WILLIAM PATERSON UNIVERSITY

ACCOUNTS PAYABLE

Invoice Approval Procedure

William Paterson University – Accounts Payable - Invoice Approval Procedure

If you have been designated to approve invoices within your department, your Banner user information will be attached to an invoice approval queue. Invoice approval queues have been created for all Fund-Org combinations. As invoices are received in the Accounts Payable (AP) department, they will be entered into Banner by AP. Based on the FOAP that the invoice is charged to, Banner will route the invoice to whomever is named in the approval queue assigned to that FOAP.

When an invoice is entered into Banner, a notification will be automatically generated and emailed to the person assigned to the queue. The invoice cannot be paid until it is approved by this person.

The email notification will include the WP Invoice number as well as the Vendor ID and Name and Invoice amount.

Sample email:

-----Original Message-----
From: accountspayable@wpunj.edu <accountspayable@wpunj.edu>
Sent: Wednesday, July 17, 2019 11:26 AM
To: >Invoice approver
Subject: Invoice No.I1921798 awaiting your approval

To: Invoice approver
Originating User: A/P
Originating UserID: A/P
Date Posted:_ 07/17/2019

Please note that invoice document number I1921798 (855484991, Amano McGann Inc [Vendor Invoice: INVC016095] - $6,000.) is awaiting your approval.
Your prompt attention is required.Log into WPConnect and check your notifications to access and approve the document.

Thank you,
Automated services / DO NOT REPLY
Office of Business Services -A/P
William Paterson University
Phone: 973-720-3646

Go to WP-Connect for approval
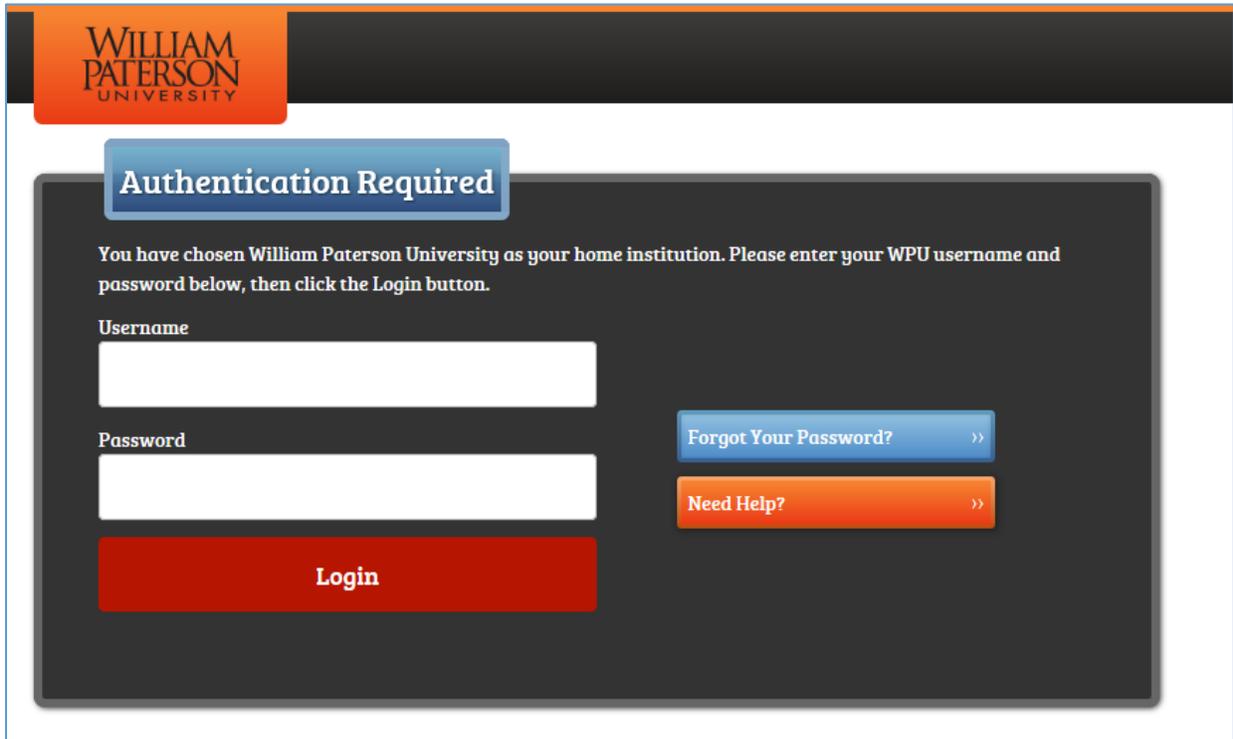
If you are already logged into WPconnect, any documents requiring your approval will also be displayed on the WPconnect Notifications icon at the top right.
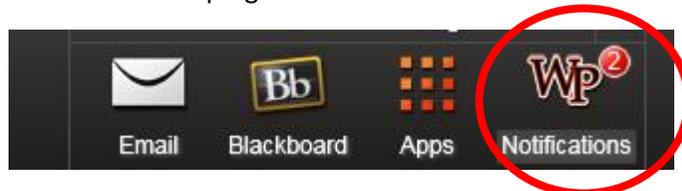
Clicking on the Notification icon will bring you to your Action Items, where clicking the associated link will bring you to the documents requiring approval. Links to View Documents and Approve Documents can also be found on WPconnect's Employees tab under Finance then Accounts Payable.

