

# Invoice Approval Process – Business Contact

## Useful Information

At the ANU, invoices, reimbursement and other Accounts Payable requests are processed electronically through the finance system, ES Financials. The finance system has an in-built workflow process that forms part of the audit trail for the payments.

A five-step approval process as follows:

1. Admin Initial Review (Central Finance)
2. Business Contact (College)
3. Financial Delegate (College)
4. Admin Final Review (Central Finance)
5. Finance Review (Central Finance)

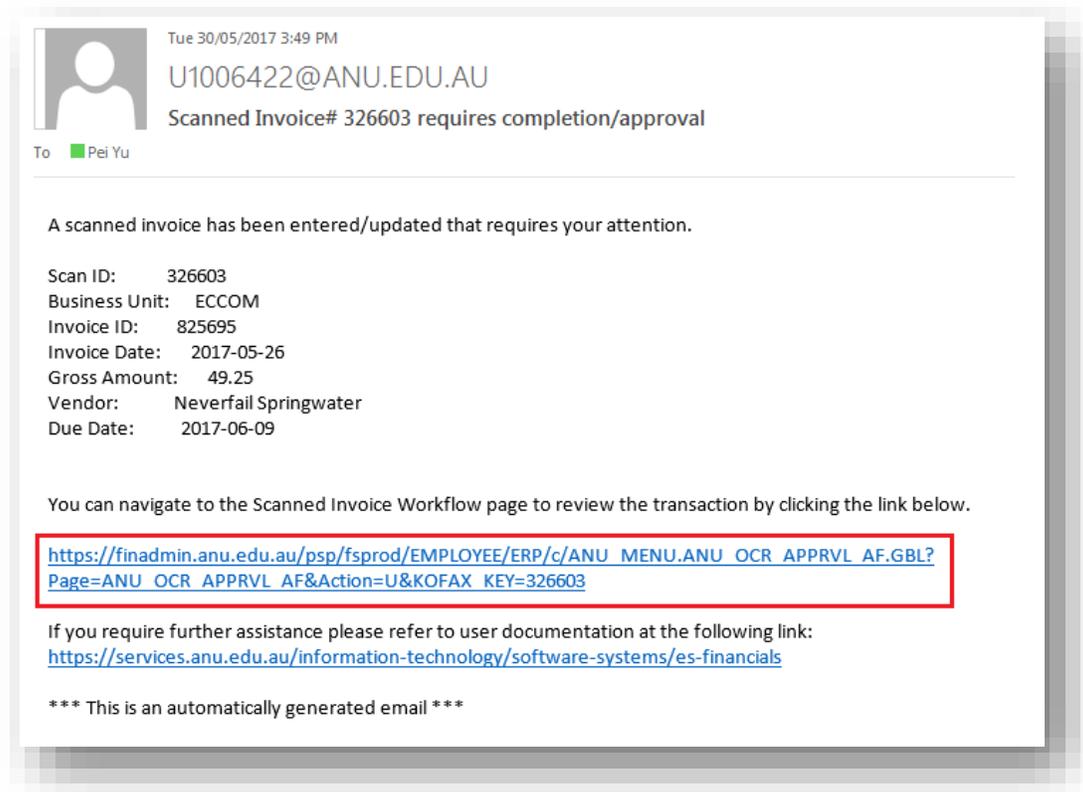
*\*If the invoice was raised based on an ANU purchase order (PO)<sup>1</sup>, step 3 is not required because PO has been approved by delegate when it's raised so that only confirmation of goods received by Business Contact is required before payment.*

Sufficient reimbursement and A/P voucher requests are processed and paid within Central Finance instead of sent to college.

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<sup>1</sup> A purchase order (PO) is a commercial document and first official offer issued by a buyer to a seller to control the purchasing of products and services from external suppliers.

1. If there is an invoice requiring your attention you will receive an email like the one below:



- Click on the highlighted link. This which will take you to the ES Finance system.
  - Enter your University ID and password (different from HORUS) to login. If you don't have the access, please contact CBE Finance ([finance.cbe@anu.edu.au](mailto:finance.cbe@anu.edu.au)).
2. Once you have logged in, you will be shown the Workflow Summary page for the invoice. Check the following to confirm that the invoice is 'Pending' with you as the Business Contact.

**Scanned Invoice Allocation**

Business Unit: ECCOM Voucher ID: Area / Team: 000169 CBE Executive  
 Business Contact: U4046797 Barclay,Louise Origin: SIW  
 Financial Delegate:

**Approvals/Workflow**

**Data Collection/Validation**

**Scan ID = 328922: Pending** Start New Path

Collect/Validate Data

Approved  
 Ding,Wenjie  
 Admin Initial Review  
 06/08/17 - 2:41 PM

Pending  
 Barclay,Louise  
 Business Contact

Not Routed  
 Multiple Approvers  
 Financial Delegate

Not Routed  
 Multiple Approvers  
 Admin Final Review

Not Routed  
 Multiple Approvers  
 Finance Review

3. Click "Scanned Invoice" to review the scanned copy of the tax invoice.  
*\*If you have been incorrectly assigned as the Business Contact, refer to Section D on how to amend this.*
4. Please check the following details in the invoice against what has been entered in the system:
  - invoice number;
  - amount including the currency; and
  - GST.

