Office of the Chief Financial Officer

Accounts Payable: Invoice Processing Invoice Certification

Note: The application is most effective in the latest version of Mozilla Firefox for Windows and Mac users. In each browser, pop up blockers must be turned off.

Purpose

The purpose of this document is to guide certifiers through the steps to take action on invoices.

Procedure

Certification of an invoice is set on the Purchase Order and allows the certifier to acknowledge that services/goods have been performed/received. Providing this certification is acknowledging that the invoice has been reviewed and the payment should be made to the vendor for the services/goods that have been received on behalf of the Laboratory. It is expected that the certifier performs this review in an expeditious fashion to allow payment to be made within terms of the vendor's subcontract. Any discrepancies that prevent the certifier the inability to certify the invoice are reported to the Accounts Payable department as soon as they are discovered.

The Accounts Payable Automation system will route the invoice to the named certifier on the PO for certification. If the invoice is over $100K and is associated with a purchase order that is equal to or greater than $1M the, system will route the invoice to the Signature Authority System (SAS) approver and responsible buyer to gain their approval and concurrence respectively. If the PO is associated with travel and the vendor has billed for travel related expenses, the system will route the invoice to the Travel Team for their review. Once all appropriate approvals have been received, the invoice is released from hold and payment is made.

The certifier has several available actions that can be taken on an invoice.

- Selecting "certify" allows the invoice to move through the workflow and payment to be released to the vendor.
- Selecting "issue" allows the certifier to return the invoice to Accounts Payable for resolution of an issue (e.g. the invoice does not contain back up or the invoice has a discrepancy).
- Selecting "reject" allows the certifier to decline the invoice for payment.
- Selecting "researching" allows the certifier to place the invoice on hold for later action (by the certifier).
- Selecting "short pay" allows the certifier to return the invoice to Accounts Payable to adjust the invoice amount to be paid.

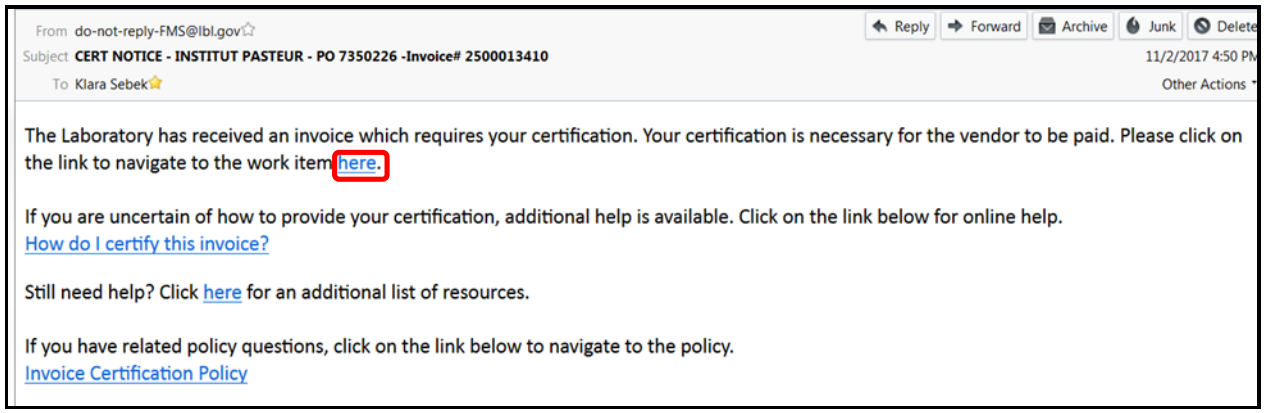
The certifier can take action on an invoice awaiting certification in two ways:

1. Taking Action - Email Notification.
2. Taking Action - Accessing Work Queue.

Procedure Steps

Taking Action – Email Notification

1. Open the email notification from do-not-reply-FMS@lbl.gov and click on the hyperlink to access the invoice in the Intellego system.


From do-not-reply-FMS@lbl.gov
Subject CERT NOTICE - INSTITUT PASTEUR - PO 7350226 -Invoice# 2500013410
To Klara Sebek

Reply | Forward | Archive | Junk | Delete
11/2/2017 4:50 PM
Other Actions

The Laboratory has received an invoice which requires your certification. Your certification is necessary for the vendor to be paid. Please click on the link to navigate to the work item here.

If you are uncertain of how to provide your certification, additional help is available. Click on the link below for online help.
How do I certify this invoice?

Still need help? Click here for an additional list of resources.

If you have related policy questions, click on the link below to navigate to the policy.
Invoice Certification Policy

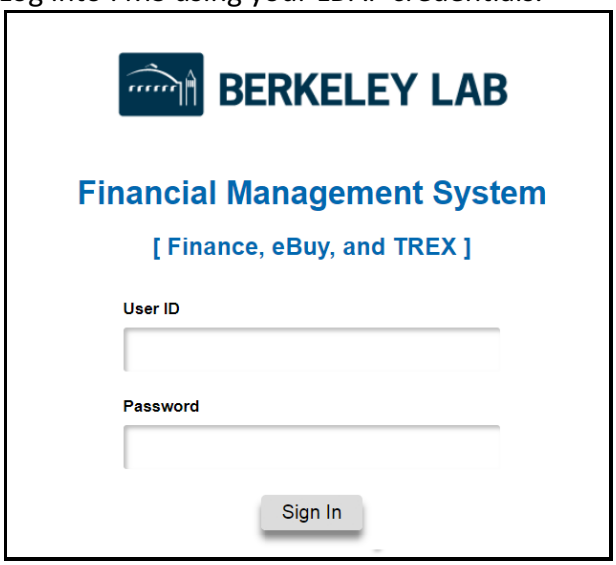
2. The hyperlink will launch two windows; one contains the Financial Management System (FMS) screen and the second will open the Approval Workflow Screen in the Intellego (AP) system.

