Sm@rtBuy Non-PO Invoice Instructions – For Approvers

Introduction

This set of instructions details the steps that an Approver needs to take in Sm@rtBuy once a Purchaser has reviewed, updated, and approved the purchase in the system.

Note:
If vendor name is spelled incorrectly, proceed to APPROVE invoice and add notes in 'Comment' - Do not send back to Accounts Payable without approval except vendor name is totally incorrect.

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

Do not enter due date.

Purchasers 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 accounting details, then action on it.
- Once the purchaser approves the purchase in Sm@rtBuy, the system will automatically send an email (example below) to the cost centre approver for further review and action on the non-PO invoice

YORK UNIVERSITÉ UNIVERSITY Sm@rtBuy

Jane Doe Approval Request for Invoice# I00111028

Dear Jane Doe,

The Invoice listed below has been submitted for your approval.

Summary

Folder:	Jane Doe
Invoice Owner:	Accounts Payable Clerk Name
Invoice No.:	I00111028
No. of line items:	1
TOTAL:	2,147.00 CAD

Details

Item 1 Non-PO

Description:	CHRRW
Supplier:	Key Media Canada (HR) Ltd.
Quantity:	1
Unit Price:	1,900.00 CAD
Ext. Price:	1,900.00 CAD
Size/Packaging:	EA
Taxable:	Yes
Capital Expense:	No
Commodity Code:	99999999
TOTAL:	2,147.00 CAD

Accounting Codes

Fund / Cost Centre

HEADER

Fund:	–
Cost Centre:	–
Activity:	–
Time:	–
Location:	–

Additional Information

Summary Details Requisitioner:

Account:	335200 - Advt-Public Radio-Tv
Comments:	(1)

Internal Attachments A17-01241.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

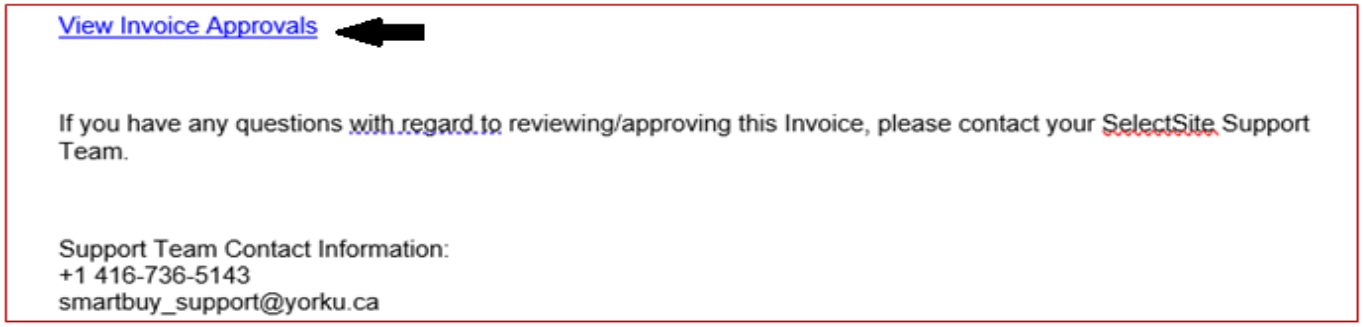
Thank you,
York University

Step 2: Approver Retrieves the Non-PO Invoice in Sm@rtBuy

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

Option #1

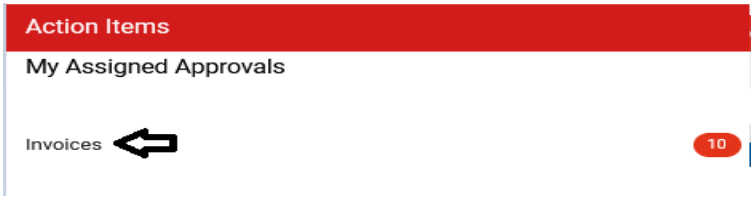
- Approver can click on the link within the Sm@rtBuy email notification received



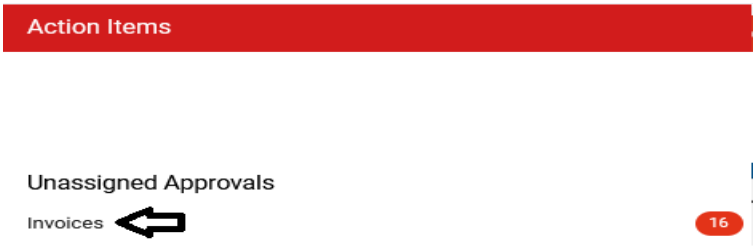
Option #2

- Approver 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 (A).

- Then click 'Invoices' under 'My Assigned Approvals' or 'Unassigned Approvals'.

