CAPITAL PLANNING & PROJECT MANAGEMENT
TRAINING GUIDE

PURCHASING
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PURCHASE ORDER

Primary Responsibility: Project Manager

Secondary Responsibilities: Finance Manager

The Purchase Order process is initiated with the creation of an eProcure Cart. The Cart can be created by the Project Manager or by a representative of one of the project’s components (i.e. FFE, Fire and Life Safety, etc.). If someone other than the PM creates the cart, they should assign the cart to the PM for their review.

PURCHASE ORDER PROCESS

WorkDesk → Purchasing → Purchase Order

STATUS: CREATED

RESPONSIBILITY: PROJECT MANAGER

1. Create the AiM Purchase Order record by completing the following steps:
   a. From the main WorkDesk, click ‘Purchasing’
   b. Click the ‘New’ Icon next to ‘Purchase Order’
c. Select the Purchase Order Type by clicking the ‘Zoom’ Icon on the ‘Type’ field

d. Select ‘CPPM-EPROCURE’

e. Select the Capital Project by clicking the ‘Zoom’ icon on the Capital Project field
f. Select the Capital Project by clicking the Capital Project Number

![Capital Project Table]

- [Capital Project Numbers]

- [Description of Capital Projects]

- [Select Capital Project by clicking on the Capital Project Number]

---

h. Click ‘Search’

![Search Contract]

- [Search Contractor by clicking on the ‘Zoom’ icon on the ‘Contractor’ field]

- [List of Contractors]

- [Select Contractor by clicking on the ‘Zoom’ icon on the ‘Contractor’ field]
i. Type the Contractor’s name in the ‘Description’ field and click ‘Execute’

![](image1.png)

j. Select the Contractor from the search results

![](image2.png)

k. Select the Component Group and Component
   * NOTE: Only complete this step if all Line Items will default to the same Component
   i. Click the ‘Zoom’ icon in the ‘Component Group’ field

![](image3.png)
ii. Select the Component Group

iii. Select the Component

I. Type in the Purchase Order Description: Project Number – Project Name – Contractor – Purchased Goods/Services
   i.e.: 9663 - McConnell HVAC - Code Lynx - Security Cameras
m. Add a Line Item by clicking ‘Add’

n. Select the Line Item Type and click ‘Next’
SERVICE LINE ITEMS

Select ‘Service’ if the Line Item is for service (labor)

Enter Description of Line Item

Select Subledger

Enter Unit Cost (if applicable)

Enter Order Quantity (if applicable)

Enter Amount

Refresh Totals

o. Add the Project Manager for Capital Project in the External Reference
Disbursement - If the Component did not default from the Purchase Order, click on the ‘Sequence Number’ to add the Component and Component Group

a. Click the ‘Zoom’ icon on the ‘Component Group’ field
b. Select the appropriate Component Group

c. Select the appropriate Component

d. Click ‘Done’
**NON-STOCK**
Select ‘**Non-Stock**’ if the line item is for goods

Enter Description of Line Item
Select Subledger
Enter Vendor Part
Select Unit of Measurement
Enter Unit Cost
Enter Order Quantity
Refresh Totals

p. Add the Project Manager for Capital Project in the External Reference
Disbursement - If the Component did not default from the Purchase Order, Select the Component and Component Group (See Service Line Item for instructions)

q. Click ‘Done’ until you return to the main Purchase Order screen
r. SAVE
2. Create the eProcure Shopping Cart OR review the Cart if it was already created and assigned to you

3. Push the eProcure Shopping Cart to the Finance Manager

4. Update the AiM Purchase Order status to **SUBMITTED** to send it to the Finance Manager
   a. Click ‘Edit’ to return to edit mode

   ![Edit Screen]

   b. Click the ‘Zoom’ icon on the ‘Status’ field

   ![Zoomed Status Screen]

   c. Select the status **SUBMITTED**

   ![Selected Status Screen]
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d. SAVE

STATUS: SUBMITTED

RESPONSIBILITY: FINANCE MANAGER

1. Review the AiM Purchase Order record and eProcure Cart for accuracy and ensure that they match
2. Verify that the Component(s) applied to the Purchase Order has sufficient funds
   a. From the Purchase Order Record, click on the Line Item number
b. Click on the Disbursement number

c. Click on the Component

d. The Purchase Order amount will display on the ‘Anticipated’ line of the Component Budget
3. Convert the eProcure Cart into a Requisition. Initiate approval routing in eProcure.

