



# Accounts Payable Workflow Guide

The Accounts Payable Reply (APReply) system that is part of Banner Workflow notifies account holders and approvers by email when action is required for processing invoices.

Financial Accounting is responsible for maintaining the approver(s) for FAST accounts and must be contacted for changes to the approver.

This guide covers:

- Review, approve, reject invoices
- Adding a proxy
- Release an invoice

## **Review, approve, reject invoices**

In Workflow you can review invoices, approve the invoice to be paid, reject the invoice to decline payment and hold invoices for processing later.

1. Click the link in the email notification you received from Accounts Payable ([apreply@uvic.ca](mailto:apreply@uvic.ca)) to logon to Workflow using your Netlink ID and password

**From:** Accounts Payable [<mailto:apreply@uvic.ca>] DO NOT REPLY  
**Sent:** March-09-16 3:44 PM  
**To:** Approver  
**Subject:** I1617399 Payment Authorization Request for Millennium Computer Systems Ltd – Invoice Approval

**INVOICE APPROVAL REQUIRED**

This invoice will **NOT** be paid until you take action.

Banner document:	I1617399
Vendor Name:	Millennium Computer Systems Ltd
Vendor ID:	MILCOM
Purchase Order:	N/A
Vendor Invoice:	<a href="#">@vendorInvoice</a>
Invoice Total:	\$2,240.00
FAST Charge:	10000-82201 \$2,240.00

- [Click here to logon to your worklist using your Netlink ID and password](#)
- Approve the invoice by clicking 'Yes' and the 'Complete' button
- Reject the invoice by clicking 'No', entering comments and clicking the 'Complete' button
- Hold the invoice to action later by clicking the 'Save & Close' button

[Link to FAST document image](#)

**If you have any questions about this invoice or want to delay payment, contact Accounts Payable at [payments@uvic.ca](mailto:payments@uvic.ca).**



2. Approve the invoice by clicking the radio button in front of 'Yes – I certify that I have received goods in satisfactory condition' and click the 'Complete' button OR
3. Reject the invoice by clicking the radio button in front of 'No – refer to instructions below (comments required)', enter comments and click the 'Complete' button

Note: To action the invoice at a later time click the 'Save & Close' button, logon at <https://workflow.uvic.ca/wfban2p/logon.jsp>

Vendor Name: King Bros. Limited  
 Vendor Invoice: 10084389  
 PO #: N/A  
 Due Date: 29-JAN-07  
 Invoice Total: \$22.03  
 FAST Charge: 10000-00000 \$1.89 / 34243-52300 \$20.14  
 Document Image Link  
[click here](#)

Prior Comments:

\* Do you approve of this invoice for payment?  
 Yes - I certify that I have received goods in satisfactory condition  
 No - refer to instructions below ( comments required )

If you choose 'Yes':  
 1) Add comments if desired.  
 2) Press 'Complete'.

If you choose 'No':  
 1) Hold Payment - Requires further follow up - press 'Save & Close' button.  
 2) Do Not Pay - Advise Supplier Payments - press 'Complete'

Message:  
 Comments

Questions?: Supplier Payments : 472-4148 or 472-4147  
 Accounting APReply : 472-4525

**Complete** Save & Close Cancel

### Adding a proxy

A proxy is a person authorized to represent or act on the behalf of the account approver. You can view, add or delete a proxy in Workflow.

1. Logon to Workflow, from Worklist click the 'User Information' link on the left

Home  
 Worklist  
 Workflow Status Search  
 Workflow Alerts

User Profile  
 My Processes  
**User Information**  
 Change Password

Worklist  
 Organization Workflow

2. Click on 'Add Proxy' under the Proxy Assignment

My Roles						
Organization	Role Name	Effective From	Effective To	Type	Proxy Assignment	
Root	UVIC AP Invoice Approver	14-Apr-2015 03:32:24 PM		Primary	<a href="#">Add Proxy</a>	
Root	UVic Employee	18-Mar-2015 08:00:58 AM		Primary	<a href="#">Add Proxy</a>	
Root	UVIC Supervisor	17-Feb-2016 11:13:28 AM		Primary	<a href="#">Add Proxy</a>	

3. Click the arrow in the 'User' drop down box to select the ID of the user who will act as your proxy, select the 'Effective From' and 'Effective To' dates, click Non-confidential and click the 'Save' button

Note: Confidential workflows are not currently in use at UVic

User Information  
Proxy Details

Organization - RoleName: Root - UVIC AP Invoice Approver

User:


Effective From:

Effective To:

Confidential:

Non-Confidential:

4. The User Information screen displays with the proxy added in the 'My Proxies' section



My Proxies							
User	Role	Organization	Confidential	Non-Confidential	Effective From	Effective To	
<input type="checkbox"/> aalbu	UVIC AP Invoice Approver	Root	No	Yes	20-Jun-2016 11:13:35 AM	28-Jun-2016 11:14:40 AM	<input type="button" value="Delete Selected Proxies"/>

A proxy workflow assignment is identified by the appearance of the following icon beside the worklist item.



Worklist					Logoff
Organization	Workflow	Activity	Priority	Created	
 root	APReply: 10823550 King Bros Ready	Department Approval	Normal	04-Jul-2008 09:34:47	<a href="#">Show Reserve</a>

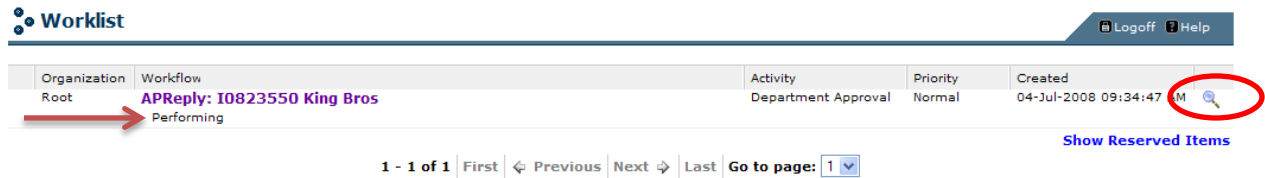
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## Release an invoice

Once you have viewed an invoice in Workflow (i.e. reviewed, put on hold), the invoice becomes 'in progress' for you alone and cannot be actioned by a proxy. If a proxy will need to action the invoice(s) on your behalf, you need to 'release' the invoice(s) so it can be actioned.

1. When work has been viewed and/or saved by you, the word 'Performing' displays below the invoice description on your Worklist. Click the magnifying glass icon at the right to view the invoice details



2. The 'Work Item Details' screen displays, click the 'Release' icon



3. The Worklist screen displays again and the word 'Ready' is now displayed below the invoice description