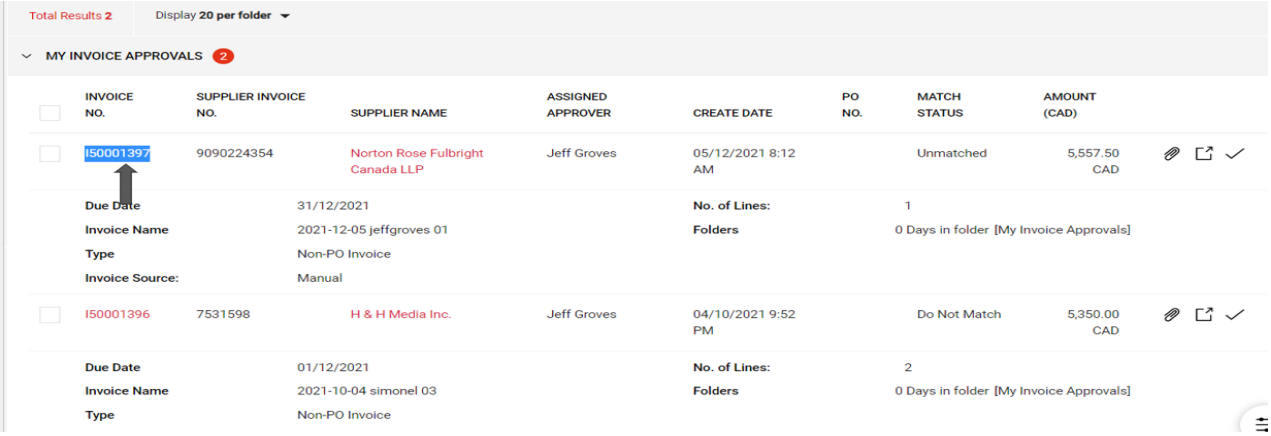


OR;



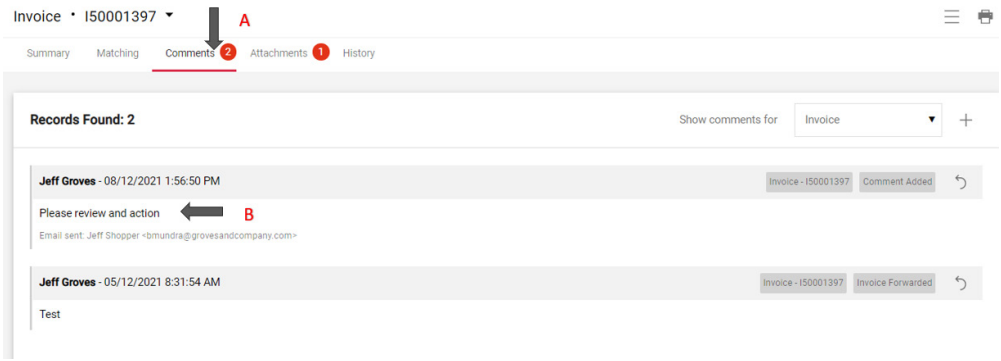
Note: *If the Cost Center has multiple Approvers, the header will indicate 'Unassigned Approvals'. If the Cost Centre has only one assigned Approver, the header will indicate 'My Assigned Approval'.*

