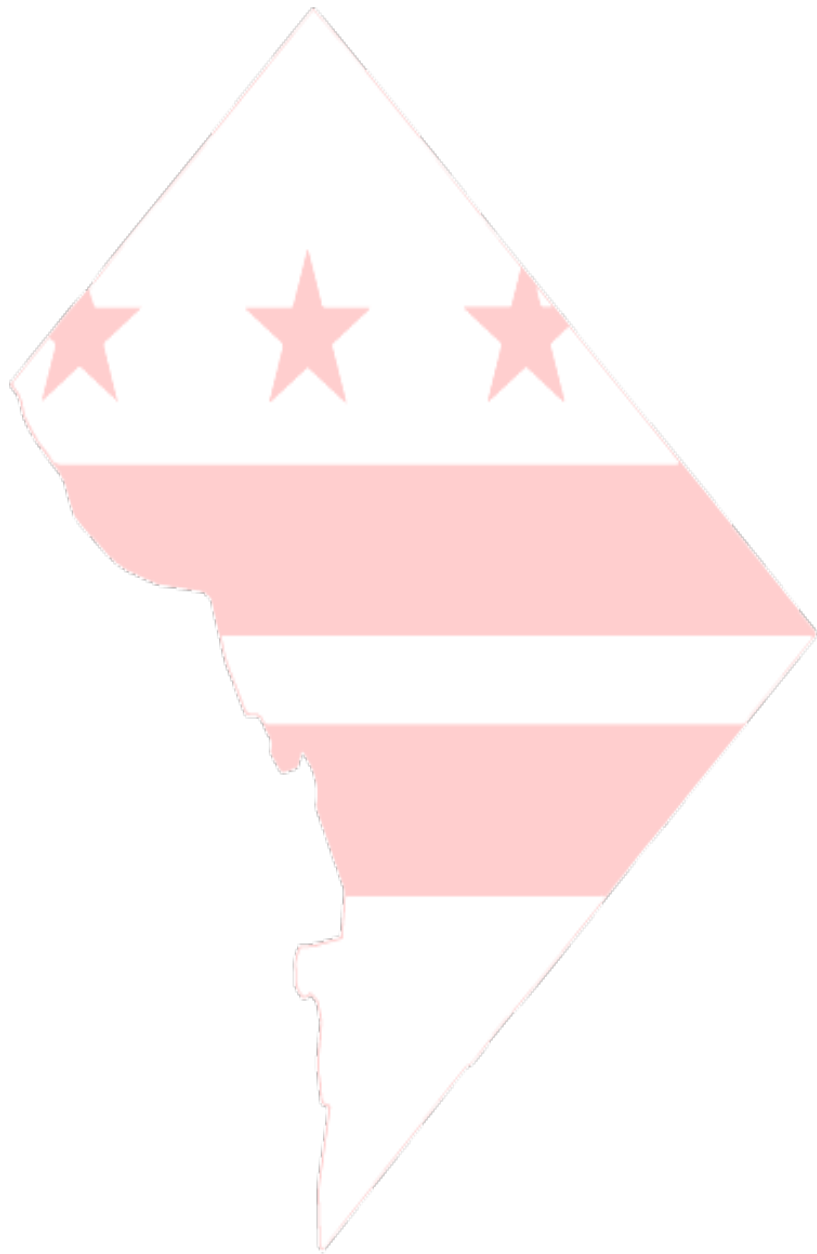


e-Invoicing Training Material For Accounts Specialist & Invoice Manager



Job Aid on How to View, Approve or Reject the Vouchers in PASS

Standard Process

How AP Staff can view, approve or reject vouchers in PASS

Overview

Performed by

Accounts Payable Staff

User Interface

DC Procurement System (PASS)

Supported Browsers

Any Internet browser (Microsoft Explorer, Google Chrome, Firefox or Safari etc.)

