PROCESSING INVOICES IN PAPERSAVE

1. Overview

PaperSave is an automated invoice processing software implemented to cut down on the amount of paper which is physically routed on campus. Instead, invoices are electronically routed through the department approval hierarchy and finish in Accounts Payable for payment processing.

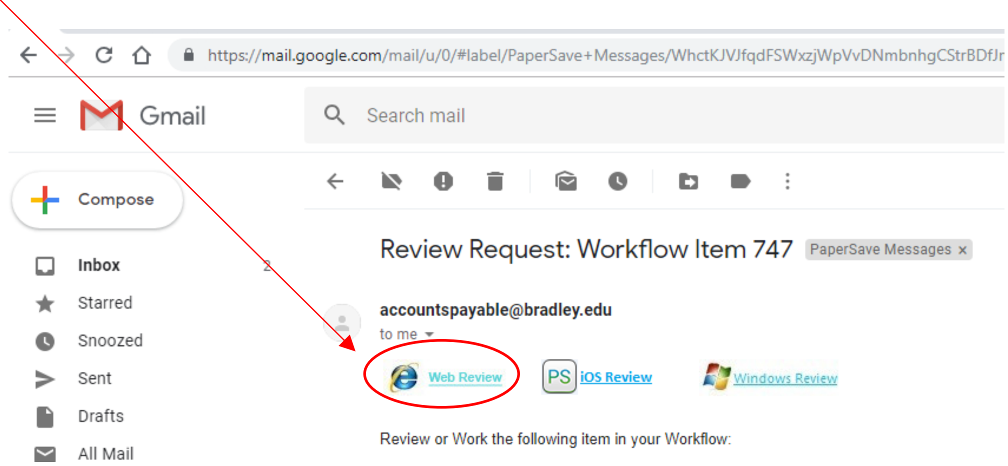
This process:

- Makes approvals easier to obtain
- Allows information to be quickly shared across multiple locations
- Reduces lost and misplaced documents

2. Email Notifications

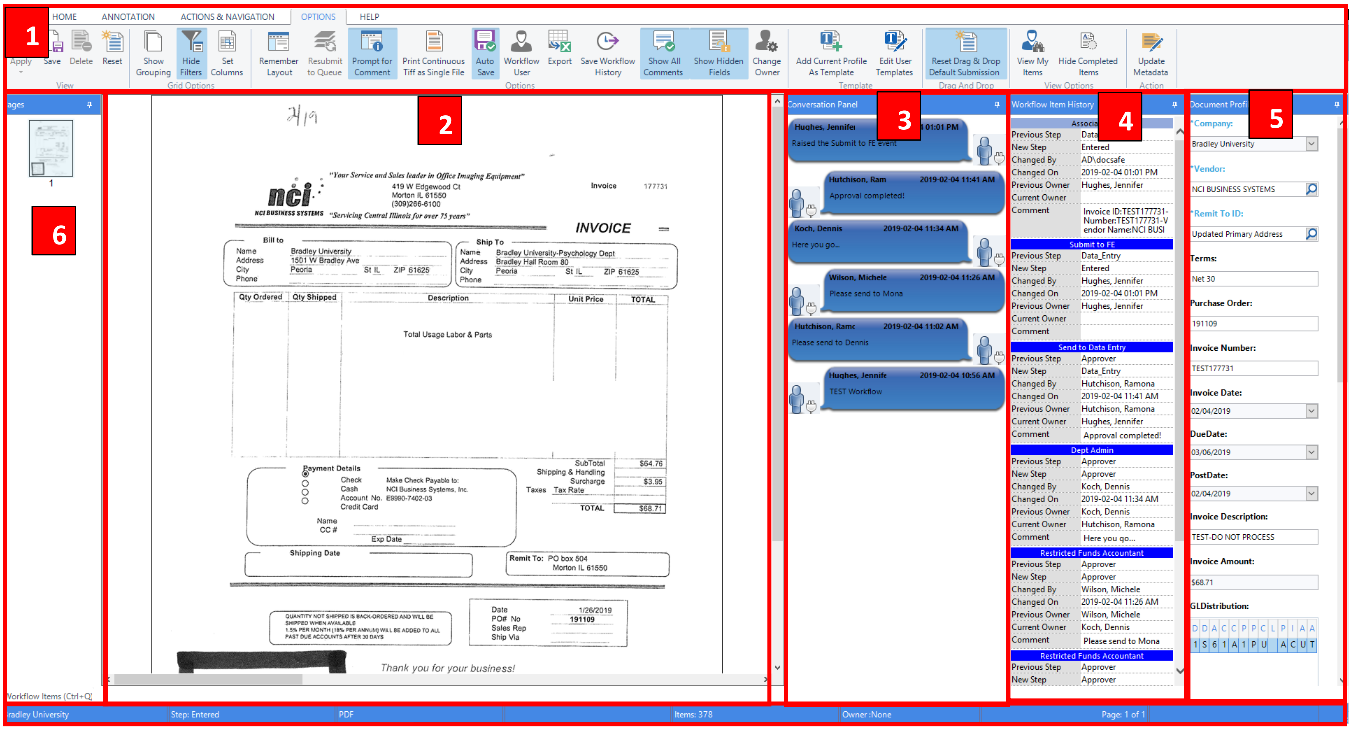
You will receive an email notification from accountspayable@bradley.edu notifying you have item(s) to review.