4. The Purchase Order is processed in eProcure

5. Add the Banner Purchase Order Number and Amount to the Description field

6. Add the Banner Purchase Order Number to the ‘User Defined Field’
   a. Click ‘Edit’ then select ‘User Defined Fields’ from the ‘Action’ menu
b. Type the Banner PO Number then click ‘Done’

7. Attach a copy of the Banner Purchase Order as a Related Document – Type: BANNER PO
   a. Click ‘Related Documents’

   b. Click ‘Add’
c. Chose the file and click ‘Next’

d. Make sure the Document Title meets document naming standards and chose the Document Type:

BANNER PO
e. Click ‘Next’ until you reach the Related Documents screen, then SAVE

8. Update the status to **ORDERED** and SAVE

**STATUS: ORDERED**

**RESPONSIBILITY: FINANCE MANAGER**

1. Receive goods and/or services
2. For ‘Non-Stock’ Line Items – Create Purchase Receive and Disbursement Records when appropriate (Service Line Items do not require this step)

a. From the Purchase Order record, select ‘Purchase Receive’ from the ‘Action’ menu

b. Click on the Line Item Number
c. Confirm or update the number received and click ‘Done’

d. SAVE
e. Click ‘Edit’ then update the Status to indicate whether the purchase was fully or partially received

f. SAVE

g. Select ‘Purchase Disbursement’ from the ‘Action’ menu

h. Confirm or update the Component to which the Purchase should be disbursed and SAVE
3. Process Purchase Order Invoice(s)

4. When the Purchase Order is completely paid down, close the Purchase Order by updating the status to **CLOSED** and **SAVE**

**STATUS: CLOSED**

**STATUS: CANCELED**
TECHNOLOGY PURCHASE ORDER

Primary Responsibility: Information Technology

Secondary Responsibility: Finance Manager

Approver: Project Manager

The Technology Purchase Order process is initiated by a representative from Information Technology and pushed to the Project Manager for approval. The AiM Purchase Order record should be created in conjunction with an eProcure Cart. The Cart should be assigned to the Project Manager for their review.

TECHNOLOGY PURCHASE ORDER PROCESS

WorkDesk → Purchasing → Purchase Order

STATUS: CREATED

RESPONSIBILITY: INFORMATION TECHNOLOGY

1. Create the AiM Purchase Order record by completing the following steps:
   a. From the main WorkDesk, click ‘Purchasing’
b. Click the ‘New’ Icon next to ‘Purchase Order’

c. Select the Purchase Order Type by clicking the ‘Zoom’ Icon on the ‘Type’ field

d. Select ‘CPPM-EPROCURE’
e. Select the Capital Project by clicking the ‘Zoom’ icon on the Capital Project field

f. Select the Capital Project by clicking the Capital Project Number

g. Select the Contractor by clicking on the ‘Zoom’ icon on the ‘Contractor’ field
h. Click ‘Search’

![Image of a search interface with a list of contractors]

i. Type the Contractor’s name in the ‘Description’ field and click ‘Execute’

![Image of a search interface with the Contractor field highlighted]

j. Select the Contractor from the search results

![Image of a search results page with a highlighted contractor]

k. Select the Component Group and Component

* NOTE: Only complete this step if all Line Items will default to the same Component
i. Click the ‘Zoom’ icon in the ‘Component Group’ field

ii. Select the Component Group

iii. Select the Component
I. Type in the Purchase Order Description: Project Number - Project Name – Contractor - Purchased Goods/Services
   i.e. - 9663 - McConnell HVAC - Code Lynx - Security Cameras

   ![Image of the AIM interface showing the purchase order creation process.]

   m. Add a Line Item by clicking ‘Add’

   ![Image of the AIM interface showing the line item addition process.]

   n. Select the Line Item Type and click ‘Next’

   ![Image of the AIM interface showing the selection of line item type.]