FMS Screen	Intellego Approval Workflow Screen
☐ Displays the Project ID the invoice is posted to ☐ Indicates which lines of the PO will be charged ☐ Shows the dollar value for each line of distribution	☐ Displays an image of the invoice ☐ Allows for action by the Certifier ○ Certification of invoice ○ Communication of an issue ○ Rejection of the invoice ○ Research (by Certifier) ○ Request short payment ☐ Allows certifier to add attachments to original invoice

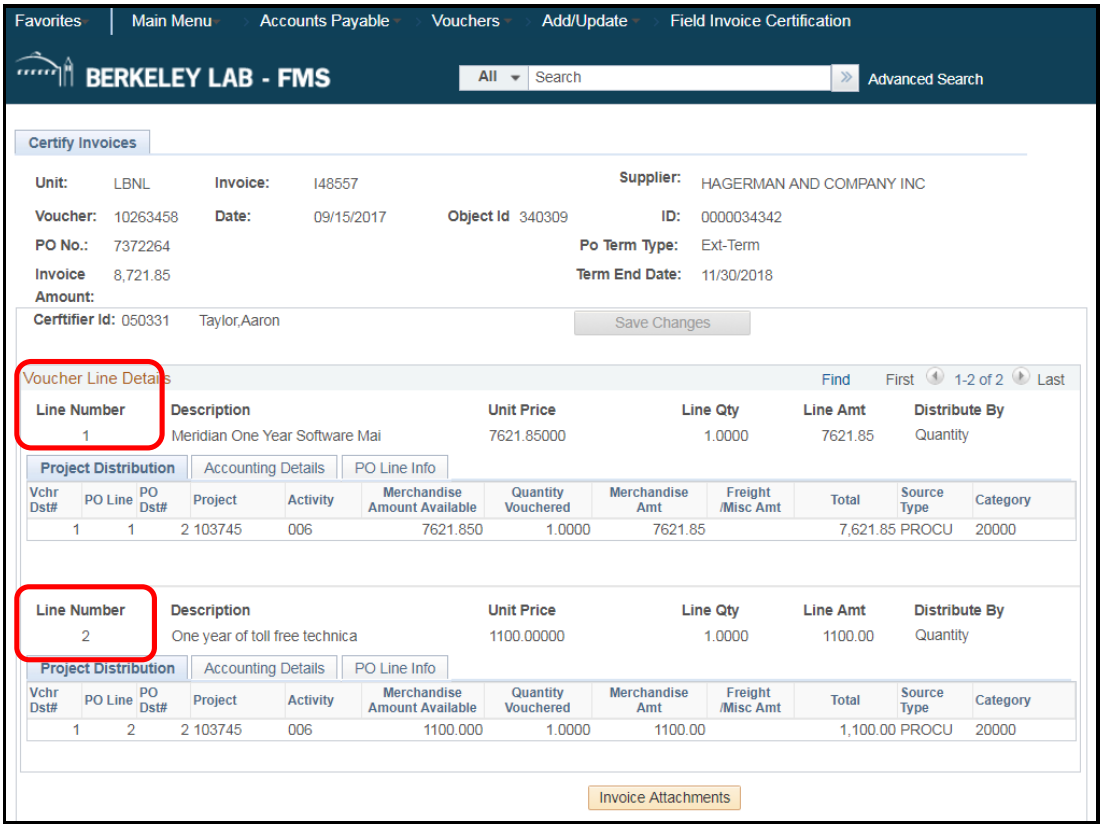
Note: When not on LBL network or using Wi-Fi you must use VPN to access the Intellego system.

FMS Invoice Certification Screen (Voucher Detail)

1. Log into FMS using your LDAP credentials.

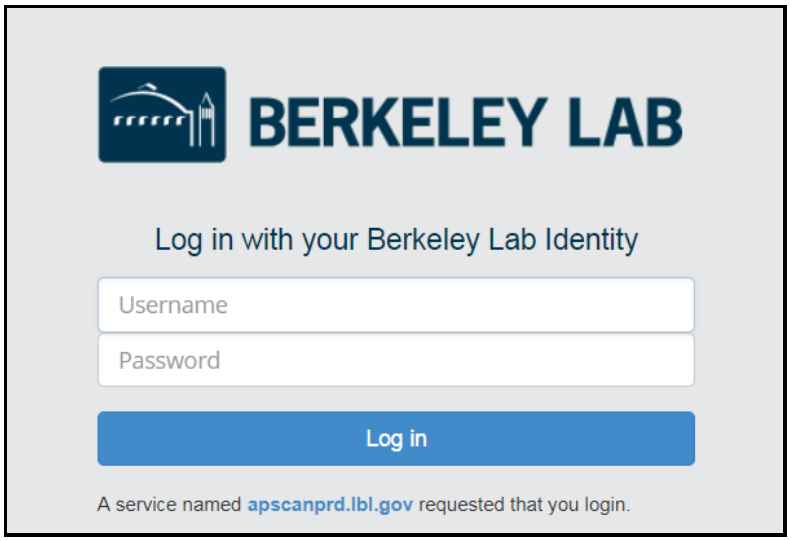


2. Once in the FMS system, the "Certify Invoices" screen will be displayed with the detailed information pertaining to the invoice/voucher for the certifier's review. It is important to verify that the correct PO line(s) are used on the voucher.