1. Click the Web Review link to open Workflow and review item(s).



3. Workflow Item Review

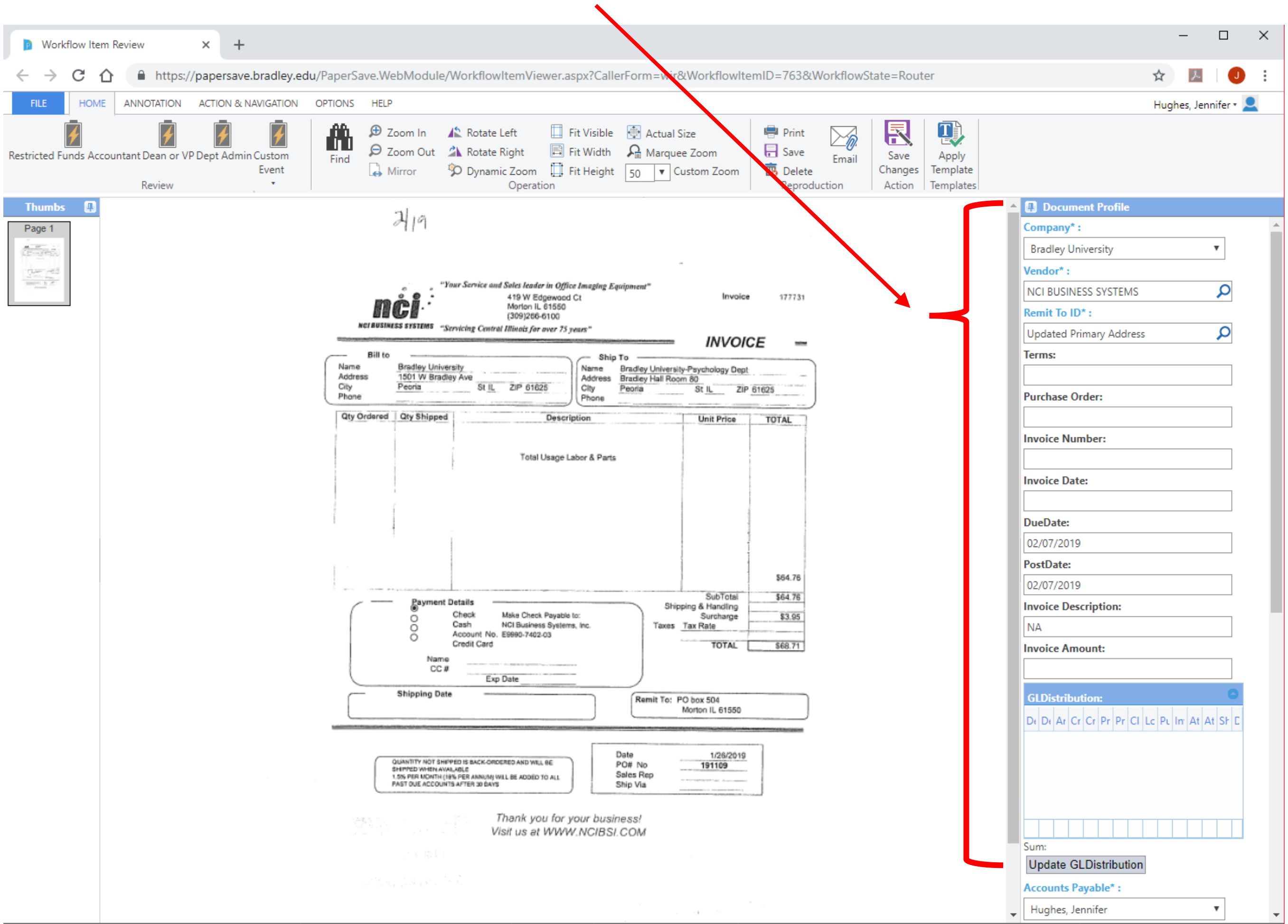
This window will be displayed by clicking on the web link provided in the email notification.



