

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.

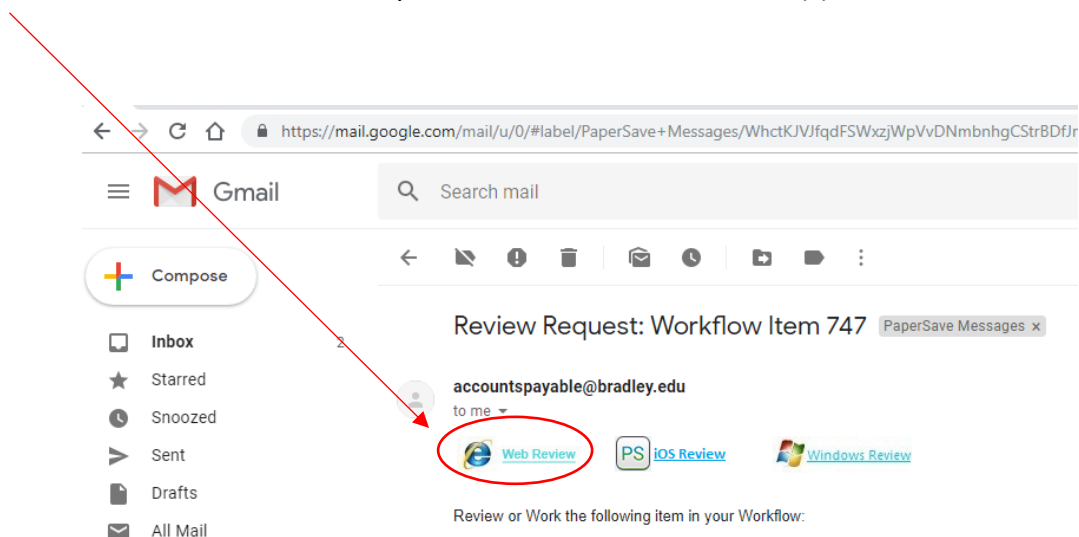
This process:

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

2. Email Notifications

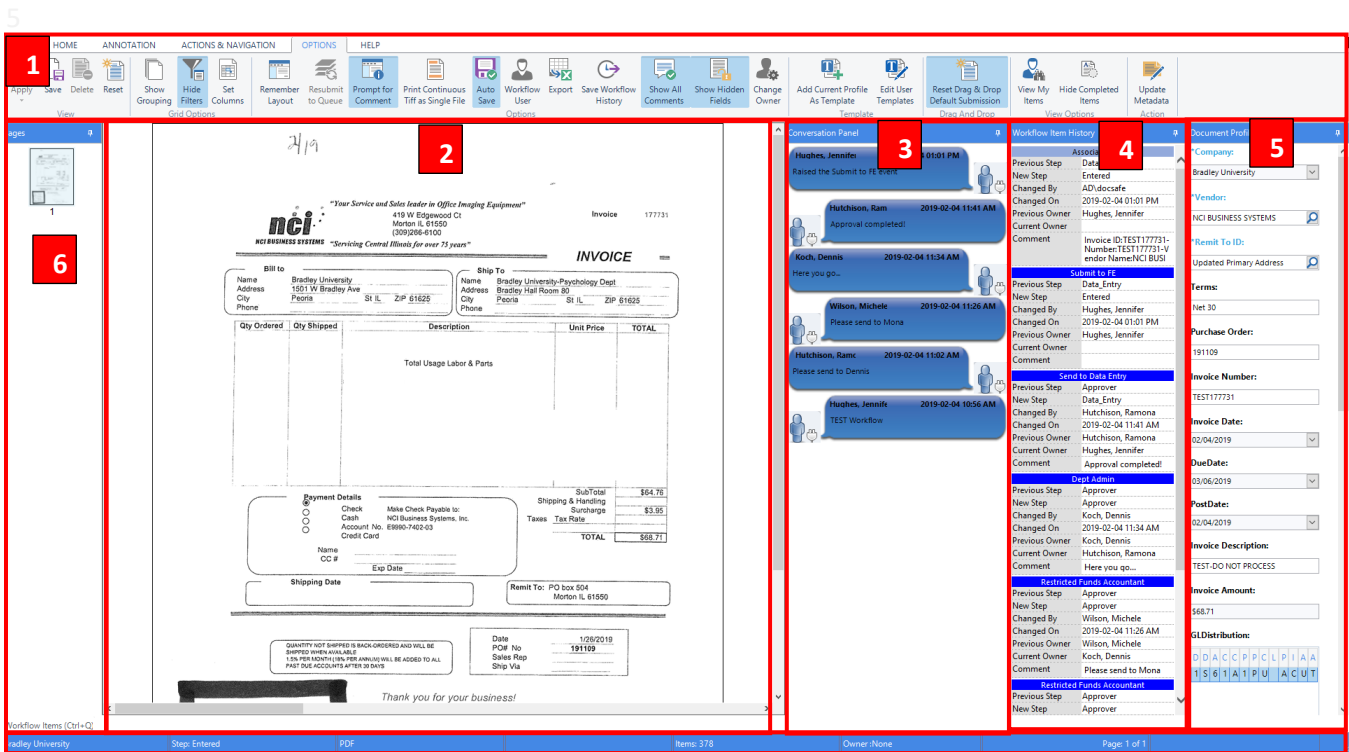
You will receive an email notification from accountspayable@bradley.edu notifying you have item(s) to review.