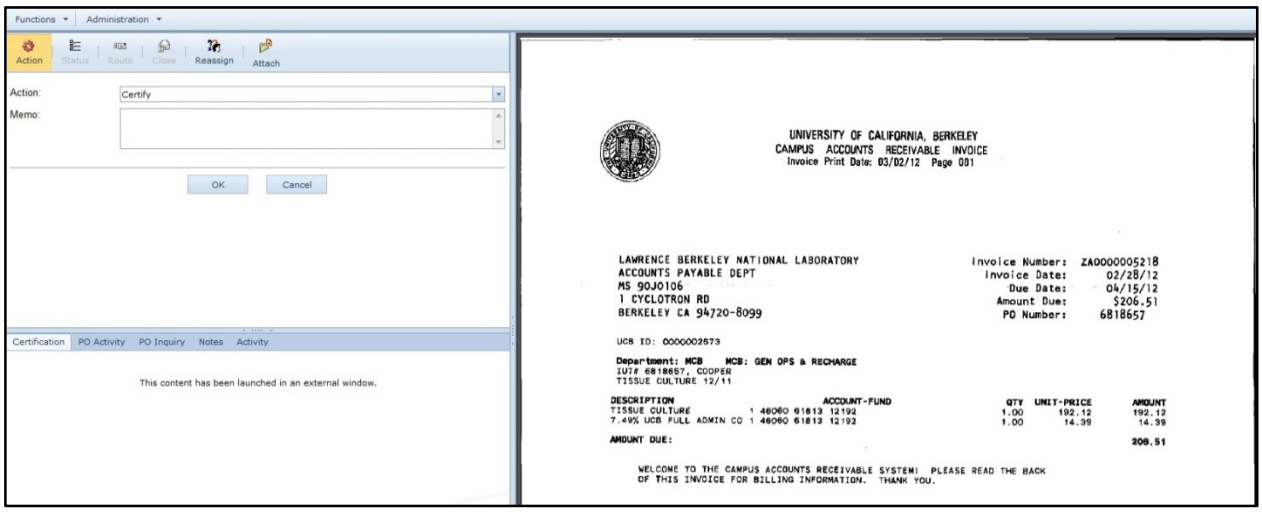


Intellego - Approval Workflow Screen

1. Log into the Intellego system using your LDAP credentials.

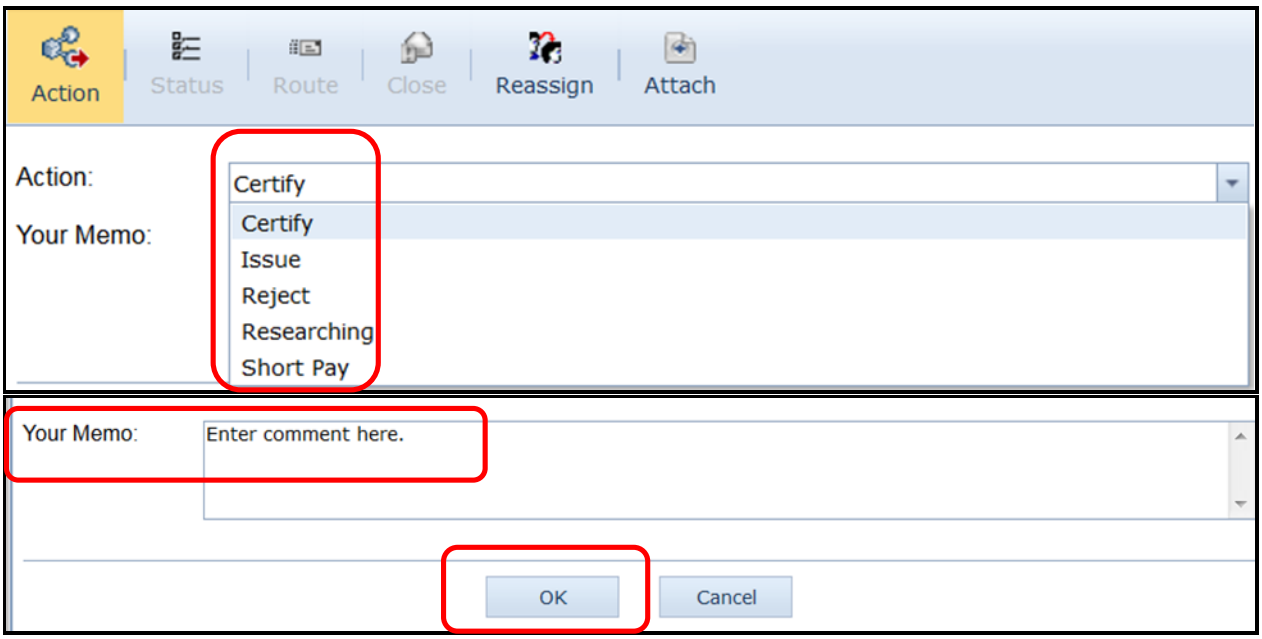


2. The workflow screen is presented for review of the invoice and to take the appropriate action.

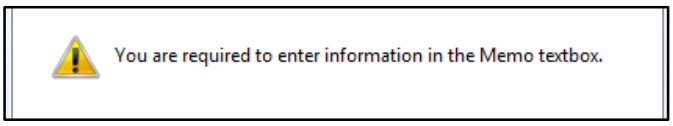


3. There are five Actions available from the drop-down menu:

Action	Description
Certify	This action allows the certifier to approve invoice for payment.
Issue	This action allows the certifier to communicate problems with the invoice to Accounts Payable. The invoice is routed back to the Accounts Payable team to take a follow up action.
Reject	This action allows the certifier to decline the invoice for payment. This should only be used if the vendor is not to be paid for the services or goods rendered. This routes the invoice back to the Accounts Payable team to take a follow up action.
Researching	This action is used to keep the work item with the certifier to allow time for external research on the appropriateness of the item.
Short Pay	This action allows the certifier to approve the invoice for payment at an amount less than what was invoiced. This routes the invoice back to the Accounts Payable team to take a follow up action.



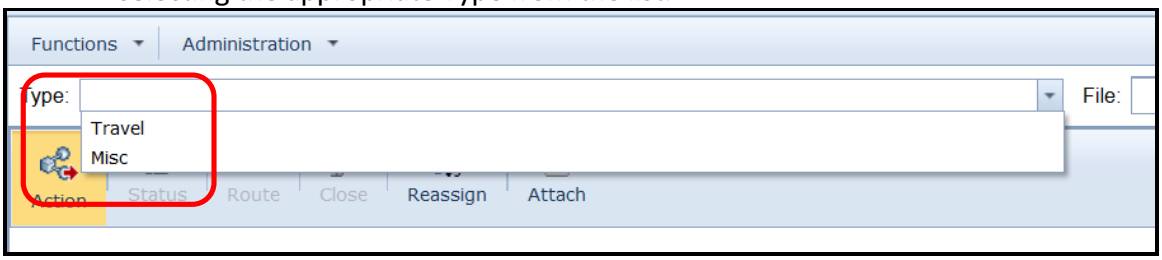
4. If the item is placed in the actions of “Issue,” “Reject,” “Researching,” or “Short Pay,” the memo box must be populated with detailed text summarizing the issue and the steps to be taken to resolve. If this area is left blank, the pop up screen below is displayed.



5. The certifier has the ability to attach additional backup if needed. An example of this usage is if the vendor did not supply the needed support to back up their travel. The certifier can attach these additional supporting pages to the invoice. This back up is retained and archived with the document.

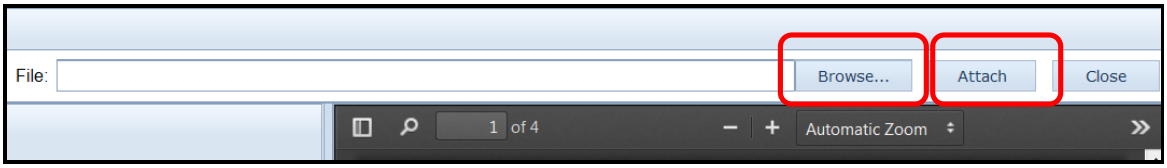
Note: Skip these steps (a. b. c.) if the original invoice is complete as presented.