Procedure Steps

1. After vendor submits the electronic invoice on vendor portal
2. A voucher is generated in DC procurement system (PASS)
3. AP Staff logs into DC procurement system (PASS) and can select the voucher from To-do list
4. Following screen will display the list of Invoices to Reconcile and Invoices to Approve

The screenshot displays the PASS system interface. At the top, there are navigation tabs for 'Home', 'Contracts', 'Procurement', and 'Invoicing'. Below this is a search bar and a 'Create' button. The main content area is titled 'Reconcile Invoices' and contains a message: 'You are required to reconcile or approve these invoice reconciliation documents.' Below this message are two tables. The first table, 'Invoices to Reconcile', lists several invoices with columns for Type, ID, Date Created, Supplier, Supplier Category, Agency, Status, and Summary. The second table, 'Invoices to Approve', lists more invoices with the same columns. The 'ID' column in the 'Invoices to Approve' table is highlighted with a green box.

Type	ID	Date Created	Supplier	Supplier Category	Agency	Status	Summary
	V0E71056	Thu, 1 Jun, 2017	VCD Creations	U-Z	TOO	Reconciling	\$500.00 USD
	V0E71061	Thu, 1 Jun, 2017	Technology Today INC	P-T	TOO	Reconciling	\$9,900.00 USD
	V0E71052	Wed, 31 May, 2017	SSS INC	P-T	TOO	Reconciling	\$9,471.00 USD
	V0E71048	Wed, 31 May, 2017	Suma INC	P-T	TOO	Reconciling	\$800.00 USD
	V0E71047	Wed, 31 May, 2017	Suma INC	P-T	TOO	Reconciling	\$320.00 USD
	V0E71046	Wed, 31 May, 2017	Suma INC	P-T	TOO	Reconciling	\$600.00 USD
	V0E70995	Thu, 25 May, 2017	Technology Today INC	P-T	TOO	Reconciling	\$1,000.00 USD

Type	ID	Date Created	Supplier	Supplier Category	Agency	Status	Summary
	V0E71183	Wed, 7 Jun, 2017	LUX	K-O	TOO	Approving	\$2,300.00 USD
	V0E71180	Wed, 7 Jun, 2017	new supplier-prg	K-O	TOO	Approving	\$6,000.00 USD
	V0E71174	Tue, 6 Jun, 2017	new supplier-prg	K-O	TOO	Approving	\$1,200.00 USD
	V0E71170	Tue, 6 Jun, 2017	new supplier-prg	K-O	TOO	Approving	\$38,400.00 USD
	V0E71168	Tue, 6 Jun, 2017	Cable experts	A-E	TOO	Approving	\$2,800.00 USD
	V0E71112	Fri, 2 Jun, 2017	new supplier-prg	K-O	TOO	Approving	\$232,320.00 USD
	V0E71102	Fri, 2 Jun, 2017	creative minds rv	A-E	TOO	Approving	\$2,538.75 USD
	V0E71086	Fri, 2 Jun, 2017	COMPUTER AID, INC	A-E	TOO	Approving	\$1,000.00 USD
	V0E71076	Thu, 1 Jun, 2017	Sakuntala	P-T	TOO	Approving	\$129,276.00 USD
	V0E71074	Thu, 1 Jun, 2017	creative minds rv	A-E	TOO	Approving	\$4,945.00 USD
	V0E71062	Thu, 1 Jun, 2017	VCR Supplier	U-Z	TOO	Approving	\$500.00 USD
	V0E71058	Thu, 1 Jun, 2017	new supplier-prg	K-O	TOO	Approving	\$485,760.00 USD
	V0E71053	Wed, 31 May, 2017	new supplier-prg	K-O	TOO	Approving	\$1,544.00 USD

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- With the introduction of e-Invoicing, AP Specialists will see two new filtering parameters for the To do list, which AP Specialists can use these filters to customize their views.
 - Supplier Category
 - Agency
- They will be able to sort the details by alphabetical wise or by ascending and descending order.

The screenshot displays the PASS system interface for managing invoices. The top navigation bar includes 'Home', 'Contracts', 'Procurement', and 'Invoicing'. The main content area is titled 'Reconcile Invoices' and contains a table of invoices to be reconciled. The table has columns for Type, ID, Date Created, Supplier, Supplier Category, Agency, Status, and Summary. The 'Supplier Category' and 'Agency' columns are highlighted with red boxes. Below this table is a section for 'Invoices to Approve', which contains a table of invoices with 'Approve' buttons for each row. A green box highlights the 'Show / Hide Columns' menu on the right side of the 'Reconcile Invoices' table, which includes options for showing/hiding columns like Type, ID, Date Created, Supplier, Supplier Category, Agency, Status, Summary, and Group by Column.

