

Invoice Approval Process – Financial Delegate

Useful Information

At the ANU, invoices, reimbursement and other Accounts Payable requests are processed electronically through the finance system, ES Financials. The finance system has an in-built workflow process that forms part of the audit trail for the payments.

A five-step approval process as follows:

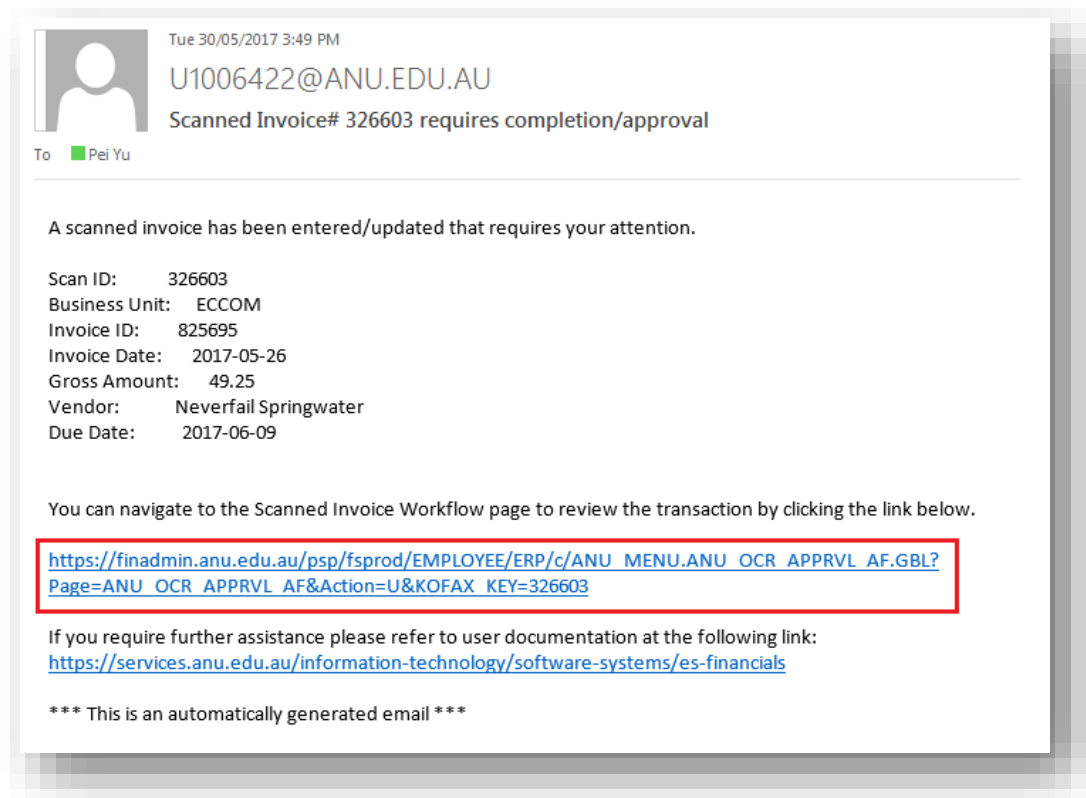
1. Admin Initial Review (Central Finance)
2. Business Contact (College)
3. Financial Delegate (College)
4. Admin Final Review (Central Finance)
5. Finance Review (Central Finance)

**If the invoice was raised based on an ANU purchase order (PO)¹, step 3 is not required because PO has been approved by delegate when it's raised so that only confirmation of goods received by Business Contact is required before payment.*

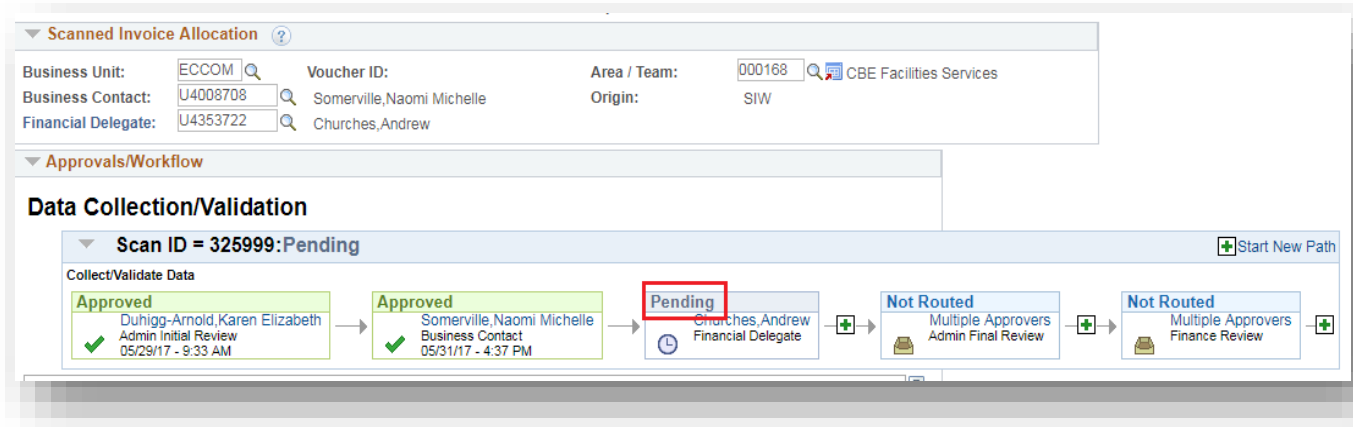
Sufficient reimbursement and A/P voucher requests are processed and paid within Central Finance instead of sent to college.