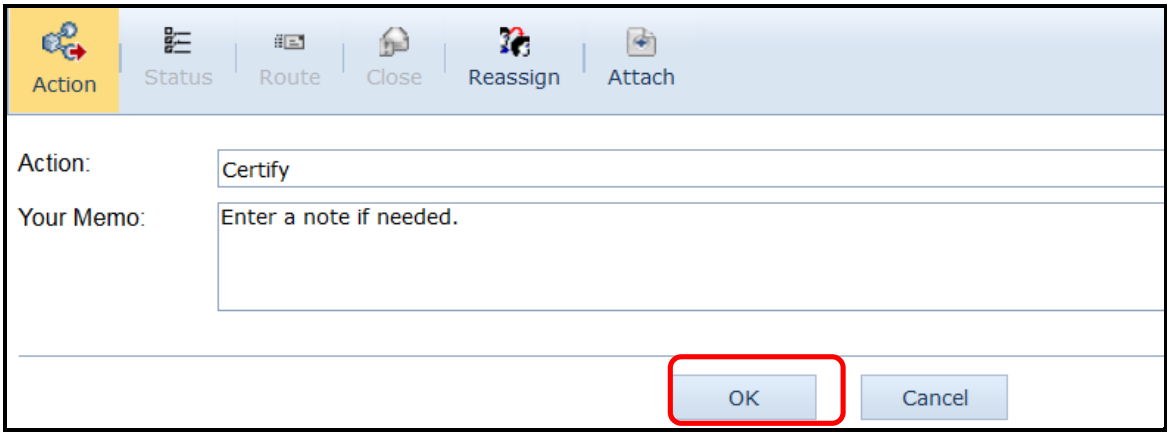
a. Select the **Type** of attachment by clicking the drop down arrow and selecting the appropriate Type from the list.



b. Click **Browse**, select the file you want, and click **Attach.**

c. After taking the appropriate action, select **OK.**





Note: PDF Formats are the preferred file type for this functionality.

6. The invoice certification is now complete.

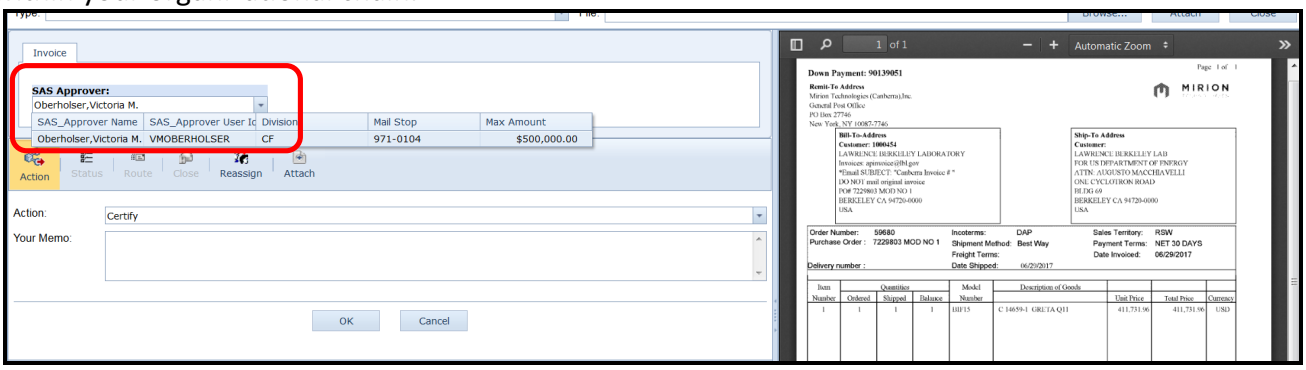
Certifying Invoices that Require SAS Approval

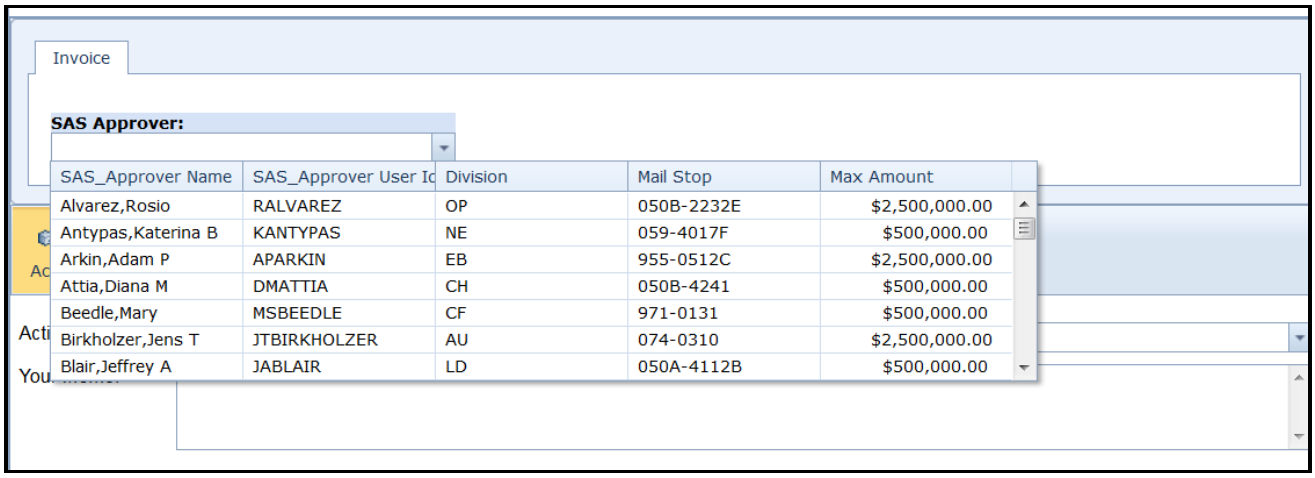
High dollar invoices require additional approvals prior to payment. A high dollar invoice totals $100K and is associated with a purchase order that is equal to or greater than $1M. High dollar invoices require additional approval from an authorized employee with signature authority (SAS) and concurrence from the buyer to ensure that the invoice conforms to the terms and conditions of the purchase order/subcontract.

Note: The buyer is sent a separate notification automatically through the system to provide their acknowledgment. No action is required by the certifier.

For these invoices, when the workflow screen is presented for review of the invoice an additional area is displayed so that the certifier can select the SAS approver.