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

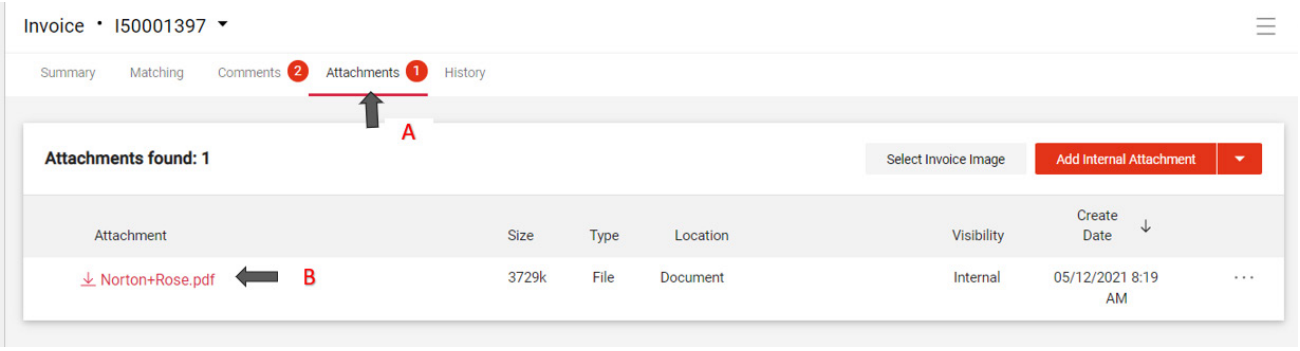


Step 3: Approver Reviews the Non-PO Invoice

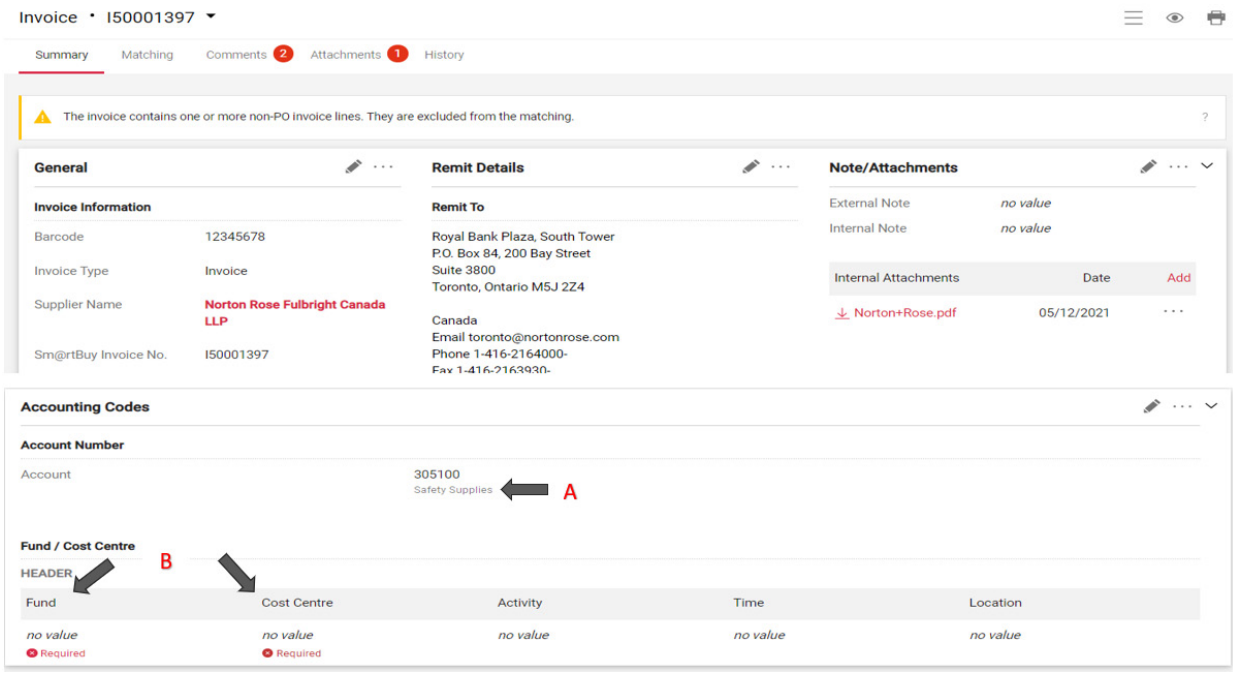
- First, review the comments provided to you from Accounts Payable and the purchaser by clicking the ‘Comments’ (A) tab.



- 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.
Note: A single invoice document can hold up to 10 attachments with the size of each attachment not to exceed 5120KB.



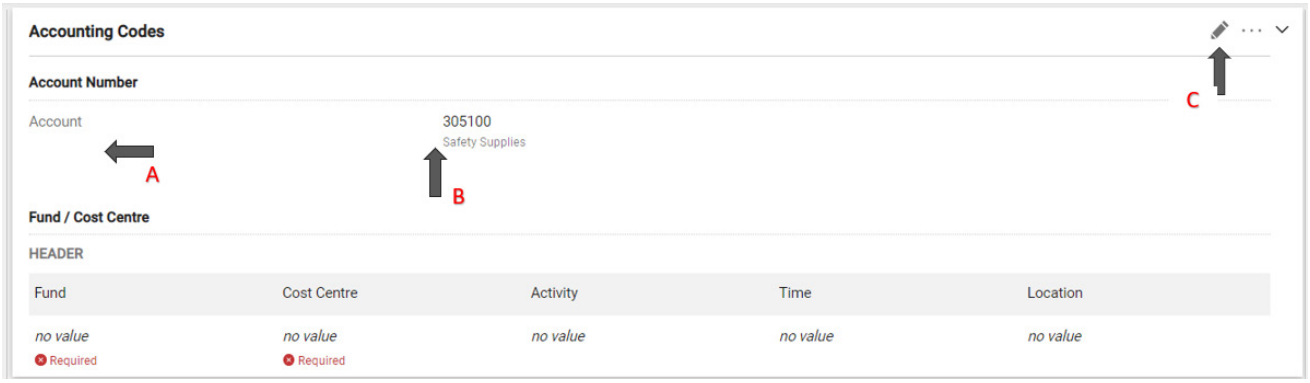
- Third, Click on ‘Summary’ tab and scroll down to the accounting code section. Review the accounting information and ensure the Non-PO invoice is appropriate to be charged to the designated Account Number (A), Fund/Cost Center (B). If the information is correct, skip step 4 and proceed to step 5.



Step 4: *If Applicable:* Change Accounting Information

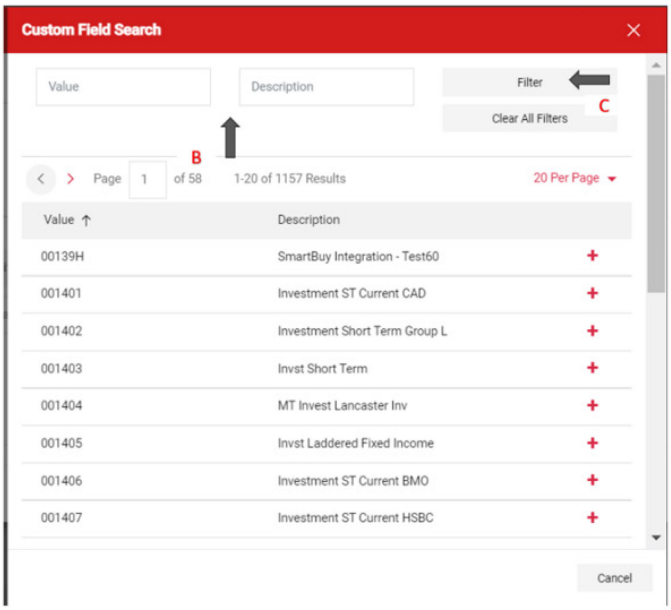
If the accounting information is incorrect, make changes as follows.