¹ A purchase order (PO) is a commercial document and first official offer issued by a buyer to a seller to control the purchasing of products and services from external suppliers.

1. If there is an invoice requiring your attention you will receive an email like the one below:



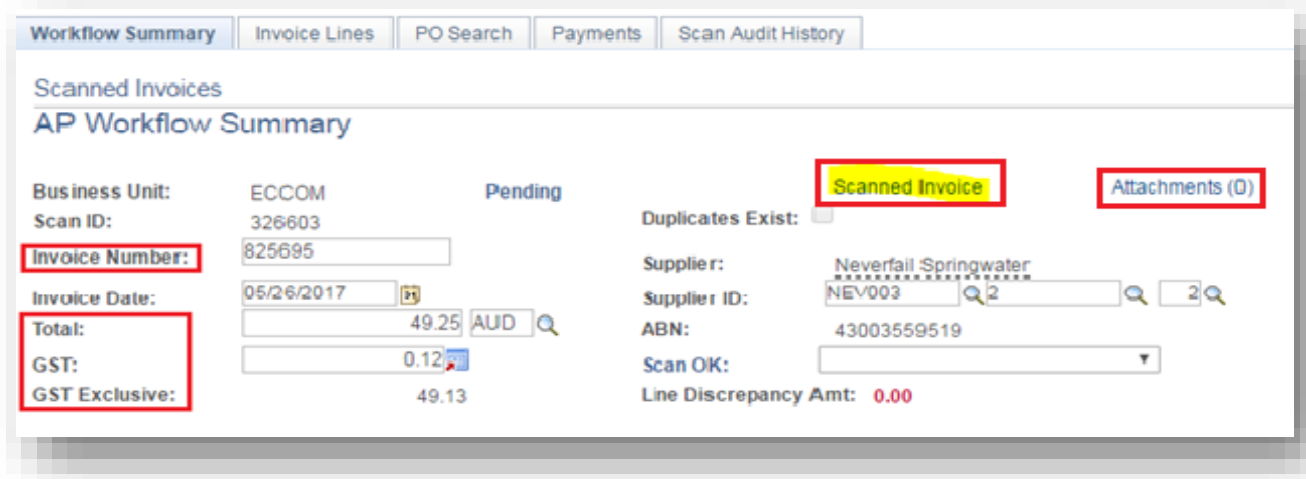
- Click on the highlighted link. This which will take you to the ES Finance system.
 - Enter your University ID and password (different from HORUS) to login. If you don't have the access, please contact CBE Finance (finance.cbe@anu.edu.au).
2. Once you have logged in, you will be shown the Workflow Summary page for the invoice. Check the following to confirm that the invoice is 'Pending' with you as a Financial Delegate.



