

Sm@rtBuy Non-PO Invoice Instructions – For Purchasers

Introduction

This set of instructions details the steps that a Purchaser needs to take in Sm@rtBuy once Accounts Payable has uploaded a non-PO invoice.

Note:

Purchaser listed on the invoice should be the person who would review/confirm invoice detail and enter the accounting information. If more than one person is required, the person actioning the invoice first should be listed as the purchaser. They would have the ability to forward the invoice to the second person for actioning.

All applicable steps need to be completed for system to automatically route invoices to approvers.

Do not change any other previously entered information except accounting information.

Do not enter due date.

Invoices relating to PCard purchases are not processed as a non-PO invoice. Follow the current PCard approval and reconciliation process.

Invoices that require wire payments or payments to internal parties such as settlements, awards etc. are not processed as a non-PO invoice. Follow current Accounts Payable process.

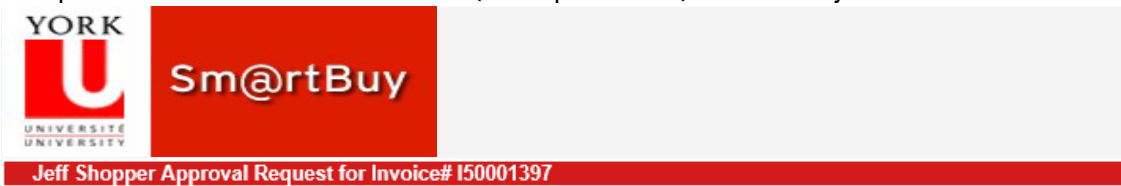
Approvers need to refer to the separate set of instructions outlined for their role.

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Step 1: Pre-Step: Accounts Payable inputs Non-PO Invoice

- Accounts Payable will receive the non-PO invoice directly from the vendor and input the product details, quantity, packaging, and price in Sm@rtBuy, and attach the invoice.
- Accounts Payable will then forward the non-PO invoice to the purchaser to review the information and enter the appropriate Cost Centre details.
- The purchaser will receive an email (example below) from the system to action the Non-PO Invoice.



Dear Jeff Shopper,

The Invoice listed below has been submitted for your approval.

Summary

Folder: Jeff Shopper
Invoice Owner: Jeff Groves
Invoice No.: I50001397
No. of line items: 1

TOTAL: 5,557.50 CAD

Details

Item 1 Non-PO

Description: PROFESSIONSAL SERVICES
Supplier: Norton Rose Fulbright Canada LLP
Quantity: 1
Unit Price: 5,557.50 CAD
Ext. Price: 5,557.50 CAD
Size/Packaging:
Taxable: No
Capital Expense: No
Commodity Code: 99999999

TOTAL: 5,557.50 CAD

Accounting Codes

Fund / Cost Centre

HEADER

Fund: -
Cost Centre: -
Activity: -
Time: -
Location: -

Additional Information

Summary Details

Requisitioner:
Account:
Comments: (1)

Internal Attachments

Norton+Rose.pdf

[View Invoice Approvals](#)

If you have any questions [with regard to reviewing/approving this Invoice](#), please contact your [SelectSite Support Team](#).

Support Team Contact Information:
+1 416-736-5143
smartbuy_support@yorku.ca

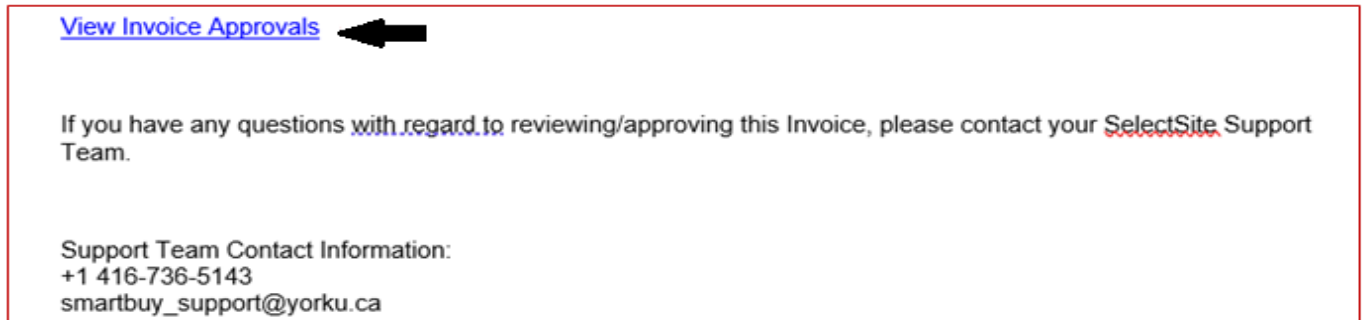
Thank you,
York University

Step 2: Purchaser Retrieves the Non-PO Invoice

The purchaser can access the non-PO invoice in Sm@rtBuy in one of two ways as noted below:

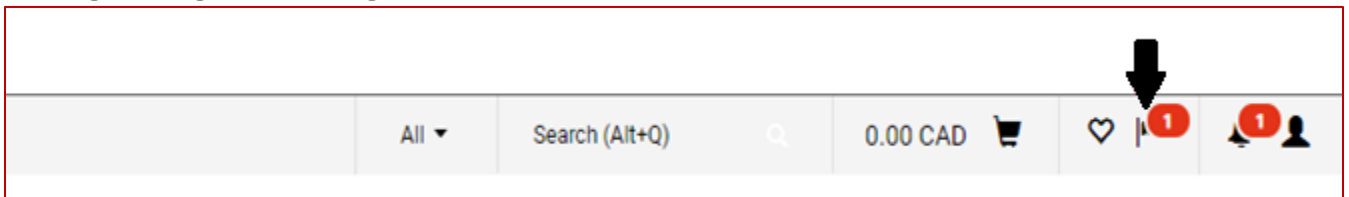
Option #1

- Purchaser can click on the link within the Sm@rtBuy email notification received