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.

The screenshot displays the PaperSave web application interface. The main window shows an invoice from NCI Business Systems, dated 1/25/2019, for a total of \$66.71. The invoice details include bill-to and ship-to information for Bradley University. On the right side, the 'Document Profile' panel is visible, containing various fields for document management. A red arrow points from the text above to the 'Company' field in the Document Profile, which is set to 'Bradley University'. A red bracket highlights the 'Company', 'Vendor', and 'Remit To ID' fields.

Qty Ordered	Qty Shipped	Description	Unit Price	TOTAL
		Total Usage Labor & Parts		\$64.76
				\$3.95
				\$66.71

Document Profile Fields:

- Company: Bradley University
- Vendor: NCI BUSINESS SYSTEMS
- Remit To ID: Updated Primary Address
- Terms:
- Purchase Order:
- Invoice Number:
- Invoice Date: 02/07/2019
- Due Date: 02/07/2019
- Post Date: 02/07/2019
- Invoice Description: NA
- Invoice Amount:
- GL Distribution: [Grid with columns: Dt, Ar, Cr, Pr, Cl, Lc, Pl, In, At, St, E]
- Sum:
- Update GL Distribution
- Accounts Payable*

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

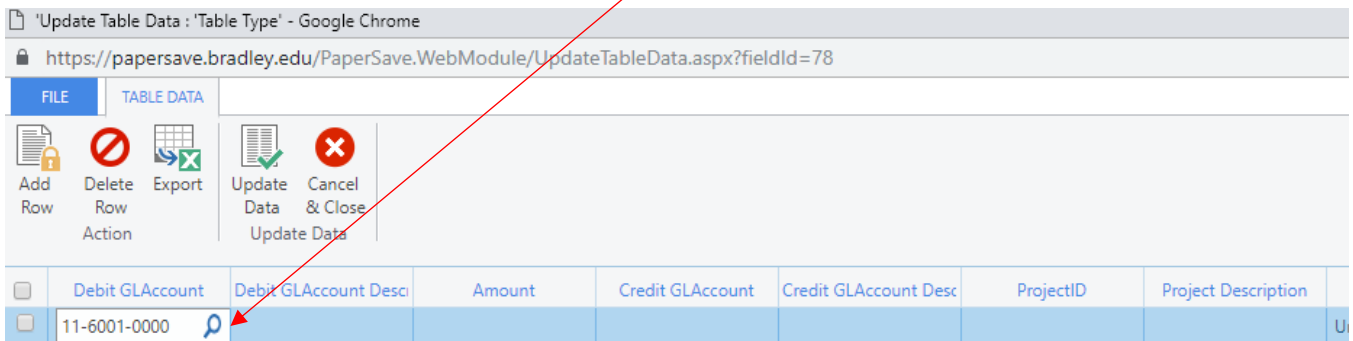
Post Date: This information will be filled in by Accounts Payable

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.

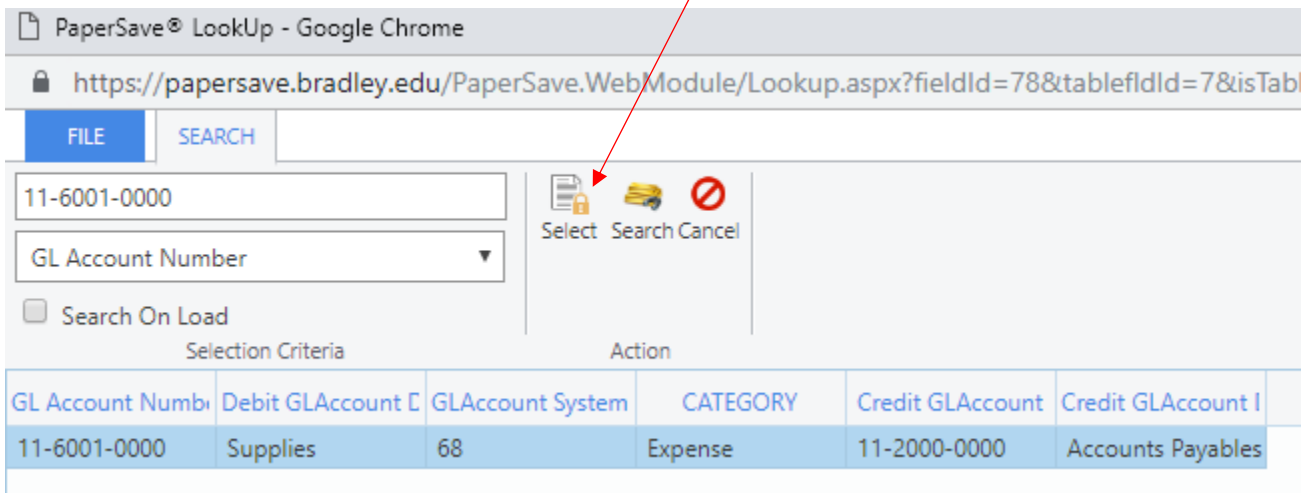
Invoice Amount: Enter the total amount of the invoice.

