



ACCOUNTS PAYABLE

# Invoice Approval Procedure

## William Paterson University – Accounts Payable - Invoice Approval Procedure

If you have been designated to approve invoices within your department, your Banner user information will be attached to an invoice approval queue. Invoice approval queues have been created for all Fund-Org combinations. As invoices are received in the Accounts Payable (AP) department, they will be entered into Banner by AP. Based on the FOAP that the invoice is charged to, Banner will route the invoice to whomever is named in the approval queue assigned to that FOAP.

When an invoice is entered into Banner, a notification will be automatically generated and emailed to the person assigned to the queue. The invoice cannot be paid until it is approved by this person.

The email notification will include the WP Invoice number as well as the Vendor ID and Name and Invoice amount.

### Sample email:

-----Original Message-----

From: accountspayable@wpunj.edu <accountspayable@wpunj.edu>

Sent: Wednesday, July 17, 2019 11:26 AM

To: >Invoice approver

Subject: Invoice No.11921798 awaiting your approval

To: Invoice approver

Originating User: A/P

Originating UserID: A/P

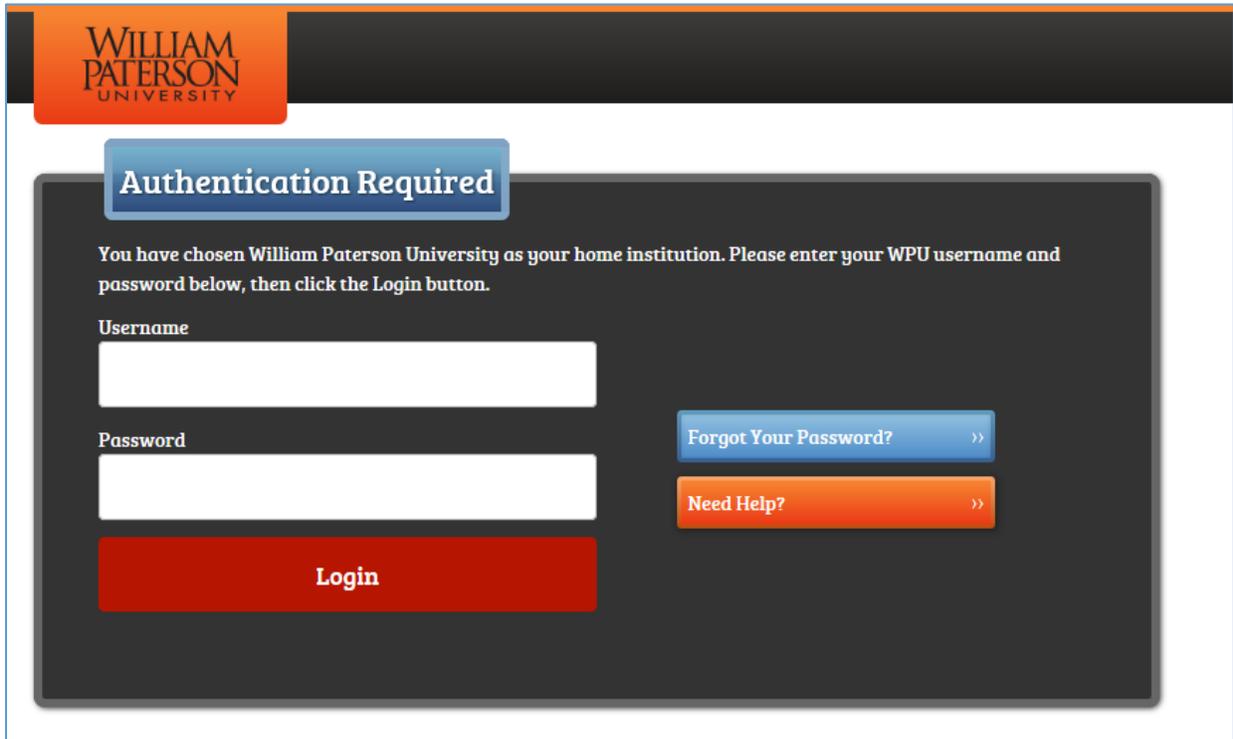
Date Posted: \_ 07/17/2019

Please note that invoice document number 11921798 (855484991, Amano McGann Inc [Vendor Invoice: INVC016095] - \$6,000.) is awaiting your approval. Your prompt attention is required. Log into **WPConnect and check your notifications to access and approve the document.**

