

# 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

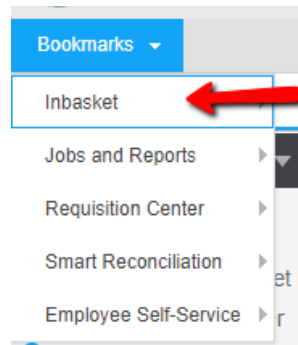
Please go to your inbasket from the link below to review this invoice.

<https://jobwebintprod.neisd.net:443/prod/Lpa/list/PfiQueueTask.MyWork?csk.PfiInbasketLandingPage=Infor&menu=ProcessFlowMenu.MyWork>

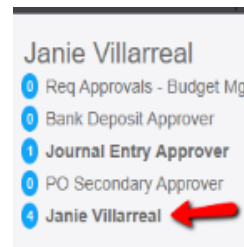
Flow: NEAP003-ServPOApproval Product Line: PROD Work Unit:77952

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

Work Items

ActionsOptionsDrill AroundApproveReject

| 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

DisplayDetailsHistoryMessagesRelated Links

Service PO Invoice Approval

Distribution Adjustments

PageDown

PageUp

Company199General FundUSD

Vendor15970MATHESON TRI GAS INC

Invoice22377053USD

Post Date10/02/2020Amount273.97Position To

| Status | Co  | Account       | Difference | Amount | Aoc | Tax Ind |
|--------|-----|---------------|------------|--------|-----|---------|
| Posted | 199 | 51-902-99-902 | 6269       | 273.97 |     | M       |

*For Bookkeepers/Administrative Assistants to view actual invoice*

Process Server

My Tasks

My Work

My Requests

My Actions

My Proxies

Options

Work Item

Approve

Reject

Work Unit: 75312

Description: Invoice 22377053 for Service PO 854377 0916 requires approval

Start Date: 10/2/2020 9:10:01 AM

Due Date:

Filter Key:

Filter Value:

Originator: lgarri1

Email Address:

Proxied User:

Proxied Task Name:

Proxied Task Type:

Display

History

Messages

Related Links

Service PO Invoice Approval

Distribution Adjustments

PageDown

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right click on invoice and drill around to retrieve voucher number to view actual invoice

Company 199 General Fund

Vendor 15970 MATHESON TRI GAS INC

Invoice 22377053 USD

Post Date 10/02/2020 Amount 273.97

| Status | Co  | Account       | Difference | Amount |
|--------|-----|---------------|------------|--------|
| Posted | 199 | 51-902-99-902 | 6269       | 273.97 |
|        |     |               |            |        |
|        |     |               |            |        |

## For Bookkeepers/Administrative Assistants to view actual invoice

Drill Around® - Google Chrome  
s3webprod.neisd.net/lawson/portal/drill/drill.htm

Close | Search | Find Next | Reset | Printable View

Drill Explorer

- 1 Invoice URL Attachment
  - Invoice Detail
  - Invoice Parameters
  - Invoice Origin
  - Invoice User Fields
  - Match Information
  - Match Invoice Totals
- 0 Invoice Note/Report/Check
- 0 Invoice Notes
- 0 Invoice Report Comments
- 0 Invoice Check Comments
- Invoice Discount
- 0 Invoice Payment Addendum
- Vendor
- Payment Schedule
- Expense Distributions

Vendor: MATHESON TRI GAS INC  
Remit To Location:  
Invoice: 22377053 0 Invoice  
Invoice Amount: 273.97 USD  
Discount Amount: 0.00  
Net Payable: 273.97  
Taxable Amount: 0.00  
Tax Amount: 0.00 Tax Code  
Paid Amount: 0.00  
Tax Adjust:  
Invoice Description:  
Status: Released  
Approved: Yes NT0000002b  
Payment Number: CBC UNPAID  
Invoice Date: 09/30/2020 Payment Date:  
Due Date: 10/30/2020 NET30  
Voucher: 825022  
Purchase Order: 854377 0 0916  
Return Reference Nbr:

take note of voucher number to go to  
Docuware - Invoice file cabinet, key in  
voucher number to view 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:

Work Item

Approve Reject

Work Unit: 75312 Description: Invoice 2237

Start Date: 10/2/2020 9:10:01 AM Due Date: Fill

Originator: lgarr1 Email Address:


Proxied User: Proxie

Display History Messages Related Links

Actions Options Drill Around

Subject

[A]



Message

Subject:

Message:

Message Type: Work Unit

OK Cancel

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

Work Items

ActionsOptionsDrill AroundApproveReject

| 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 apprc | 10/2/2020 12:58:43 PM |          |              |
| 76652     | Invoice 912254 for Service PO 841662 0572 requires apprx | 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

DisplayDetailsHistoryMessagesRelated Links

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PageDownPageUp

Company199General FundUSD

Vendor15970MATHESON TRI GAS INC

Invoice22377053USD



**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](mailto:vbinde@neisd.net) or 210-407-0515.