1. **Ribbon:** Toolbar provides various options to perform different tasks.
2. **Document Display Area:** This pane will display the invoice.
3. **Conversation Panel:** This panel will display comments entered by users indicating approval to pay or other information as needed.
4. **Workflow Item History:** This panel displays the history of the invoice.
5. **Document Profile:** This pane displays the Invoice Profile Fields. These fields are filled out and reviewed by department admins and various approvers. Profile fields include: Vendor, Remit to ID, Terms, Purchase Order, Invoice Number, Invoice Date, Due Date, Invoice Description, Invoice Amount, GL Distribution, necessary approvers, Doc Type, Date Received, and Comments.
6. **Thumbnail:** The thumbnail panel displays the page(s) of an invoice.

4. Updating Document Profile Fields

The first step upon opening a new workflow item is to fill in the Documents Profile fields on the right side of the screen. If you are the approver, the document profile fields may be filled in already. If so, please review and fill in any missing information.



Company: Do Not Change - Always defaults to Bradley University

Vendor: Do Not Change - This information will be filled in by Accounts Payable

Remit To ID: Do Not Change - This information will be filled in by Accounts Payable

Terms: This can be found on the invoice. If there are no terms listed or if you are unsure, leave blank

Purchase Order: Enter purchase order, if applicable

Invoice Number: Enter the invoice number

Invoice Date: Enter the invoice date

Due Date: This information will be filled in by Accounts Payable

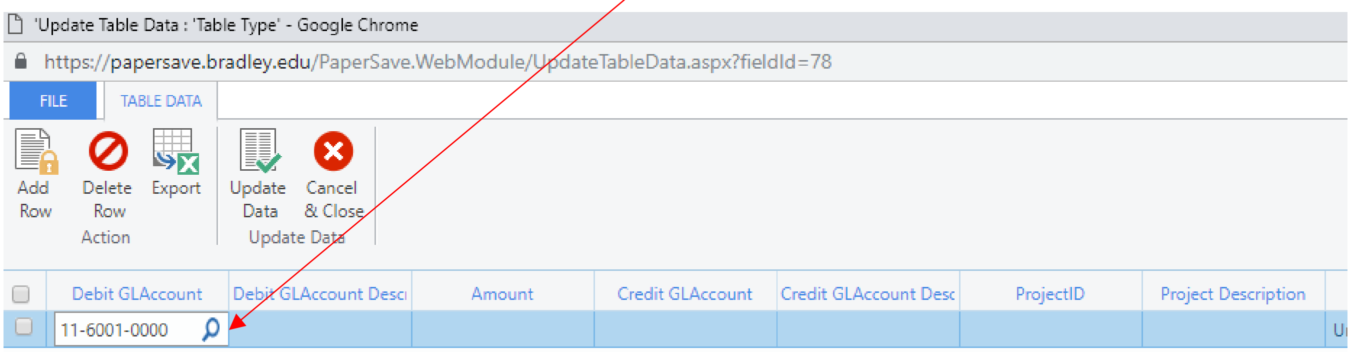
Post Date: This information will be filled in by Accounts Payable

Invoice Description: This will default to NA. This profile field is for information that helps identify the charge by your department or to be sent to the vendor. For example, account number for utilities, short description of services, or an internal requisition number. There is a limited amount of characters allowed, so must be kept brief. If you do not want to customize, leave as NA.

