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), 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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1 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:

![Email Image]

- Click on the highlighted link. This 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).

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.
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.
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
7. 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.

8. 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”
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.

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.*