



Accounts Payable: Invoice Processing Buyer Acknowledgement

Note: The application is most effective in the latest version of Mozilla for Windows users and the latest version of Safari for Mac users. In each browser, pop up blockers must be turned off.

Purpose

The purpose of this document is to guide procurement Buyers through the steps to take action on high dollar value invoices.

Procedure

High dollar invoices require additional approvals prior to payment. A high dollar invoice totals \$100K and is associated with a purchase orders that is equal to or greater than \$1M. High dollar invoices require additional approval from an authorized employee with signature authority and acknowledgment from the buyer to ensure that the pricing, along with the terms and conditions, are in alignment with the subcontract.

The Accounts Payable Automation system will route the invoice to the named certifier on the PO for certification. The system will then route the invoice to the SAS approver and responsible buyer to gain their approval and concurrence respectively. Once both the SAS approver and buyer provide their acceptance of the invoice, the invoice is released from hold and payment is made.

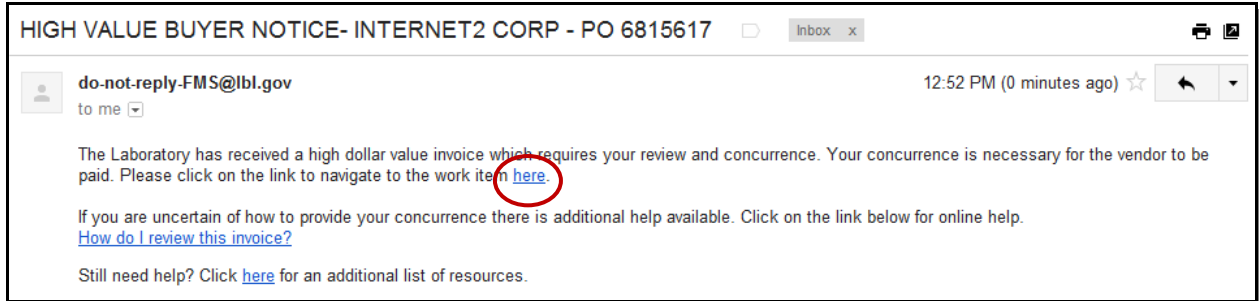
The Buyer can take action on an invoice awaiting approval in two ways:

1. Taking action-[Email Notification](#).
2. Taking Action-[Accessing Work Queue](#).

Procedure Steps

Taking Action - Email Notification

1. Open the email notification and click on the link hyper link to navigate to the work item.



2. The hyperlink will launch two windows, one contains the Financial Management System (FMS) screens and the second will open the Approval Workflow Screen.

FMS Screen	Approval Workflow Screen
<ul style="list-style-type: none">• Displays the project id the invoice is posted to• Indicates which lines of the PO will be charged• Shows the dollar value for each line of distribution	<ul style="list-style-type: none">• Displays and image of the invoice• Allows for action by the Buyer<ul style="list-style-type: none">○ Approve○ Issue identification○ Research○ Reject○ Researching

FMS Screen

1. Populate the login screen with your LDAP user name and password.

Berkeley Lab FMS
ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

User ID:

Password:

Sign In

The “Certifying Invoices” screen is opened after signing on.

2. The FMS screen is presented showing:
 - a. PO line(s) utilized
 - b. Project id's selected
 - c. Total(s) for each distribution line

The Buyer should review the information to confirm it is accurate. Once the Buyer has completed the review, the screen can be closed.

