

---

# VENDOR PAYMENT PROCESS

---

FOR REQUESTERS AND APPROVERS



AUGUST 1, 2014

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

## Table of Contents

<b>Vendor Payment Process Overview .....</b>	<b>2</b>
<b>Vendor Payment Process Flow Chart .....</b>	<b>3</b>
<b>Create Requisition</b>	
Jenzabar .....	<b>4-7</b>
My.Iliff.com .....	<b>8-11</b>
<b>Approve Requisition</b>	
Jenzabar .....	<b>12-13</b>
My.Iliff.com .....	<b>14-15</b>

**STEP 1:**

**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

**STEP 2:**

**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

**STEP 3:**

**A/P CLERK**

Receives a hard copy from the **requester**

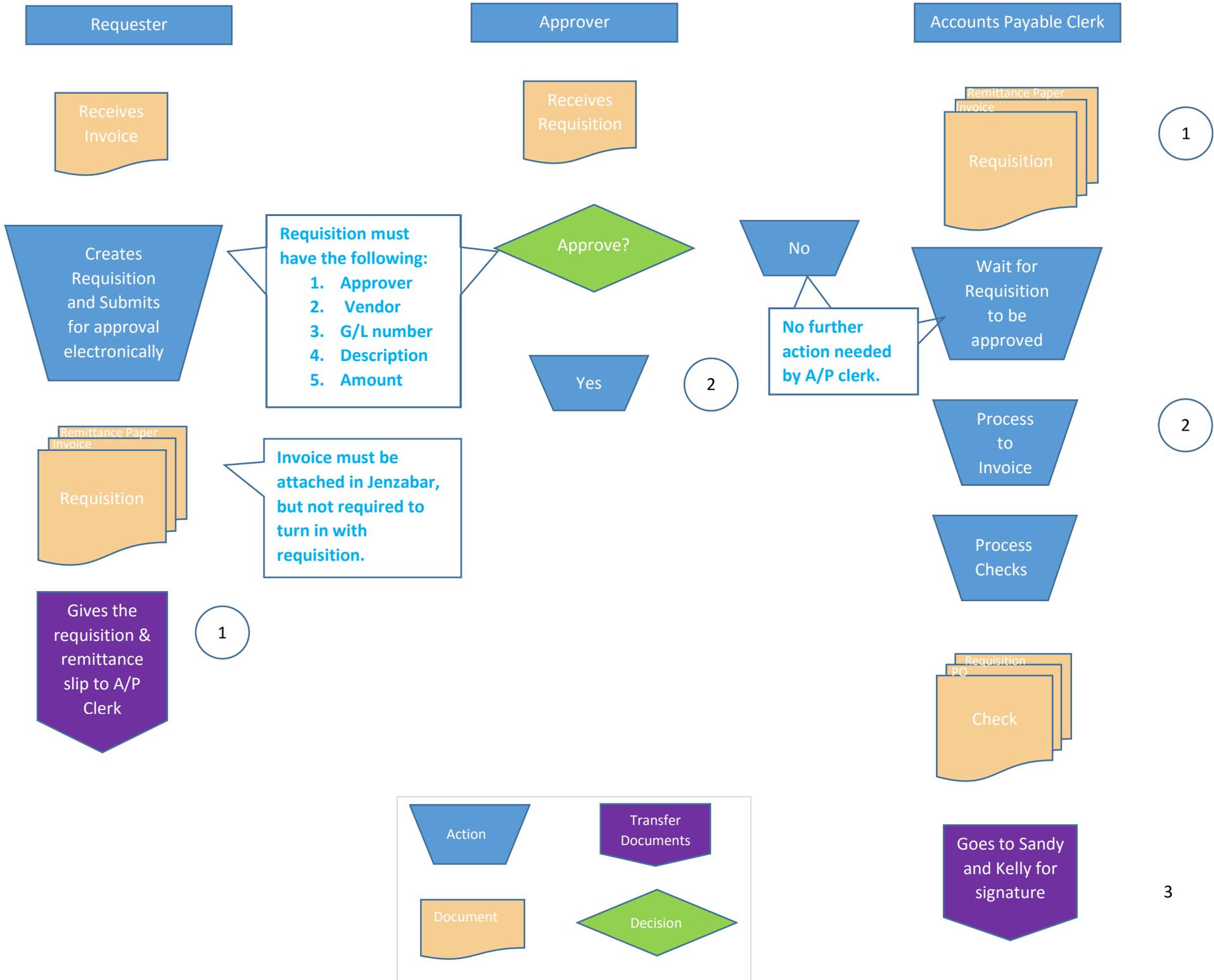
Waits until requisition is approved by **approver**