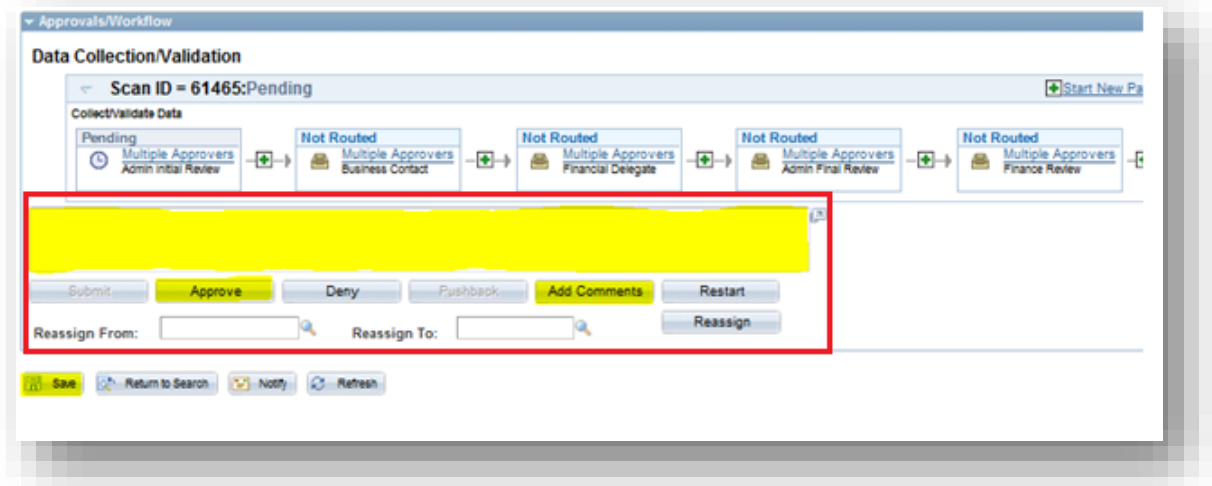
3. Click “Scanned Invoice” and ‘Attachments’ to review the scanned copy of the tax invoice and supporting documents.

**If you have been incorrectly assigned as the Financial Delegate, refer to Section D on how to amend this.*

4. Please check the following details in the invoice against what has been entered in the system:
 - invoice number;
 - amount including the currency; and
 - GST.

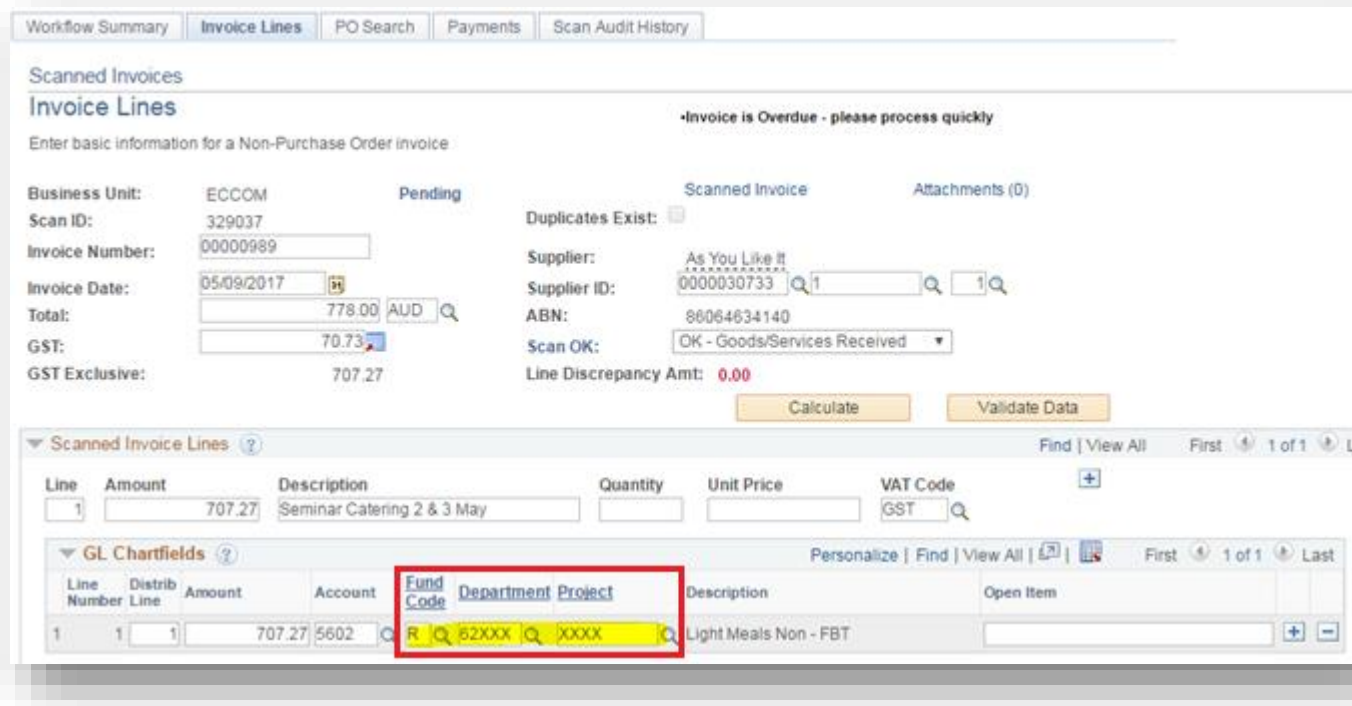


Please leave a comment to Central Finance team in comments field if any of the above does not comply with the invoice.