SERVICE LINE ITEMS

Select ‘Service’ if the Line Item is for service (labor)

Enter Description of Line Item

Select Subledger

Enter Unit Cost (if applicable)

Enter Order Quantity (if applicable)

Enter Amount

Refresh Totals

0. Add the Project Manager for Capital Project in the External Reference
Disbursement - If the Component did not default from the Purchase Order, click on the ‘Sequence Number’ to add the Component and Component Group

a. Click the ‘Zoom’ icon on the ‘Component Group’ field
b. Select the appropriate Component Group

c. Select the appropriate Component

d. Click ‘Done’
**NON-STOCK LINE ITEMS**

Select ‘Non-Stock’ if the line item is for goods

Enter Description of Line Item

Select Subledger

Enter Vendor Part

Select Unit of Measurement

Enter Unit Cost

Enter Order Quantity

Refresh Totals
p. Add the Project Manager for Capital Project in the External Reference

Disbursement - If the Component did not default from the Purchase Order, Select the Component and Component Group (See Service Line Item for instructions)

q. Click ‘Done’ until you return to the main Purchase Order screen

r. SAVE

2. Create the eProcure Shopping Cart

3. Assign the eProcure Shopping Cart to the Project Manager
4. Update the AiM Purchase Order status to **PM REVIEW** and SAVE

   a. Click ‘Edit’ to return to edit mode

   ![Edit Icon]

   b. Click the ‘Zoom’ icon on the ‘Status’ field

   ![Zoom Icon]

   c. Select the status **PM REVIEW**

   ![PM REVIEW]

   d. SAVE
STATUS: PM REVIEW

RESPONSIBILITY: PROJECT MANAGER

1. Verify that the Component(s) applied to the Purchase Order has sufficient funds
   a. From the Purchase Order Record, click on the Line Item number
   b. Click on the Disbursement number
c. Click on the Component
d. The Purchase Order amount will display on the ‘Anticipated’ line of the Component Budget

2. Review the AiM Purchase Order record for accuracy
3. Push the eProcure Cart to the Finance Manager
4. Update the status to **SUBMITTED**
   a. Click the ‘Edit’ button to return to edit mode
   b. Click the ‘Zoom’ icon on the ‘Status’ field
c. Select the SUBMITTED status

d. SAVE

STATUS: SUBMITTED
RESPONSIBILITY: FINANCE MANAGER

1. Review the AiM Purchase Order record and eProcure Cart for accuracy and ensure that they match
2. Verify that the Component(s) applied to the Purchase Order has sufficient funds

a. From the Purchase Order Record, click on the Line Item number
b. Click on the Disbursement number

c. Click on the Component
d. The Purchase Order amount will display on the ‘Anticipated’ line of the Component Budget

3. Convert the eProcure Cart into a Requisition. Initiate approval routing in eProcure.

4. The Purchase Order is processed in eProcure

5. Add the Banner Purchase Order Number and Amount to the description field
6. Add the Banner Purchase Order Number to the ‘User Defined Field’
   a. Click ‘Edit’ then select ‘User Defined Fields’ from the ‘Action’ menu
   b. Type the Banner PO Number then click ‘Done’

7. Attach a copy of the Banner Purchase Order as a Related Document – Type: Banner PO
   a. Click ‘Related Documents’
b. Click ‘Add’

c. Chose the file and click ‘Next’

d. Make sure the Title meets Document naming standards and chose the Document Type = Banner PO
e. Click ‘Next’ until you reach the Related Documents screen, then click ‘Save’

8. Update the status to **ORDERED** and SAVE

**STATUS: ORDERED**

**RESPONSIBILITY: FINANCE MANAGER**

1. Receive goods and/or services
2. For ‘Non-Stock’ Line Items – Create Purchase Receive and Disbursement Records when appropriate (Service Line Items do not require this step)

   a. From the Purchase Order record, select ‘Purchase Receive’ from the ‘Action’ menu
b. Click on the Line Item Number

c. Confirm or update the number received and click ‘Done’

 d. SAVE
e. Click ‘Edit’ then update the Status to indicate whether the purchase was fully or partially received

f. SAVE

g. Select ‘Purchase Disbursement’ from the ‘Action’ menu
h. Confirm or update the Component to which the Purchase should be disbursed and SAVE

3. Process Purchase Order Invoice(s)

4. When the Purchase Order is completely paid down, close the Purchase Order by updating the status to **CLOSED** and SAVE