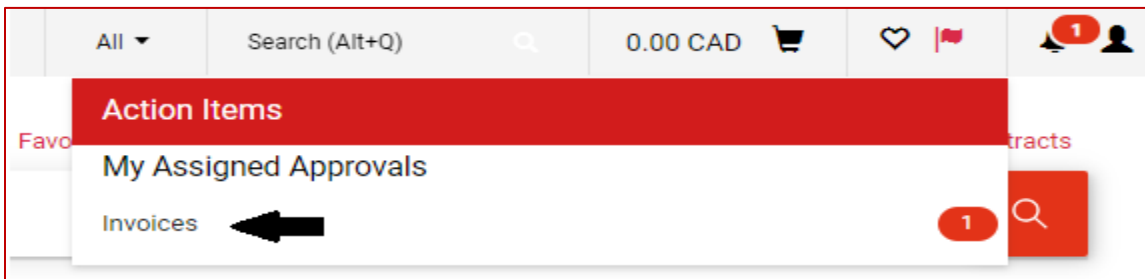


Option #2

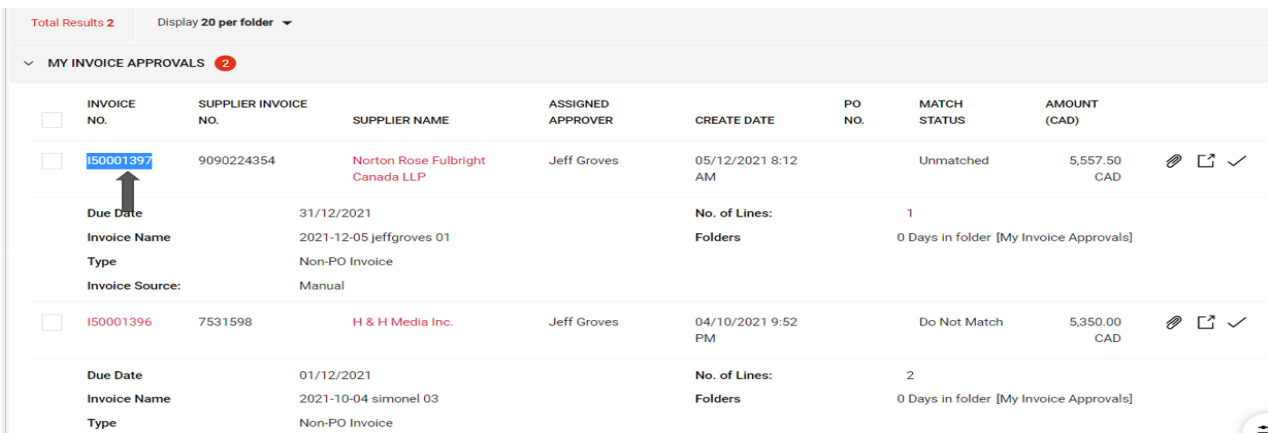
- Purchaser can login to Sm@rtBuy using their York passport ID and retrieve the non-PO invoice by clicking the flag in the top right of the screen.



- Then click 'Invoices' under 'Action Items'.



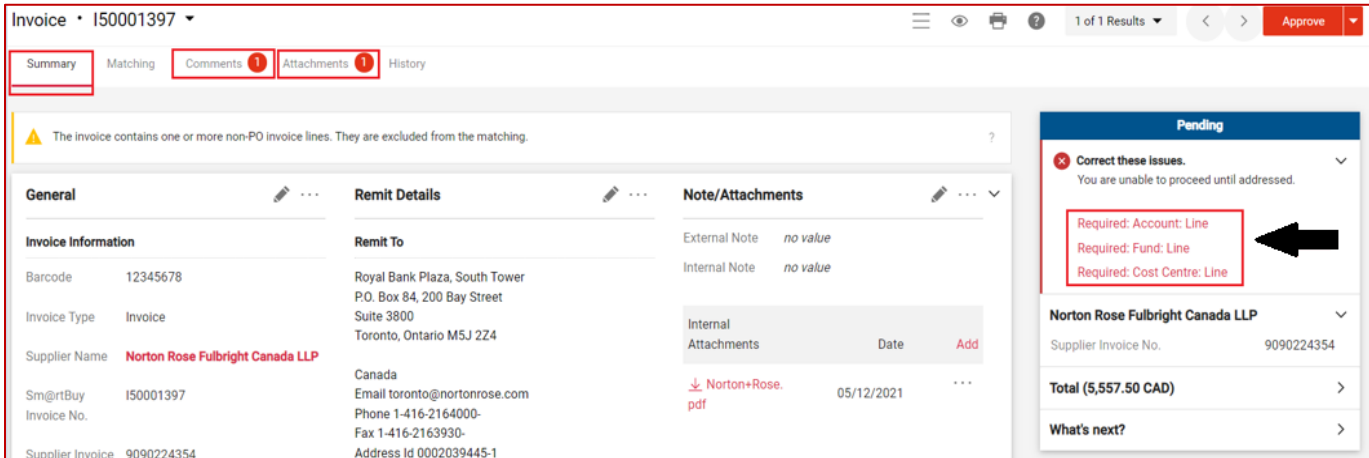
- This will open the "My Invoice Approvals" folder. Click the specific invoice number to approve e.g. I50001397.



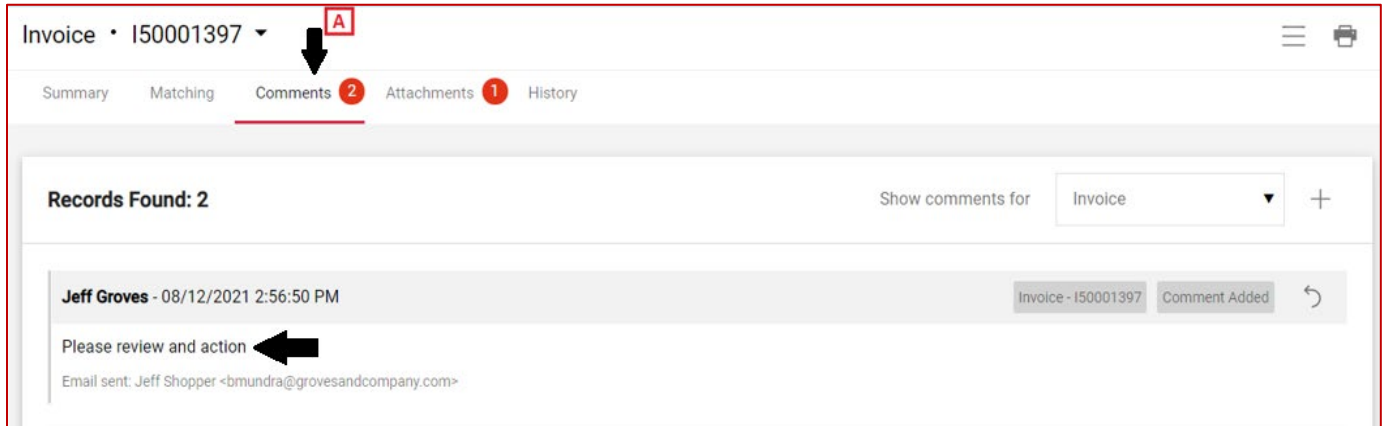
INVOICE NO.	SUPPLIER INVOICE NO.	SUPPLIER NAME	ASSIGNED APPROVER	CREATE DATE	PO NO.	MATCH STATUS	AMOUNT (CAD)	
I50001397	9090224354	Norton Rose Fulbright Canada LLP	Jeff Groves	05/12/2021 8:12 AM		Unmatched	5,557.50 CAD	
Due Date		31/12/2021		No. of Lines:		1		
Invoice Name		2021-12-05 jeffgroves 01		Folders		0 Days in folder [My Invoice Approvals]		
Type		Non-PO Invoice						
Invoice Source:		Manual						
I50001396	7531598	H & H Media Inc.	Jeff Groves	04/10/2021 9:52 PM		Do Not Match	5,350.00 CAD	
Due Date		01/12/2021		No. of Lines:		2		
Invoice Name		2021-10-04 simonel 03		Folders		0 Days in folder [My Invoice Approvals]		
Type		Non-PO Invoice						

