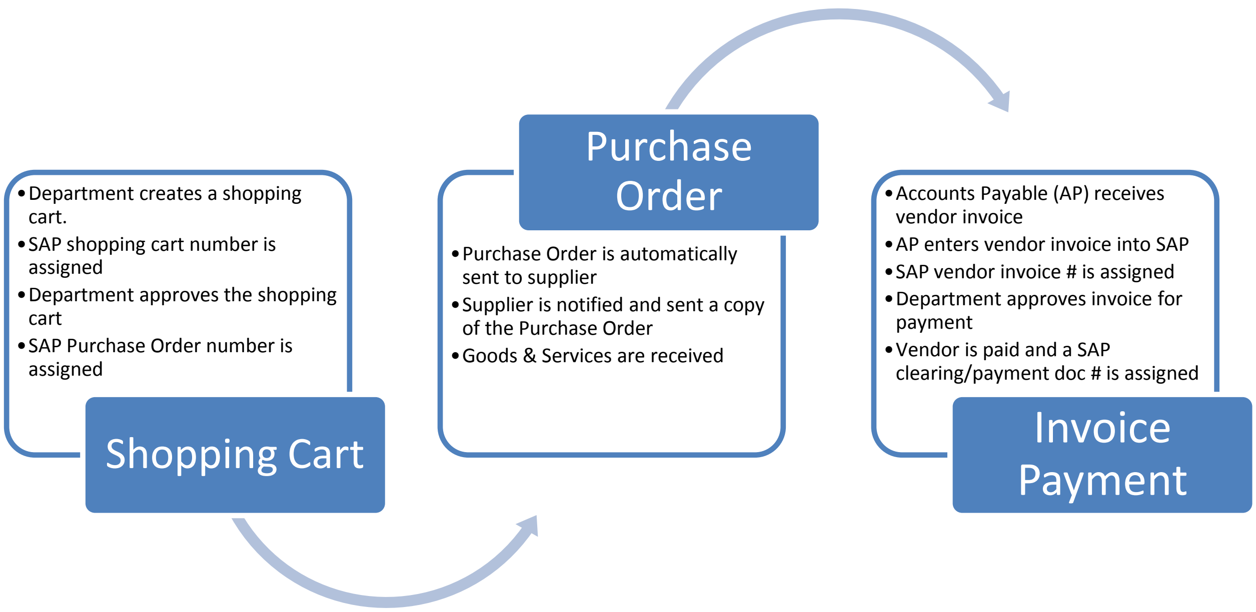
Procure to Pay Process



This document will focus on the "**Invoice Payment**" process.

The trigger to Purchase Order (PO) invoice workflow is the Accounts Payable's entry of vendor invoice into BUworks **SAP WebGUI ECC** system.

How does the Purchase Order Invoice Workflow Process work?

