

Procurement

Web Invoice Payments

Sample Documents & Business Cases

October 2005

Table of Contents

Creating a New Record	2
Business Case 1:.....	2
Business Case 2:.....	3
Retrieving a Record.....	4
Business Case 3:.....	4
Business Case 4:.....	4
Approver Scenarios	5
Business Case 5:.....	5
Business Case 6:.....	5

Creating a New Record

Business Case 1:

- Campus mail has just delivered ten (10) invoices to your department that require processing. Your job responsibilities include reviewing invoices and preparing them for processing. As you review each invoice, you must determine if it qualifies for Web Invoice Payment (WIP). Reference the **When to Use WIP Guide, Approver Checklist** and the **Invoice Identification Guide** as you consider the criteria that determines if an invoice is appropriate for WIP processing.
- For the invoices that meet the WIP processing criteria, proceed as follows:
 1. Log on to the **Web Invoice Payment** application.
 2. Select **Maintain Web Invoice Payments** to open the **Web Invoice Payment** screen.
 3. Click once on the **Create** button to generate a new WIP record.
 4. Write the WIP record number on the original paper invoice.
 5. Click once on the **Vendor** list of values (**LOV**). Type a portion of the vendor name in the third search field. Scroll through the retrieved records. Verify that the vendor name and the remit to address is an exact match with the information provided on the paper invoice. Once located, choose the appropriate **Vendor Name** by clicking in this field. **Note:** If the information does not agree, please research and complete a **Vendor Setup Request** form for processing, if necessary.
 6. Enter the invoice date in the **Invoice Date** field. Follow the Oracle date format (DD-MMM-YYYY). **Exp. Item Date** will auto-populate with the date that was entered in the **Invoice Date** field.
**If the option to change the Expenditure Item Date from the Invoice Date is used, be prepared to justify this change for an audit.*
 7. Enter the invoice number exactly as it appears on the paper invoice (including spaces, special characters, upper and lower case lettering). If the invoice is unnumbered, tab through the invoice number field and the system will auto-populate the invoice number with the Invoice date, after one responds to the system prompt, in the following format **DD-MMM-YYYY**, e.g., 15-JAN-2004.
Note: To prevent entry of duplicates involving unnumbered invoices, it is strongly recommended that, prior to WIP entry, you use **Procurement Inquiry** to confirm that an invoice has not been previously entered. Using the Invoice Inquiry option, search by **Supplier Name** and **Invoice Date**. Any invoices within your security view that match the criteria will display.
 8. Verify the invoice total and enter the correct invoice amount in the **Amount** field.
 9. Select an approver from the **Approver** list of values (**LOV**). The **Approver Organization** field will auto-populate.
 10. Entering the **Data Warehouse Statement Description** is optional but recommended.

11. The **Description on Check** field is required for WIP records in which the invoice date is used as the invoice number.

12. Enter the PTAO segments. There are two ways to do this:

- Enter a VIP Number using the VIP list of values (**LOV**) to generate the associated PTAO, or:
- Enter the PTAO segments into the Project, Task, Award and Org fields.

Note: For more complex transactions, split charging up to 10 allocations may be entered via the WIP screen.

13. The **Expenditure Type** field may be completed by:

- Typing the expenditure code, or
- Clicking on the list of values (**LOV**), searching by Expenditure Type Code, Category or Description and selecting the appropriate expenditure type.

14. Click on the **Submit for Approval** button to enter the record for authorization.

- Record your WIP numbers for future reference before proceeding to step 15.
 - 1. _____
 - 2. _____
 - 3. _____
 - 4. _____
 - 5. _____
 - 6. _____
 - 7. _____
 - 8. _____
 - 9. _____
 - 10. _____

15. Deliver the original paper invoice(s) to the designated Approver for review and authorization.

Business Case 2:

- You have received and reviewed an invoice that meets the Web Invoice Payment processing criteria. As you begin to enter the record, you have a question regarding the appropriate account to charge.
 1. Click the **Save** button to process the information that you have entered.
 2. Record the WIP number on the invoice before proceeding.
 3. Ask the approver to provide the correct PTAEO.
 4. Click the **Clear** button to proceed to the next action.

Retrieving a Record

Business Case 3:

- The Approver has verified the PTAE0 for the record that was saved so it may be retrieved and submitted for approval.
- Proceed as follows:
 1. Click on the **Get** button.
 2. Type the WIP number in the **Get Record Number** search field. Click the search button (i.e., WIP1234567).

If the record is in the system, a message window will appear indicating that the record has been retrieved. Click OK to proceed.
 3. Enter changes to the record if necessary.
 4. Click on the **Submit for Approval** button to enter the record for authorization.
 5. Deliver the original paper invoice to the designated Approver for authorization.

Business Case 4:

- A vendor that your department uses regularly has sent three new invoices for payment. Review each invoice to determine which invoices qualify for WIP. Instead of using the **Create** button to enter a new record, use **Query List** to retrieve a previously submitted WIP record for the same vendor and use the **Copy** button to create a new record.
- For the invoices that meet the WIP processing criteria, proceed as follows;
 1. Click on the **Query List** button.
 2. Click on the down arrow next to the first search field and select **Vendor Name**.
 3. Enter a portion of the vendor's name in the third search field and click on the **Find** button.
 4. Review the retrieved records.
 5. Click on a historical record that closely resembles the new invoices.
- Copying a WIP Record
 1. After creating or retrieving a WIP at the **Web Invoice Payment** screen, click once on the **Copy** button.
 2. A new WIP number is assigned to the copied record.
 3. The **Invoice Date**, **Invoice Number** and **Amount** must be completed. Alter other items as required such as the PTAE0 and verify all other data fields before submitting for authorization.
 4. Click on the **Submit for Approval** button to enter the record for authorization.

Deliver the original paper invoice to the designated Approver for authorization.

Approver Scenarios

Business Case 5:

- The designated Preparers in your department have put several invoices on your desk for approval. As you review the invoices, you notice that some of these invoices have been submitted via **Web Invoice Payment**. At this point, you should review the paper invoice and compare it to the WIP record for accuracy and appropriateness. Refer to the **WIP Approver Checklist** and the **Invoice Identification Guide** throughout this process.
- Proceed as follows:
 1. Click on the **Worklist** icon.
 2. Click on the appropriate **Record Number**.
 3. Review and validate the information on the WIP record. Check the vendor data, the math and PTAE0.
 4. Determine appropriate action: *(We will perform each of these actions in class.)*
 - Click the **Approve** button, if the record meets the WIP processing criteria.
 - *Edit if changes are necessary for accuracy before approving!*
 - Click the **Reject** button if the record does not qualify for WIP processing.

Business Case 6:

- Accounts Payable has contacted you because one of your WIP records failed during the Import Process. You need to review these records along with the invoice to determine the appropriate course of action.
- Proceed as follows:
 1. Retrieve rejected WIP record via the **Query List** or **Get** button.
 2. Select action:
 - Enter required changes, including removing the “system error” message contained in the Data Warehouse description field and click the **Approve** buttonOR
 - Delete the invoice if it is a duplicate