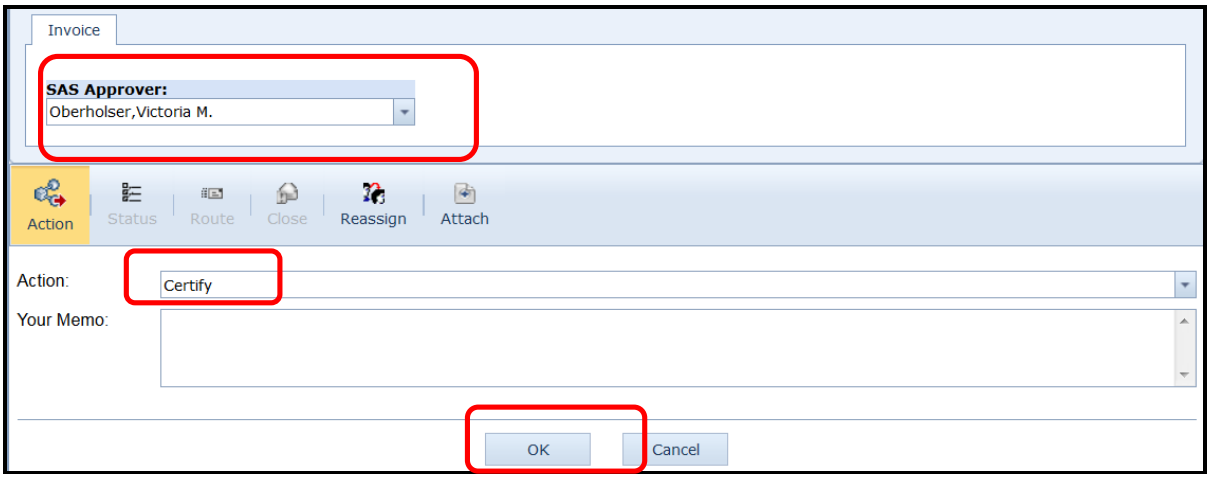
1. Select the appropriate approver from the drop down menu, or start typing the last name to minimize your selection. The SAS Approver should be an employee that is within your organizational chain.





Note: Only the people that have the appropriate authority based on the value of the invoice are displayed on the screen.

2. Once the appropriate SAS Approver has been populated on the screen:
    a. Select the appropriate action.
    b. Click on “OK” and the item is sent to the approver selected.

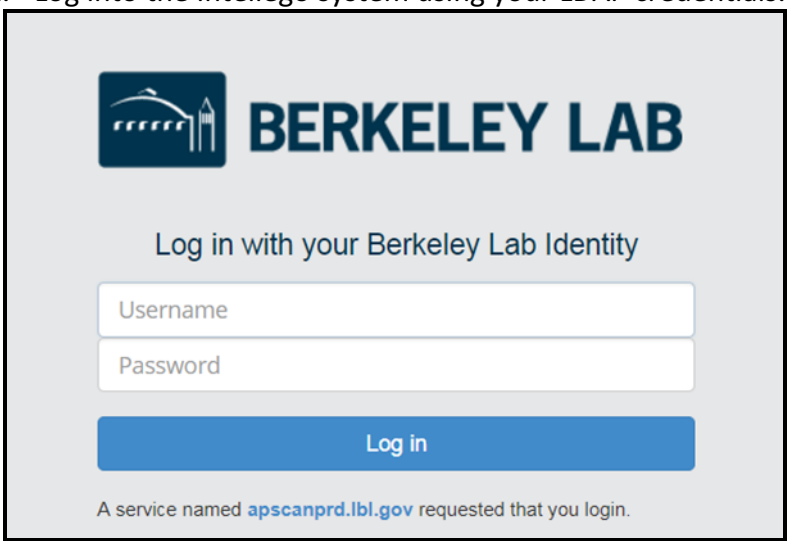


Taking Action – Accessing Work Queue

Using this option allows the approver to navigate directly into the work queue. The work queue shows a listing of invoices that have been routed and require approval.

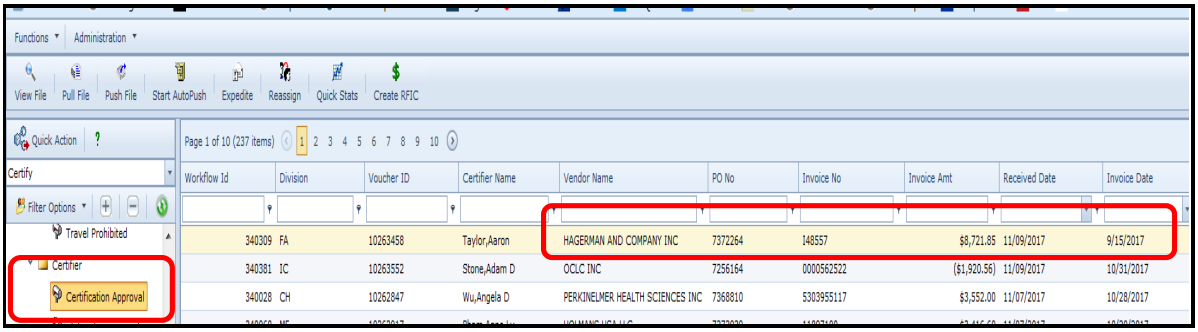
1. Navigate to the A - Z Index from the Lab’s home page, select ‘A’ for Accounts Payable. Click the Invoice Certification link.

2. Log into the Intellego system using your LDAP credentials.



Note: If you are already signed into your email account this step is skipped and your LDAP is already authenticated.

3. The work queue is displayed that shows the invoices that are assigned to you.
    a. Click on the second level folder "Certifier" to see items that have been routed to you for approval.
    b. Click on any of the column headings to sort the invoices in ascending or descending order.