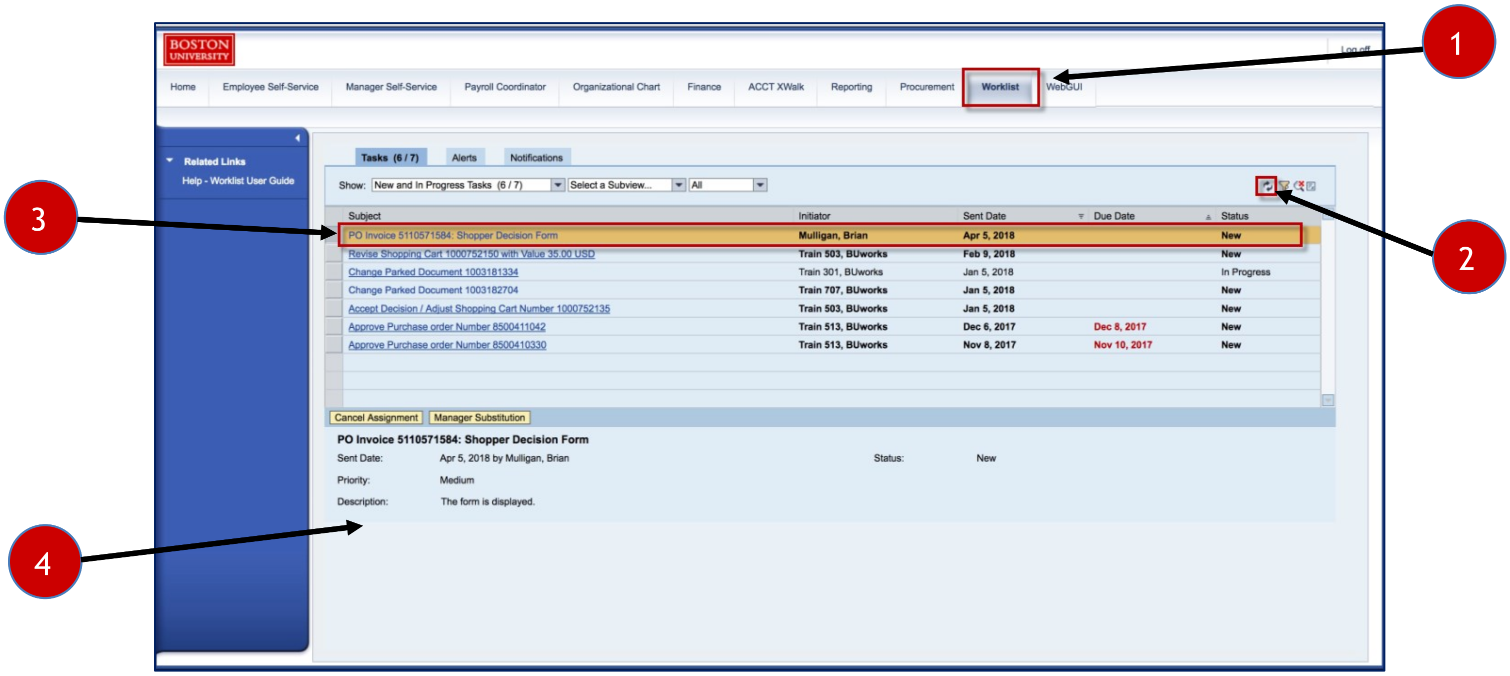
When a PO invoice over or under $5,000 is received and entered into BUworks (SAP) Accounts Payable module the follow applies:

Purchase Order Invoice over $5,000
- The Shopper receive email and notification task in their Worklist tab.
- Block Code "O – Over $5K PO Invoice" is assigned to the document entry.
- A departmental approval is **required** for the PO Invoice payment of $5,000 or more.

Purchase Order Invoice under $5,000
- The Shopper receive email and notification on their Worklist tab
- Block Code "U – Under $5K PO Invoice" is assigned to the document entry.
- PO Invoice payment is placed on blocked status for 3 business days.
  - After the third business day an invoice goes through the payment program.
  - The payment is released from the blocked and payment is made based on the vendor payment terms.

In both instants the department approver has the ability of placing the invoice payment on hold (Block Code H), to allow for time to resolve any discrepancies of price or undelivered orders or services. Once discrepancies is resolved, Account Payable is contacted to release for payment or reverse payment.

