Approving Accounts Payable Service Invoices

08-22-22

Procedures for Approving Service Invoices online:

- ✓ Make the decision in your campus/department on which individual will review the invoice – Bookkeeper or Administrative Assistant
- ✓ Make the decision in your campus/department on who is the authorized designee (based on Budget Department's Authorized to Sign List posted on Budget's webpage) to approve if budget manager is not available to approve
- Accounts Payable inputs Service Invoice, selecting it to route for approval
- Based on Lawson Distribution Screen maintained by the Budget Office, the *invoice approval process flow will be emailed first* to the Bookkeeper/Administrative Assistant identified on the Distribution Screen (NX50.2) for that department/campus to review
- Budget Manager or Designee Approver will receive an email after Bookkeeper/Administrative Assistant approves the invoice. Budget manager clicks on the link sent by email *or* directly logs into Lawson to approve.

Step 1: Email

The following Invoice for a Service PO was submitted for approval.

Company   199
Vendor   15800 CINTAS CORP 087
Invoice   4063743285
Invoice Date   10/07/2020
Purchase Order   854004 9049
Description
Amount   132.73

Please go to your inbasket from the link below to review this invoice.

https://jobwebintprod.neisd.net:443/prod/Lpa/list/PfiQueueTask.MyWork?csk.PfiInbasketLandingPage=Infor&menu=ProcessFlowMenu.MyWork
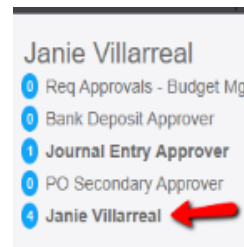
Flow: NEAP003-ServPOApproval   Product Line: PROD   Work Unit:77952

Log into Lawson directly or click on link to log in

Step 2: Go to Inbasket in Lawson
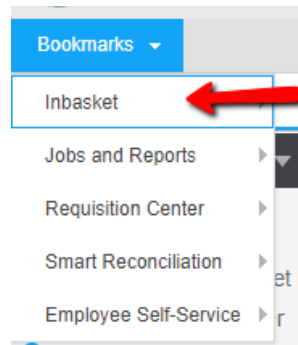
Step 3: Click on Name to see list of invoices awaiting review

Step 4: Click on the invoice listed to review

For Bookkeepers/Administrative Assistants to view actual invoice

For Bookkeepers/Administrative Assistants to view actual invoice

Go directly to Docuware – Invoice file cabinet, key in the voucher number for the invoice to view the invoice

After reviewing the invoice, if the invoice can go to the budget manager select approve, if not, a message can be added as to why it is not ready to approve. Leave the invoice in the Inbasket until the service is completed and ready to pay. Then go back into Lawson and Approve.

To add a message, go to Messages, under Actions, Create:

Step 5: After review Approve Invoice to pay if Service is complete

Work Items

Work Unit	Work Description	Start Date	Due Date	Filter Value
75312	Invoice 22377053 for Service PO 854377 0916 requires ap	10/2/2020 9:10:01 AM		
76029	Invoice 335511 for Service PO 853863 8888 requires appr	10/2/2020 12:58:43 PM		
76652	Invoice 912254 for Service PO 841662 0572 requires appr	10/5/2020 11:10:13 AM		
79269	Invoice 11324071 for Service PO 856928 9003 requires ap	10/8/2020 1:00:51 PM		

Records Per Page: 10

Display | Details | History | Messages | Related Links

Service PO Invoice Approval

Distribution Adjustments

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Company	199		General Fund		USD
Vendor		15970	MATHESON TRI GAS INC		
Invoice	22377053			USD	

In summary-

Bookkeepers/Administrative Assistants:

Review invoice and add message for budget managers – for example, invoice has been reviewed and is ok to approve, once you click on approve, it will route to the Budget Manager to approve.
They will not receive the email until it has been approved by the bookkeeper/administrative assistant.

Budget Managers:

After reviewing invoice – click on approve if service has been completed

Approving the Service Invoice will allow Accounts Payable to process the invoice for payment.
Rejecting the Service Invoice will delete it and not allow invoice to be paid.
Please note, if the service is going to be approved at a later date, leave the invoice in the Inbasket until service is completed, then log in to approve.

For any questions, please contact Veronica Binder in Accounts Payable at vbinde@neisd.net or 210-407-0515.