Step 3: Purchaser Reviews the Non-PO Invoice

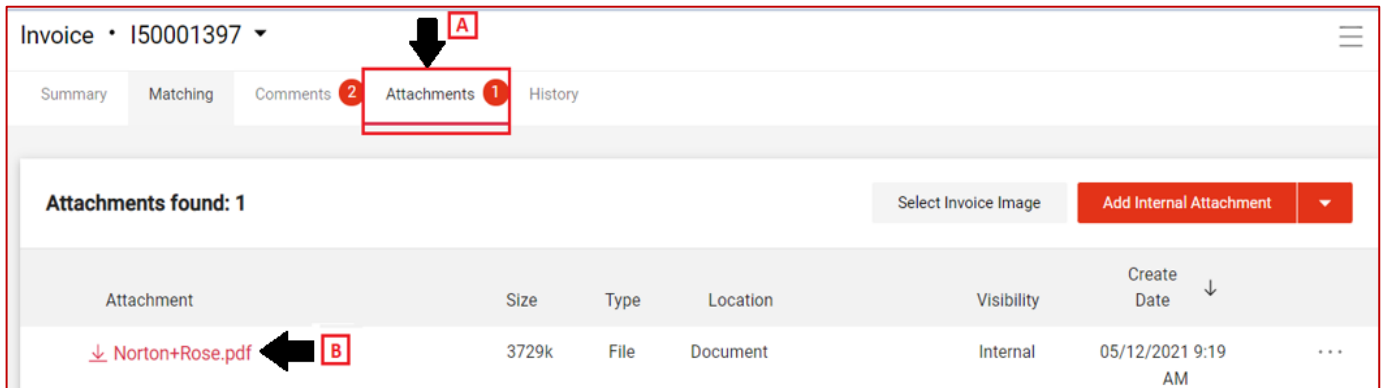
The non-PO invoice will open the invoice summary screen. The purchaser will be actioned to complete the following required items: Account Line, Fund Line, Cost Centre Line.



3.1 First, review the comments provided by Accounts Payable to the purchaser by clicking the 'Comments' (A) tab.



3.2 Second, review the invoice itself by clicking the '(pdf) Attachments' (A) then clicking the invoice name (B). Note, do not attach any other copy of the invoice received from the vendor.



- A single invoice document can hold up to 10 attachments with the size of each attachment not to exceed 5120KB.
- Prior to submitting invoices to Accounts Payable ensure that you have already provided an Independent Contractor Questionnaire (ICQ) to accountspayable@yorku.ca where applicable.

- When including attachments do not include vendor’s direct deposit form information as these are to be sent directly via email to vendorinvoices@yorku.ca.
- If it is an active vendor then direct deposit form information can be sent directly to venreq@yorku.ca.

Step 4: Purchaser Inputs Accounting Information

In Summary tab scroll down to ‘Accounting Codes’. Note, if unsure of the right accounting information, contact the Faculty/Department’s Finance representative, or contact Accounts Payable.

- 4.1** Enter the appropriate account number to be charged by clicking ‘edit’ as represented by the pencil icon(A).

Invoice • I50001397 ▾

Summary Matching Comments 2 Attachments 1 History

Accounting Codes ← A →

Account Number

Account *no value*
Required

Fund / Cost Centre

HEADER

Fund	Cost Centre	Activity	Time	Location
<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>
Required	Required			

1 Line

<No PO Number>

- This will open a pop-up window. To enter the account number, type it in the box (A). You can also search for the account number by clicking on ‘Magnifying Glass’ icon (B).

Edit Accounting Codes

Account Number

Account A → ← B

Required

- This will open the “Custom Field Search” window. Search by entering a description or value (C). Partial information can be entered to find a match, for example, “Computer” for description or “305” for value.
- Once the appropriate account number has been located, click ‘Add’ icon (D) in the screenshot.

Custom Field Search ✕

Filter

Clear All Filters

Page 1 of 58 1-20 of 1157 Results 20 Per Page ▾

Value ↑	Description
00139H	SmartBuy Integration - Test60 D → +
001401	Investment ST Current CAD +
001402	Investment Short Term Group L +

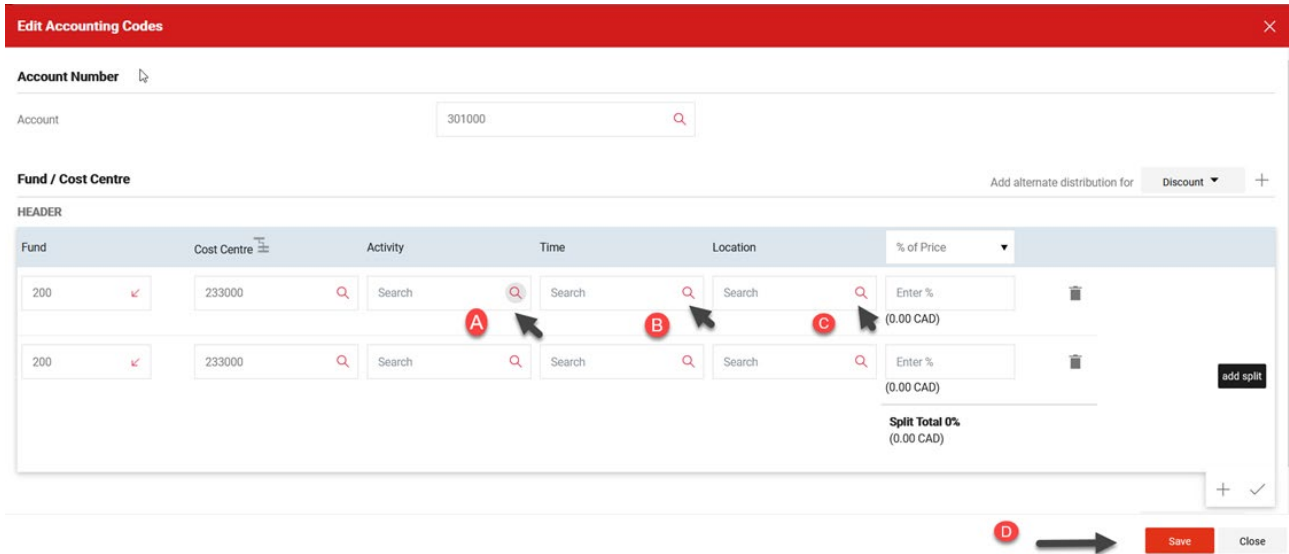
4.2 Enter the Fund and Cost Centre (A) and just like in step 4.1, either enter the Fund and Cost Centre if readily available, or search by clicking the ‘Arrow’ for Fund or the ‘Magnifying glass’ for Cost Centre.