**STATUS: CLOSED**

**STATUS: CANCELED**
PURCHASE ORDER INVOICE

Primary Responsibility: Finance Manager

Secondary Responsibilities: Accounts Payable

Approver: Project Manager

PURCHASE ORDER INVOICE PROCESS

WorkDesk → Accounts Payable → Purchase Order Invoice

STATUS: OPEN

RESPONSIBILITY: FINANCE MANAGER

1. Search and select the Purchase Order to which the invoice should be applied
   
   *Note: Non-Service Line Items must be received and disbursed before they can be applied to an Invoice*

   a. From the main WorkDesk, select ‘Accounts Payable’
b. Click the ‘New’ icon next to ‘Purchase Order Invoice’

c. Find the Purchase Order to which the Invoice should be applied by searching by PO Number, PO Description, or Capital Project. Click ‘Execute’ to search.

d. Select the appropriate Purchase Order from the query results
e. Select the appropriate Line Items and then click ‘Done’

2. Create the Purchase Order Invoice by completing the following steps:
   a. Enter the Invoice Number and Date from the Contractor’s Invoice

   b. Enter the Invoice Description: Purchase Order Description - Invoice #

   *NOTE – the Purchase Order Description can be copied from the ‘Purchase Order’ field and paste into the Description field

   Example: 9663 - MCCONNELL HVAC - CODE LYNX - SECURITY CAMERAS - P0029698 - Inv 15485
c. Confirm/adjust the Line Item(s) Quantity and Amount as needed
   
i. To adjust the Line Item, click on the Line Item Number

   ii. Adjust the ‘Accepted Quantity’ and/or ‘Accepted Unit Cost’
d. Confirm that the Disbursement is correct

![Disbursement screen](image)

e. From the Line Item Screen, select ‘Expense Allocation’ from the ‘View’ menu

![Expense Allocation screen](image)
f. Accounts – Enter the Invoice Amount in the ‘Line Expensed’ column

Funding Source – Determine to which Funding Source(s) the Invoice should be allocated. Enter the amount in the appropriate Funding Source ‘Line Expensed’ column.

g. Click ‘Done’ until you return to the main Invoice screen and then click SAVE
3. Attach a PDF copy of the invoice as a Related Document – Document Type: CPPM PO INVOICE
   a. Click ‘Related Documents’
   
   ![Image of Related Documents]

   b. Click ‘Edit’
   
   ![Image of Related Documents Edit]

   c. Click ‘Add’ to add a new Document
   
   ![Image of Related Documents Add]
d. Chose the Document File and click ‘Next’

![Image of file upload screen]

- Chose the file to upload
- Click ‘Choose File’

![Image of file upload screen]

- Ensure that the File Name meets document naming standards.
- Select the Document Type: CPPM PO INVOICE

![Image of document type selection]

- Type: CPPM PO Invoice

- Ensure the File Name is compliant.

![Image of file name]

- File Name: [Valid Name]

- Click ‘Next’ until you return to the Related Documents screen, then SAVE.
g. Click the AiM ‘Back’ button to return to the Invoice record. Do not click the Browser ‘Back’ button

4. Update the Purchase Order Invoice status to **PM REVIEW**
   a. Click the ‘Edit’ button to return to edit mode

   ![Edit button screenshot](image1)

b. Click the ‘Zoom’ icon on the ‘Status’ field

   ![Zoom icon screenshot](image2)
c. Select the status PM REVIEW

![Image of PM REVIEW status selection]

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPEN</td>
<td>OPEN PURCHASE ORDER INVOICE</td>
</tr>
<tr>
<td>SUPERVISOR</td>
<td>SUPERVISOR REVIEWS PURCHASE ORDER INVOICE</td>
</tr>
<tr>
<td>PM REVIEW</td>
<td>PM REVIEW PURCHASE ORDER INVOICE</td>
</tr>
<tr>
<td>IT REVIEW</td>
<td>INFORMATION TECHNOLOGY REVIEW VO INVOICE</td>
</tr>
<tr>
<td>APPROVED</td>
<td>SUPERVISOR APPROVES PURCHASE ORDER INVOICE</td>
</tr>
<tr>
<td>DENIED</td>
<td>SUPERVISOR DENIES INVOICE, RETURNS IT TO FINANCE FOR CORRECTION</td>
</tr>
<tr>
<td>AP REVIEW</td>
<td>FINANCE SENTS INVOICE TO ACCOUNTS PAYABLE FOR PAYMENT</td>
</tr>
<tr>
<td>DISAPPROVED</td>
<td>ACCOUNTS PAYABLE DENIES INVOICE, RETURNS IT TO FINANCE GROUP FOR CORRECTION</td>
</tr>
<tr>
<td>ACCEPTED</td>
<td>ACCOUNTS PAYABLE ACCEPTS INVOICE</td>
</tr>
<tr>
<td>REJECTED</td>
<td>OPEN PURCHASE ORDER INVOICE HAS BEEN REJECTED. RECORD CANNOT BE MODIFIED.</td>
</tr>
</tbody>
</table>