Type	ID	Date Created	Supplier	Supplier Category	Agency	Status	Summary
<input type="checkbox"/>	VDE71066	Thu, 1 Jun, 2017	VCD Creations	U-Z	T00	Reconciling	\$500.00 USD
<input type="checkbox"/>	VDE71061	Thu, 1 Jun, 2017	Technology Today INC	P-T	T00	Reconciling	\$9,900.00 USD
<input type="checkbox"/>	VDE71062	Wed, 31 May, 2017	SSS INC	P-T	T00	Reconciling	\$9,471.00 USD
<input type="checkbox"/>	VDE71048	Wed, 31 May, 2017	Suma INC	P-T	T00	Reconciling	\$500.00 USD
<input type="checkbox"/>	VDE71047	Wed, 31 May, 2017	Suma INC	P-T	T00	Reconciling	\$320.00 USD
<input type="checkbox"/>	VDE71046	Wed, 31 May, 2017	Suma INC	P-T	T00	Reconciling	\$600.00 USD
<input type="checkbox"/>	VDE70936	Thu, 25 May, 2017	Technology Today INC	P-T	T00	Reconciling	\$1,000.00 USD

Type	ID	Date Created	Supplier	Supplier Category	Agency	Status	Summary	Approve
<input type="checkbox"/>	VDE71183	Wed, 7 Jun, 2017	LUX	K-G	T00	Approving	\$2,300.00 USD	Approve
<input type="checkbox"/>	VDE71180	Wed, 7 Jun, 2017	new supplier-prg	K-G	T00	Approving	\$6,000.00 USD	Approve
<input type="checkbox"/>	VDE71174	Tue, 6 Jun, 2017	new supplier-prg	K-G	T00	Approving	\$1,200.00 USD	Approve
<input type="checkbox"/>	VDE71170	Tue, 6 Jun, 2017	new supplier-prg	K-G	T00	Approving	\$39,400.00 USD	Approve
<input type="checkbox"/>	VDE71169	Tue, 6 Jun, 2017	Cable experts	A-E	T00	Approving	\$2,800.00 USD	Approve
<input type="checkbox"/>	VDE71112	Fri, 2 Jun, 2017	new supplier-prg	K-G	T00	Approving	\$232,320.00 USD	Approve
<input type="checkbox"/>	VDE71102	Fri, 2 Jun, 2017	creative minds rv	A-E	T00	Approving	\$2,538.75 USD	Approve
<input type="checkbox"/>	VDE71086	Fri, 2 Jun, 2017	COMPUTER AID, INC	A-E	T00	Approving	\$1,000.00 USD	Approve
<input type="checkbox"/>	VDE71076	Thu, 1 Jun, 2017	Sakuntala	P-T	T00	Approving	\$129,276.00 USD	Approve
<input type="checkbox"/>	VDE71074	Thu, 1 Jun, 2017	creative minds rv	A-E	T00	Approving	\$4,945.00 USD	Approve
<input type="checkbox"/>	VDE71062	Thu, 1 Jun, 2017	VCR Supplier	U-Z	T00	Approving	\$500.00 USD	Approve
<input type="checkbox"/>	VDE71058	Thu, 1 Jun, 2017	new supplier-prg	K-G	T00	Approving	\$485,760.00 USD	Approve
<input type="checkbox"/>	VDE71053	Wed, 31 May, 2017	new supplier-prg	K-G	T00	Approving	\$1,544.00 USD	Approve

- If a 3-way match was maintained between the receipt, purchase order and voucher, the AP Specialist can add comments and click the Approve button to initiate the approval flow

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process or alternatively, click the Reject button if the 3-way match has not been maintained.