4. Double click anywhere on the row to open the item up.

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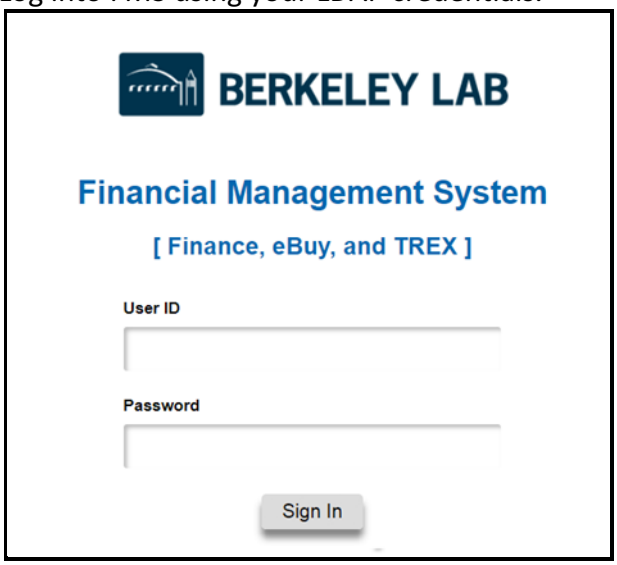

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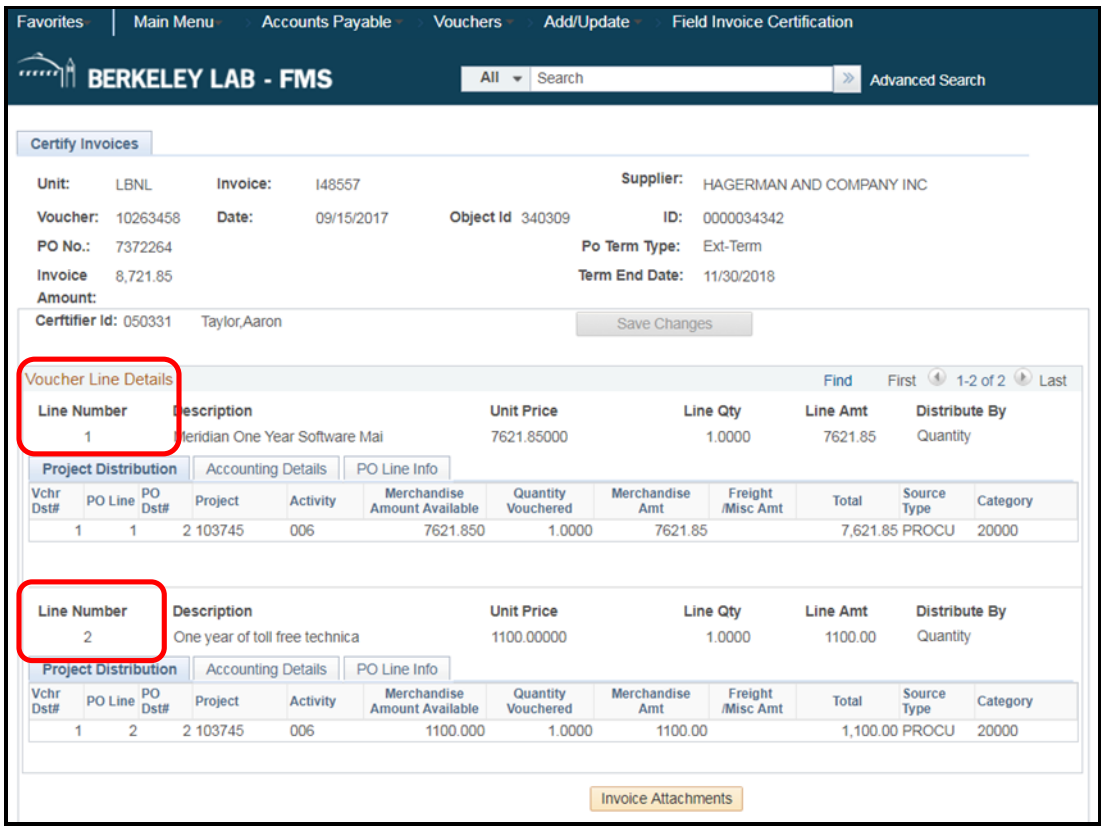

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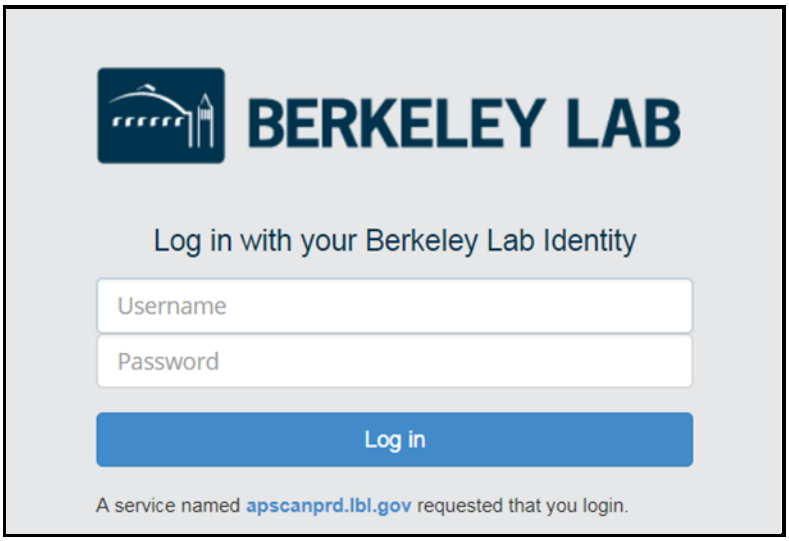

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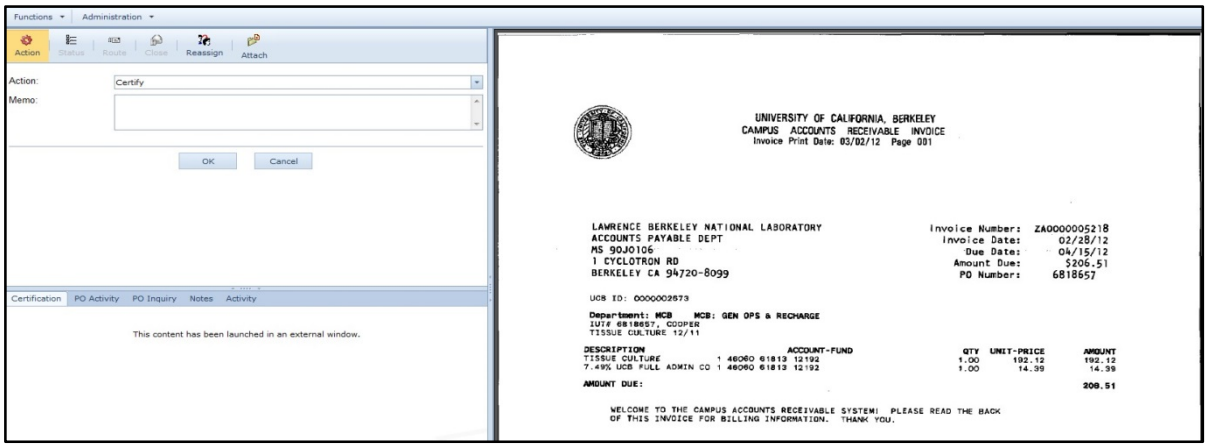