![Image of purchase order invoice]

<table>
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</thead>
<tbody>
<tr>
<td>PM REVIEW</td>
<td>C1</td>
</tr>
</tbody>
</table>

STATUS: PM REVIEW
RESPONSIBILITY: PROJECT MANAGER

1. Review the Purchase Order Invoice Record
2. Is the Invoice accurate?
   a. If yes, update the status to APPROVED
   b. If no, update the status to DENIED and add a note explaining why. Work with the Contractor to amend the invoice.

STATUS: DENIED
RESPONSIBILITY: FINANCE MANAGER

1. Review the denied Invoice and any associated notes
2. Adjust the Invoice as appropriate and attach the revised Invoice as a Related Document
3. Update the status to **PM REVIEW** to return it to the Project Manager

**STATUS: APPROVED**

**RESPONSIBILITY: FINANCE MANAGER**

1. Review the Invoice record
2. Update the status to **AP REVIEW** and SAVE

**STATUS: AP REVIEW**

**RESPONSIBILITY: ACCOUNTS PAYABLE**

1. Receive notification via email and on the WorkDesk Query

2. Click on the Transaction Number to access the Invoice Record
3. Review the Invoice record

4. Download the Invoice PDF
   a. Click ‘Related Documents’
5. Is the Invoice acceptable?

IF YES, update the status to **ACCEPTED**

a. Click 'Edit'

b. Click the 'Zoom' icon on the 'Status' field
c. Select the status **ACCEPTED**

![Diagram showing the status selection](image)

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<td>PR REVIEW</td>
<td>PA REVIEW PURCHASE ORDER INVOICE</td>
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<td>C REVIEW</td>
<td>INFORMATION TECHNOLOGY REVIEW PURCHASE ORDER</td>
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<tr>
<td>APPROVED</td>
<td>SUPERVISOR APPROVE PURCHASE ORDER INVOICE</td>
</tr>
<tr>
<td>DENIED</td>
<td>SUPERVISOR DENIES INVOICE, RETURNS IT TO FINANCE FOR CORRECTION</td>
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<td>AS REVIEW</td>
<td>FINANCE GROUP INVOICE TO ACCOUNTS PAYABLE FOR PAYMENT</td>
</tr>
<tr>
<td>DECLINED</td>
<td>ACCOUNTS PAYABLE DECLARE INVOICE, RETURNS IT TO FINANCE GROUP FOR CORRECTION</td>
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<tr>
<td>ACCEPTED</td>
<td>OPEN PURCHASE ORDER INVOICE HAS BEEN ACCEPTED</td>
</tr>
<tr>
<td>REJECTED</td>
<td>OPEN PURCHASE ORDER INVOICE HAS BEEN REJECTED, RECORD CANNOT BE EDITED OR CORRECTED</td>
</tr>
</tbody>
</table>

**d. SAVE**

![Diagram showing the save button](image)

**IF NO**, create a note explaining why and update the status to **DECLINED**

a. Click ‘Notes Log’

![Diagram showing the notes log button](image)
b. Click ‘Add’

![Image of AIM interface with 'Add' button highlighted]

- Click on 'Add' to proceed.

---

c. Enter the Note and select the Note Type

![Image of AIM interface with 'Note' section highlighted]

- Enter your note in the text box provided.
- Choose the appropriate Note Type from the dropdown menu.