Notifications

> 1 outstanding timesheet.
> 1 Requisitions or Invoices which you may approve.

Outstanding items found : 2

Click on the link to be routed to list of documents requiring approval
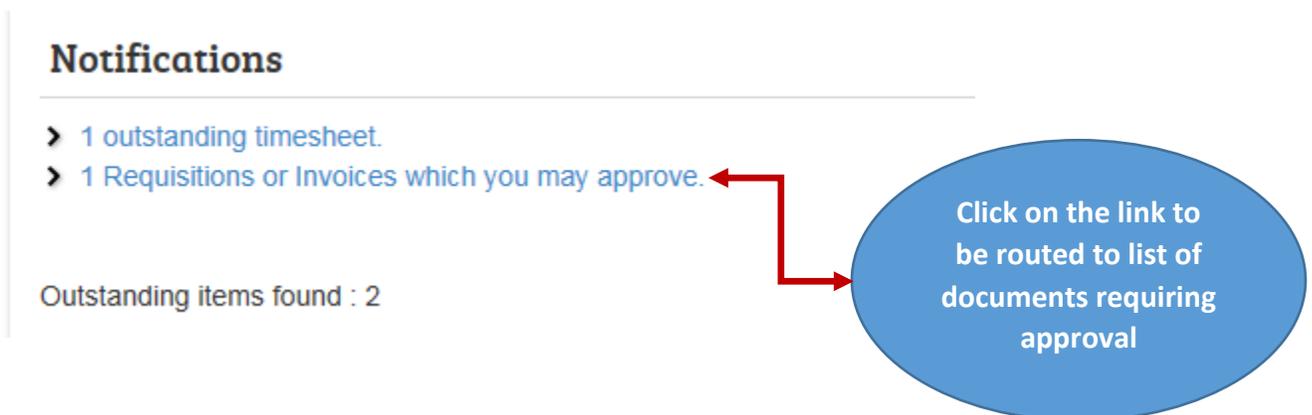
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After clicking on the link in the notification email and logged into WPconnect or clicking on the link in WPconnect Notifications, the documents awaiting your approval will be displayed.

- **If NSF = Yes, this means there is not adequate budget to pay this invoice. You must resolve the budget issue before the invoice can be paid.**
- **The system will allow you to continue with invoice approval, however the system won't allow payment to the vendor until NSF = No.**

- **Click on the document number to see detail and to access the vendor invoice**

On this screen you can:
- **Approve the invoice**
- **Disapprove the invoice**
- **View History** (see History example on pg.7)

If you click on the Document Number you will be routed to this detail screen: **can view the**

| Personal Information | Advancement Officers | Student | Faculty Services | Employee | WebTailor Administration | Finance |

Search [   ] Go   PRINT   MENU   SITE MAP   HELP

View Document

Click here to View/Print/Email Imaged Invoice ⬅

Click this link to see a scanned image of the vendor invoice. If there is other supporting documentation, that will be viewable here as well

Invoice Header

Invoice	Sub#	Purchase Order	Invoice Date	Trans Date	Payment Due	
I1802865	1	P1800678	Aug 22, 2017	Sep 19, 2017	Sep 19, 2017	657.36

Complete:	Y	Approved:	Y	Vendor Inv	10185820136
Open Paid:	O	Suspense:	N	Hold:	N
Credit Memo:	N	Cancel Date:		Recurring:	N
1099 Tax Id:		1099 Vendor:	N	Income Type	
Accounting:	Document Level				
Vendor:	855001335	Dell Marketing LP			
	c/o Dell USA LP				
	PO Box 643561				
	Pittsburgh, PA 15264-3561 UNITED STATES				
Collects Tax:	Collects No Taxes				
Discount Code:	02 Net 30 Days				
Currency:					

Invoice Commodities

Vendor Invoice:	10185820136	Vendor Inv Item	1	
Item	Commodity		Description	

When you click "*Click here to view imaged invoice,*" a new TAB or Window is opened and you will be routed to Banner Document Management System (BDMS), where you'll see the scanned vendor invoice and other supporting documentation (if any). Close the TAB or Window after viewing the document.