Certify Invoices

Unit: LBNL Invoice: 12798 Vendor: INTERNET2 CORP
 Voucher: 00816366 Date: 05/31/2012 ID: 0000029298
 PO No.: 6815617 Po Term Type: Ext-Term
 Invoice Amount: 246,383.62 Term End Date: 03/31/2013
 Certifier: 641375 Nasman, Sally F Save Changes **Certified**
07/05/12

Voucher Line Details Find First 1-4 of 4 Last

Line Number	Description	Unit Price	Line Qty	Line Amt	Distribute by
1	Line 6 PID KEX601 Network Wave	123165.90000	1.0000	123165.90	Amount

Project Distribution		Accounting Details		PO Line Info		ARRA					
Vchr Dst#	PO Line	ARRA	PO Project (Lien)	Project (Cost)	PO Amount Available	Quantity Vouchered	Merchandise Amt	Freight /Misc Amt	Total	Source Type	Category
1	8	<input type="checkbox"/>	KEX113	KEX113	52107.720	0.0893	10997.63		10,997.63	SRVCS	21000
2	8	<input type="checkbox"/>	KEX601	KEX401	147354.890	0.2525	31100.07		31,100.07	SRVCS	21000
3	8	<input type="checkbox"/>	KEX701	KEX401	467738.200	0.6444	79364.95		79,364.95	SRVCS	21000
4	8	<input type="checkbox"/>	KEX520	KEX401	334.720	0.0006	70.64		70.64	SRVCS	21000
5	8	<input type="checkbox"/>	KEIC64	KEX401	4002.110	0.0069	844.67		844.67	SRVCS	21000
6	8	<input type="checkbox"/>	KEIC67	KEX401	-40533.770	0.0063	787.94		787.94	SRVCS	21000

Workflow Screen

1. The workflow screen is presented to the Buyer for review of the invoice and to take the appropriate action.

Action:

Memo:

00858142

Invoice

INTERNET

ATTENTION OF:
 University of California
 Lawrence Berkeley National Laboratory
 Attn: Accounts Payable
 One Cyclotron Road, MS 90J0105
 Berkeley, CA 94720

FOR: ESNET

Invoice Number: 12798
 Invoice Date: 5/31/2012
 Terms: Due Upon Receipt
 PO Number: 6815617
 Account: 14642

KEX 601 + KEX 701 is Closed -> KEY 711

Description	Amount

Certification PO Activity PO Inquiry Notes Activity

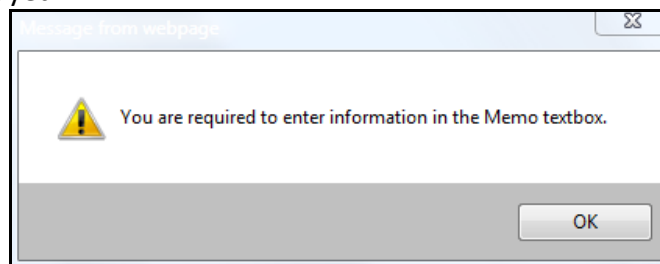
This content has been launched in an external window.

2. The available actions are:

Action	Description
Concur	This action allows the invoice to match with buyer approval and the invoice is released for payment.
Issue	This action goes back to the AP Team for additional steps to be taken. Ex: the PO Line is matched inappropriately.
Reject	This action goes back to the AP Team to remove the invoice from the system. The vendor should be contacted to resubmit the invoice prior to taking this action.
Researching	This action is used to keep the work item with the SAS Approver to allow time for external research on the appropriateness of the item.
Short Pay	This action goes back to the AP Team to reduce the invoice to be rerouted for approval. The vendor should be contacted regarding the deduction before selecting this action.

The screenshot shows a software interface for selecting an action on an invoice. At the top, there are navigation buttons: Action, Status, Route, Close, and Reassign. Below these, there is an 'Action:' dropdown menu and a 'Memo:' text box. The dropdown menu is currently open, displaying a list of actions: Concur, Issue, Reject, Researching, and Short Pay. A red circle highlights the dropdown menu, and a red arrow points from the table above to this circle. At the bottom of the interface, there are 'OK' and 'Cancel' buttons.

3. If the item is placed in any action other than “Concur” the memo box must be populated with text summarizing what the problem is. If this area is left blank, the pop up screen below is displayed.