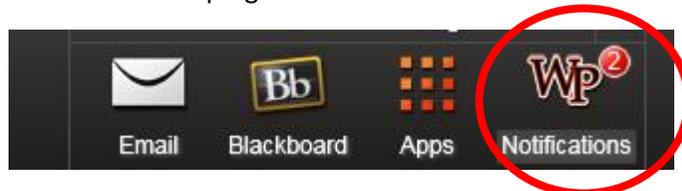
Thank you,  
Automated services / DO NOT REPLY  
Office of Business Services -A/P  
William Paterson University  
Phone: 973-720-3646



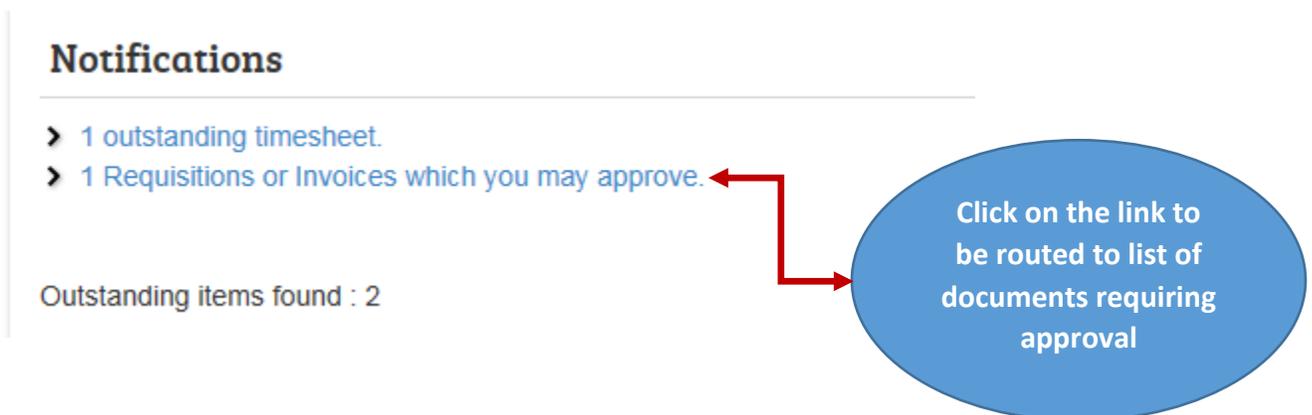
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*If you are already logged into WPconnect*, any documents requiring your approval will also be displayed on the WPconnect Notifications icon at the top right.



Clicking on the Notification icon will bring you to your Action Items, where clicking the associated link will bring you to the documents requiring approval. Links to View Documents and Approve Documents can also be found on WPconnect's Employees tab under Finance then Accounts Payable.



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After clicking on the link in the notification email and logged into Wconnect or clicking on the link in Wconnect Notifications, the documents awaiting your approval will be displayed.

Personal Information Employee Finance

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## Approve Documents

Select the Document Number link to display the details of a document. Select the History link to display the approval history of the document. Select the Approve link, if enabled.

**Queried Parameters**

User ID	ALMEIDAG Glenda Almeida
Document Number:	
Documents Shown:	All

**Approve Documents List**

Next Approver	Type	NSF	Change	Seq#	Sub#	Originating User	Amount	Queue Type	Imaged DocID	Document	History	Approve	Disapprove
Y	NV	Y			0	ALMEIDAG	800,000.00	DOC	128	11612163	History	Approve	Disapprove
	NV	Y			0	ALMEIDAG	2,500.00	DOC	129	11612164	History	Approve	Disapprove

Another Query

- If NSF = Yes, this means there is not adequate budget to pay this invoice. You must resolve the budget issue before the invoice can be paid.
- The system will allow you to continue with invoice approval, however the system won't allow payment to the vendor until NSF = No.

- Click on the document number to see detail and to access the vendor invoice

- On this screen you can:
- Approve the invoice
  - Disapprove the invoice
  - View History (see History example on pg.7)

# William Paterson University – Accounts Payable - Invoice Approval Procedure

If you click on the Document Number you will be routed to this detail screen: **can view the**

Faculty & Advisors

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Personal Information   Advancement Officers   Student   Faculty Services   Employee   WebTailor Administration   Finance

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## View Document



[Click here to View/Print/Email Imaged Invoice](#)

Click this link to see a scanned image of the vendor invoice. If there is other supporting documentation, that will be viewable here as well