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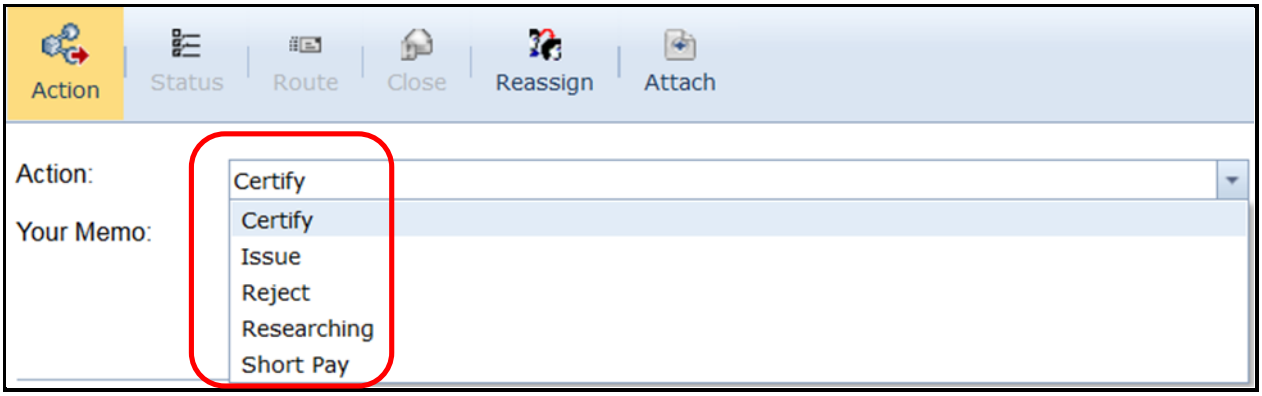

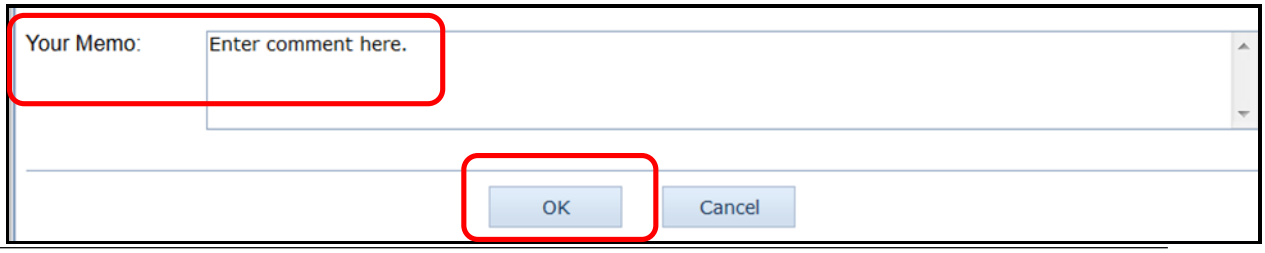

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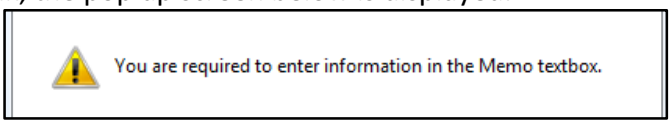

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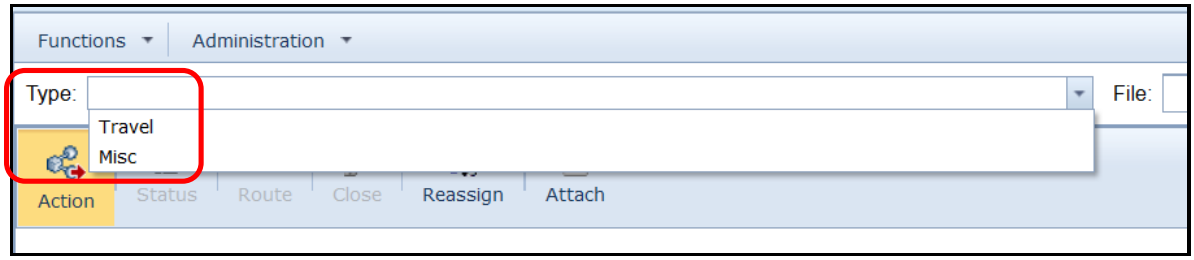
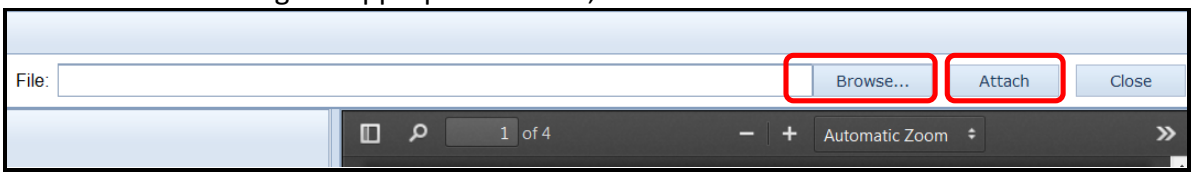
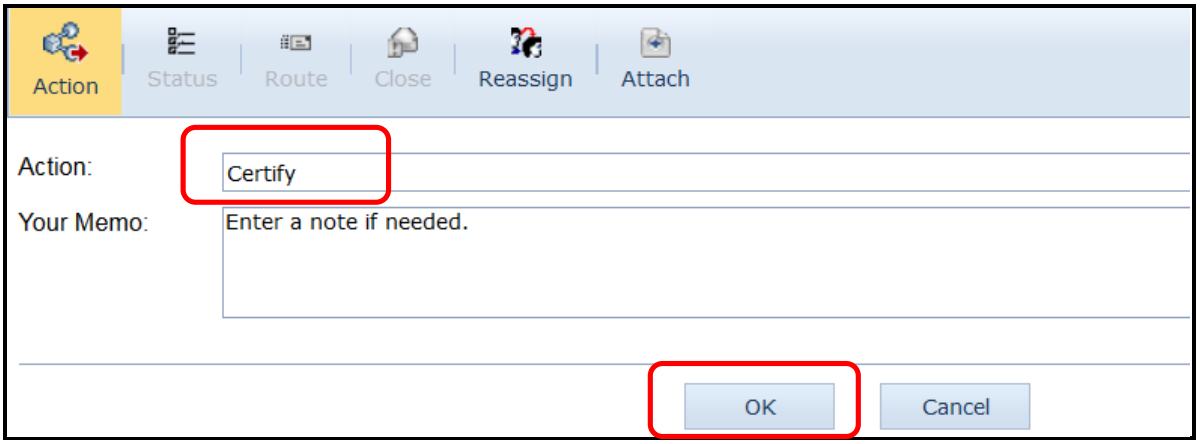


a. Click **Browse**, select the file you want, and click **Attach**.
b. After taking the appropriate action, select **OK.**