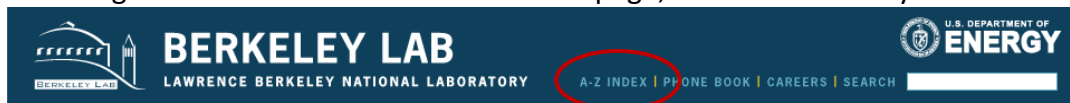


4. Once an action has been taken on the invoice you are returned back to the email notification.

Taking Action - Accessing Work Queue

Using this option allows the approver to navigate directly into the work queue. The work queue shows a listing of invoices that have been routed and require approval.

1. Navigate to the A-Z Index from the home page, select C for Certify



2. Populate the login screen with your LDAP user name and password.

The image shows the "CENTRAL LOGIN FACILITY" page. It includes the Berkeley Lab and U.S. Department of Energy logos at the top. Below the logos, there is a heading "CENTRAL LOGIN FACILITY" and a prompt: "Please login below with your LBNL LDAP username and password:". There are two input fields: "USERNAME:" and "PASSWORD:". A red circle highlights both input fields and the "Login" button below them.

Note: If you are already signed into your email account this step is skipped and your LDAP is authenticated.

3. The work flow screen is displayed with the invoices for review.
 - a. Click on the second level folder, "Buyer" the "High Value Approval" mailbox contains the items that meet the appropriate thresholds for review.
 - b. Click on any of the column headings to sort the invoices in ascending or descending order.

The image shows a screenshot of an invoice review interface. On the left is a "Filter Options" sidebar with a tree view. The "Buyer" folder is expanded, and the "High Value Approval" folder is selected, both highlighted with red circles. On the right is a table of invoices. A red circle highlights the column headers of the table: "Process Name", "State Name", "Owner", "Prior Process Name", "PO No", "Vendor Name", "Voucher ID", and "Invoice Date".

Process Name	State Name	Owner	Prior Process Name	PO No	Vendor Name	Voucher ID	Invoice Date
High Value Approval	New	Buyer1	Short Pay Invoice	6815617	INTERNET2 CORP	00816344	4/10/2012
High Value Approval	New	Buyer1		6720066	CENTURYLINK	00816373	11/15/2011
High Value Approval	New	Buyer1		6815617	INTERNET2 CORP	00816366	5/31/2012
High Value Approval	New	Buyer1		6844593	UNIVERSITY OF WISCONSIN	00816456	12/5/2011

4. Double click anywhere on the row to open the item up.

5. This will launch two windows, one contains the Financial Management System (FMS) screens and the second will open the Approval Workflow Screen.

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FMS Screen

1. Populate the login screen with your LDAP user name and password.



The image shows the Berkeley Lab FMS login screen. At the top left is the Berkeley Lab logo. To its right is the text "Berkeley Lab FMS" and "ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY". Below this is a login form with two input fields: "User ID:" and "Password:". A "Sign In" button is positioned below the password field.

The "Certifying Invoices" screen is opened after signing on.

2. The FMS screen is presented showing:
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Voucher:	00816366		Date:	05/31/2012		ID:	0000029298					
PO No.:	6815617		Po Term Type:	Ext-Term								
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Certifier:	641375 Nasman,Sally F		Save Changes			Certified						
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6	8	6	<input type="checkbox"/>	KEIC67	KEX401	-40533.770	0.0063	787.94		787.94	SRVCS	21000

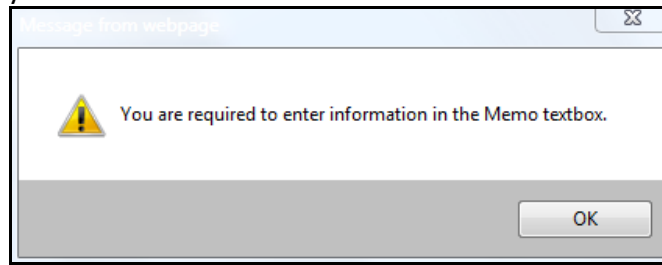
Approval Workflow Screen

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4. Once an action has been taken on the invoice you are returned back to the work queue to take action on the next item.