		Ordered	Accepted	Invoiced	Approved	Disc	Addl	Tax	Net
	Quantity	1	0	1	1				
	Unit Price	185.24	185.24	185.24	185.24				
	Amount	185.24	0.00	185.24	185.24	0.00	0.00	0.00	185.24

Vendor Invoice: 10185820136 Vendor Inv Item 4

Item	Commodity	Description	
4		S5840 Yellow Toner	

	P O Item	U/M	Tax Group		TolOverride	Final Pmt	Last Rcv	Suspense
	4	EA				F		N

		Ordered	Accepted	Invoiced	Approved	Disc	Addl	Tax	Net
	Quantity	1	0	1	1				
	Unit Price	185.24	185.24	185.24	185.24				
	Amount	185.24	0.00	185.24	185.24	0.00			

Total of all Commodities	657.36

Find the FOAP here

Invoice Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
		Bank	NSFSusp	NSFOvr		Approved	Disc	Tax	Addl	Net
1	U	18		100000	263100	72120	30			
		73	N	N		657.36	0.00	0.00	0.00	657.36
Total of displayed sequences:										657.36

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Aug 15, 2017	Purchase Order	P1800678	Approved
Aug 09, 2017	Requisition	R1801194	Approved

[Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Templates]

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When you are finished viewing the scanned documentation, close the TAB or Window displaying the document:

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You will be brought back to the View Document page. Click the Back button on the browser to get back to the list of documents needing approval.

Click the Back button to go back to the list of Documents needing approval
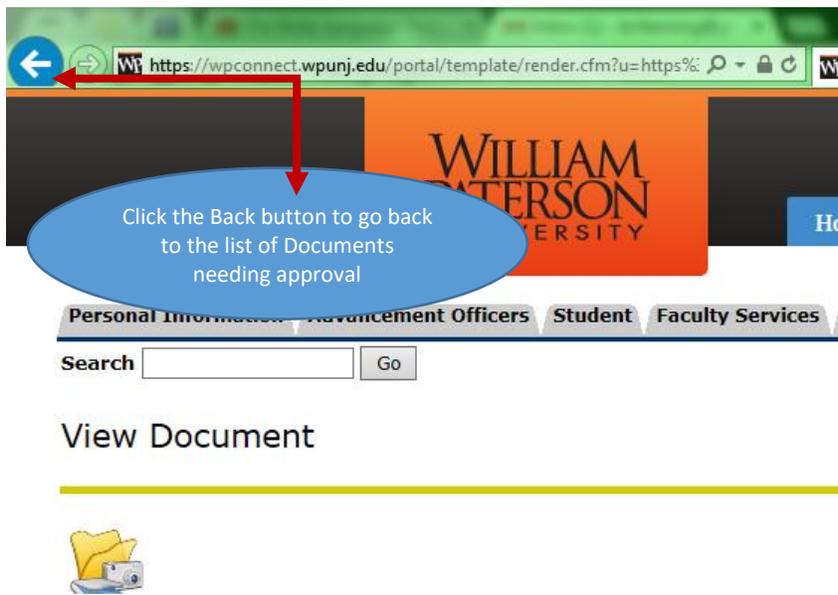
An Example of History (from page 3):

Document Identification

Document Number	I1612163	Type		Invoice
Originator:		ALMEIDAG	Glenda Almeida	

Approvals required

Queue	Description	Level	Approvers
ITS	INFORMATION TECHNOLOGY	100	
			Glenda Almeida
			John Nderebe
			Mary Songer
			Patrice A Stewart

Approvals recorded

Queue	Level	Date	User
ITS	100	Mar 14, 2016	Glenda Almeida
DENY	0	Mar 14, 2016	Glenda Almeida
ITS	100	Mar 14, 2016	Glenda Almeida
DENY	0	Mar 14, 2016	Glenda Almeida

Here you can see:

Originator

Approvers

History of the document. For ex: This document has been denied twice.

"Approve Document" screen:

Approve Document

Document Information

Document Number:	I1612163	Type:	INV
Change Seq#		Sub#	0
Amount:	800,000.00		

Comment: This document has been approved.

[Approve Document] [Cancel]

RELEASE: 8.4

> Click "Approve Document" – you will be routed to another screen and must click one more "approve" button to finalize the approval

If you have approved the invoice and your FOAP <u>does have enough budget</u>, you will see a pop-up message saying that the document has been approved.

If you have approved the invoice but your FOAP <u>does not have enough budget</u>, you will get this message:

Document Pending Approval

✔ Document I1612163 has your approval but remains in <mark>non-sufficient funds.</mark>

[Continue]

You must resolve the budget issue before the invoice will be paid.

Warning!!!
If the FOAP does not have sufficient budget you will get a "non-sufficient funds" message. It is your responsibility to resolve the budget issue. You can contact your Budget representative to request a transfer or other resolution.

The invoice will go on hold and will <u>not be paid</u> until the budget matter is resolved.

Additional Tips and Notes:

Imaged Document Security

Imaged Documents can only be viewed while connected to the WPUNJ network. You must either be on campus or connected using the VPN client

(see https://itwiki.wpunj.edu/index.php/Universal_Anyconnect_VPN_installation)

Errors Accessing Imaged Documents

If you receive an error message when attempting to view an imaged document, please contact the Helpdesk to review and resolve the error. They can be reached at x4357 or a Helpdesk ticket can be entered at http://wpunj.edu/helpdesk

Printing Documents

Right clicking on an imaged document (right click on a PC; Ctrl + click on a Mac) will allow you to either print an imaged document or open the document in a new browser tab for printing.