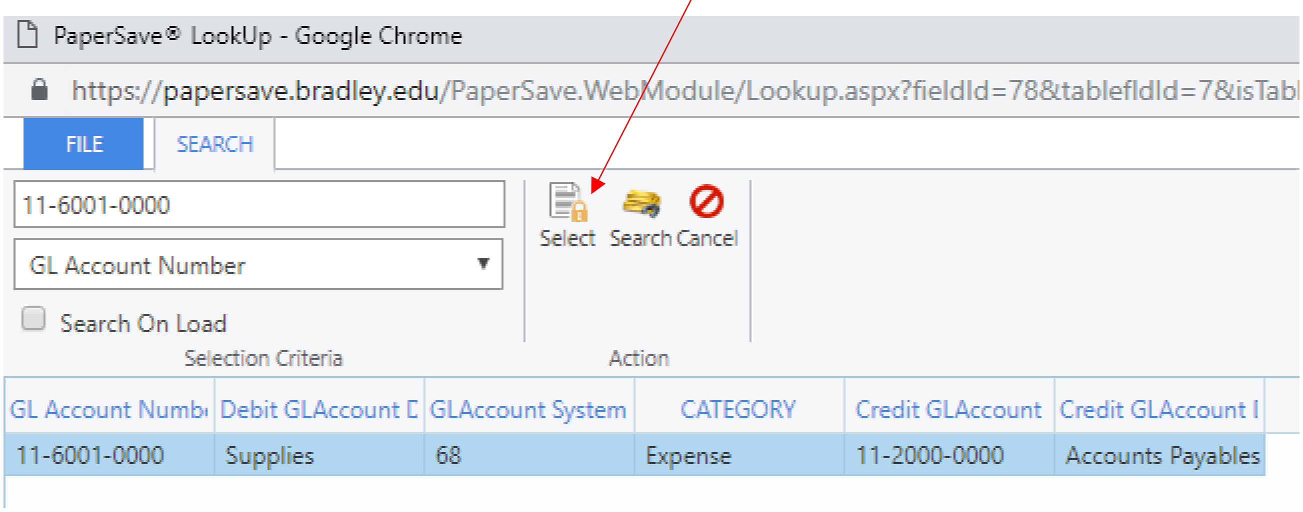
Invoice Amount: Enter the total amount of the invoice.

GL Distribution: Click on Update GLDistribution which is located just below the GL Distribution table. This is where you enter the account number(s) and profile id(s) to be charged.

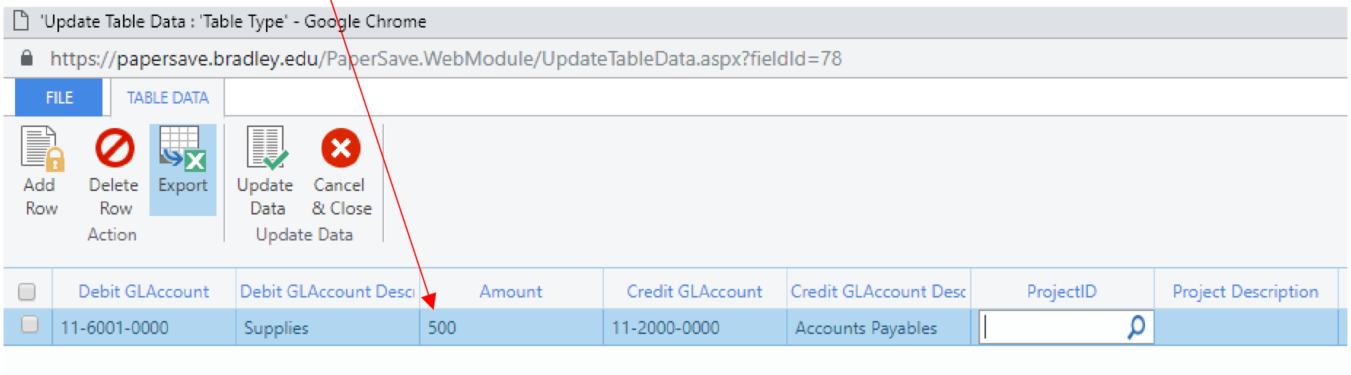
1. Enter the Debit GL Account # - Click the Magnifying glass symbol.



