

VENDOR PAYMENT PROCESS

FOR REQUESTERS AND APPROVERS



AUGUST 1, 2014 ILIFF SCHOOL OF THEOLOGY 2201 S University Blvd Denver, CO 80210

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<u>STEP 1:</u>

REQUESTER

Receives Invoice

Creates Requisition

Input data necessary for requisition

- 1. Approver
- 2. Vendor
- 3. G/L Number
- 4. Description
- 5. Amount

Attaches a copy of the invoice on Jenzabar Prints a copy of requisition to turn in to A/P Clerk Submits Document for Approval Electronically

<u>STEP 2:</u>

APPROVER

Receives an email for requisition that needs approval Checks that the invoice has been attached Input data corresponds to the invoice Approves Requisition Electronically

<u>STEP 3:</u>

A/P CLERK

Receives a hard copy from the **requester** Waits until requisition is approved by **approver** Converts the Requisition to a purchase order Process the PO to an Invoice

- Once invoices are posted, process the checks
- Give the checks to Sandy and Kelly for Signature



My.Iliff.com

- 1. Enter the url "my.lliff.com
- 2. Login username and password should be on the right hand side.
- 3. Once login in, click on "Staff" from the main selections at the top
- 4. Then on the left hand side under "Staff" click requisitions
- 5. On the "Requisition" page click on the following icon to create a requisition:

🕒 Make new request

6. This will then take you to the following page where you will enter the description, G/L number, and amount.-*For illistration purposes we will use a statement from Comcast.*

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| General Ledger Inquir Requisitions | ry I | My Account Belances Course and Fee Statement |
| Quick Links | | Who is Included in Email Lists? |
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| Biff.edu Website | an an | ExtendedStaff@iliff.edu - Staff |

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7. On this page, steps 1,2, and 4 are required and 3 is optional.

eps: Under the "Item" place the escription of what the invoice entails. nder "quantity" place the amount e invoice is for. ne "shipment container" and Catalog" options are optional. For the "budget account" for which e expense is to be charged to you n either manual write the account imber in the first box or select it om the "Project Code". This step is optional. Nevertheless it ows more room to describe what e invoice is for. 4. Click "Done, proceed to checkout to assign the vendor and approver.

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| | | 5. Submit for approval. |
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| | Requesting for someone else? | |
| | To grant your colleague access to this requisition, select his/her name from the drop-down options or click Search | |
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8. The following page then allows you to add the vendor name, approval track, and a copy of the invoice.

- 9. To attach the invoice, first it must be saved on the hard-drive. Then click "Add a File"
- 10. Then the following window should pop up: From here you can select the invoice.

🗟 Add a file

- 11. Once the file has been saved it will automatically go back to the original screen.
- 12. Then you can enter the Requester Name.

Upload a File

File Choose File No file chosen

- a. You can place the vendor name
- b. Along with what was purchased
- c. The amount the invoice is for

Request name Comcast-Internet Service 200.61

| 13. Tł 14. Er | nen select nter the vo a. Clic b. The Wir | the approval track endor as follows: ck "search" en the following ndow should open: | from the drop down list. | Approval track Chape Dean/) Faciliti Inform Justice Library Market Presid Studer Test | s Office Instruction es Jonal Advancement ation Technology and Peace fing ent sional Formation it Services |
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15. Finally when all the data has been entered as follows, print the requisition to turn it in to the A/P Clerk16. Finally, click on "Submit for Approval"

| You are here: Staff > Requisiti | ions | |
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| | Requesting for Search | |
| | | |
| | Submit for approval Save, and submit later | 🗑 Delete request |
| | | |

Congratulations you have competed the requisition!!!!!

Step 2: Approver

- A. Receives an email for a requisition that needs approval
- B. Approves Requisition- Requisitions can be approved through two modules:
 - I. My.Iliff.com

I. My.Ilff.com

- 1. Enter the url "my.lliff.com
- 2. Login username and password should be on the right hand side.
- 3. Once login in, click on "Staff" from the main selections at the top
- 4. Then on the left hand side under "Staff" click requisitions

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| | | Compact Internet Service 200 61 (0012) | \$200.61 |

- 5. On the "Requisition" page under "Requisition Approval" you should see all the requests that have been submitted.
- 6. Click on the text, in this case "Comcast-Internet Service 200.61"

7. Then the following page should pop out, where you will check that all the inputted data corresponds to the invoice and the correct G/L account has been charged:

| Hone Timesheets and Benefits General Ledger Inquiry Requisitions Academic Information Quick Links My Pages Jiff Email Canvas © Jiff Canvas © Jiff Diff.edu Website Jiff.Library Resources ISAIAH Catalog Diff.Library Resources Diff.Library Resources Diff.Lib | roval roval stors Services (01-1-1-6415-6070) nv Blvd Unt A-8/14 at \$200.61 for \$200.61 Total: \$200.61 ry Comcast-Internet Service 200.61 Purchasing Agent 99/02/2014 Need by date ft ft ft ft ft ft ft ft ft | Comcast-Internet Service 200.61 (9813) Pending Approval | Click on the pdf attachment text "Example.PDF" to open the invoice and compare it to the inputted data. To approve requisition click "approve". |
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- 8. If the invoice is not attached please contact the requester to attach it before approval.
- 9. If the inputted data on the requisition does not correspond to the invoice you can deny the requisition and have them create a new one, or inform them of the changes that need to be made so that they inform the A/P Clerk. This can be done either through email or writing on the requisition of the changes needed.