Introduction

In keeping with our commitment to continuous improvement, efficiency, and sustainability, an important enhancement has been made to eReports to allow the community to view images of invoices processed by Accounts Payable. Images may be viewed in Adobe PDF format through hyperlinks contained in the Transaction Details and the Invoice Details reports.

Benefits

eReports users will now have source documentation at their disposal, on demand and in an electronic format. The cost of photocopying and the inefficiencies of maintaining and tracking paper copies within units should be mitigated, and in some cases, eliminated.

We anticipate this initiative will deliver the following important benefits to the University:
- eReports users will be able to view invoices easily, on demand, and from any location where they are logged into eReports. This improvement will further assist cost centre managers with reviewing and reconciling their cost centres and will bring improved transparency to the charges processed to the cost centre.
- The imaging and efficient retrieval of invoices will assist cost centre managers in budgeting and forecasting of costs.
- Many units are presently photocopying invoices for use in reconciling their cost centres. This initiative should reduce photocopying expenses for the units and will thereby contribute increased efficiency and improved sustainability, by reducing the unnecessary use of photocopying and the associated paper.
- Some units are presently accessing the paper invoices at the Finance office, as and when needed. The online availability of invoices will reduce the time required by the staff in these units to pull and photocopy the invoices from the Finance files.

The Finance Department welcomes comments with respect to this initiative.

How it Works

The scanning of the invoices is occurring on a daily basis, after the invoice has been processed in York’s PeopleSoft ERP system. Once the invoice has been posted and appears in eReports, the invoice’s unique Voucher ID will be automatically hyperlinked, and the image is available for viewing.

The invoice may be accessed through two different eReports, as explained below.

Option #1

After running the Transaction Details report, locate the accounting chartfield where a particular invoice has been recorded. To view the invoice, click on the hyperlink located in the ‘Journal/PO/Voucher ID’ column.
The invoice in PDF format will appear, as shown in the example below:

Option #2

Access the Invoice Details screen, which is located under the Purchases & Payables tab within the Finance section of eReports. Populate the search criteria and run the report. To view the invoice, click on the hyperlink found in the ‘Voucher ID’ field.

What Invoices Are Available?

Images are currently available in eReports for invoices posted in January and thereafter.

We are presently working on imaging the invoices that were processed between May 1, 2010 to December 31, 2010. We anticipate this will be done and linked in eReports by approximately February 28, 2011. When the imaging is complete, we will send a further communication to the community.

Expense claims, advances, petty cash reimbursements, refunds to individuals (including student refunds), invoices processed by the Bookstore, and invoices processed by the Library will not be available in eReports.
Security

The ability to view an invoice will be dependent on a user’s access rights in eReports. For a user to view a particular voucher, one of the chartfields must have been charged to a cost centre that the user has the authority to view.

In rare cases where information is of a highly confidential nature such that not all individuals with view rights should see the hyperlinked document, arrangements should be made with the Manager of General Accounting (ext. 22000). We anticipate this will occur infrequently.

Units should also realize that if a payment request is submitted that allocates charges between units, personnel in both units will have access to view the hyperlinked document. If this is problematic for any reason, the payment request should be charged to one cost centre and recovered from the participating unit through a journal entry.

Revised Cheque Requisition

A revised Cheque Requisition is now posted to the Finance website. Where a Cheque Requisition is the payment method, the revised form must be used going forward.

The changes to the Cheque Requisition are only visible once printed. You will notice that when printed, a section appears at the top of the Cheque Requisition to allow A/P staff to apply voucher bar codes. The application of the bar codes allows the documents to be scanned easily and efficiently.

Other than the section for the barcodes, there are no other changes to the Cheque Requisition.

Questions

Please refer to the attached FAQ.

Questions on this bulletin can be addressed to Cameron Rogers, Assistant Comptroller, Finance at rogersc@yorku.ca.

Questions on obtaining/modifying eReports access or the installation of Adobe should be addressed to University Information Technology (UIT) through the Help Desk at ithelp@yorku.ca.
Frequently Asked Questions

1. **Is there any change to the process or paperwork for submitting payment requests to Accounts Payable?**
   No. There is no change to how the paperwork should be submitted. The steps for processing an invoice against a Purchase Order (PO) can be found on the reverse side of the PO. Instructions for completing a Cheque Requisition can be found in the [Standard Operating Procedure](#) located on the Finance website. The imaging of the invoices should be entirely seamless for the community.

2. **What are the barcodes that I see on the payment documents?**
   The barcodes allow the invoices to be scanned in an automated fashion and facilitate the naming of the PDF files. Barcodes will be placed in such a manner so as not to distort or cover any pertinent information. Barcodes should never obstruct signatures or invoice details.

3. **Why has a revised Cheque Requisition been issued?**
   The only change to the Cheque Requisition is a new section for Finance to apply barcodes. This section is only visible when the Cheque Requisition is printed. This predesignated spot for applying barcodes will allow placement of bar codes in open space (rather than obscuring critical information) and in a consistent manner.

4. **What invoices can I view?**
   Currently, invoices posted by central Accounts Payable from January 2011 onwards are available. We anticipate that invoices from May 1, 2010 will be available by approximately February 28, 2011. There are no plans to image invoices processed in prior fiscal years.

   Vouchers processed by the Expense Desk (i.e. advances, petty cash reimbursements, refunds to individuals, student refunds), Bookstore staff, and Library staff will NOT be available.

   Access to view an invoice will be according to a user’s access rights in eReports.

5. **When will invoices be accessible?**
   Invoices will generally be available two business days after they have been processed by Accounts Payable staff in York’s ERP.

6. **Where can I view invoices?**
   Invoices are hyperlinked in eReports, available through the Transaction Details report or the Invoice Details report.

7. **What is being scanned?**
   For each payment request, all documents submitted by the unit will be scanned. Accounts Payable may need to attach supporting documentation to the payment. If so, the unit will also be able to see this documentation.

8. **Invoices processed through Electronic Vendor Invoicing (EVI) were previously available on eReports. Is this still happening?**
   Yes, EVI invoices will continue to be available in eReports, accessible in the same manner as outlined in this bulletin.

9. **I received an error. What should I do?**
   Occasionally there may be instances where the voucher is not hyperlinked or the hyperlink does not bring up an invoice. This may occur if the payment documents were not scanned or if the PDF file was named incorrectly. If you experience an error, please contact the Accounts Payable clerk responsible for the processing, either by email or phone.

<table>
<thead>
<tr>
<th>Voucher Numbers starting with</th>
<th>AP Staff</th>
<th>Email</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>41xxxxxx</td>
<td>Maria Angers</td>
<td><a href="mailto:angierm@yorku.ca">angierm@yorku.ca</a></td>
<td>33618</td>
</tr>
<tr>
<td>42xxxxxx</td>
<td>Ivanna Ivancic</td>
<td><a href="mailto:ivancii@yorku.ca">ivancii@yorku.ca</a></td>
<td>22011</td>
</tr>
<tr>
<td>46xxxxxx</td>
<td>Judy Doyle</td>
<td><a href="mailto:doylej@yorku.ca">doylej@yorku.ca</a></td>
<td>22012</td>
</tr>
<tr>
<td>47xxxxxx</td>
<td>Susana Graca</td>
<td><a href="mailto:sgraca@yorku.ca">sgraca@yorku.ca</a></td>
<td>22009</td>
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</tbody>
</table>

   *If there is no response please call Maria Angiers at ext. 33618.*