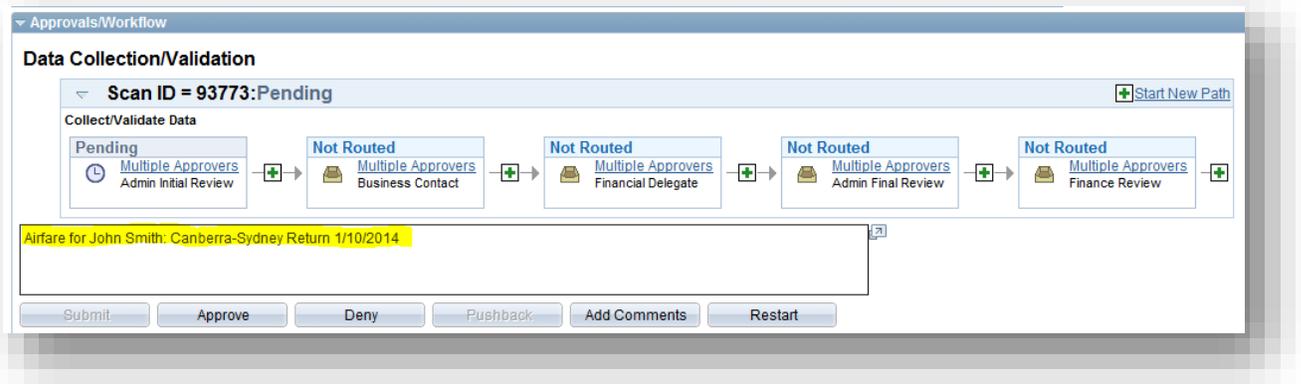
**Workflow Summary** | Invoice Lines | PO Search | Payments | Scan Audit History

Scanned Invoices

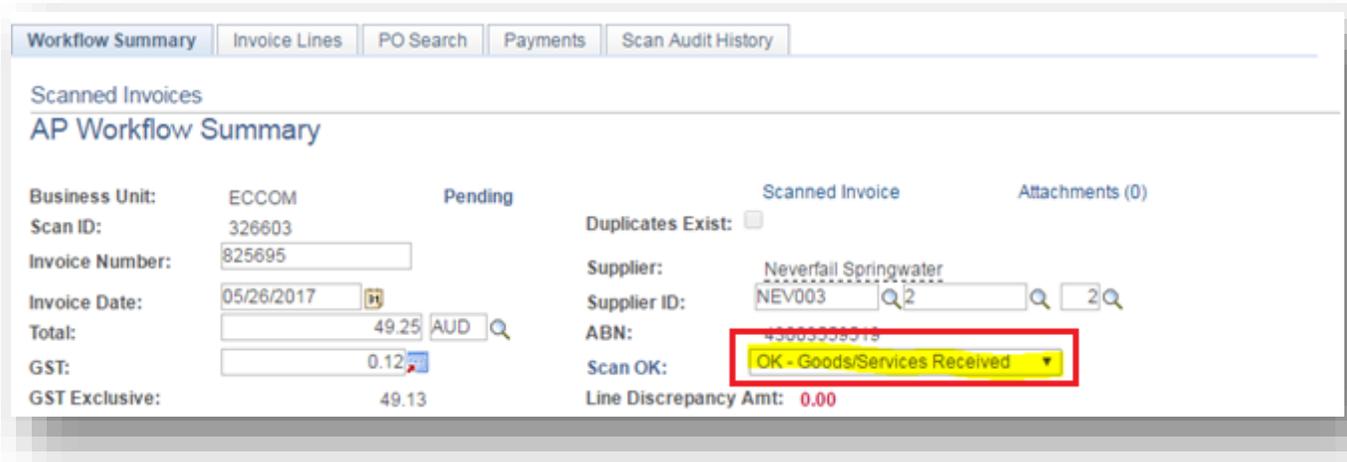
**AP Workflow Summary**

Business Unit: ECCOM Pending Scanned Invoice Attachments (0)  
 Scan ID: 326603 Duplicates Exist:   
 Invoice Number: 825695 Supplier: Neverfail Springwater  
 Invoice Date: 05/26/2017 Supplier ID: NEV003 2  
 Total: 49.25 AUD ABN: 43003559519  
 GST: 0.12 Scan OK:  
 GST Exclusive: 49.13 Line Discrepancy Amt: 0.00

Please leave a comment to central finance in comments field if any of the above does not comply with invoice.