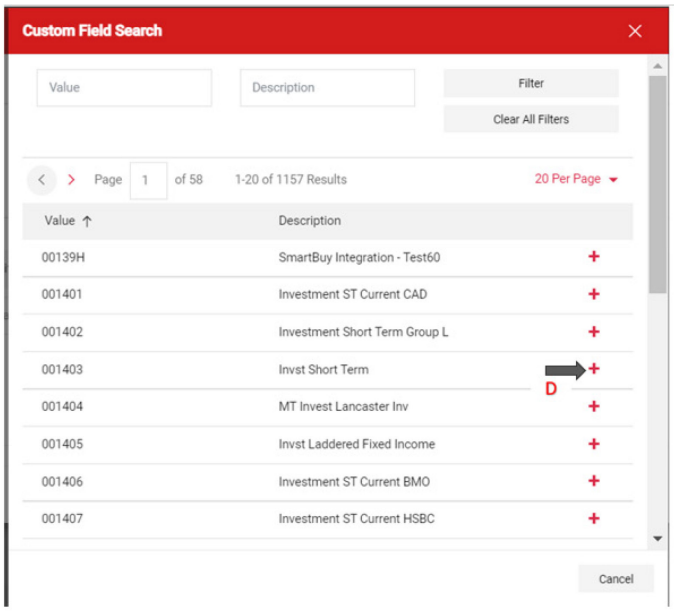
4.1 Edit the 'Account Number' (B) by clicking 'edit' as represented by the pencil icon (C).



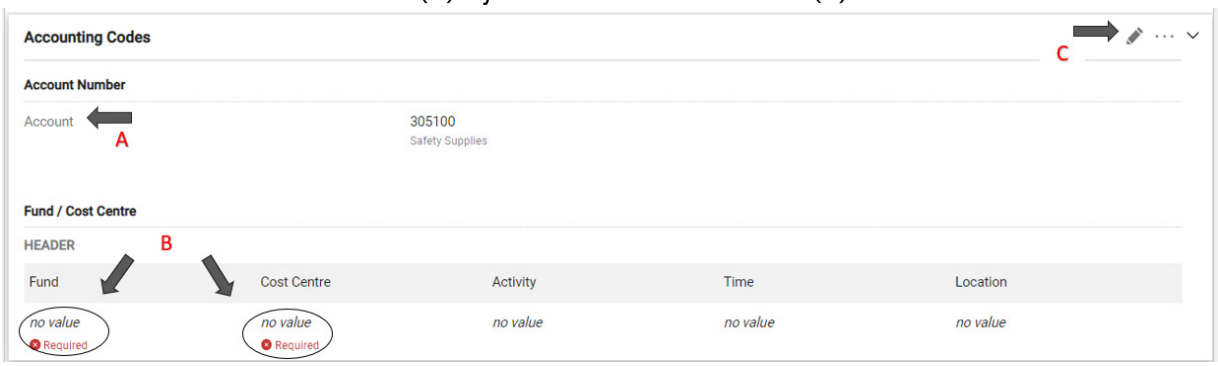
- This will open up a pop-up window to enter the account number, click 'Magnifying Glass' (A) to search for an account number.

- 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).

