e-Payables Approver Training

Presented by Emily Hermon
e-Payables Resources
www.kent.edu/accountspayable/e-payables
e-Payables: What is it?

e-Payables is the electronic workflow through which invoices are routed for approval and submitted to Accounts Payable for processing.

It replaces:
• the Payment Request Form
• routing for approval via email, campus mail, or walking around
• approving via a wet signature or email
• submitting payment requests to apinvoices@kent.edu
e-Payables: What is it not?

e-Payables does not replace:

- PaymentWorks
- Flashcart
- Banner
- Works
Accessing e-Payables

Kent State’s chosen software for e-Payables is Chrome River Invoice.

e-Payables is accessed via SSO, using the link found on Flashline, under the HR & Employee Workflows menu.

Find the link by using the following search terms
• e-payables
• epayables
Chrome River Dashboard

- **Approvals**
  - 7 Invoices
  - 0 Expense Reports
  - 0 Pre-Approvals

- **Expenses**
  - 10 Draft
  - 0 Returned

- **Pre-Approval**
  - 1 Draft
  - 0 Returned

- **Invoices**
  - 3 Draft
  - 3 Submitted Last 90 Days

*****ATTENTION*****

Users who see a green Invoices ribbon under their Pre-Approval ribbon are asked not to use that feature at this time. Further information about this ribbon will be provided as part of our e-payables implementation.

**NOTICES**

**Pre-Approval Reports**
- Pre-approvals are required for overnight travel, airfare, business meals, entertainment, gift cards, and individual memberships, licenses, and subscriptions.
- Submitting your report without a required pre-approval will result in delays.

**Direct Deposit**
- Click here for instructions on how to enroll in expense reimbursement direct deposit.
- Direct deposit is required for all employee expense reimbursements.
- Submitting your report without enrolling will result in delays.

**Receipt Gallery**
- Email your receipts to receipt@cat.chromeriver.com, using your @kent.edu email account, and they will be available in your Receipt Gallery.

CONTACT
<table>
<thead>
<tr>
<th>Role</th>
<th>Expectation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creator</td>
<td>• Fully create invoice, including entering correct vendor name, remittance address, invoice number, invoice date, and amount.</td>
</tr>
<tr>
<td></td>
<td>• Attach correct PO when applicable.</td>
</tr>
<tr>
<td></td>
<td>• Complete accounting allocation section, providing correct values for the account, commodity, and index/fund fields.</td>
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<tr>
<td></td>
<td>• Attach all necessary documentation.</td>
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</tbody>
</table>
# e-Payables: Roles and Expectations

<table>
<thead>
<tr>
<th>Role</th>
<th>Expectation</th>
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<tbody>
<tr>
<td><strong>Approvers</strong></td>
<td>• Confirm that goods/services have been received.</td>
</tr>
<tr>
<td></td>
<td>• Confirm that expenditure has a business purpose that is consistent with</td>
</tr>
<tr>
<td></td>
<td>federal, state, granting agency, and university policies and regulations.</td>
</tr>
<tr>
<td></td>
<td>• Review initiator-entered information for correctness.</td>
</tr>
<tr>
<td></td>
<td>• Ensure that attached documentation is complete and supports the payment</td>
</tr>
<tr>
<td></td>
<td>request.</td>
</tr>
<tr>
<td>An individual who</td>
<td></td>
</tr>
<tr>
<td>reviews and authorizes</td>
<td></td>
</tr>
<tr>
<td>a payment request</td>
<td></td>
</tr>
<tr>
<td>• Principal Investigator</td>
<td></td>
</tr>
<tr>
<td>• Level 1 through 3 org-based approver</td>
<td></td>
</tr>
<tr>
<td>• Executive level approver</td>
<td></td>
</tr>
<tr>
<td>• Senior VP for Finance and Administration</td>
<td></td>
</tr>
<tr>
<td>• Optional</td>
<td></td>
</tr>
<tr>
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<td></td>
</tr>
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# e-Payables: Roles and Expectations

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<tr>
<td>Grants Accounting</td>
<td>• Confirms that expense is reasonable in relation to the grant budget and was incurred within the grant period.</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>• Reviews vendor name, remittance address, amount, invoice date, and invoice number for correctness.</td>
</tr>
<tr>
<td></td>
<td>• Ensures that invoices submitted for non-vendor payees are for qualified exceptions to PaymentWorks onboarding.</td>
</tr>
<tr>
<td></td>
<td>• Confirms that documentation is complete and supports the payment request.</td>
</tr>
<tr>
<td></td>
<td>• Processes pickup and special handling requests in accordance with departmental procedures.</td>
</tr>
</tbody>
</table>
Invoice Approval Routing

Default Routing Steps
- Hard-coded into system
- Based on university-wide policies and procedures

Optional Routing Steps
- “On the fly” and in addition to default steps
- Use to fulfill unit-specific routing needs
Invoice Approval Routing: Default Routing

Default Routing Steps

• PO invoices route to Accounts Payable

• Non-PO invoices route based on their accounting allocations
  • Fund – routes to person who is responsible for the account
  • Index – routes according to index type, org associated with the index, and university policy
# Invoice Approval Routing: Default Routing