### Invoice Header

Invoice	Sub#	Purchase Order	Invoice Date	Trans Date	Payment Due	
I1802865	1	P1800678	Aug 22, 2017	Sep 19, 2017	Sep 19, 2017	657.36
Complete:	Y	Approved:	Y	<a href="#">Vendor Inv</a>	10185820136	
Open Paid:	O	Suspense:	N	Hold:	N	
Credit Memo:	N	Cancel Date:		Recurring:	N	
1099 Tax Id:		1099 Vendor:	N	Income Type		
Accounting:	Document Level					
Vendor:	855001335 Dell Marketing LP					
	c/o Dell USA LP					
	PO Box 643561					
	Pittsburgh, PA 15264-3561 UNITED STATES					
Collects Tax:	Collects No Taxes					
Discount Code:	02 Net 30 Days					
Currency:						

### Invoice Commodities

Vendor Invoice:	10185820136	<a href="#">Vendor Inv Item</a>	1		
Item	Commodity	Description			

When you click “*Click here to view imaged invoice,*” a new TAB or Window is opened and you will be routed to Banner Document Management System (BDMS), where you’ll see the scanned vendor invoice and other supporting documentation (if any). Close the TAB or Window after viewing the document.

## William Paterson University – Accounts Payable - Invoice Approval Procedure

		Ordered	Accepted	Invoiced	Approved	Disc	Addl	Tax	Net
	Quantity	1	0	1	1				
	Unit Price	185.24	185.24	185.24	185.24				
	Amount	185.24	0.00	185.24	185.24	0.00	0.00	0.00	185.24
Vendor Invoice: 10185820136		Vendor Inv Item: 4							
Item	Commodity	Description							
4		S5840 Yellow Toner							
	P. O. Item	U/M	Tax Group		TolOverride	Final Pmt	Last Rcv	Suspense	
	4	EA				F		N	
		Ordered	Accepted	Invoiced	Approved	Disc	Addl	Tax	Net
	Quantity	1	0	1	1				
	Unit Price	185.24	185.24	185.24	185.24				
	Amount	185.24	0.00	185.24	185.24	0.00			
Total of all Commodities		657.36							

Find the FOAP here

**Invoice Accounting**

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
		Bank	NSFSusp	NSFOvr		Approved	Disc	Tax	Addl	Net
1	U	18		100000	263100	72120	30			
		73	N	N		657.36	0.00	0.00	0.00	657.36
Total of displayed sequences:										657.36

**Related Documents**

Transaction Date	Document Type	Document Code	Status Indicator
Aug 15, 2017	Purchase Order	P1800678	Approved
Aug 09, 2017	Requisition	R1801194	Approved

[ [Budget Queries](#) | [Encumbrance Query](#) | [Requisition](#) | [Approve Documents](#) | [View Document](#) | [Budget Transfer](#) | [Multiple Line Budget Transfer](#) | [Delete Finance Templates](#) ]

# William Paterson University – Accounts Payable - Invoice Approval Procedure

William Paterson University – Accounts Payable - Invoice Approval Procedure

William Paterson University - BDMS\_PROD

B-F-DOCS > New Search > Query Results > I1802865

Document 1 of 1 <PREVIOUS | NEXT >

Document Page EMAIL EXPORT PRINT

Page Rotate Zoom Annotation

1 / 2 38%

Use these icons to zoom In/Out or the icons farther above to EMAIL, EXPORT or PRINT

Click on this icon to Hide/Show Thumbnail

Click on this ARROW to Hide/Show index info

Marcia Brown

DELL EMC

DELL MARKETING L.P.  
One Dell Way  
Round Rock, TX 78682

RECEIVED  
ACCOUNTS PAYABLE

2017 SEP - 7 P 12: 21

SHIP TO:

