

Finance Process/Procedures Guides

## **FINANCIAL SERVICES INVOICE AND ELECTRONIC SIGNATURE APPROVAL WORKFLOW**

### **1.0 PURPOSE**

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To route invoices for electronic signature. Invoices cannot be routed via email due to security reasons. Dropbox has been designated as the current best option. This will eventually change to OneDrive.

### **2.0 BACKGROUND**

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To provide a paperless option for approving invoices for payment, the procedure described below will facilitate this need.

### **3.0 PROCEDURES**

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#### **ASSUMPTION:**

- ❖ Two folders will be created in Dropbox, set up and maintained by Accounts Payable, as outlined below:
  - 1. Accounts Payable Invoices Pending Approval**
    - This folder will be set up for the **BUDGET/ADMIN COORDINATORS** by Accounts Payable
    - The Budget/Admin Coordinators will have access and will need to share this folder with the Delegation of Authority Approvers and anyone else they deem necessary.
  - 2. Accounts Payable Invoices Approved-Completed**
    - The purpose of this folder is to retrieve the Electronic Signature of the **DELEGATION OF AUTHORITY APPROVER**.
    - Access is granted to the **DELEGATION OF AUTHORITY APPROVER** and Accounts Payable who are processing for payment.
    - Accounts Payable will be the only ones who can add and/or delete staff.

## **INVOICES**

### **ACCOUNTS PAYABLE TEAM – STEP 1**

- ❖ The Accounts Payable Team will place a scanned PDF version of the invoice (file naming convention will be: Supplier Name\_Invoice #) in the **Accounts Payable Invoices Pending Approval** under the Budget/Admin Coordinator folder. The Budget/Admin coordinator will route for proper signature.
- ❖ The A/P team will add an approver stamp on the invoice and add the PO number for two-way matches. Three-way match PO's will not be routed for signature.
- ❖ Dropbox automatically notifies the individuals who have access to this folder that a document has been saved.

#### **BUDGET/ADMIN COORDINATORS – STEP 2**

- ❖ The Budget/Admin Coordinator will edit the PDF with the appropriate accounting string for the invoice, if there is no PO. They can attach their signature if their division requires them to do so. Once their edits are complete, they will save this PDF in this same folder.
- ❖ They will then email the appropriate Delegation of Authority Approver with the file name of the invoice, letting them know they need to review and approve the invoice in the **Accounts Payable Invoices in Review Process**.

#### **DELEGATION OF AUTHORITY APPROVER – STEP 3**

- ❖ The Delegation of Authority Approver would then review and approve the PDF by adding their electronic signature.
- ❖ They will move this Invoice PDF file to the Dropbox **Accounts Payable Invoices Approved-Completed under their name in the Approved Folder**.
- ❖ Dropbox automatically notifies the individuals who have access to this folder that a document has been saved.

#### **ACCOUNTS PAYABLE TEAM – STEP 4**

- The Accounts Payable Team will access the Dropbox **Accounts Payable Invoices Approved-Completed under the Approvers name** and process the invoice for payment.
- A/P will move the processed invoice into a **Completed Folder** within that Dropbox so the necessary individuals will know the invoice is in process of payment.

### **TEC's, BER's, CHECK REQUESTS, INVOICES DOWNLOADED DIRECTLY BY DIVISION – Utility Bills, Phone Bills, etc.**

#### **BUDGET/ADMIN COORDINATORS – STEP 1**

- The Budget/Admin Coordinator will need to process a scanned PDF copy however they deem necessary to the Delegation of Authority Approver.

#### **DELEGATION OF AUTHORITY APPROVER – STEP 2**

- ❖ The Delegation of Authority Approver would then review and approve the PDF by adding their electronic signature.

- ❖ They will move this Invoice PDF file to the Dropbox **Accounts Payable Invoices Approved-Completed under their name in the Approved Folder**.
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### GRANT INVOICES

1. Accounts payable will set up folders for the Grant Budget/Admin Coordinator Analyst within **Accounts Payable Invoices Pending Approval**. They will need to share these invoices with the PI's and retrieve the Department Signature Delegated Authority Approver will need to electronically sign and save to their designated Dropbox that is shared with A/P.

### ACCOUNTS PAYABLE TEAM – STEP 1

- ❖ The Accounts Payable Team will place a scanned PDF version of the invoice (file naming convention will be: Supplier Name\_Invoice #) in the **Accounts Payable Invoices Pending Approval** under the Budget/Admin Coordinator folder that can coordinate getting the proper signature.
- ❖ The A/P team will add an approver stamp on the invoice and add the PO number if it is a two-way match. Three-way match PO's will not be routed for signature.
- ❖ Dropbox automatically notifies the individuals who have access to this folder that a document has been saved.

### BUDGET/ADMIN COORDINATORS – STEP 2

- ❖ The Budget/Admin Coordinator will then edit the PDF with the appropriate accounting string for the invoice. They can attach their signature if their division requires them to do so. Once their edits are complete, they will save this PDF in this same folder.
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### DELEGATION OF AUTHORITY APPROVER – STEP 3

- ❖ The Delegation of Authority Approver would then review and approve the PDF by adding their electronic signature.

- ❖ They will move this Invoice PDF file to the Dropbox **Accounts Payable Invoices Approved-Completed under their name in the Approved Folder**.
- ❖ Dropbox automatically notifies the individuals who have access to this folder that a document has been saved.

#### **ACCOUNTS PAYABLE TEAM – STEP 4**

- The Accounts Payable Team will access the Dropbox **Accounts Payable Invoices Approved-Completed under the Approver's name**, process the invoice for payment.
- They will move the processed invoice into a **Completed Folder** within that Dropbox so the necessary individuals will know the invoice is in process of payment.

#### **4.0 DEFINITIONS**

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None.

#### **5.0 CONTACTS**

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# REVISION TRACKING

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## History

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March 22, 2020	Leslie Brotcke		

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	Click here to enter name of Person Revising.	Copy and paste to new template	Click here to enter Sections Revised.
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