The screenshot shows the 'Edit Accounting Codes' window. At the top, the 'Account Number' is 305100. Below it, the 'Fund / Cost Centre' section is visible. The 'Fund' field is highlighted with a red box and a red 'A' with an arrow pointing to it. The 'Cost Centre' field has a search icon. The 'Activity', 'Time', and 'Location' fields also have search icons. The 'Add alternate distribution for' dropdown is set to 'Discount'.

4.3 To enter multiple Funds or Cost Centres, click on the ‘add split’ (A) button. Select the option (B) to split by “Amount of Price” or “% of price”. (*Do not use % of quantity). Once the information is entered click on the “Save” button.

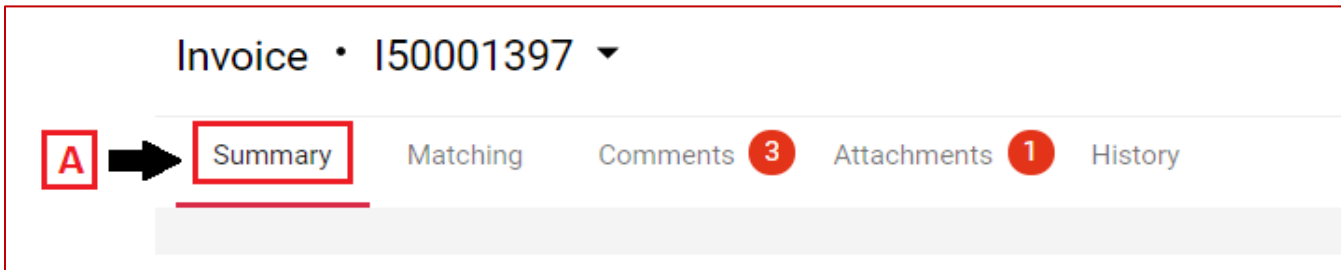
The top screenshot shows the 'Edit Accounting Codes' window with the 'add split' button (A) highlighted. The bottom screenshot shows the 'add split' dropdown menu (B) with options like '% of Price', '% of Quantity', and 'Amount of Price'. The 'Fund' and 'Cost Centre' fields are highlighted with red boxes. The 'Save' button is highlighted with a red arrow.

- 4.4** The Activity, Time and Location fields are optional but can be included if required.
- Repeat Steps 4.2 using the search icon (A) to (C) to search for the description or value of the required fields.
 - Then Click on Save (D).

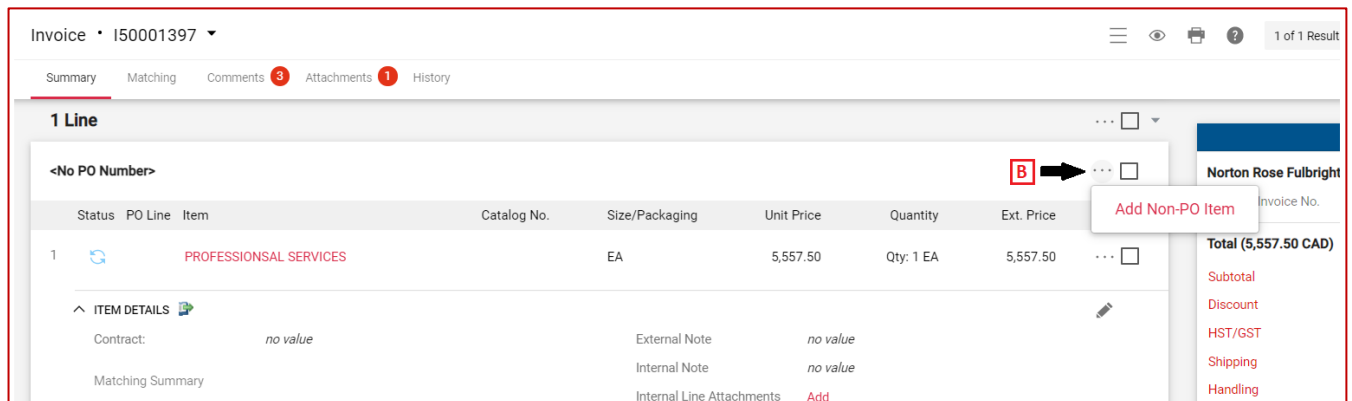


Step 5: *If applicable*: Purchaser Inputs Additional Non-PO Invoice Lines to Split the Invoice Amount into Multiple Accounts

To enter additional non-PO invoice lines, return to the 'Summary' tab (A).