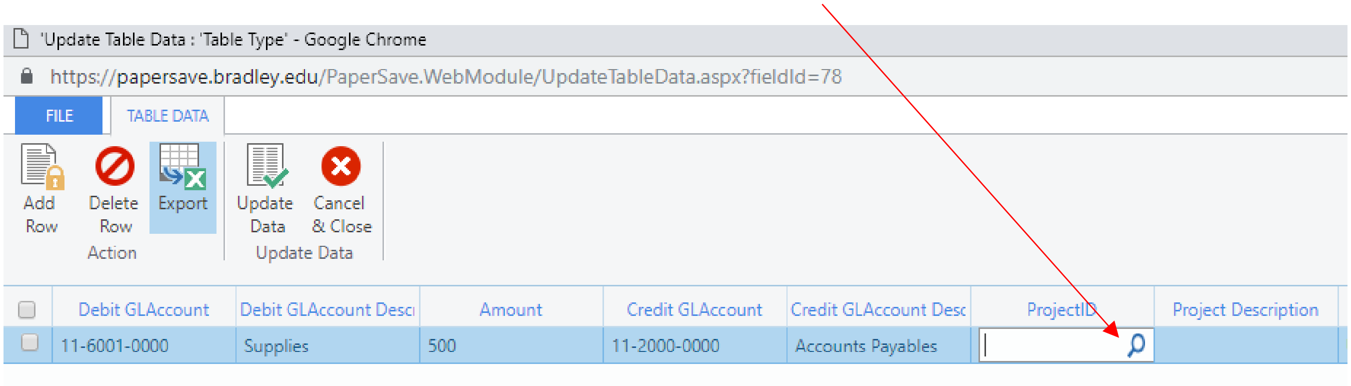
2. Verify The Account number is correct and click Select.



3. Enter the amount to be charged to this account number.



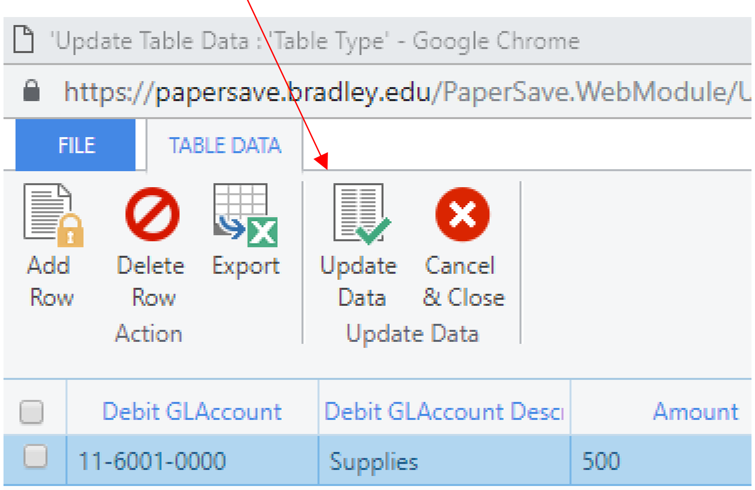
4. Enter the Project ID to be charged – Click the Magnifying Glass Symbol.



5. Verify the Project ID is correct and click Select.

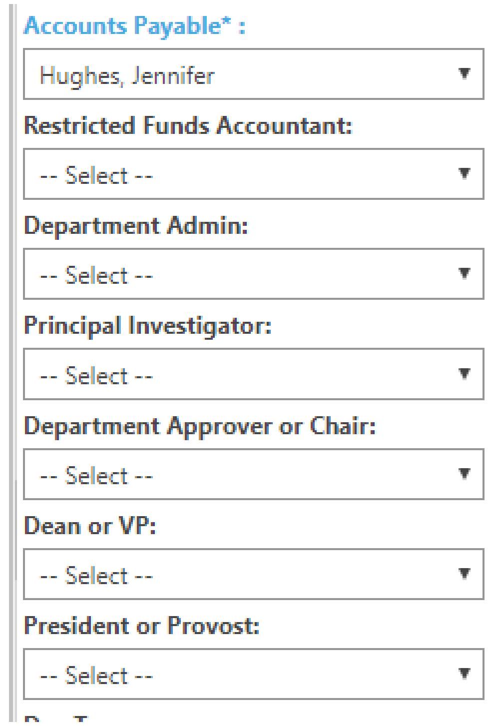
6. If there are multiple distributions to be charged, fill in the information the same way for the additional lines.

7. Click Update Data at the top of the page. This will bring you back to the Document Profile Panel.



Routing Fields: There are several different options for routing items for approval or returning items to senders.