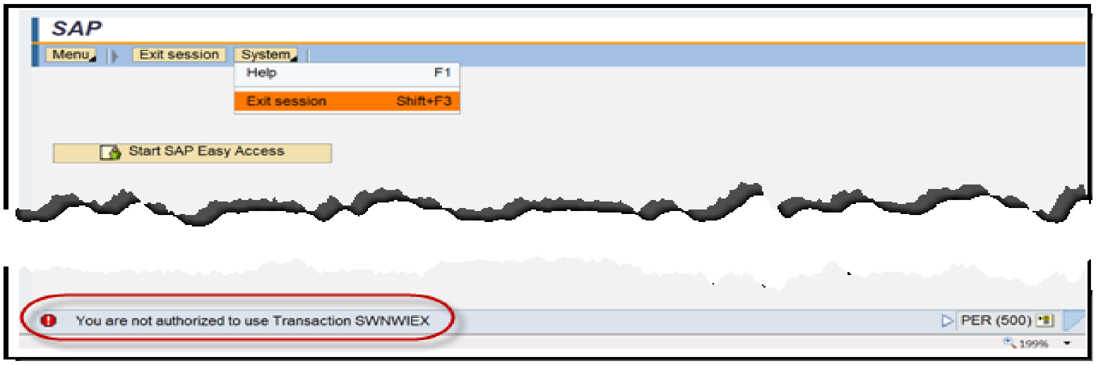
BUworks Central Portal - Worklist Tab



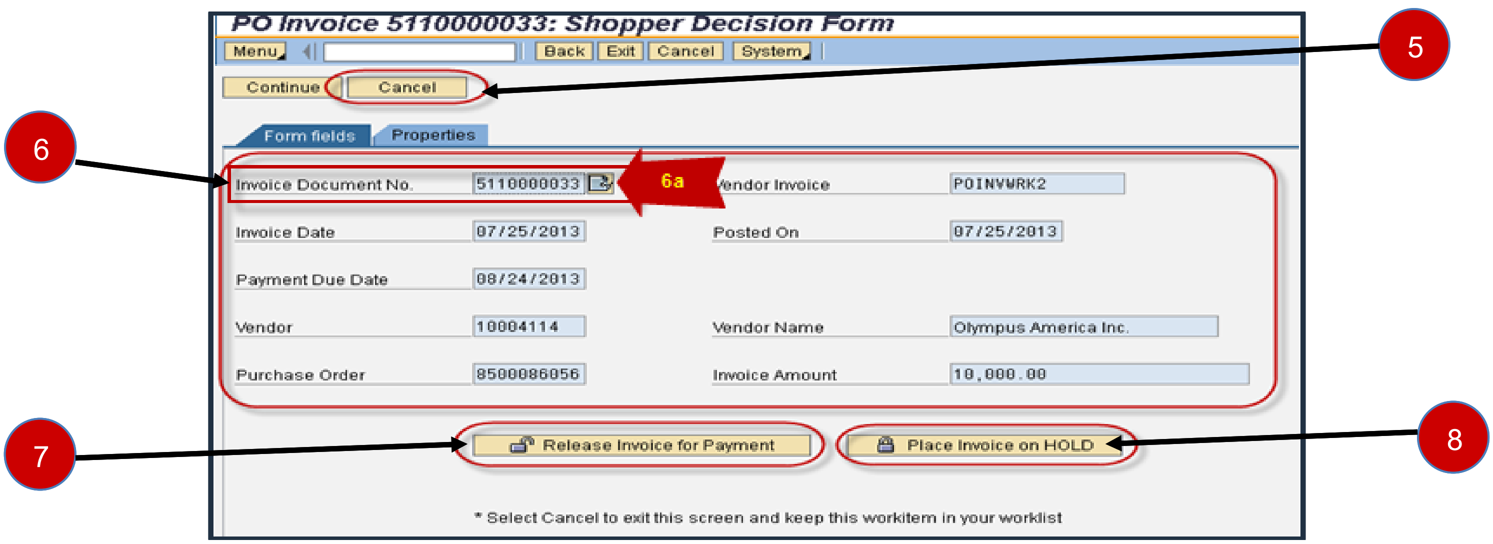
1	**Worklist tab**	Click on Worklist tab to review PO Invoices that require approval
2	**Refresh function**	Click on refresh to update the Worklist. The refresh function updates the current screen being displayed.
3	**Subject/Task**	Select, Highlight and click on the task line to review
4	**Preview pane**	This area allows for a preview of the task that has been selected. The Hide/Preview option turns on and off the preview pane in the lower part of the screen that display information on the selected task. • It is not recommended to open the task through the preview pane.