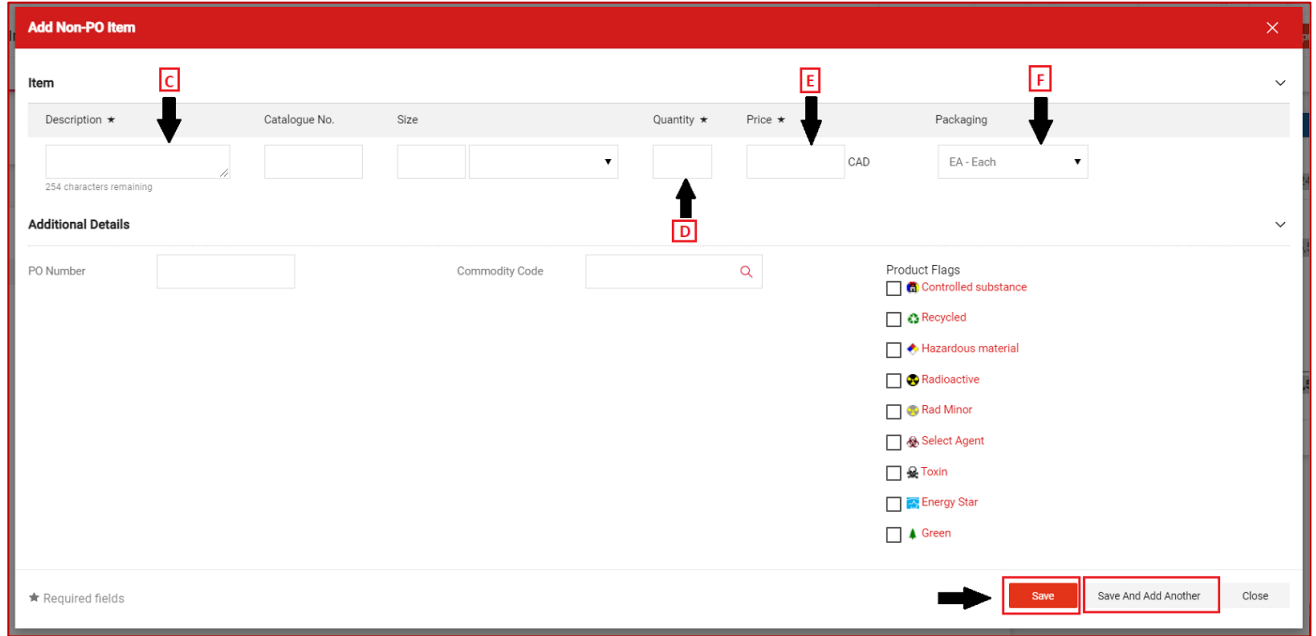


- 5.1** Scroll down to the "Line" section of the non-PO invoice. Click on the ellipsis (...) to add non-PO item (B).



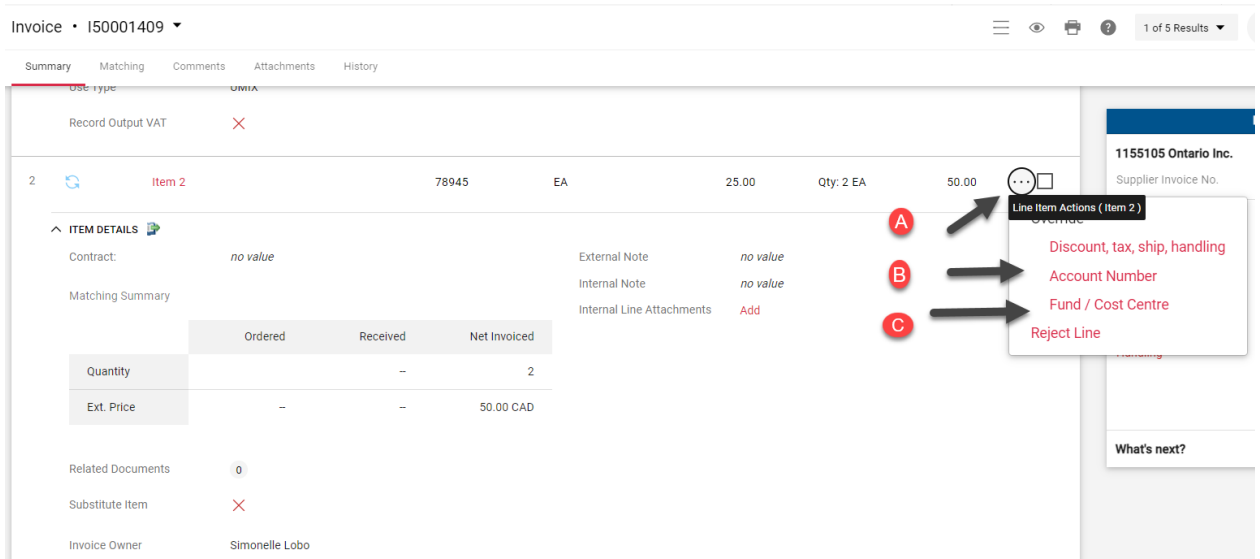
5.2 A new pop-up window will appear for the non-PO invoice details to be entered. Type in all applicable fields such as description (C), quantity (D), price (E) and keep packaging default to “EA-Each” (F). (*Do Not enter PO Number field).

- Please note that the price (E) should be a portion of the total invoice amount that you are charging to another account. The overall invoice total should not exceed the original amount on the invoice.
- Once completed select the “Save” button to finish this step OR “Save and Add Another” button to continue to add additional lines for the non-PO invoice.



5.3 Once the additional non-PO line has been entered. To split charges between two or more accounts, follow steps below:

- On the newly added non-PO line, click on the dotted menu Ellipsis (A).
- Select Account Code (B).



- Edit/override the Account Number and click on “Save” to save the changes.

Override Line 2: Account Number ✕

Account 🔍

Save Close

- To edit/override the Fund/Cost centre information, click on the ellipsis for the newly added non-PO invoice line, select Fund/Cost Centre (C).

Invoice • I50001409 1 of 5 Results

Summary Matching Comments Attachments History

Record Output VAT ✕

2	Item 2	78945	EA	25.00	Qty: 2 EA	50.00	⋮
---	--------	-------	----	-------	-----------	-------	---

A →

B →

C →

Line Item Actions (Item 2)

- Discount, tax, ship, handling
- Account Number
- Fund / Cost Centre
- Reject Line

1155105 Ontario Inc.

Supplier Invoice No.

What's next?

ITEM DETAILS

Contract: no value

Matching Summary

	Ordered	Received	Net Invoiced
Quantity		-	2
Ext. Price	-	-	50.00 CAD

Related Documents: 0

Substitute Item: ✕

Invoice Owner: Simonelle Lobo

- Click on the “+” icon.

Override Line 2: Accounting Codes ✕

Add alternate distribution for Line +

Save Close

- Override and enter the appropriate Fund and Cost Centre applicable to the newly added non-PO invoice line and click “Save”.

Override Line 2: Accounting Codes ✕

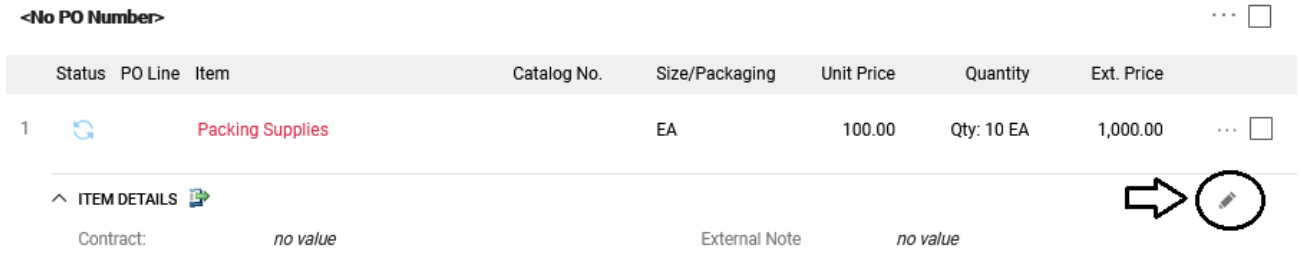
HEADER

Fund	Cost Centre	Activity	Time	Location
<input type="text" value="200"/>	<input type="text" value="233000"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>