- **Accounts Payable:** This profile field defaults to the Accounts Payable person who originally routed the document and should not be changed. The document will route back to this person at the end of the workflow.
- **Restricted Funds Accountant:** This profile field is used for expenditures related to Grants, Contracts & Sponsored Projects, Gifts & Endowments, and University Designated Funds.
- **Department Admin**
- **Principal Investigator:** This profile field is used for expenditures related to Grants, Contracts & Sponsored Projects, Gifts & Endowments, and University Designated Funds.
- **Department Approver or Chair**
- **Dean or VP**
- **President or Provost**



Fill in the approver levels as needed with the relevant individual that approves for each account or type of expense.

Doc Type: Default is Invoice

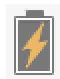
Date Received: Optional, this may be left blank if item is a service. Near the end of the fiscal year, this could be utilized to indicate which fiscal period an item was received in for accounting purposes.

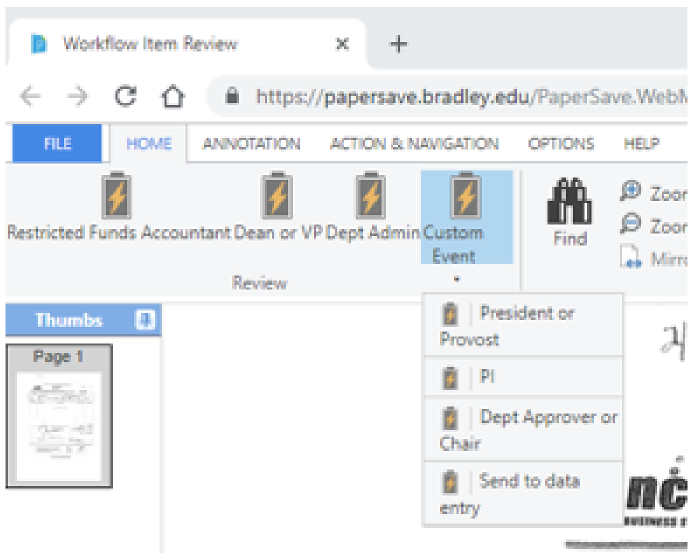
Comments: Optional, these comments do not import into Financial Edge.

5. Workflow Routing

After the Document Profile Fields are filled in, the invoice is ready to route for approval.

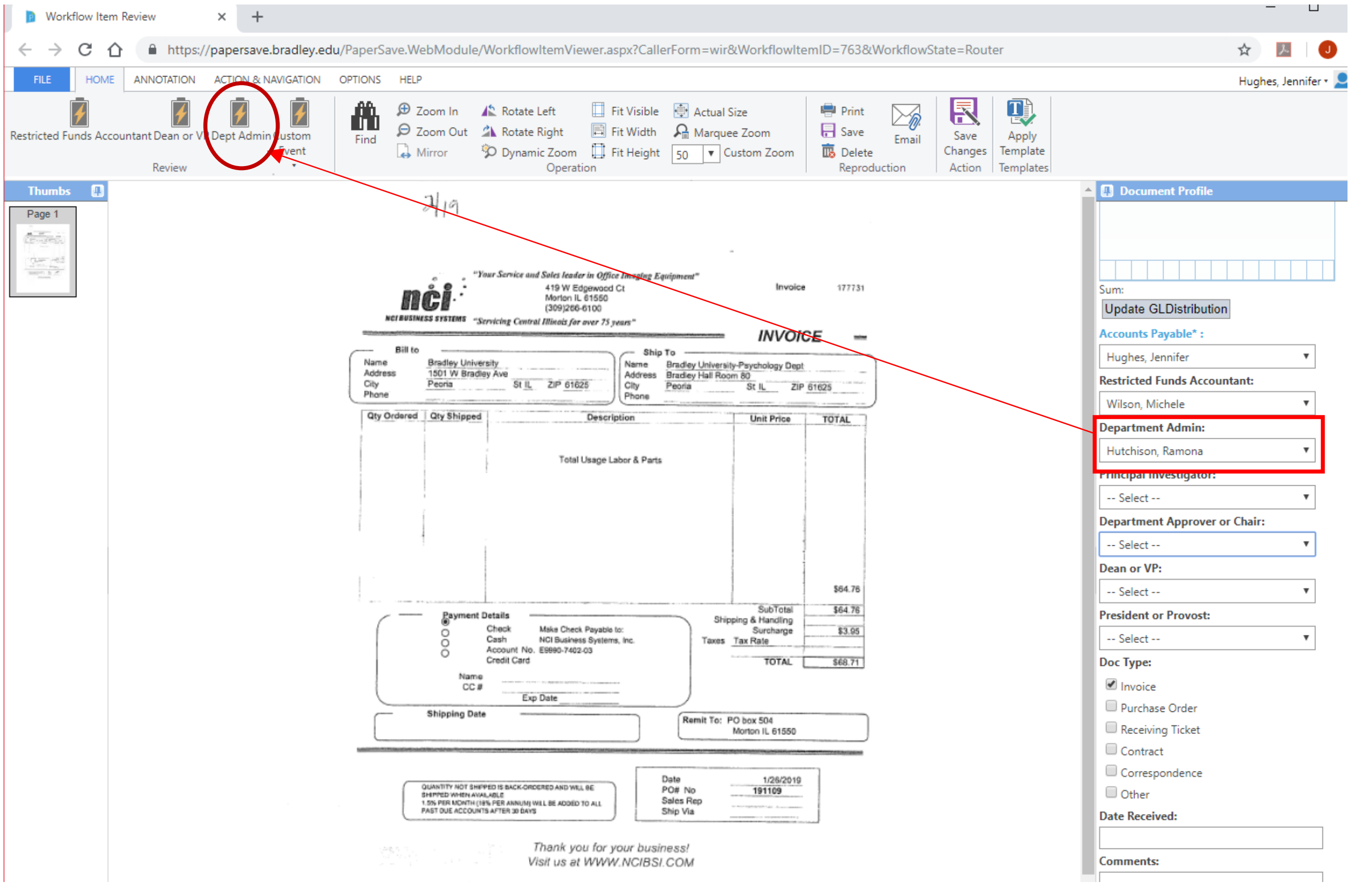
1. Verify the correct individuals are selected in the routing profile fields. If you are the only (or final) approver, skip to step 5.