Converts the Requisition to a purchase order

Process the PO to an Invoice

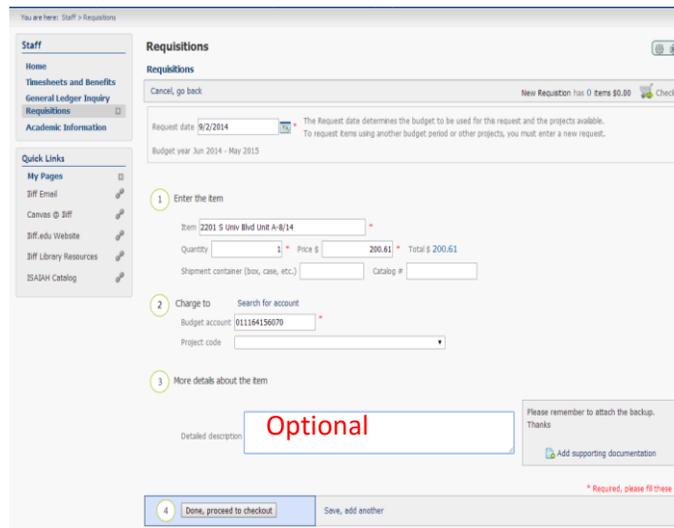
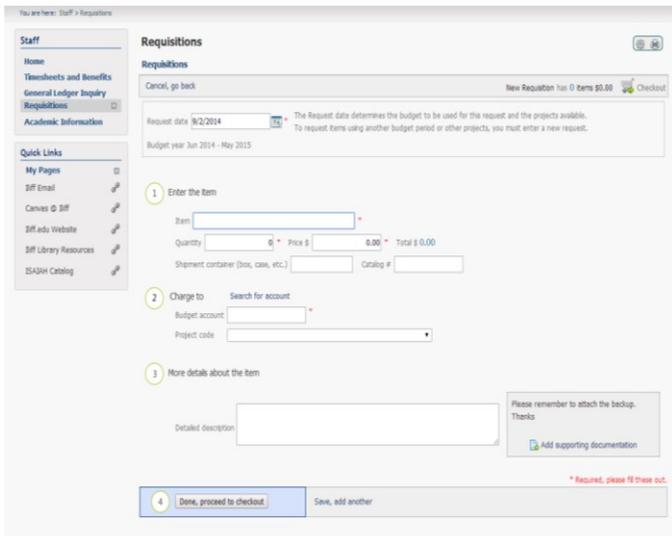
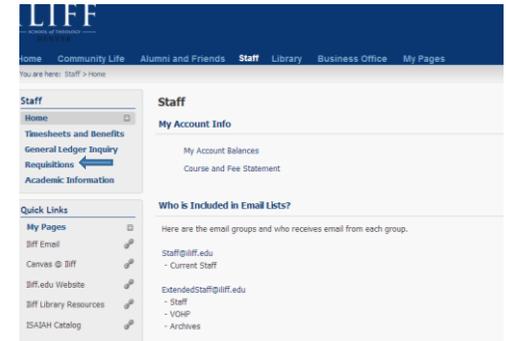
Once invoices are posted, process the checks

Give the checks to Sandy and Kelly for Signature



## My.liff.com

1. Enter the url "my.liff.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:
6. This will then take you to the following page where you will enter the description, G/L number, and amount. -For illustration purposes we will use a statement from Comcast.



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

Steps:

1. Under the "Item" place the description of what the invoice entails. Under "quantity" place the amount the invoice is for. The "shipment container" and "Catalog" options are optional.
2. For the "budget account" for which the expense is to be charged to you can either manual write the account number in the first box or select it from the "Project Code".
3. This step is optional. Nevertheless it allows more room to describe what the invoice is for.
4. Click "Done, proceed to checkout" to assign the vendor and approver.

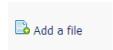
8. The following page then allows you to add the vendor name, approval track, and a copy of the invoice.

The screenshot shows the 'Requisitions' page. On the left is a sidebar with 'Staff' and 'Quick Links' sections. The main area has a 'Requisitions' header and a 'Requested Items' section with one item: '1.00 2201 S Univ Blvd Unit A-8/14 at \$200.61 for \$200.61' with a total of \$200.61. Below this is a 'Request summary' section with fields for 'Request name', 'Purchasing Agent', 'Request date' (09/02/2014), 'Need by date', 'Approval track', 'Vendor', and 'Ship order here'. There are also buttons for 'Add a comment', 'Add a file', 'Submit for approval', and 'Save, and submit later'.

Entering the data in this page is very sensitive. If you don't do it in the following order, then the information will not be saved.

1. First, attach the copy of the invoice.
2. This step is optional. Write the requester name.
3. Select the Approval Track
4. Enter the Vendor Name
5. Submit for approval.