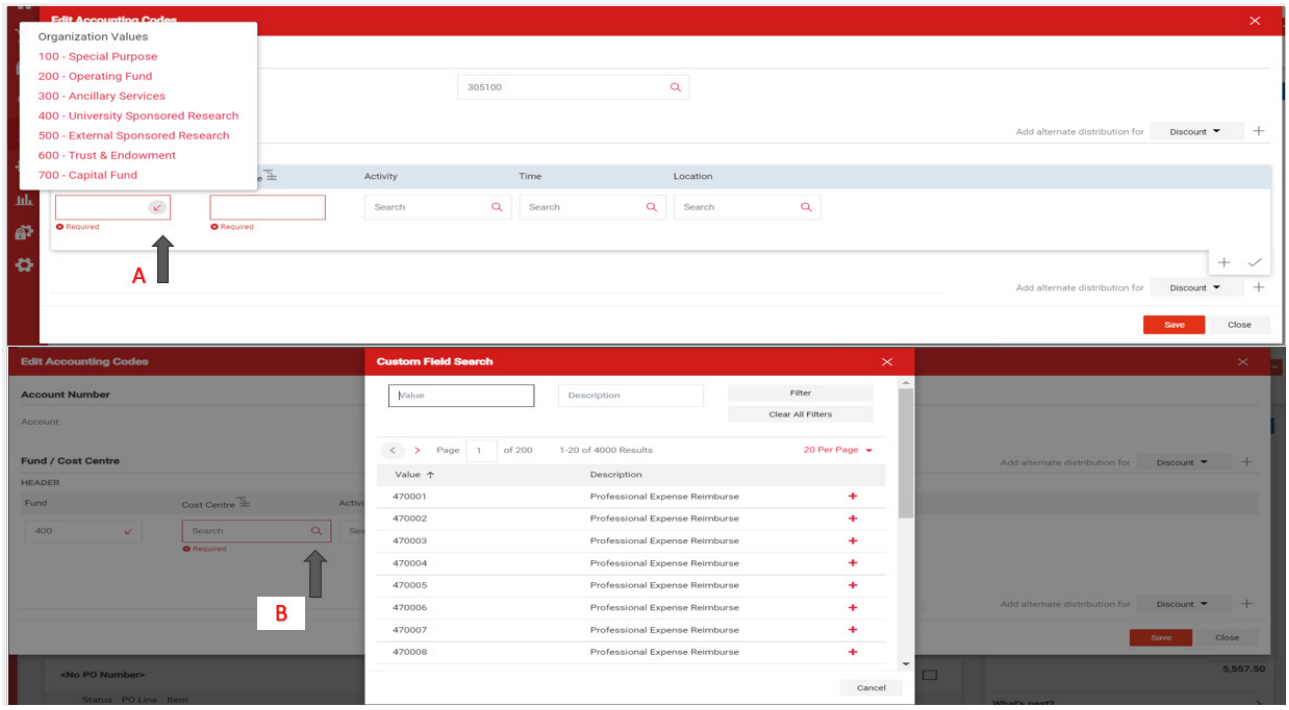




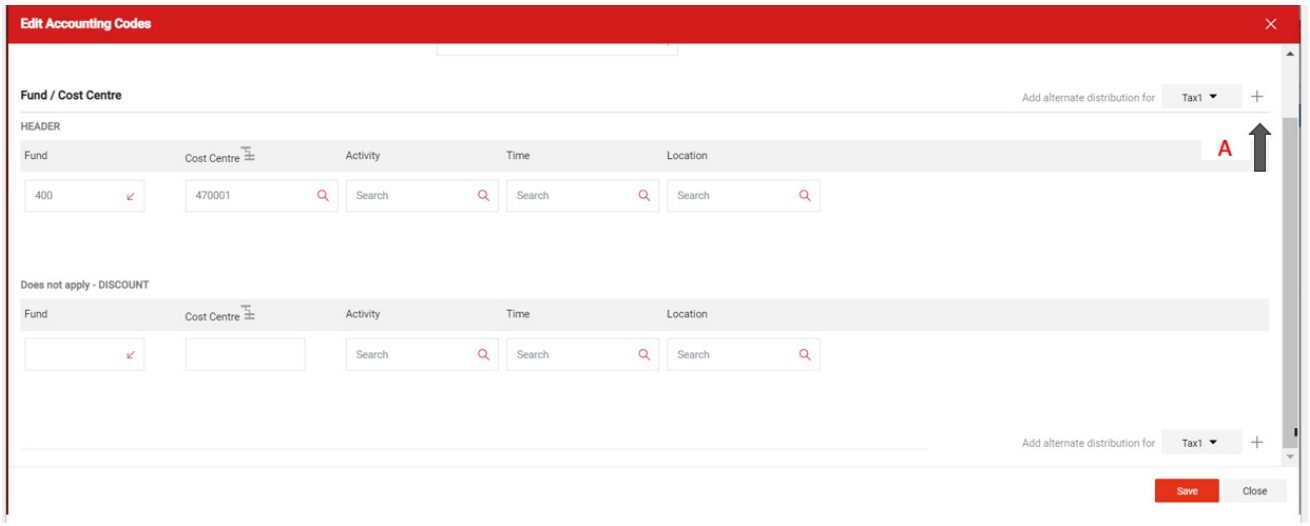
4.2 Edit the 'Fund and Cost Centre' (B) by click on the edit button (C)



- Click the 'arrow' button to select Fund, and click the 'magnifying glass to enter the Cost Centre