- Once the Purchase Order invoice has been entered into **SAP WebGUI ECC system,** workflow is triggered and a notification is sent to the shopper.
- The email notification is sent to the shopper who placed the shopping cart order.
- If the shopper does not have the **"Approval Role"** they will not be able to approve the **"Decision Form".** See screen shot below for an example of the error message.
- The task will need to be **"Forwarded"** to the appropriate departmental approver.

Example of the error message receives when Shopper don't have the Finance Approval role assigned.

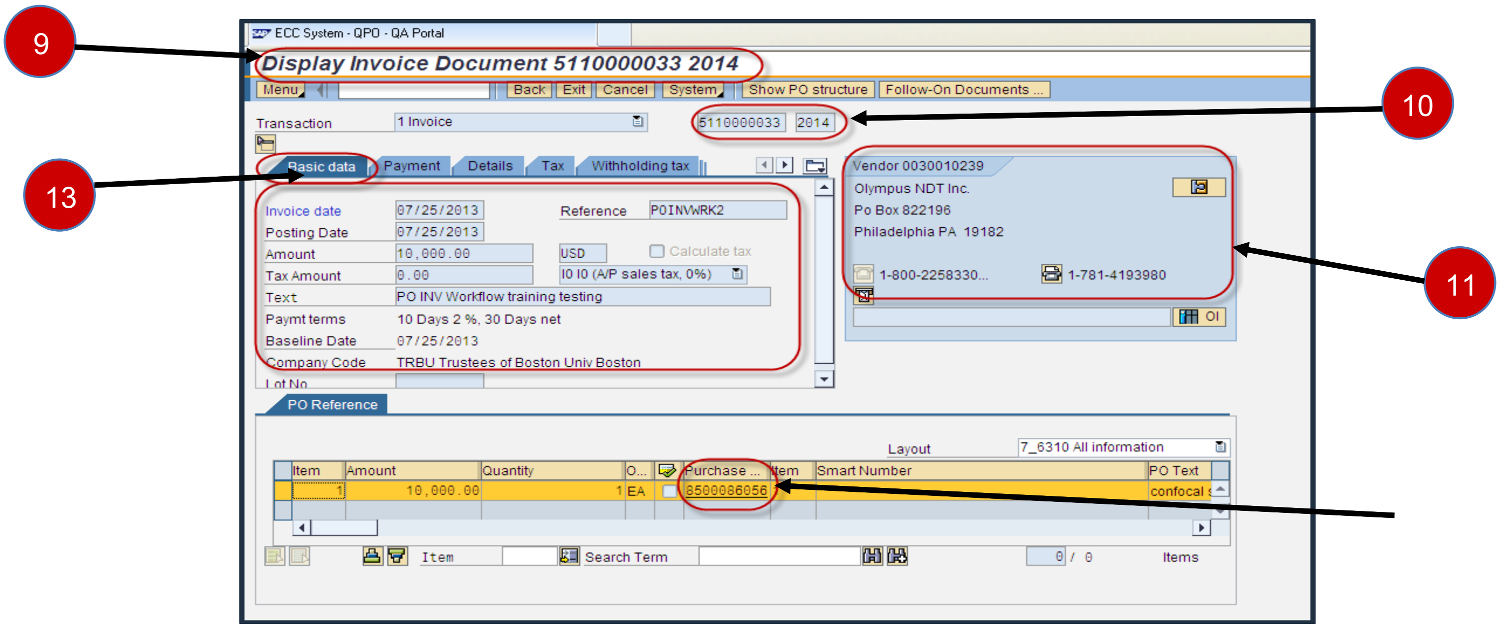


Purchase Order Invoice Decision Form



5	**Cancel button**	To exit the task Click on the **Cancel** button.
6 6a	**Form fields**	PO Invoice information, such as vendor, vendor invoice number, posted date, SAP PO invoice number, Purchase Order number, invoice amount and payment due date. • To view invoice entry Click on **Icon** – A new **WebGUI ECC** system window will open and the entry will display. (Refer to step #9 below)