## Non-PO Invoices – Index/Account

<table>
<thead>
<tr>
<th>Routing Order</th>
<th>Explanation</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Principal Investigator: Non-PO invoices allocated to a grant, cost share, or program income index</td>
</tr>
<tr>
<td>2</td>
<td>Org-based Level 1 Approver: All non-PO invoices $0+</td>
</tr>
<tr>
<td>3</td>
<td>Org-based Level 2 Approver: All non-PO invoices $5000+</td>
</tr>
<tr>
<td>4</td>
<td>Org-based Level 3 Approver: All non-PO invoices $10,000+</td>
</tr>
<tr>
<td>5</td>
<td>Org-based executive-level Approver: All non-PO invoices $25,000+</td>
</tr>
<tr>
<td>6</td>
<td>Sr. VP of Finance &amp; Administration: All non-PO invoices $100,000+</td>
</tr>
<tr>
<td>7</td>
<td>Grants Accounting: Non-PO invoices allocated to a grant, cost share, or program income index</td>
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<td>8</td>
<td>Accounts Payable: All invoices</td>
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Invoice Approval Routing: Optional Routing

Returning to a Requester
- Usually done by a Creator
- A Requester is a person who is jointly-responsible for the payment request
- Invoice shows in submitted invoices list, can recall invoice

Adding an Additional Reviewer
- Can be done at any point in the approval process
- An additional approver inserted between yourself and the next default routing step

Both options require action to be taken!
Creating Invoices

Refer to the following sections of the University e-Payables User Guide

• 4.1 Creating a Non-PO Invoice or Credit Memo (Vendor)
• 4.2 Creating a Non-PO Invoice or Credit Memo (Non-Vendor Payee)
• 4.3 Creating a PO Invoice
• 4.4 Copying a Prior Non-PO Invoice or Credit Memo
When an invoice is awaiting your approval, the Invoice indicator will appear under the gold Approvals ribbon on your Chrome River dashboard.
Select the **Invoices** link on the Approvals ribbon to open the **Approvals Needed** list.

The list can be sorted by clicking the sort icon.
Reviewing an Invoice

Select the **Invoice** to open it.
Reviewing an Invoice

Select Image to open the payment documentation

Use the document controls to zoom in, out, or rotate the documents.
Reviewing an Invoice

The invoice will display on the right side of the screen.
Reviewing an Invoice: What am I looking for?

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Most payment requests must be supported by an itemized invoice or contract.

- Certain expense categories require additional documentation.

- **Appendix A – Payment Request Documentation Guidelines** (found in the University e-Payables User Guide) lists the required documentation needed for common expense categories.
Payment Request Documentation

Executive Approval Form

- Replaces the Policy Exception Preapproval form
- Use to obtain executive level preapproval and exceptions to university policy
- Equivalent = another document through which the EO has preapproved the expense or granted the exception. Examples:
  - Letter from EO
  - Unit-specific form signed by EO
  - Page from faculty handbook showing that the individual membership is allowed.
- Form is on e-Payables page of AP website
To edit the Invoice Header, Invoice Detail, or Special Handling sections, select the blue Edit button that is in the upper right corner. This will open all fields for editing.
Reviewing an Invoice: Editing

When finished editing, click the Save button to save your changes.
To edit the Accounting fields, click the three dots to the right of the amount and select Edit.

This opens the fields for edit.

The invoice may re-route based on changes to the index, fund, or account.
Reviewing an Invoice: Editing

When finished editing, click the Save button to save your changes.
Approving an Invoice

To approve an invoice and allow it to route to the next default routing step:

1. Select Submit > Approve
2. Click the Approve button
To approve an invoice and insert an additional reviewer before the next default routing step:

1. Select Submit > Approve

2. Enter the name of the reviewer in the Select Additional Reviewer field, and select the name from the search results.

3. Enter a message in the comment field and click Approve.
Returning an Invoice to a Creator or Requester

To approve an invoice and insert an additional reviewer before the next default routing step:

1. Select Submit > Return

2. Choose either the Creator or Requester from the Return invoice to field.

3. Enter a message in the comment field and click Return.
Viewing Approved Invoices

1. Open the “hamburger” menu (three horizontal lines) to the right of the emburse Chrome River logo in the upper left corner of your screen.

2. Open the “hamburger” menu (three horizontal lines) to the right of the emburse Chrome River logo in the upper left corner of your screen.
Viewing Approved Invoices

3. Select Invoice

4. Select My Invoice Approvals
5. Click on the **Invoice Date** dropdown and then select a timeframe from the list and click **Apply**.
Viewing Approved Invoices

6. Select the invoice, and then click **Download PDF** and **Full Report with Image**
Next Steps

• Within 24 hours of training, you will receive an email explaining how to access the e-Payables test environment.

• At the end of this week, you will receive another email, letting you know when you can begin using the live environment to initiate and approve non-PO invoices.

• PO invoices will go live in conjunction with the new ESM (Flashcart) system.

• Send all questions to apcustomerservice@kent.edu.