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.

The screenshot shows a web browser window with the URL <https://papersave.bradley.edu/PaperSave.WebModule/UpdateTableData.aspx?fieldId=78>. The interface includes a menu bar with 'FILE' and 'TABLE DATA' tabs. Below the menu are icons for 'Add Row', 'Delete Row', 'Export', 'Update Data', and 'Cancel & Close'. The main table has the following data:

	Debit GLAccount	Debit GLAccount Desc	Amount	Credit GLAccount	Credit GLAccount Desc	ProjectID	Project Description
<input type="checkbox"/>	11-6001-0000	Supplies	500	11-2000-0000	Accounts Payables	<input type="text"/>	

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

This screenshot is identical to the previous one, but the 'ProjectID' cell now contains a magnifying glass icon, indicating that the user is prompted to search for or enter a Project ID.

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.

This screenshot shows the 'Update Data' button in the 'Update Data' section of the interface highlighted. The table below it shows the same data as the previous screenshots:

	Debit GLAccount	Debit GLAccount Desc	Amount
<input type="checkbox"/>	11-6001-0000	Supplies	500

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**

The image shows a vertical list of dropdown menus for routing. The first menu is labeled 'Accounts Payable*' and has 'Hughes, Jennifer' selected. The remaining six menus are labeled 'Restricted Funds Accountant:', 'Department Admin:', 'Principal Investigator:', 'Department Approver or Chair:', 'Dean or VP:', and 'President or Provost:', all of which have '-- Select --' selected.

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

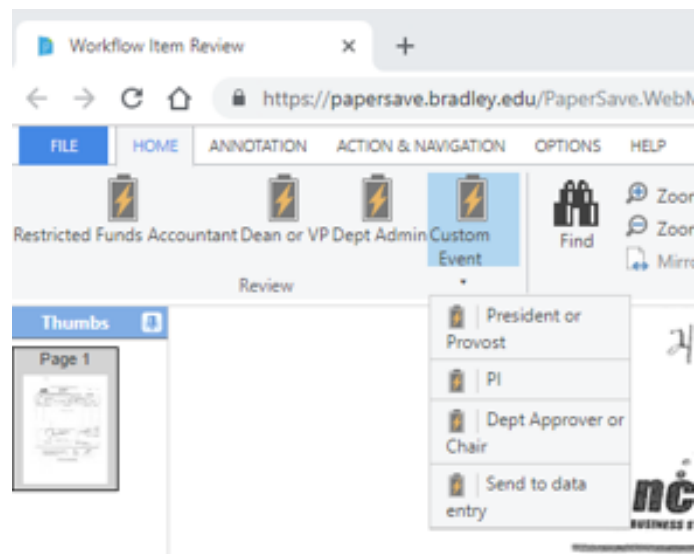
Date Received: Optional, this may be left blank if item is a service. Near the end of the fiscal year, this could be utilized to indicate which fiscal period an item was received in for accounting purposes.

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.

The screenshot displays a 'Workflow Item Review' interface. At the top, there is a navigation bar with buttons for 'FILE', 'HOME', 'ANNOTATION', 'ACTION & NAVIGATION', 'OPTIONS', and 'HELP'. The 'ACTION & NAVIGATION' section contains a 'Dept Admin' button circled in red. A red arrow points from this button to a dropdown menu on the right side of the screen, titled 'Document Profile'. This menu includes fields for 'Accounts Payable', 'Restricted Funds Accountant', 'Department Admin' (highlighted with a red box and containing 'Hutchison, Ramona'), 'Principal Investigator', 'Department Approver or Chair', 'Dean or VP', 'President or Provost', 'Doc Type', 'Date Received', and 'Comments'. The main content area shows an invoice from NCI Business Systems, Inc. for 'Total Usage Labor & Parts' with a total amount of \$66.71. The invoice includes bill-to and ship-to information for Bradley University.

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

The dialog box has a title bar 'Add Comment to the Dept Admin Event' and a close button. The main text area contains the comment: 'Mona, Please review and if you approve forward to Michele Wilson for approval. This is a gift account and she needs to approve before it is paid.' Below the text area is a checkbox labeled 'Don't show again' which is currently unchecked. At the bottom of the dialog are three buttons: 'Submit', 'Cancel Comment', and 'Cancel Event'.

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.