7	**Release Invoice for Payment**	To approve the Purchase Order invoice Click on **Release Invoice for Payment** button.
8	**Place Invoice on HOLD**	To place the Purchase Order invoice on payment hold Click on the **Place Invoice on HOLD** button. • *Remember to contact the **Accounts Payable** office when it is okay to release the invoice or if the entry requires a reversal.* Accounts Payable can be contacted at invoices@bu.edu to release the invoice for payment or reverse the entry.

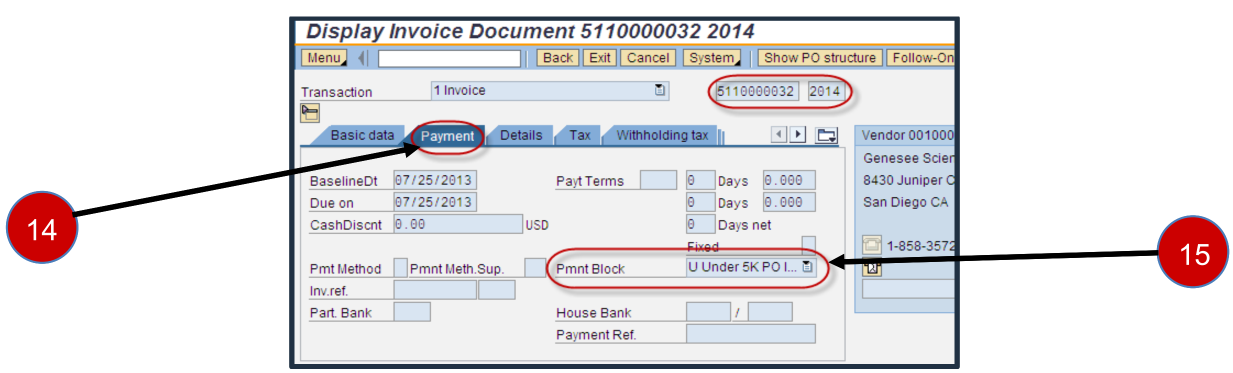
Displaying Purchase Order Invoice Basic data tab – Using Transaction Code - MIR4 Display PO Invoice Document Entry



9	**Header Information**	MIR4 Display invoice document number
10	**SAP document number & Fiscal Period**	Assigned SAP PO Invoice number
11	**Vendor Information**	Vendor number, name and address
12	**Basic data tab**	Basic invoice informational data such as invoice date, vendor invoice number, amount, vendor invoice number e.g.
13	**Purchase Order**	SRM Purchase Order number

