## **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)<sup>1</sup>, 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.

<sup>&</sup>lt;sup>1</sup> 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:

Pei Yu	Tue 30/05/2017 3:49 PM U1006422@ANU.EDU.AU Scanned Invoice# 326603 requires completion/approval	
A scanned in Scan ID: Business Uni Invoice ID: Invoice Date Gross Amou Vendor: Due Date:	825695 : 2017-05-26	
https://finad	gate to the Scanned Invoice Workflow page to review the transaction by clicking the link below. Imin.anu.edu.au/psp/fsprod/EMPLOYEE/ERP/c/ANU_MENU.ANU_OCR_APPRVL_AF.GBL? OCR_APPRVL_AF&Action=U&KOFAX_KEY=326603	
https://servi	e further assistance please refer to user documentation at the following link: ices.anu.edu.au/information-technology/software-systems/es-financials n automatically generated email ***	

- 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
   (<u>finance.cbe@anu.edu.au</u>).
- 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.

Scanned Invoic	e Allocation 👔		•			
Business Unit: Business Contact: Financial Delegate:	ECCOM Q U4008708 Q U4353722 Q	Voucher ID: Somerville,Naomi Michelle Churches,Andrew	Area / Team: Origin:	000168 Q 🛒 CBE I SIW	Facilities Services	
Approvals/Work Data Collection		1				
🔻 Scan	ID = 325999:Pe	ending				♣Start New Path
Admin I	Data J-Arnold, Karen Elizab nitial Review 7 - 9:33 AM	eth Approved Somerville,Naomi Mich Business Contact 05/31/17 - 4:37 PM		nches, Andrew ncial Delegate	Not Routed Multiple Approvers Admin Final Review	►→ Not Routed Multiple Approvers Finance Review

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.

Scanned Invoice	ŝ				
AP Workflow	Summary				
Business Unit: Scan ID:	ECCOM 326603	Pending	Duplicates Exis	Scanned Invoice	Attachments (0)
Invoice Number: Invoice Date:	825695 05/26/2017		Supplier: Supplier ID:	Neverfail Springwater	Q 2Q
Total: GST:		49.25 AUD Q	ABN: Scan OK:	43003559519	Ŧ
GST Exclusive:		49.13	Line Discrepano	cy Amt: 0.00	

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

	Scan ID = 61465: plect/validate Data	Penaing							Start New P
P	Pending Multiple Approvers Admin initial Review	+	Routed Multiple Approvers Business Contact	-+→	Not Routed Multiple Approvers Financial Delegate		Multiple Approvers	- <b>●</b> →	Multiple Approvers
							Ø		
	_	-							
Su	bmit Approve		Deny Pus	hbaok	Add Comments	Restart			
issig	In From:	٩	Reassign To:		a, 📃	Reassign			
		Notity 2	Retresh						

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.

Scanned Invoices	5								
Invoice Lines				-Invoice is Overdue - ple	ase process quickly				
Enter basic informat	ion for a Non-Purchase	Order involce							
Business Unit:	ECCOM	Pending		Scanned Invoice	Attachments	0)			
Scan ID:	329037		Duplicates Exist:						
Invoice Number:	00000989		Supplier:	As You Like It					
Invoice Date:	05/09/2017		Supplier ID:	0000030733 Q1	Q 1Q				
Total:	778	O AUD Q	ABN:	86064634140					
GST:	70.7	3	Scan OK:	OK - Goods/Services Re	eceived ·				
GST Exclusive:	70	7.27	Line Discrepancy	Amt: 0.00					
				Calculate	e Valid	iate Data			
<ul> <li>Scanned Invoice</li> </ul>	e Lines 👔					Find [ View All	First	1 of 1	1 1
Line Amount	707.27 Seminar (	on Catering 2 & 3 May	Quantity	Unit Price	VAT Code GST Q	+			
▼ GL Chartfie	lds 🛞			Perso	nalize   Find   View /	ul   🖾   📴 🛛 Fir	rst 🕑 1 c	f1 🕑 1	Last
Line Distrib Number Line	Amount Acco	unt Eund Dep	artment Project	Description	Ope	n Item			
	707.27 5602	0 R 0 62X	x log boox	Light Meals Non - FBT				+	

\*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.

Colle	Scan ID = 61465 ct/validate Data	Pendin	g					Start New	28
Pe	nding Multiple Approvers Admin Initial Review	-•	Multiple Approvers Business Contact	- <b>●</b> → 4	Multiple Approvers Financial Delegate		Not Routed Multiple Approvers Admin Final Review	Not Routed Multiple Approvers Finance Review	6
							æ		_
	nit Approve		Deny Rut	ihback.	Add Comments	Restart			
	From:		Reassign To:	ernalisen.		Reassign			
assign									

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.

Scan ID = 937	73:Pending	1			Start Net
Collect/Validate Data					
Pending		ot Routed	Not Routed	Not Routed	Not Routed
<u>Multiple Approve</u> Admin Initial Review		Business Contact	Multiple Approvers     Financial Delegate	Admin Final Review	- + Multiple Approvers Finance Review
Carlin That No Th	·	Second second second			
e for John Smith: Canberr	Surface Datur	1/10/2014		3	
e for solar sidial, Gangell	rojulej Keur	01012014			

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