---

d. SAVE

![Image of AIM interface with 'Save' button highlighted]

- Click the 'Save' button to save your note.
e. Click ‘Done’

f. Click ‘Edit’

g. Click the ‘Zoom’ icon on the ‘Status’ field
h. Select the status DECLINED

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<td>INFORMATION TECHNOLOGY REVIEWS PURCHASE ORDER</td>
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<td>SUPERVISOR APPROVES PURCHASE ORDER INVOICE</td>
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<tr>
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<td>SUPERVISOR DENIES PURCHASE ORDER INVOICE, RETURNS IT TO FINANCE FOR CORRECTION</td>
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<tr>
<td>APPLIED</td>
<td>FINANCE SENDS PURCHASE ORDER TO ACCOUNTS PAYABLE FOR PAYMENT</td>
</tr>
<tr>
<td>DECLINED</td>
<td>ACCOUNTS PAYABLE DISCLAIMS PURCHASE ORDER, RETURNS IT TO FINANCE FOR CORRECTION</td>
</tr>
<tr>
<td>ACCEPTED</td>
<td>ACCOUNTS PAYABLE ACCEPTS PURCHASE ORDER</td>
</tr>
<tr>
<td>REJECTED</td>
<td>OPEN PURCHASE ORDER INVOICE HAS BEEN REJECTED, RECORD CAN NO LONGER BE EDITED OR REJECTED</td>
</tr>
</tbody>
</table>

i. SAVE

STATUS: ACCEPTED
RESPONSIBILITY: ACCOUNTS PAYABLE

1. Process the Invoice in Banner Finance
2. Pay the Invoice
STATUS: DECLINED

RESPONSIBILITY: FINANCE MANAGER

1. Review the declined invoice and any associated notes
2. Resolve issues
3. Adjust the invoice as appropriate
4. Update the status to **AP REVIEW** to return it to Accounts Payable
TECHNOLOGY PURCHASE ORDER INVOICE

Primary Responsibility: Finance Manager
Secondary Responsibilities: Accounts Payable
Approver: Information Technology

TECHNOLOGY PURCHASE ORDER INVOICE PROCESS

*WorkDesk → Accounts Payable → Purchase Order Invoice*

STATUS: OPEN
RESPONSIBILITY: FINANCE MANAGER

1. Search and select the Purchase Order to which the invoice should be applied.
   
   *Note: Non-Service Line Items must be received and disbursed before they can be applied to an Invoice.*
   
   a. From the main WorkDesk, select ‘Accounts Payable’
b. Click the ‘New’ icon next to ‘Purchase Order Invoice’

c. Find the Purchase Order to which the Invoice should be applied by searching by PO Number, PO Description, or Capital Project. Click ‘Execute’ to search.

d. Select the appropriate Purchase Order from the query results
2. Create the Purchase Order Invoice by completing the following steps:
   a. Enter the Invoice Number and Date from the Contractor’s Invoice
b. Enter the Invoice Description: Purchase Order Description - Invoice #

*NOTE – the Purchase Order Description can be copied from the ‘Purchase Order’ field and paste into the Description field

Example: 9663 - MCCONNELL HVAC - CODE LYNX - SECURITY CAMERAS - P0029698 - Inv 15485

c. Confirm/adjust the Line Item(s) Quantity and Amount as needed

i. To adjust the Line Item, click on the Line Item Number
ii. Adjust the ‘Accepted Quantity’ and/or ‘Accepted Unit Cost’

d. Confirm that the Disbursement is correct
e. From the Line Item Screen, select ‘Expense Allocation’ from the ‘View’ menu

f. Accounts – Enter the Invoice Amount in the ‘Line Expensed’ column

Funding Source – Determine to which Funding Source(s) the Invoice should be allocated. Enter the amount in the appropriate Funding Source ‘Line Expensed’ column
3. Attach a PDF copy of the invoice as a Related Document – Document Type = CPPM PO INVOICE
   a. Click ‘Related Documents’
   b. Click ‘Edit’

   g. Click ‘Done’ until you return to the main Invoice screen and then click SAVE
c. Click ‘Add’ to add a new Document

d. Chose the Document File and click ‘Next’

e. Ensure that the File Name meets document naming standards. Select the Document Type: CPPM PO INVOICE
f. Click ‘Next’ until you return to the Related Documents screen, then SAVE