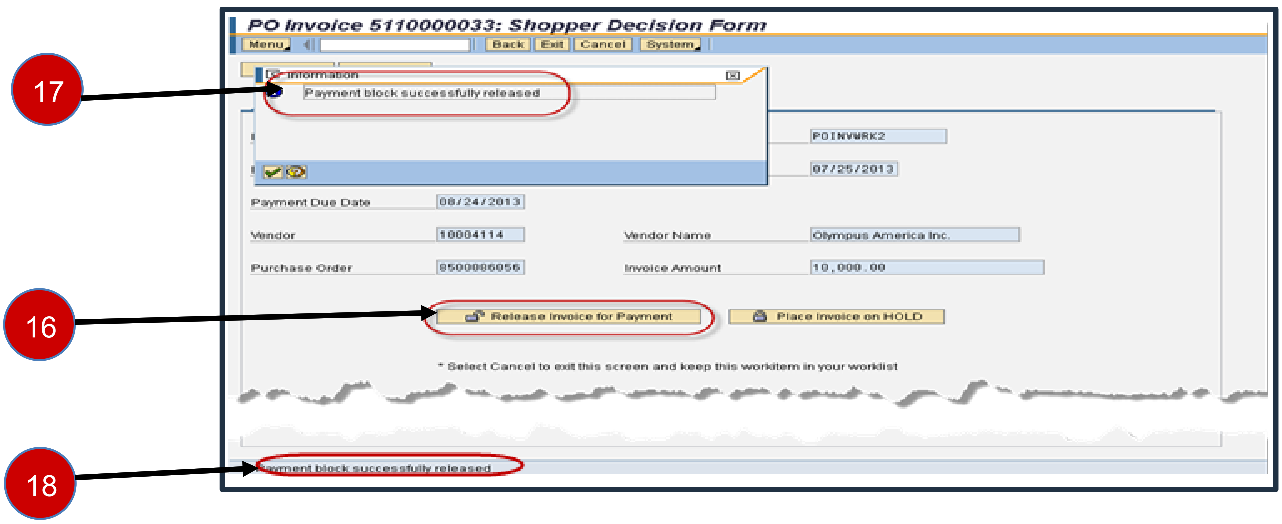
To review PO entry information, log into **WebGUI ECC** system and go to transaction code **MIR4**. **MIR4** provides the purchase order information such as PO # assigned, PO text, quantity invoice, amount, created by and shipping charge if applicable e.g.

Display Purchase Order Invoice Payment tab - MIR4 Display PO Inv Doc Entry



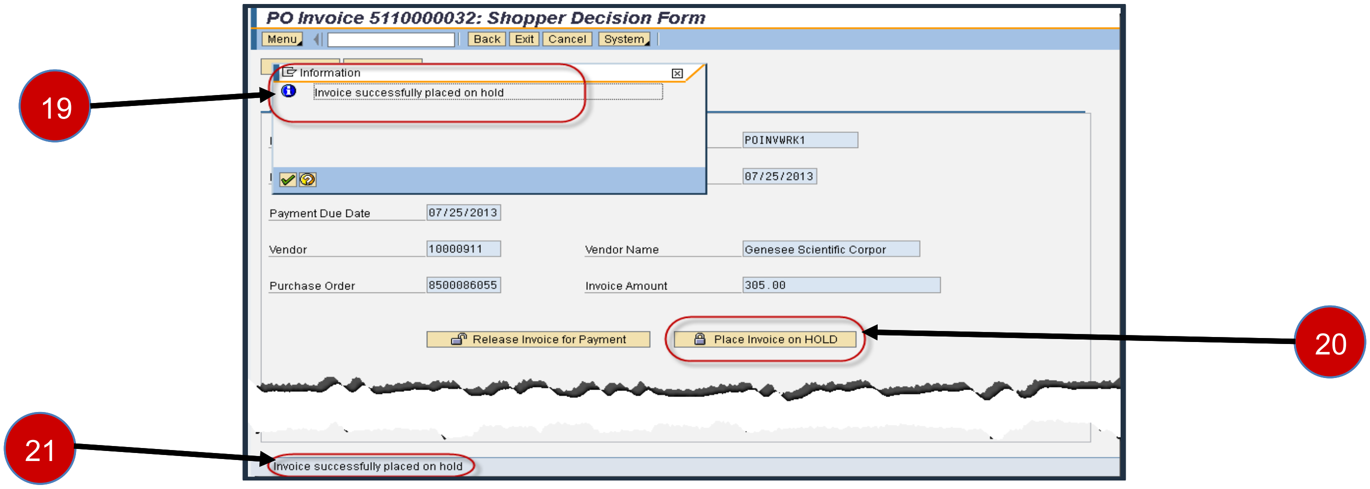
14	**Payment tab**	MIR4 Display invoice document number
15	**Payment Block field**	Block status will appear on this field. In this example the invoice is block code is U – Under 5K PO Invoice.
The **Payment tab** provides users with the block status code as well as payment due date. **Note:** additional block status codes exist such as invoice variance e.g.		