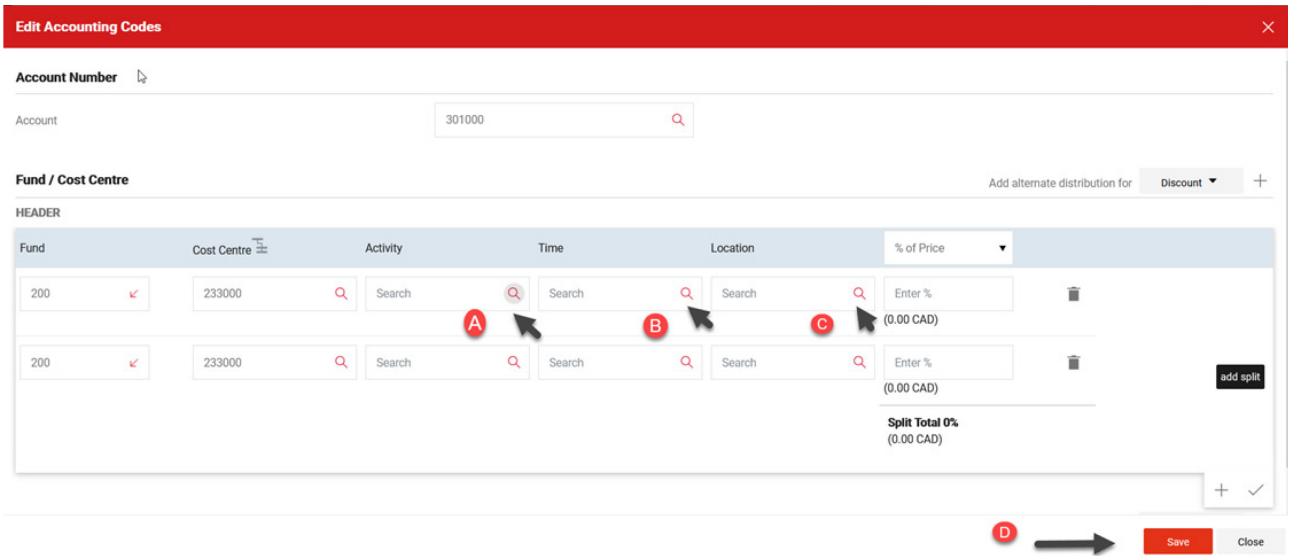


4.3 To enter multiple Funds or Cost Centres, click on the '+' sign to add split (A). Select the option to split by "Amount of Price" or "%" of price" (DO NOT use % of quantity). Once the information is entered click on the "Save" button.



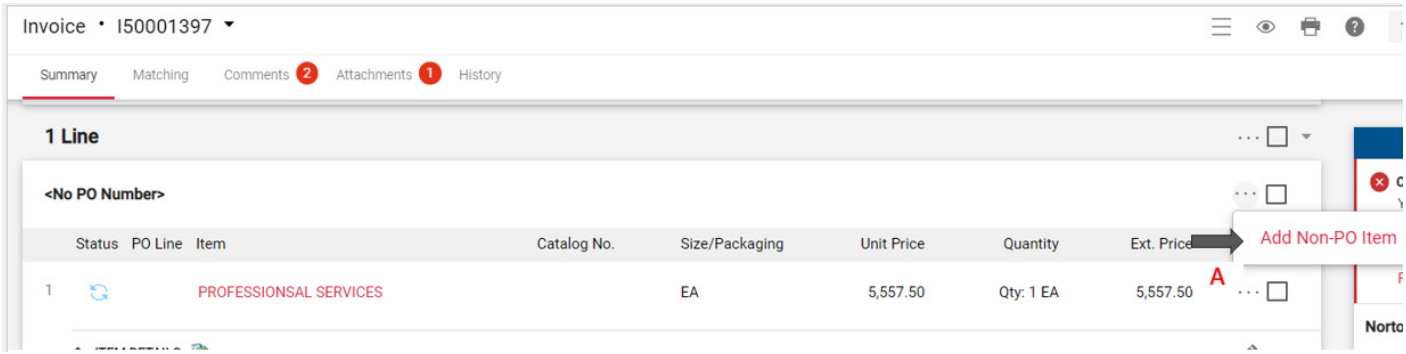
4.4 The Activity, Time and Location fields are optional but can be included if required.

- 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).



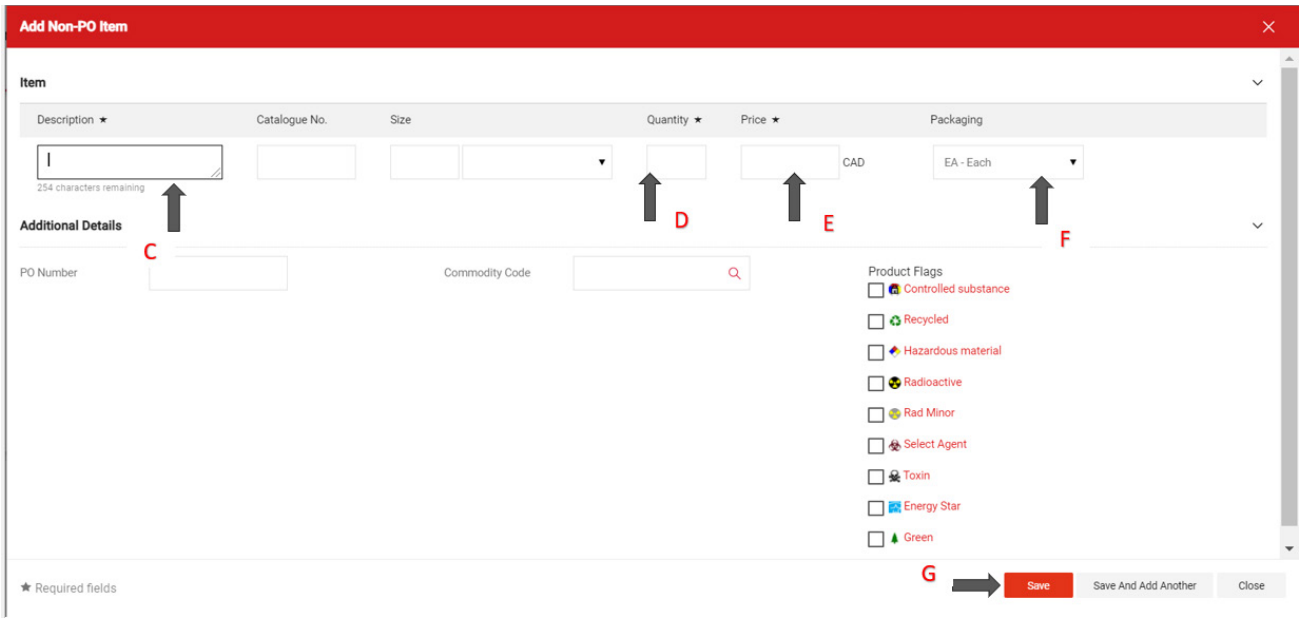
Step 5: *If applicable*: Approver Inputs Additional Non-PO Invoice Lines to Split the Invoice Amount into Multiple Accounts