5. Set the 'Scan OK' field to 'OK – Goods/Services Received' to validate that the invoice is OK to pay



6. Attach any relevant documentation by clicking the 'Attachments' button:

Possible Attachments:

- FBT Form
- Supporting/Approval email

Workflow Summary		Invoice Lines	PO Search	Payments	Scan Audit History
Scanned Invoices					
AP Workflow Summary					
Business Unit:	ECCOM	Pending	Scanned Invoice	Attachments (0)	
Scan ID:	326603	Duplicates Exist:	<input type="checkbox"/>		
Invoice Number:	825695	Supplier:	Neverfail Springwater		
Invoice Date:	05/26/2017	Supplier ID:	NEV003	2	2
Total:	49.25	ABN:	43003559519		
GST:	0.12	Scan OK:			
GST Exclusive:	49.13	Line Discrepancy Amt:	0.00		

- Select the appropriate Financial Delegate (this field is mandatory) if this field is empty.

*\*If you are also the Financial Delegate, the approval as Financial Delegate will occur automatically once you have approved the invoice as the Business Contact. No further action will be required as the Financial Delegate.*

Scanned Invoice Allocation			
Business Unit:	ECCOM	Voucher ID:	
Business Contact:	U5345881	Area / Team:	000160 CBE Administration
Financial Delegate:	U4586158	Origin:	SIW
	Cheng Ruhui		

- The comments field can be utilised to provide any additional information regarding the invoice. Please note that if the invoice relates to a light meal, include the following in the comments field to avoid any FBT charges:

*"I certify that this expenditure is related to a light meal for [name of event] at [location] on DD/MM/YY"*

Approvals/Workflow

### Data Collection/Validation

Scan ID = 93773:Pending [Start New Path](#)

Collect/Validate Data

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    Pending (Multiple Approvers Admin Initial Review)
    → Not Routed (Multiple Approvers Business Contact)
    → Not Routed (Multiple Approvers Financial Delegate)
    → Not Routed (Multiple Approvers Admin Final Review)
    → Not Routed (Multiple Approvers Finance Review)
  
```

Airfare for John Smith: Canberra-Sydney Return 1/10/2014

Submit Approve Deny Pushback Add Comments Restart

9. Select the 'Invoice Lines' tab and enter the General Ledger (GL) code (also known as charge code). Feel free to change 'Description' if it does not make sense.

Workflow Summary **Invoice Lines** PO Search Payments Scan Audit History

### Scanned Invoices

#### Invoice Lines

-Invoice is Overdue - please process quickly

Enter basic information for a Non-Purchase Order invoice

Business Unit: ECCOM Pending Scanned Invoice Attachments (0)

Scan ID: 329037 Duplicates Exist:

Invoice Number: 00000989 Supplier: As You Like It

Invoice Date: 05/09/2017 Supplier ID: 0000030733

Total: 778.00 AUD ABN: 80064634140

GST: 70.73 Scan OK: OK - Goods/Services Received

GST Exclusive: 707.27 Line Discrepancy Amt: 0.00

Calculate Validate Data

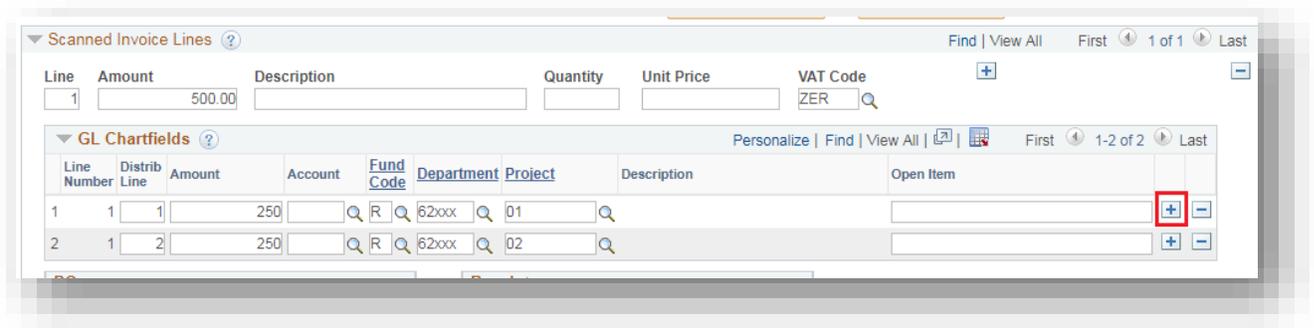
#### Scanned Invoice Lines

Line	Amount	Description	Quantity	Unit Price	VAT Code
1	707.27	Seminar Catering 2 & 3 May			GST

#### GL Chartfields

Line Number	Distrib Line	Amount	Account	Fund Code	Department	Project	Description	Open Item
1	1	707.27	5602	R	62XXX	XXXX	Light Meals Non - FBT	

Split payment to multiple GL codes:



10. Return to the 'Workflow Summary' tab and click on the 'Approve' button to save and approve the invoice.

*\*This payment will now be submitted to the selected delegate for financial approval or to Central Finance for final approval.*