Accounts Payable Check Request

Check Request Number: 0000000515  Date and Time Request Submitted: 04/11/2013 09:54:46  Apay Record Number and Status: 0004190946 0811
Date and Time Received for Action: 04/11/2013 09:55:02

Check  Save  Approve  Return to Submitter for Additional Details or Correction  Add Approver  Return to Submitter as Rejected  Close

Expand All Sections  Collapse All Sections

Request Submitter

Payee Details

Payment Details

Funding Source

Attachments
AP Check Requests

Approval

• Approvals are tied to the organizational unit of the AP request submitter or the “on behalf-of” individual if that field is used.

• Approvers see the same view of the request as the submitter.

• Approvers cannot change any information. Approvers can:
  – Add Comments
  – Return the AP request to the Submitter with questions.
  – Reject the AP request which terminates the workflow.
Emails will be sent from WF-Admin with the name of the vendor included in the subject line and indicate the status of Approval. This email is received by approvers at each step for the workflow process. Approvers see an overview of the information contained in the request and a link for accessing their UWL to address the AP request. Requests can be accessed directly by working through the UWL.
Reminder emails are sent as follows:

- Initial reminder sent 7 days after workflow is received by approver.
- After initial reminder is sent, reminders are sent every 2 days there after.

<table>
<thead>
<tr>
<th>Co Code</th>
<th>GI Acct</th>
<th>GI Acct Desc</th>
<th>Cost Object</th>
<th>Cost Object Desc</th>
<th>Distrib Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>0010</td>
<td>691600</td>
<td>CONTRACT WORK</td>
<td>CC-1573201</td>
<td>ACCOUNTS PAYABLE</td>
<td>200.00</td>
<td>USD</td>
</tr>
</tbody>
</table>
Approving AP Check Request

*Universal Work List – Top of Screen*

Users can filter to select only the AP check requests.

Workflows will display in chronological order based on priority. Open the AP request to approve by highlighting and double clicking on the line.
Approving AP Check Request

Universal Work List – Bottom of Screen

Select the button to launch/approve the AP request.

Approvers can add comments/notes to the workflow.

Example of the comments display.
Approving AP Check Request

Acting on a Request

Action buttons allow the approver to take action on the request.

- “Approver” approves the request and moves it forward through workflow.
- “Return to Submitter for Additional Details or Corrections” returns the request to the submitter with questions. Submitters should respond to the questions. Depending on the actions taken by the submitter, workflow may be restarted.
- “Add Approver” routes the request to an approver outside the standard workflow.
- “Return to Submitter as Rejected” terminates the workflow. If a request is rejected, a new request must be created.
Approving AP Check Request

**Acting on a Request**

- Approvers can add comments to a request. The history of comments are permanently associated with the request.

- When a request is returned to the submitter, workflow will only restart if these critical data elements are changed:
  - Priority level
  - Payee information (Vendor number/name, address, etc.)
  - Amount (including currency being used)
  - Funding information (company code, cost object, G/L)
  - Requesting that the check request be paid via a wire
  - Deleting an attachment (general or sensitive)

- In the event that the workflow is restarted, approvers will have to approve the check request a second time.