To enter additional non-PO invoice lines, scroll down to the invoice PO line and click on the ellipses (...) (A) to see the option for adding non-PO items.



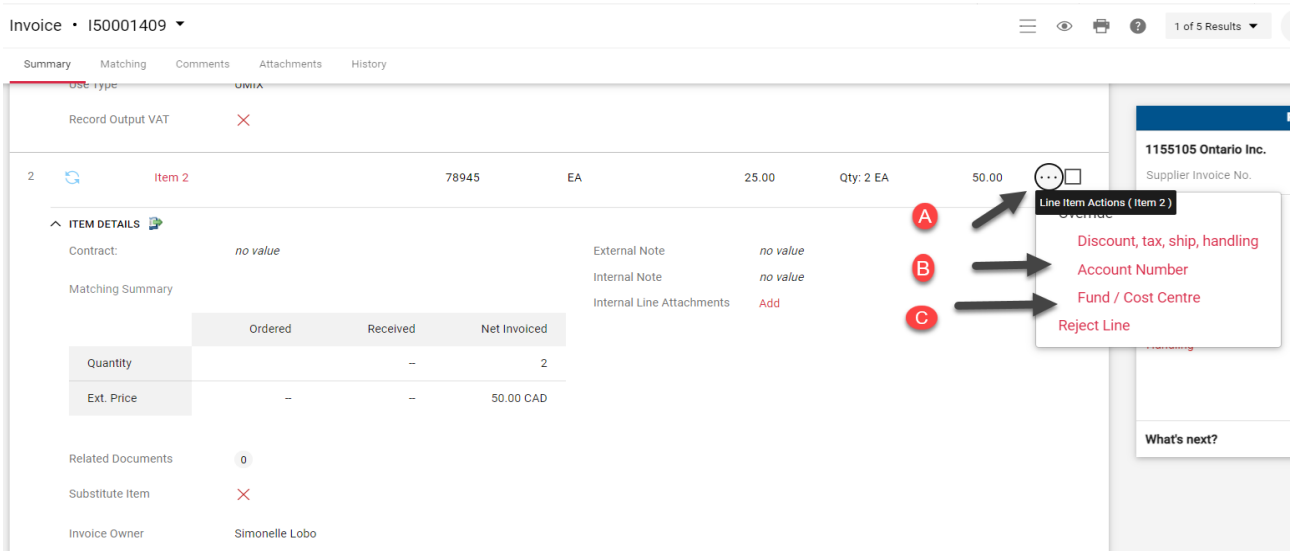
5.1 A new pop-up window will appear for the Invoice details to be entered. Type in all applicable fields such as description (C), quantity (D), price (E) and keep packaging default to "EA-Each" (F). (*Do Not enter PO Number field).

- Repeat step 4 to enter accounting information
- Once completed select the "Save" button to finish this step OR "Save and Add Another" button to continue to add additional lines for the invoice.



5.2 Once the additional non-PO line has been entered, to split charges between two or more Cost Centres follow the steps below:

- Scroll to the non-PO line and click on the dotted menu (A)
- Select one of the options – Account Code (B) or Fund/Cost Centre (C) that you want to add to the line.