4. Update the Purchase Order Invoice status to **IT REVIEW**
   a. Click the ‘Edit’ button to return to edit mode

   **Click the AiM ‘Back’ button to return to the Invoice record. Do not click the Browser ‘Back’ button.**
b. Click the ‘Zoom’ icon on the ‘Status’ field

c. Select the status **IT REVIEW**

d. **SAVE**

**STATUS: IT REVIEW**

**RESPONSIBILITY: INFORMATION TECHNOLOGY**
1. Review the Purchase Order Invoice Record
2. Is the Invoice accurate?
   a. If yes, update the status to **APPROVED**
   b. If no, update the status to **DENIED** and add a note explaining why. Work with the Contractor to amend the invoice.

**STATUS: DENIED**

**RESPONSIBILITY: FINANCE MANAGER**

1. Review the denied invoice and any associated notes
2. Adjust the invoice as appropriate and attach the revised Invoice as a Related Document
3. Update the status to **IT REVIEW** to return it to Information Technology

**STATUS: APPROVED**

**RESPONSIBILITY: FINANCE MANAGER**

1. Review the Invoice record
2. Update Submitted Date
3. Update the status to **AP REVIEW** and SAVE

**STATUS: AP REVIEW**

**RESPONSIBILITY: ACCOUNTS PAYABLE**

1. Receive notification via email and on the WorkDesk Query
2. Click on the Transaction Number to access the Invoice Record
3. Review the Invoice record

4. Download the Invoice PDF
   
   a. Click ‘Related Documents’
b. Click on the Thumbnail of the Invoice Document

5. Is the Invoice acceptable?
   
   IF YES, update the status to **ACCEPTED**

   a. Click ‘Edit’
b. Click the ‘Zoom’ icon on the ‘Status’ field

c. Select the status **ACCEPTED**

d. **SAVE**
IF NO, create a note explaining why and update the status to **DECLINED**

a. Click ‘Notes Log’

b. Click ‘Add’

c. Enter the Note and select the Note Type
d. SAVE

e. Click ‘Done’

f. Click ‘Edit’

g. Click the ‘Zoom’ icon on the ‘Status’ field
h. Select the status **DECLINED**

i. **SAVE**
STATUS: ACCEPTED
RESPONSIBILITY: ACCOUNTS PAYABLE

1. Process the Invoice in Banner Finance
2. Pay the Invoice

STATUS: DECLINED
RESPONSIBILITY: FINANCE MANAGER

1. Review the declined invoice and any associated notes
2. Resolve issues
3. Adjust the invoice as appropriate
4. Update the status to **AP REVIEW** to return it to Accounts Payable
DIRECT EXPENSE

Primary Responsibility: Finance Manager

Approver: Project Manager

DIRECT EXPENSE PROCESS

WorkDesk → Finance → Direct Expense

STATUS: OPEN

RESPONSIBILITY: FINANCE MANAGER

1. Create the Direct Expense record by completing the following steps:

   a. From the main WorkDesk, click on ‘Finance’

   b. Click on the ‘New’ icon next to ‘Direct Expense’
c. Select the Capital Project, Component Group, and Component

d. Select the Contractor
e. **Select the Payment Method**

f. **Add the Description:** Project Number – Project Name – Contractor – Items Purchased - Method of Payment (i.e. PCard, EA, etc.)
g. Employee ID - Select the Project Manager

h. Enter the Part, Unit of Measurement, and Quantity (NOT REQUIRED)

i. Select the Subledger and Expense Type
j. Enter the Amount and refresh totals

k. Enter any applicable Invoice Number, Purchase Order Code, and dates

2. Confirm the Expense Allocation
a. Select ‘Expense Allocation’ from the ‘View’ menu

b. Confirm that the expense is allocated to the correct Index and Funding Source(s) then click ‘Done’

3. SAVE
4. Update the status to **PM REVIEW** and SAVE

**STATUS: PM REVIEW**

**RESPONSIBILITY: PROJECT MANAGER**

1. Review the Direct Expense Record.
2. Is the Direct Expense record accurate?
   a. If yes, update the status to **POSTED**.
   b. If no, update the status to **REJECTED** and add a note explaining why

**STATUS: POSTED**
**STATUS: REJECTED**
**STATUS: CANCELED**
**STATUS: VOIDED**