes field on the invoice screen along with details of the user who entered the dispute for example



It also shows as disputed in the list of workflow tasks



To resolve a dispute

- Open the task
- Enter information into the comments box
- Click 'resolve dispute'
- Click on 'Approve' to complete the task



To reject an invoice

- Open the task
- Enter a reason in the comments box
- Click 'reject'
 - This will complete the workflow task

To approve an invoice

- Open the task
- Click 'approve'
 - This will complete the workflow task

Once all tasks for a particular invoice have been approved, the invoice will change status to AUT (authorised). Accounts Payable will then be able to schedule it for payment.

Updating an Invoice

If you need to make a change to an invoice prior to approving it

- Reject the invoice
- Contact Accounts Payable