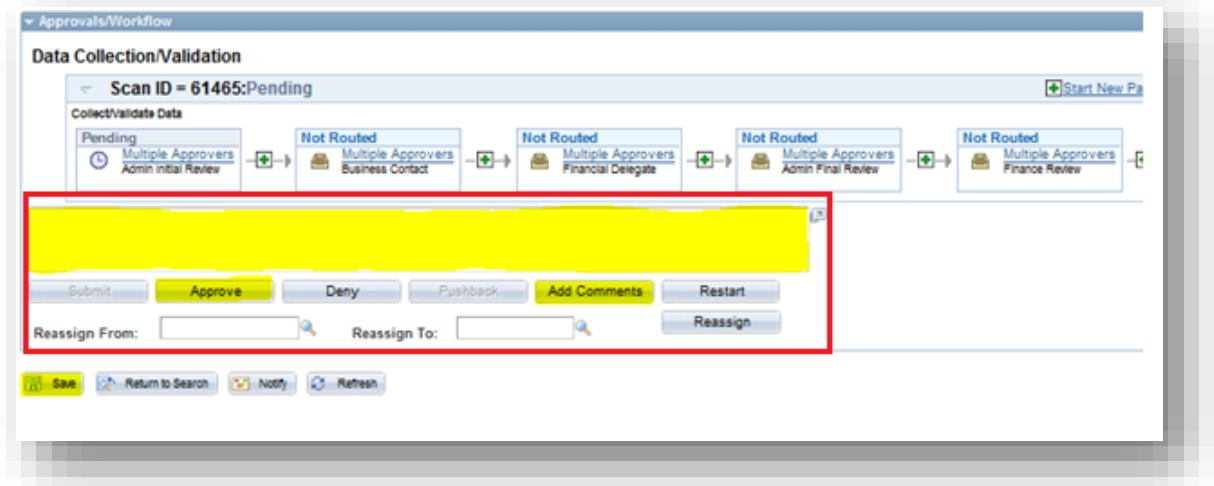


5. Select the 'Invoice Lines' tab and review the General Ledger code (also known as charge code) is correct and within your financial delegation to approve.

**Please refer to Section D if you don't have delegation to approve.*

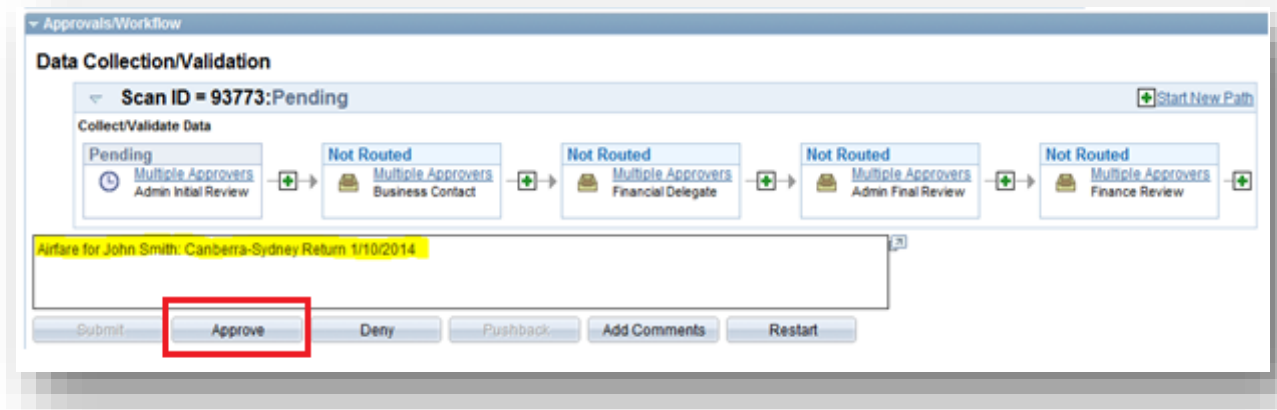


6. The comments field can be utilised to provide additional information regarding the invoice.



7. Return to the 'Workflow Summary' Tab and click on the 'Approve' button to save and approve the invoice.

**By clicking 'Approve', you are authorising the payment of the invoice and for it to be charged to the GL/charge code provided.*



8. This payment will now be submitted to the Central Finance Team for final processing.