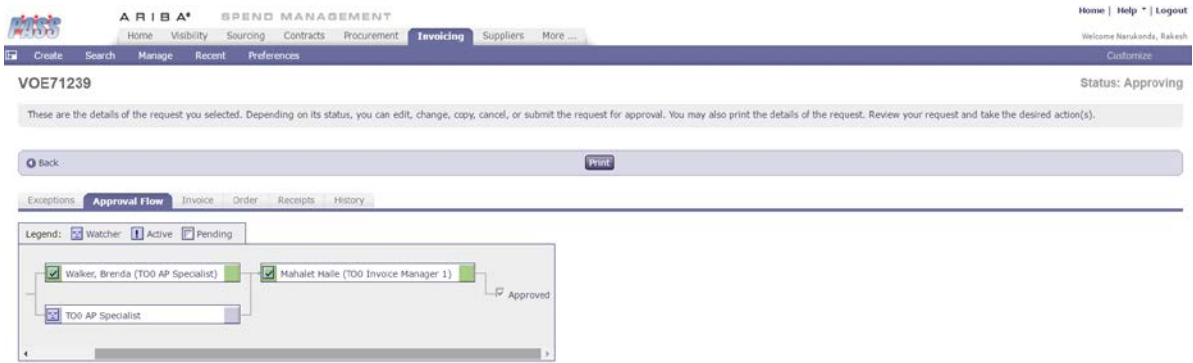
The screenshot shows the PASS system interface for invoice VOE71239. The top navigation bar includes 'Home', 'Contracts', 'Procurement', and 'Invoicing'. Below the navigation bar, there are buttons for 'Create', 'Search', 'Manage', 'Recent', and 'Preferences'. The main content area displays the invoice details, including 'Invoice Date: Mon, 12 Jun, 2017', 'Supplier: new supplier-org', and 'Amount Invoiced: \$3,600.00 USD'. A green box highlights the 'Approve', 'Reject', and 'Void' buttons. Below the invoice details, there is a table of 'Line Items' with columns for 'No.', 'Qty', 'Description', 'MOQ', 'PO Ls', 'Price', 'Amount', 'Exception', and 'Status'. The table contains one line item with a quantity of 3 and a description of 'test'.

8. The screen below displays where the AP Specialist would enter a comment before clicking the Approve button

The screenshot shows the PASS system interface for invoice VOE71239, focusing on the 'COMMENTS' section. The top navigation bar includes 'Home', 'Contracts', 'Procurement', and 'Invoicing'. Below the navigation bar, there are buttons for 'Create', 'Search', 'Manage', 'Recent', and 'Preferences'. The main content area displays the invoice details, including 'Amount Invoiced: \$3,600.00 USD', 'Amount Reconciled: \$3,600.00 USD', 'Amount in Dispute: \$0.00 USD', and 'Amount Accrued (Tax): \$0.00 USD'. A green box highlights the 'COMMENTS' section, which contains a text area with the text 'quantity Matched' and a checkbox labeled 'send comments and attachments to the supplier'. Below the text area, there is a 'Comments' section with a list of comments, including one from 'ariba/system' dated 'Monday, June 12, 2017 at 2:45 PM'.

9. Below is an example of the approval flow of a fully approved invoice by AP Specialist and Invoice Manager.

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Alternatively, the approval process will end if the voucher is rejected either by AP Specialist or Invoice Manager



10. Vendors can view an invoice that is approved or rejected by the District on the portal as shown below. Vendors must log into the portal, go to Invoice screen and look for the approved invoice.
11. Alternatively, if the invoice is rejected, vendors can view the rejected invoices, read the AP Staff comments. Vendors may edit those invoices and can re-submit such invoices with proper documentation once again. A new version of invoice will be created with pending review status.

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***DC Vendor PORTAL Home Create Invoice Purchase Orders **Invoices** Payments Welcome llc, prg Account Log Out

Purchase Order Number: Invoice Number: Agency: Invoice Create Date:

Show 10 entries Search: PDF CSV

Agency	Invoice #	PO #	Create Date	Invoice Amount	Invoice Status	DC Comments	Action
OCTO	prg3272r23inv	PO561396	6/5/2017	\$485,760.00	Approved		Copy
OCTO	testprg7980070	PO561455-V2	6/16/2017	\$280,857.00	In Review		Copy
OCTO	testprg36346	PO561455-V2	6/15/2017	\$214,773.00	In Review		Copy
OCTO	testprg239832	PO561525-V2	6/15/2017	\$3,850.00	In Review		Copy
OCTO	teestprg391313r	PO561456-V4	6/14/2017	\$18,000.00	In Review		Copy
OCTO	testprg36363	PO561472	6/8/2017	\$23,200.00	In Review		Copy

Tip: AP Specialist can approve the voucher if it is consistent with a 3 way match in PASS and rejects the voucher if they encounter an exception due to receiving staff not updating the receiving details in PASS.

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