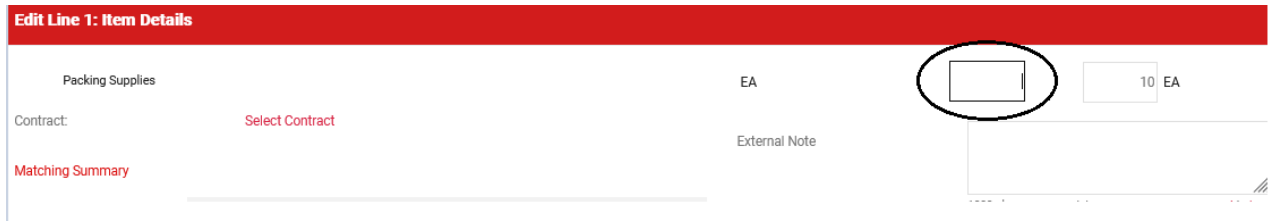
Add alternate distribution for Discount +

Save Close

- Update the original amount on the non-PO invoice by clicking on the “pencil” icon on the original non-PO invoice line.

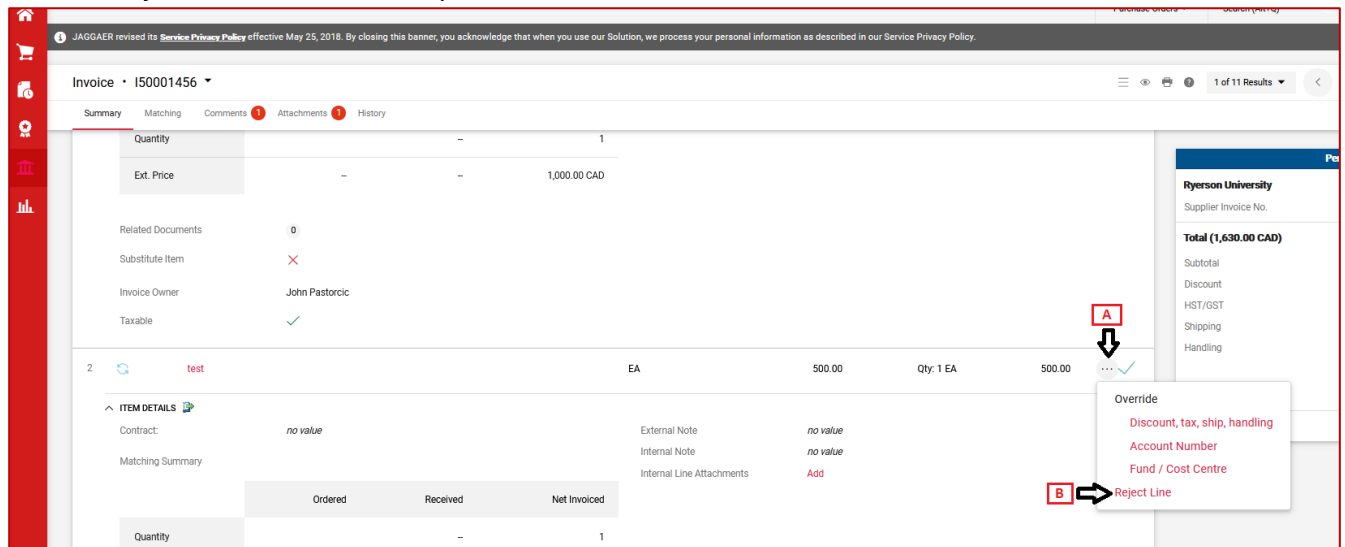


- The amount on this non-PO invoice line must be reduced by the amount entered on the newly added non-PO invoice line. Enter the amount in the available field. Once the amount is updated, click “Save.”

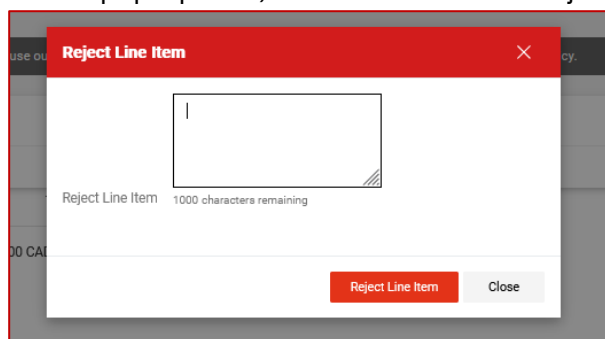


5.4 If a non-PO invoice line is added in error, Purchaser can reject the line by completing the following steps:

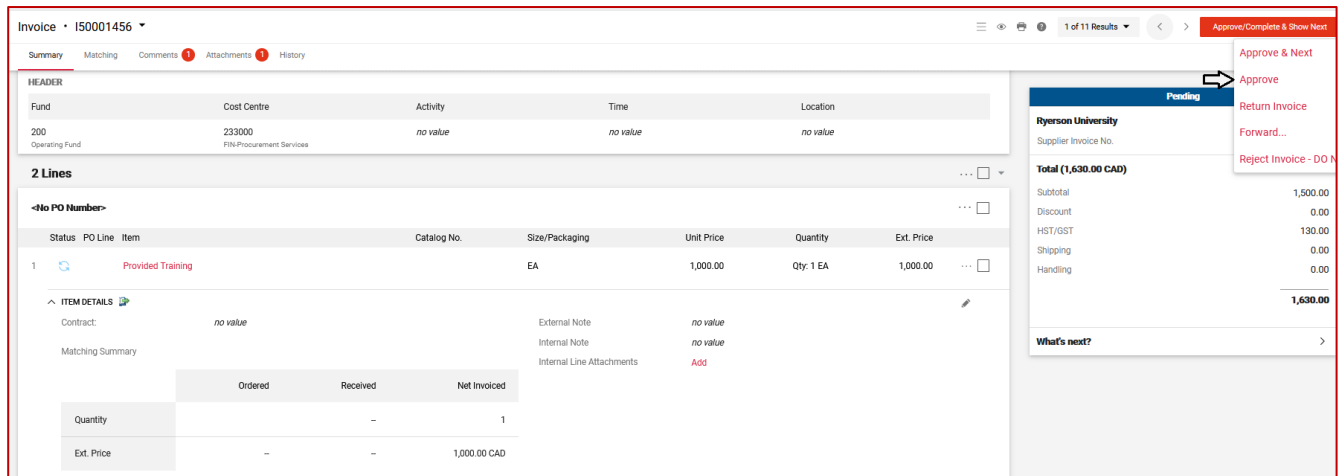
- At the line level, click on the ellipsis for the line you want to reject (A).
- Select “Reject Line” from the drop down (B).