2. Click the appropriate  button to send the document to the first person in the chain of approvers. (Hovering the cursor over Custom Event will drop down a selection of additional choices- see image below).

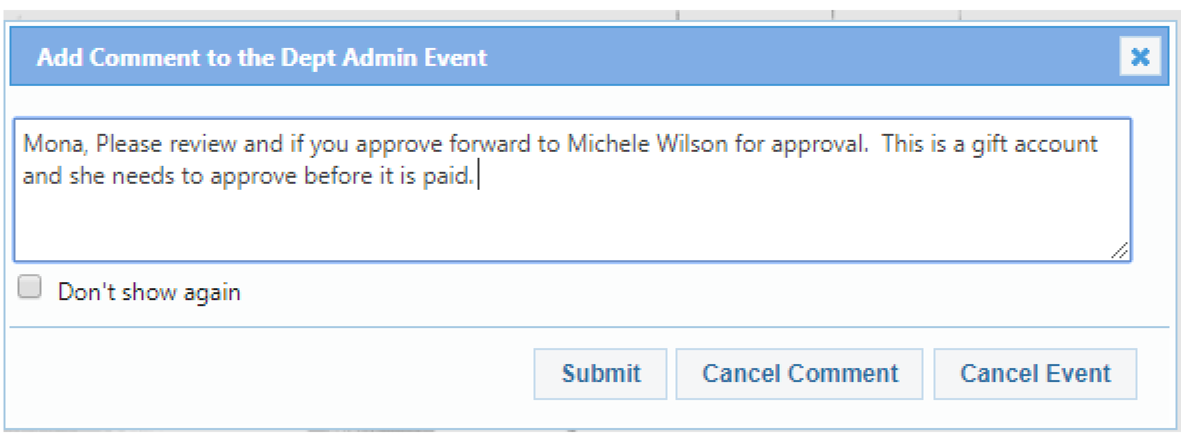


In the following screenshot, the approval hierarchy includes a Department Admin and a Restricted Funds Accountant. Invoices should always be approved by the department before being routed to the Restricted Funds Accountant.

Select the Depart Admin button to submit.



3. Enter Comments in the Comment box that pops open to assist other approvers in routing.



4. Click Submit

5. Once all of the necessary approvals have been obtained and all of the profile fields are reviewed and verified, the final approver will Submit for Payment. This routes the invoice back to the Accounts Payable person for payment.