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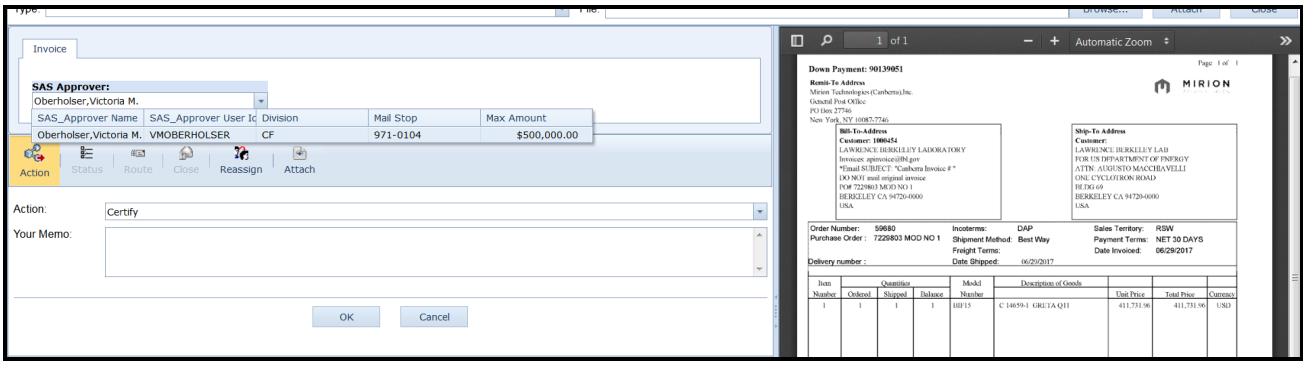

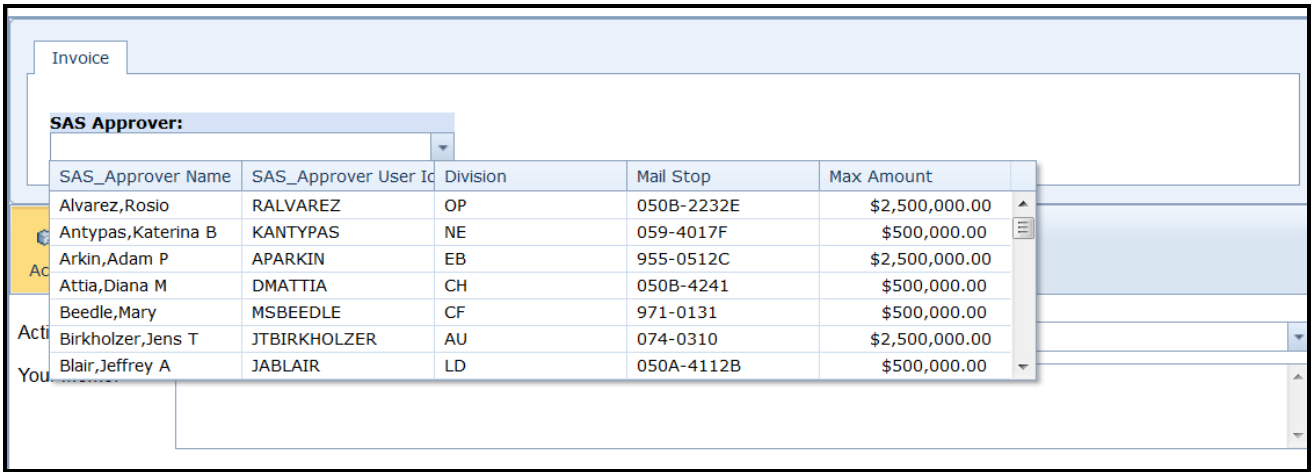

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2. Once the appropriate SAS Approver has been populated on the screen:
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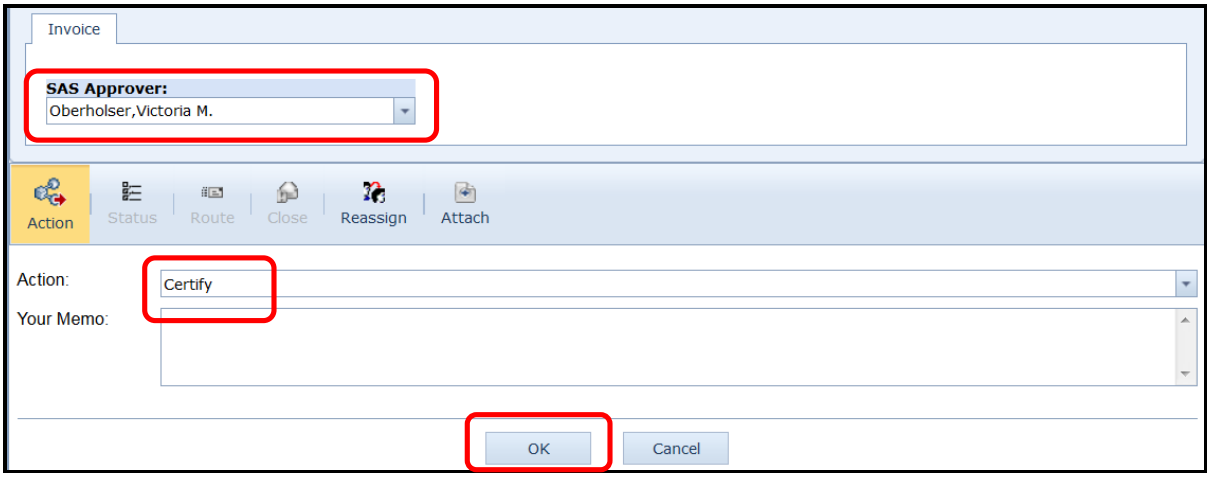

Invoice Certification Policy: https://commons.lbl.gov/display/rpm2/Invoice+Certifications