- In the ‘pop-up box’, enter the reason for rejecting the line

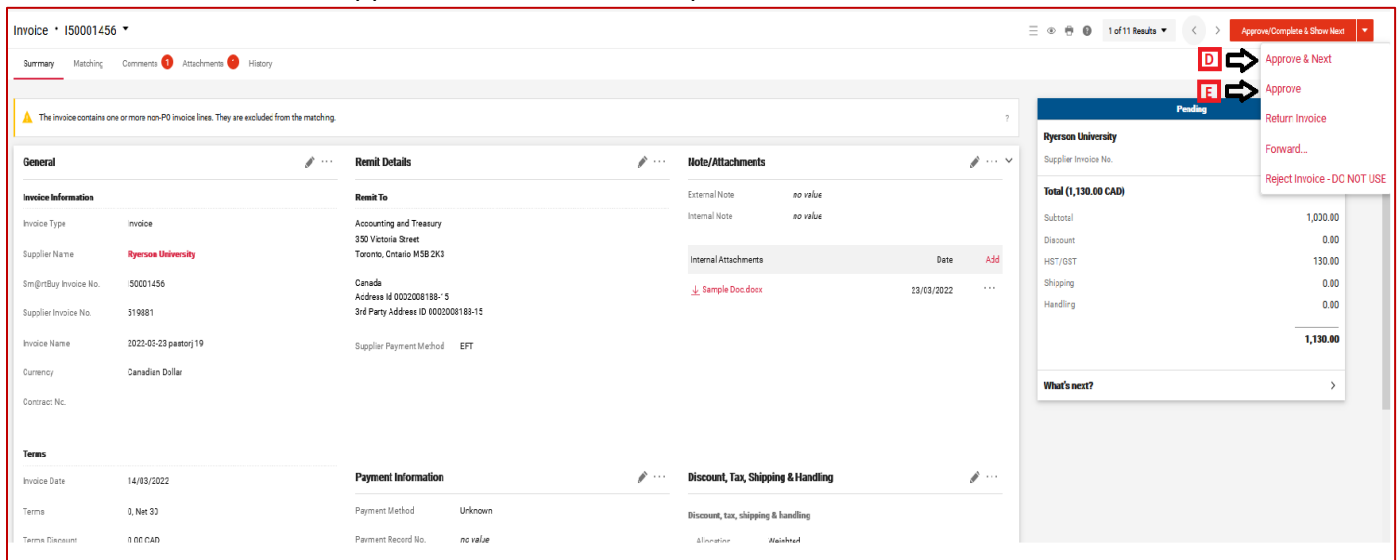


- Proceed to approve the non-PO invoice.



Step 6: Purchaser Actions the Non-PO Invoice

- If you would like to add a comment for the Cost Centre approver to see, go to 'Comments' tab, then click on 'New Comment' to input information (as seen in second screenshot below).
- Once the non- PO invoice has been reviewed (step 3) and accounting information entered (step 4), click the dropdown next to 'Approve & Next' (D).
- Then select and click on 'Approve' (E) button to complete.



This will automatically send the Non-PO invoice with a notification email from the system to the relevant approver for the cost centre entered in Step 5.

- If there is more than one non-PO invoice in queue for review, select “Approve & Next” then complete Steps 3-5 for the other non-PO invoice(s).
- Other options on the drop down are as follows:
 1. Return Invoice – use this option to return the invoice to Accounts Payable for major revisions only (i.e. the invoice has to be completely revised or if the wrong vendor was selected on the non-PO invoices). Please add comments on the ‘Comments’ tab and state the reason for returning the invoice to Accounts Payable.

- Forward – use this option to forward the invoice to another person for further review. Please note that by forwarding the Invoice, you are assigning your approval rights to the person you are forwarding the invoice to.

Step 7: How to View Status of an Invoice

- To view status of a non-PO invoice, click on “What’s Next” on the Summary Page.
- The expanded view in this section will show the approval workflow, including the following information:
 - Different stages of approvals within the workflow, which also allows you to see at which stage of the approval process, the Non-PO Invoice is currently at.
 - Status of the non-PO invoice (i.e., “Pending” – pending approval; “Completed” – all required approvals have been completed and the Non-PO Invoice is ready for payment processing by Accounts Payable).

Invoice • I00115789

Summary Matching Comments 1 Attachments 1 History

The invoice contains one or more non-PO invoice lines. They are excluded from the matching.

General		Remit Details		Note/Attachments	
Invoice Information		Remit To		External Note	
Invoice Type	Invoice	129 Nanaimo Avenue W Penticton, British Columbia V2A 1N2		Payment in the amount of \$1,808.00 was made by Cheque on	
Supplier Name	Fadden,Lorna	Canada		Internal Note no value	
Sm@rtBuy Invoice No.	I00115789	Email lorna@faddenlaw.com		Internal Attachments	
Invoice No.		Phone 1-778-2350744-		Date	
Invoice Owner	Judy Doyle	Fax 1-778-6462267-		Add	
Supplier Invoice No.	FORENSIC DISCOURSE ANALYSIS	Address Id 0002050784-1		↓ A17-01749.pdf	
Invoice Name	2022-01-20 doylej 01	3rd Party Address ID 0002050784-1		20/01/2022	
Currency	Canadian Dollar	Supplier Payment Method			
Contract No.		CHK			

Complete	
Fadden,Lorna	
Supplier Invoice No. FORENSIC DISCOURSE AN...	
Total (1,808.00 CAD)	
Charge	Amount
Subtotal	1,600.00
Discount	0.00
HST/GST	208.00
Shipping	0.00
Handling	0.00
	1,808.00

What's next? >

Summary Matching Comments 1 Attachments 1 History

The invoice contains one or more non-PO invoice lines. They are excluded from the matching.

General		Remit Details		Note/Attachments	
Invoice Information		Remit To		External Note	
Invoice Type	Invoice	129 Nanaimo Avenue W Penticton, British Columbia V2A 1N2		Payment in the amount of \$1,808.00 was made by Cheque on 18/02/2022.	
Supplier Name	Fadden,Lorna	Canada		Internal Note no value	
Sm@rtBuy Invoice No.	I00115789	Email lorna@faddenlaw.com		Internal Attachments	
Invoice No.		Phone 1-778-2350744-		Date	
Invoice Owner	Judy Doyle	Fax 1-778-6462267-		Add	
Supplier Invoice No.	FORENSIC DISCOURSE ANALYSIS	Address Id 0002050784-1		↓ A17-01749.pdf	
Invoice Name	2022-01-20 doylej 01	3rd Party Address ID 0002050784-1		20/01/2022	
Currency	Canadian Dollar	Supplier Payment Method			
Contract No.		CHK			

Shipping	
Shipping	0.00
Handling	0.00
	1,808.00

What's next?

