e-Payables Initiator 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 need for:

• the Excel-based 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

*****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
## e-Payables: Roles and Expectations

<table>
<thead>
<tr>
<th>Role</th>
<th>Expectation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creator <em>An individual who initiates a payment request</em></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>
</tr>
<tr>
<td></td>
<td>• Attach all necessary documentation.</td>
</tr>
</tbody>
</table>
# e-Payables: Roles and Expectations

<table>
<thead>
<tr>
<th>Role</th>
<th>Expectation</th>
</tr>
</thead>
<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 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 request.</td>
</tr>
<tr>
<td>An individual who reviews and authorizes 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>
<td>o Requester</td>
<td></td>
</tr>
<tr>
<td>o Additional Reviewer</td>
<td></td>
</tr>
</tbody>
</table>

*An individual who reviews and authorizes a payment request*
## e-Payables: Roles and Expectations

<table>
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<tr>
<th>Role</th>
<th>Expectation</th>
</tr>
</thead>
<tbody>
<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>
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
Invoice numbers are required for all payment requests.

- When available, vendor invoice numbers must be used.

- **Appendix B – Invoice Numbering Guidelines** (found in the University e-Payables User Guide) shows how to format invoice numbers when a vendor invoice number is not available.
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 directly 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 – Allocated to an Index

<table>
<thead>
<tr>
<th>Routing Order</th>
<th>Explanation</th>
</tr>
</thead>
<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>
</tr>
<tr>
<td>8</td>
<td>Accounts Payable - All invoices</td>
</tr>
</tbody>
</table>
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
PO Line Items

Each individual accounting sequence on a PO is considered a separate PO item.

<table>
<thead>
<tr>
<th>PO Scenario</th>
<th>As Displayed in Flashcart</th>
<th>As Displayed in INVOICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PO has one item/commodity line that is allocated to one accounting string</td>
<td>Item 1 - $100 allocated to 100304 72015</td>
</tr>
</tbody>
</table>
| 2 | PO has two item/commodity lines, each allocated to one accounting string | Item 1 - $100 allocated to 100304 72015  
Item 2 - $100 allocated to 100306 72017 | PO Line #1 @ $100 (100304 72015)  
PO Line #2 @ $100 (100306 72017) |
| 3 | PO has one item/commodity line that is allocated to two accounting strings | Item 1 - $100 total  
- $25 allocated to 100304 72015  
- $75 allocated to 100304 72014 | PO Line #1 @ $25 (100304 72015)  
PO Line #2 @ $75 (100304 72014) |
| 4 | PO has two item/commodity lines, each allocated to two accounting strings | Item 1 - $100 total  
- $25 allocated to 100304 72015  
- $75 allocated to 100304 72014  
Item 2 - $150 total  
- $50 allocated to 100306 72015  
- $100 allocated to 100306 72017 | PO Line #1 @ $25 (100304 72015)  
PO Line #2 @ $75 (100304 72014)  
PO Line #3 @ $50 (100306 72015)  
PO Line #4 @ $100 (100306 72017) |
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.
To return an invoice to a Requester:

1. Select Submit > Return

2. Choose the Requester from the Return invoice to field.

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

1. Select the Submitted link to open a list of all invoices that you have submitted.

2. The list can be sorted by clicking on the sort icon (three parallel lines) found to the left of the plus sign.
Submitted Invoices

3. Invoices that have a Pending tag have not yet been fully approved.

4. Invoices that have an Approved tag have been fully approved and exported to Banner. The Banner invoice number is listed in the Comments section.
Tracking Invoices

1. Select a pending invoice on your Submitted list and then click the Tracking button that appears on the right.

2. The Routing Steps show whose queue the invoice is currently sitting in. Click the Show Projected button to see where the invoice will route after the current approver approves it.
3. Future routing steps display with greyed-out circles.

4. To close out of Tracking, select the X found in the upper right corner, under your name.
Recalling Invoices

1. Select the pending invoice from your Submitted list and then click Recall.

2. Click Recall.
Recalling Invoices

Recalled invoices can be found in your Invoices Approvals Needed list, which is accessed by selecting the Invoices link under the gold Approvals ribbon on your Chrome River dashboard.
Next Steps

• Tomorrow, 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.