University of Victoria | Accounting Services

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) 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:	@vendorInvoice
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

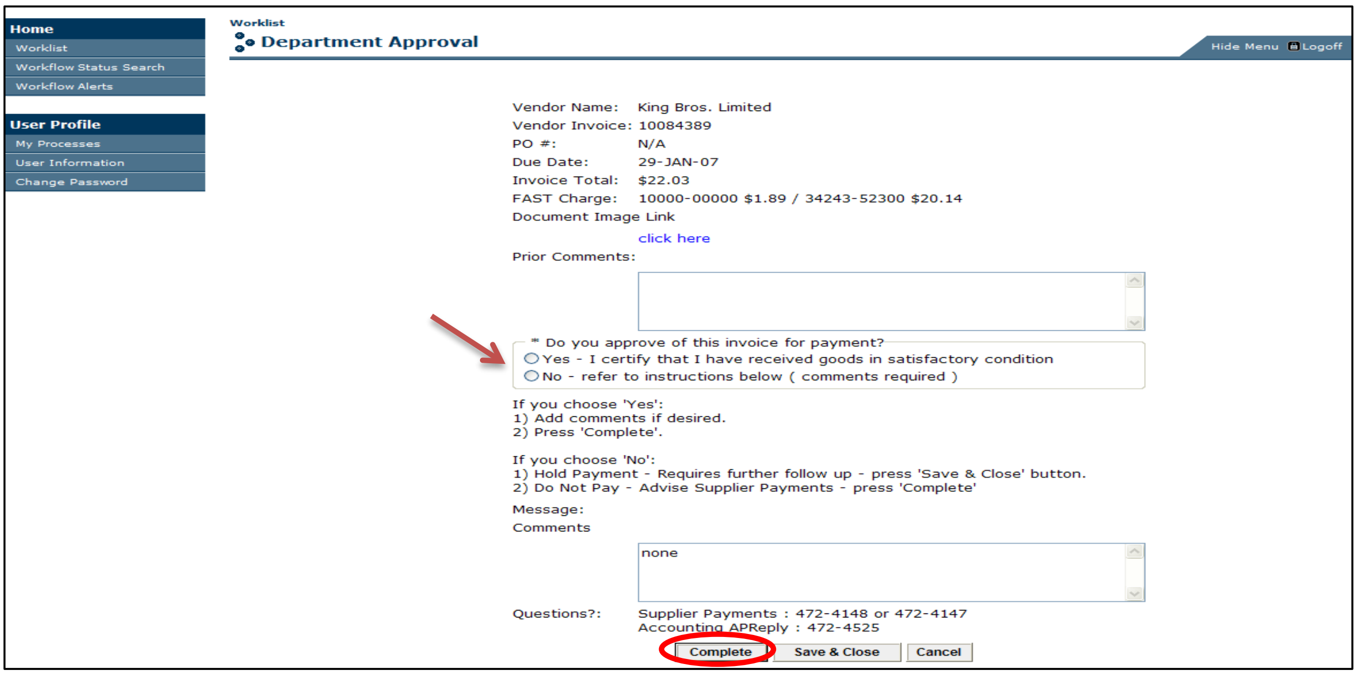
Link to FAST document image

If you have any questions about this invoice or want to delay payment, contact Accounts Payable at payments@uvic.ca.

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

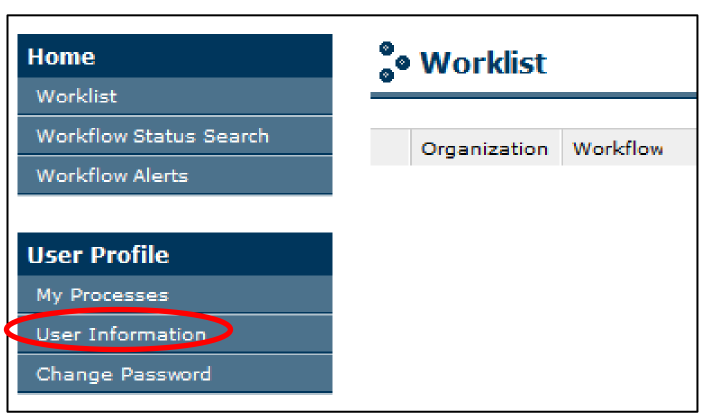
Note: To action the invoice at a later time click the ‘Save & Close’ button, logon at https://workflow.uvic.ca/wfban2p/logon.jsp



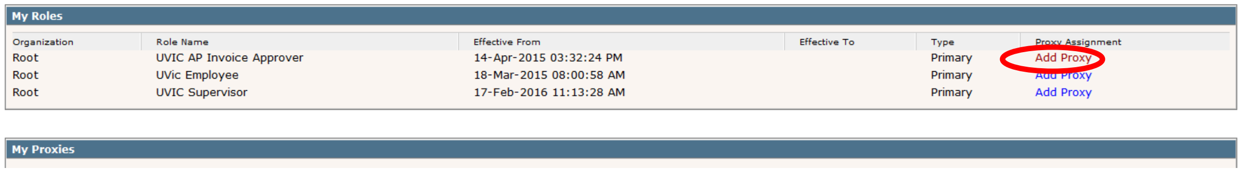
Adding a proxy

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



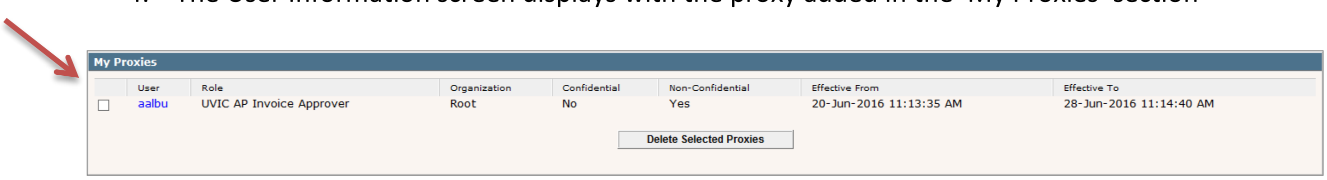
2. Click on ‘Add Proxy’ under the Proxy Assignment



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

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

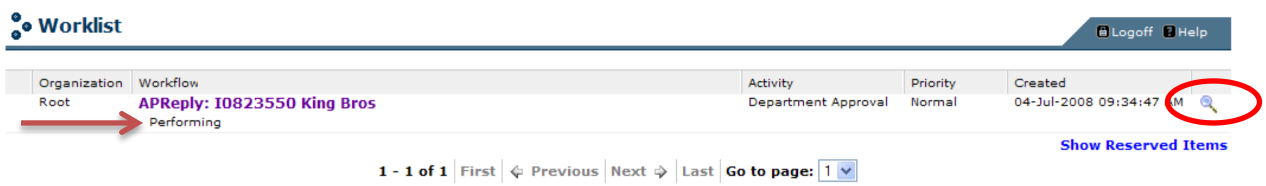


A proxy workflow assignment is identified by the appearance of the following icon beside the worklist item.

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