Workflow

Show skipped steps

- Submitted 20/01/2022 9:10 AM Judy Doyle
- Requisitioner Not Assigned Approved Hyo Park
- Cost Centre Approval Approved Phyllis Lepore Babcock
- Cheque Req Review Approved Judy Doyle
- OK to Pay Completed
- Auto Close PO Completed
- Completed 25/01/2022 9:06 AM

- The payment information is also available on the Summary Page.
- Scroll down to the Payment Information Section on the Summary Page:
 - a) Payment Method – this indicates the method of payment used to pay the Vendor
 - b) Record No. – this is the payment reference number
 - c) Record Date – this is the date when the payment was made to the Vendor.

Invoice • I00115788 ▾

Summary Matching Comments 1 Attachments 1 History

⚠ The invoice contains one or more non-PO invoice lines. They are excluded from the matching.

General	Remit Details	Note/Attachments						
Invoice Information Invoice Type: Invoice Supplier Name: Cengage Learning Inc. Sm@rtBuy Invoice No.: I00115788 Invoice Owner: Odunola Adeola Olatoye Supplier Invoice No.: 7625179 Invoice Name: 2022-01-20 aolatoye 01 Currency: US Dollar Contract No.:	Remit To P.O. Box 936754 Atlanta, Georgia 31193-6754 United States Phone 1-800-8423636- Fax 1-877-3634253- Address Id 0002046150-1 3rd Party Address ID 0002046150-1 Supplier Payment Method: CHK	External Note : Payment in the amount of \$56.50 was made by Cheque on 31/01/2022. Internal Note : no value <table border="1"> <thead> <tr> <th>Internal Attachments</th> <th>Date</th> <th>Add</th> </tr> </thead> <tbody> <tr> <td>A17-01500.pdf</td> <td>20/01/2022</td> <td>...</td> </tr> </tbody> </table>	Internal Attachments	Date	Add	A17-01500.pdf	20/01/2022	...
Internal Attachments	Date	Add						
A17-01500.pdf	20/01/2022	...						
Terms Invoice Date: 01/12/2021 Terms: 0, Net 30 Terms Discount: 0.00 USD Use Terms Discount: <input checked="" type="checkbox"/> Due Date: 31/12/2021 Discount Date: no value	Payment Information Payment Method: Cheque Record No.: 10021360 Record Date: 31/01/2022	Discount, Tax, Shipping & Handling Discount tax, shipping & handling Allocation: Weighted <table border="1"> <thead> <tr> <th></th> <th>Header-level</th> </tr> </thead> <tbody> <tr> <td>Terms Discount</td> <td>0.00 USD</td> </tr> <tr> <td>Discount</td> <td>0.00 USD</td> </tr> </tbody> </table>		Header-level	Terms Discount	0.00 USD	Discount	0.00 USD
	Header-level							
Terms Discount	0.00 USD							
Discount	0.00 USD							

Step 8: How to Delegate Your Approval Rights as Purchaser

1. Click on your profile (A), then select 'View My Profile' (B) from the drop down.

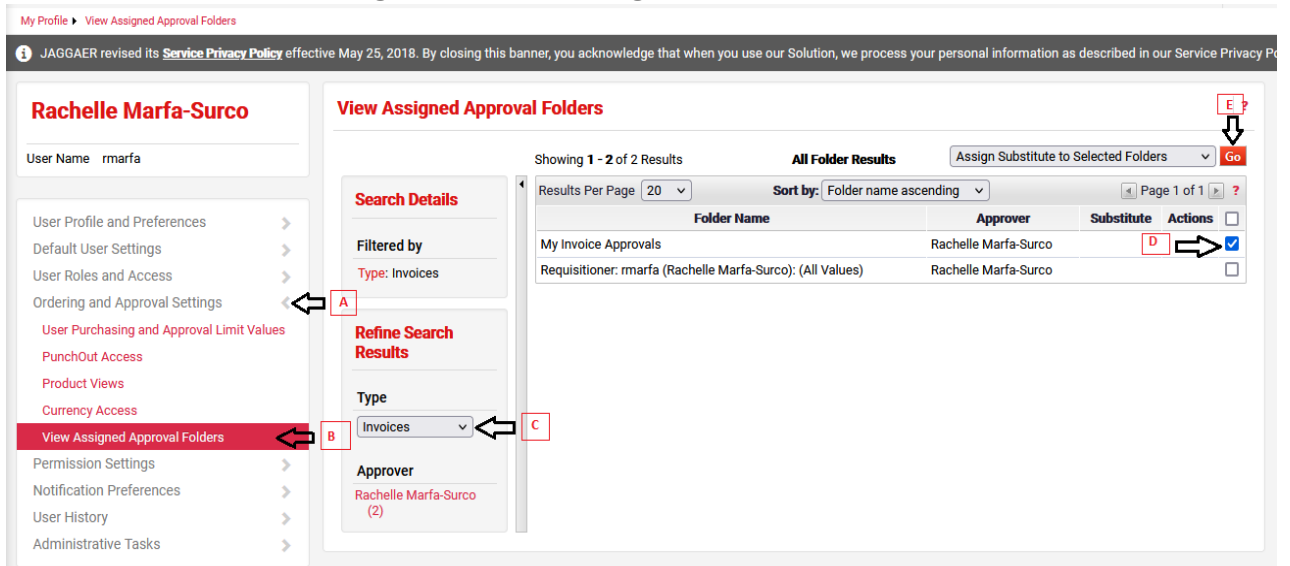
Requisitions ▾ Search (Alt+Q) 0.00 CAD 31

Rachelle Marfa-Surco

- View My Profile ← **B**
- Dashboards
- Manage Searches
- Manage Search Exports
- My Recently Completed Requisitions **2**
- My Recently Completed Purchase Orders **2**
- Logout

2. On your Profile Page:

- Click on 'Ordering and Approval Settings' (A)
- Select 'View Assigned Approval Folders' (B)
- On the 'View Assigned Approval Folders' page, select 'Invoice' on the 'Type' dropdown (C)
- Click on the checkbox for the 'My Invoice Approvals' Folder Name (D)
- Click on 'Go' (E) at the top right corner of the page to proceed to the next step.



3. On the 'Assign Substitute' pop up box:

- Click on the 'Include Date Range for Substitution' checkbox (A)
- Search for the name of the person you are delegating your approval to (B)
- Enter the Delegation Assignment Start Date (C)
- Enter the Delegation Assignment End Date (D)
- Click on the Assign button to save and complete (E)