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.*



The screenshot shows a file upload dialog box with the title 'Upload a File'. It contains a 'File' field, a 'Choose File' button, and the text 'No file chosen'.

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

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

Request name

13. Then select the approval track from the drop down list.

14. Enter the vendor as follows:

- a. Click "search"
- b. Then the following Window should open:

Vendor  Search

Approval track

- Business Office
- Chapel
- Dean/Instruction
- Facilities
- Institutional Advancement
- Information Technology
- Justice and Peace
- Library
- Marketing
- President
- Professional Formation
- Student Services
- Test

Vendor Search

Vendor name includes

Select	ID Number	Vendor Name	Vendor Address
--------	-----------	-------------	----------------

OK Cancel, go back

c. Enter the vendor name, and after a few seconds it should appear as shown below

Vendor Search

Vendor name includes

Select one vendor, then click OK.

Select	ID Number	Vendor Name	Vendor Address
<input checked="" type="radio"/>	610011896	Comcast	PO Box 34744, Seattle WA, 98124-1744

OK Cancel, go back

d. Once you select the vendor and press "ok" it will automatically take you back to the main screen.

15. Finally when all the data has been entered as follows, print the requisition to turn it in to the A/P Clerk
16. Finally, click on "Submit for Approval"

You are here: Staff > Requisitions

**Staff**

- Home
- Timesheets and Benefits
- General Ledger Inquiry
- Requisitions**
- Academic Information

**Quick Links**

- My Pages
- Jliff Email
- Canvas @ Jliff
- Jliff.edu Website
- Jliff Library Resources
- ISAAH Catalog

### Requisitions

Cancel, go back Requisition (9813) Not Submitted

Requested Items

Account Needed			
1.00	2201 S Univ Blvd Unit A-8/14 at \$200.61 for \$200.61		\$200.61
+ Add another item		Total:	\$200.61

Request summary

Request name:  Purchasing Agent:  Search

Request date: 09/02/2014 Need by date:  Approval track:

Vendor:  Search Ship order here:   
Comcast - PO Box 34744, Seattle WA, 98124-1744

[Add a comment](#) [Add a file](#)

Requesting for someone else?  
To grant your colleague access to this requisition, select his/her name from the drop-down options or click Search  
Requesting for:  Search

**Submit for approval** Save, and submit later Delete request

**Congratulations you have completed 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](http://My.Iliff.com)

---

### I. My.Iliff.com

1. Enter the url “my.Iliff.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

Home Community Life Alumni and Friends **Staff** Library Business Office My Pages

You are here: Staff > Requisitions

**Staff**

- Home
- Timesheets and Benefits
- General Ledger Inquiry
- Requisitions**
- Academic Information

**Quick Links**

**My Pages**

- Iliff Email
- Canvas @ Iliff
- Iliff.edu Website
- Iliff Library Resources
- ISAIH Catalog

**Requisitions**

Requisitions: 1 denied, 6 pending approval

Go to details

Search your requisitions + Make new request

No orders or requisitions are pending your action.

**Requisition Approval**

Requisitions: 1 review now

Go to details Search your requisitions

Review now

Request	Amount
Comcast-Internet Service 200.61 (9813)	\$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:

Home Community Life Alumni and Friends **Staff** Library Business Office My Pages

You are here: Staff > Requisitions

**Staff**

Home  
Timesheets and Benefits  
General Ledger Inquiry  
**Requisitions**  
Academic Information

**Quick Links**

My Pages  
Jiff Email  
Canvas @ Jiff  
Jiff.edu Website  
Jiff Library Resources  
ISIAAH Catalog

**Requisitions**

Requisition Approval

Cancel, go back Comcast-Internet Service 200.61 (9813) Pending Approval

Requested Items

Telecommunications Services (01-1-1-6415-6070)

1.00 2201 S Univ Blvd Unit A-8/14 at \$200.61 for \$200.61	\$200.61
--	----------

Total: \$200.61

Request summary

Request name: Comcast-Internet Service 200.61 Purchasing Agent: Search

Request date: 09/02/2014 Need by date: Search

Vendor: 610011896 Search Ship order here: not specified  
Comcast - PO Box 34744, Seattle WA, 98124-1744

Example.PDF  
from Shoghakat Aroutiounian, 9/2/2014 12:56 PM

Add a comment Add a file

Requested for: Search

Request status  
Pending approval by you. Approval track Test

Approve Return to Shoghakat Aroutiounian Deny request

Click on the pdf attachment text “Example.PDF” to open the invoice and compare it to the inputted data.

To approve requisition click “approve”.

To deny click “Deny Request”

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.