WILLIAM PATERSON UNIV  
MARCIA BROWN  
300 POMPTON RD  
WAYNE, NJ 07470-0000

WILLIAM PATERSON UNIV  
ACCOUNTS PAYABLE  
COLLEGE HALL  
PO BOX 913  
WAYNE, NJ 07474-0913

PLEASE REVIEW IMPORTANT TERMS & CONDITIONS ON THE REVERSE SIDE OF THIS INVOICE

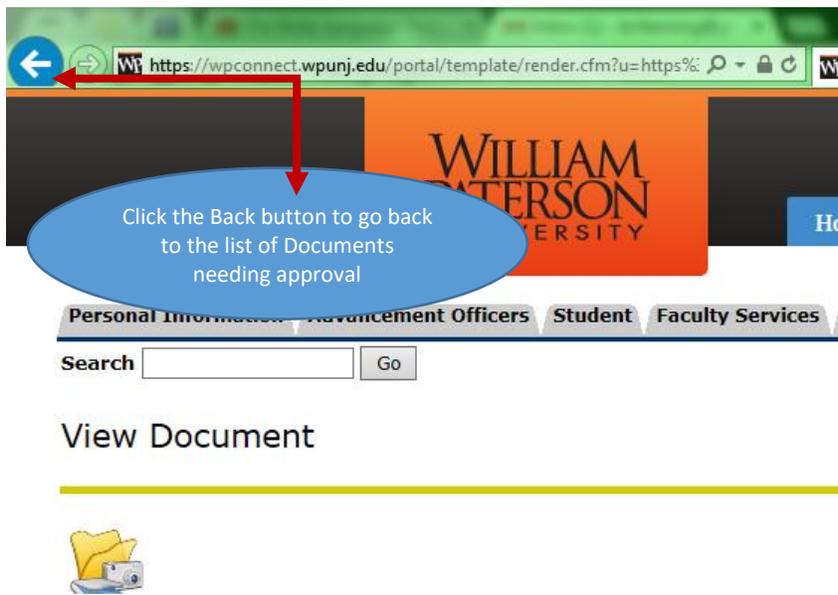
Invoice No:	10185820136	Customer No:	128871671	Order No:	248398140
Purchase Order:	P1800678	Waybill Number:	1205V47W		
Payment Terms:	Due 30 days from the invoice date	Order Date:	08/15/20		
Due Date:	09/21/2017	Sales Rep:	CHRIS		
Invoice Date:	08/22/2017	Shipped Via:	UPS		

Item Number	Description	Qty
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When you are finished viewing the scanned documentation, close the TAB or Window displaying the document:

## William Paterson University – Accounts Payable - Invoice Approval Procedure

You will be brought back to the View Document page. Click the Back button on the browser to get back to the list of documents needing approval.



An Example of History (from page 3):

<b>Document Identification</b>			
Document Number	I1612163	Type	Invoice
Originator:	ALMEIDAG	Glenda Almeida	

<b>Approvals required</b>			
Queue	Description	Level	Approvers
ITS	INFORMATION TECHNOLOGY	100	
			Glenda Almeida
			John Nderebe
			Mary Songer
			Patrice A Stewart

<b>Approvals recorded</b>			
Queue	Level	Date	User
ITS	100	Mar 14, 2016	Glenda Almeida
DENY	0	Mar 14, 2016	Glenda Almeida
ITS	100	Mar 14, 2016	Glenda Almeida
DENY	0	Mar 14, 2016	Glenda Almeida

Here you can see:

Originator

Approvers

History of the document. For ex: This document has been denied twice.

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“Approve Document” screen:

The screenshot shows the 'Approve Document' screen. The title 'Approve Document' is highlighted in yellow. Below it is a section titled 'Document Information' with a table:

Document Number:	I1612163	Type:	INV
Change Seq#		Sub#	0
Amount:	800,000.00		

Below the table is a 'Comment:' field containing the text 'This document has been approved.' At the bottom are two buttons: 'Approve Document' and 'Cancel'. A blue callout box on the right contains the text: 'Click “Approve Document” – you will be routed to another screen and must click one more “approve” button to finalize the approval'. Red arrows point from the 'Approve Document' button to the callout box and from the callout box to the 'Approve Document' button.

**RELEASE: 8.4**

If you have approved the invoice and your FOAP does have enough budget, you will see a pop-up message saying that the document has been approved.

If you have approved the invoice but your FOAP does not have enough budget, you will get this message:

The screenshot shows a message box titled 'Document Pending Approval'. It contains a green checkmark icon followed by the text: 'Document I1612163 has your approval but remains in non-sufficient funds.' The phrase 'non-sufficient funds.' is highlighted in yellow. Below the message is a 'Continue' button.

You must resolve the budget issue before the invoice will be paid.

**Warning!!!**  
If the FOAP does not have sufficient budget you will get a “non-sufficient funds” message. It is your responsibility to resolve the budget issue. You can contact your Budget representative to request a transfer or other resolution.  
The invoice will go on hold and will not be paid until the budget matter is resolved.

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## Additional Tips and Notes:

### ***Imaged Document Security***

Imaged Documents can only be viewed while connected to the WPUNJ network. You must either be on campus or connected using the VPN client

(see [https://itwiki.wpunj.edu/index.php/Universal\\_Anyconnect\\_VPN\\_installation](https://itwiki.wpunj.edu/index.php/Universal_Anyconnect_VPN_installation))

### ***Errors Accessing Imaged Documents***

If you receive an error message when attempting to view an imaged document, please contact the Helpdesk to review and resolve the error. They can be reached at x4357 or a Helpdesk ticket can be entered at <http://wpunj.edu/helpdesk>

### ***Printing Documents***

Right clicking on an imaged document (right click on a PC; Ctrl + click on a Mac) will allow you to either print an imaged document or open the document in a new browser tab for printing.