Approving a Purchase Order Invoice for Release of Payment



16	**Release Invoice for Payment**	To unblock and release the invoice for payment Click on this button.
17	**System Pop-up Message**	Once the invoice is released for payment a pop up message will appear "Payment block successfully released" and an email notification is sent to the department approver.
18	**System Message**	A system message will appear on the bottom right hand side of the window.
Release of invoice triggers an email notification to be sent to the department approver. Once the invoice payment is released the task will no longer appear on the Worklist and the invoice is placed on queue for payment.		

Place a HOLD on a PO Invoice payment



19	**Place Invoice on HOLD**	To block and hold the invoice from being paid Click on this button.
20	**System Pop-up Message**	Once the invoice is placed on hold a pop up message will appear **"Invoice successfully placed on hold"** and an email notification is sent to the department approver. • Contact Accounts Payable at invoices@bu.edu to release the invoice for payment.
21	**System Message**	A system message will appear on the bottom right hand side of the window.

Placing the PO invoice on hold triggers an email notification to be sent to the department approver. Once an invoice is placed on hold the task will no longer appear on the Worklist.

Reasons for placing PO invoice on hold:

- discrepancies in the quantity
- discrepancies in price
- undelivered merchandise or supply

Contact Accounts Payable at invoices@bu.edu to release the invoice for payment or to reverse the expense.

Top 10 Frequently Asked Questions

1. ***Who is sent the notification of the blocked invoice?***
   The shopper who placed the order is sent an email requesting for a decision to be made on the invoice.

2. ***Who is authorized to approve and release payment?***
   The department approver is authorized to approve the Decision Form or to place the invoice on Hold. The FI Department Approver role will provide access to perform this task.

3. ***What happens if the shopper who received the notification does not have the Department Approver Role?***
   The shopper has the ability to **"Forward"** the task to the departmental approver by clicking on the **Forward** button and entering the email address of the department approver.

4. ***How can one request for the Finance Approval Role?***
   To request for the Finance Approval Role contact the Department Security Administrator (DSA). Information can be found on the BUworks website http://www.bu.edu/buworks/access-user-tools/.

5. ***Who is my Departmental Security Administrator (DSA)?***
   The Department Security Administrator (DSA) listing can be found by clicking on this link: http://www.bu.edu/buworks/2012/04/12/dsas-list-by-department/. For information on BUworks distributed roles click here BUworks Security Access Distributed.

6. ***How do I know what the Purchase order invoice is for?***
   The Decision form provides vendor invoice and purchase order information. The shopper has the ability to pull up the shopping cart/purchase order.

7. ***I'd like to review the invoice entry before approving. How can I review the entry and where can I get a copy of the vendor invoice?***
   Transaction code **FB03 - Display document** or **MIR4 – display PO Invoice document** is available to review the entry in **SAP WebGUI ECC system**. Contact Accounts Payable at invoices@bu.edu to request for a copy of the vendor invoice.

8. ***Is it possible to assign and forward the PO invoice approval notifications to a colleague while I'm away from the office?***
   Yes, the Manager Substitution tool can be utilized. This tool allows one to view and manage task with substitution rules by creating a rule setting up an assignee to fill in for you.

9. ***What happens once the invoice has been approved?***
   The invoice is taken off of blocked status in placed on queue for payment. Payment is based on the vendor payment terms.

10. ***What happens once the invoice has been placed on hold?***
    The invoice is blocked on **"HOLD"** status until the departmental approver has contact Accounts Payable requesting for the release of payment or reversal of invoice entry. To submit a request email Accounts Payable at invoices@bu.edu. Please include the SAP Finance Document number which can be found on the Decision form and the approval notification email.