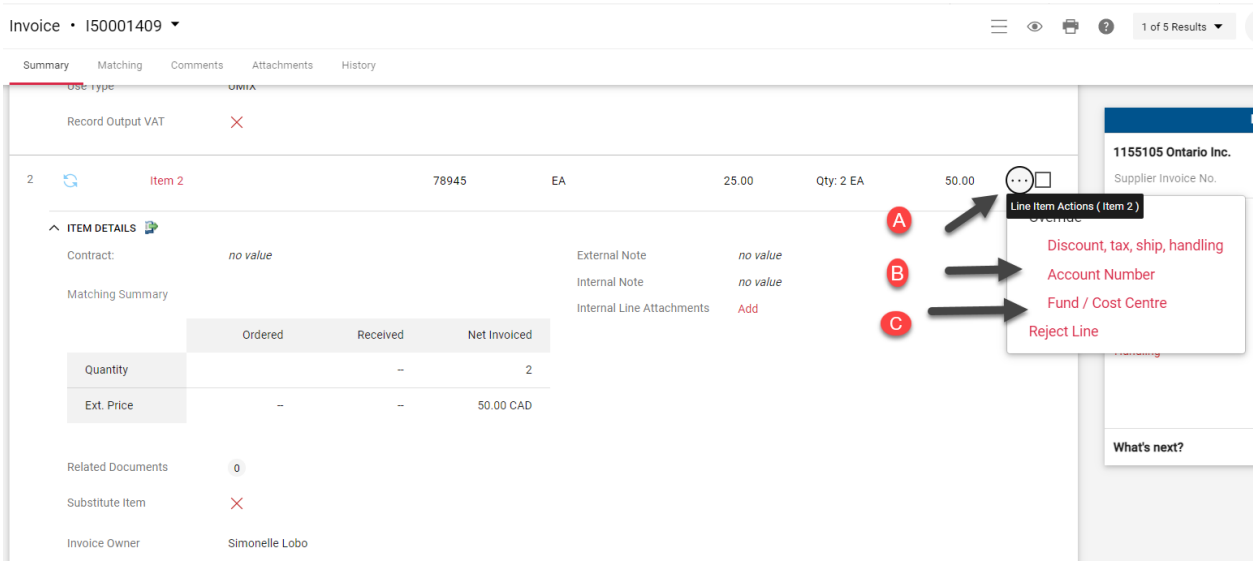


- Keep the default selection to 'Line' (D) and click on the plus ('+') sign (E).

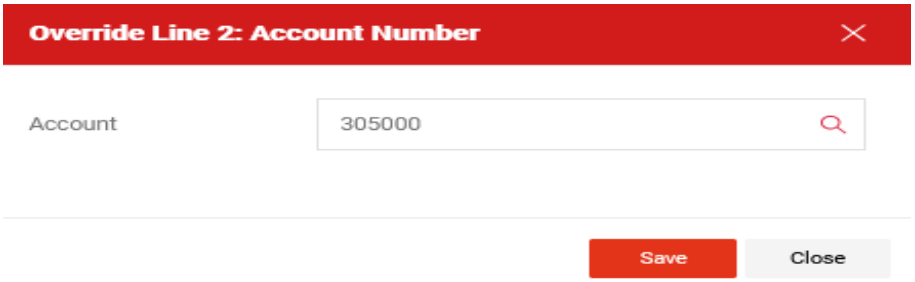
- Edit/override the Fund/Cost Centre (F) information following steps 4.2 and 4.3 to add the split accounting information to be distributed to the line
- Final step is to click on 'Save' (G).

5.3 To spit charges between two or more accounts, follow the steps below:

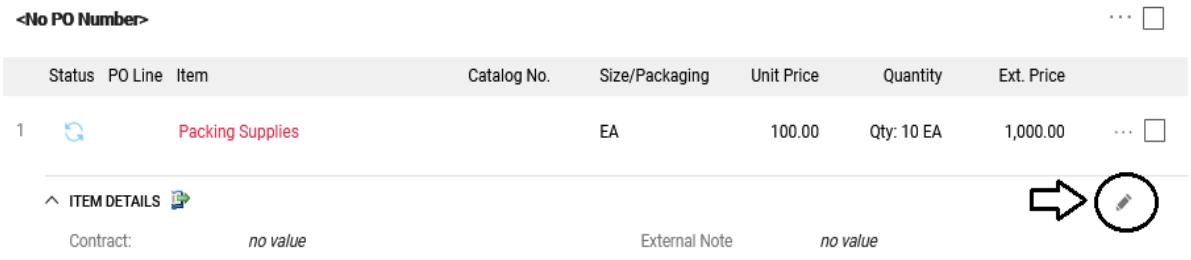
- On the newly added non-PO line, click on the dotted menu Ellipsis (A).
- Select Account Code (B)



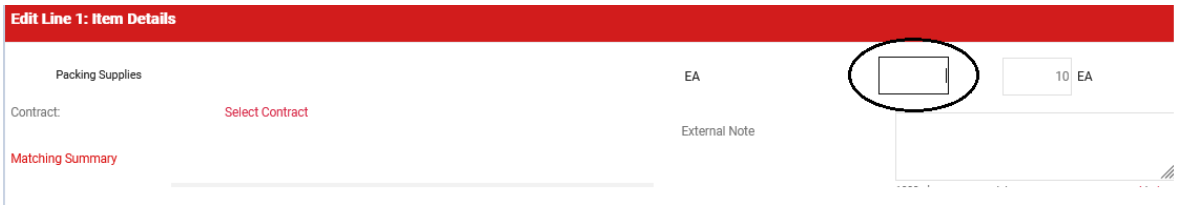
- Edit/override the Account Number and clock on “Save” to save the changes



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

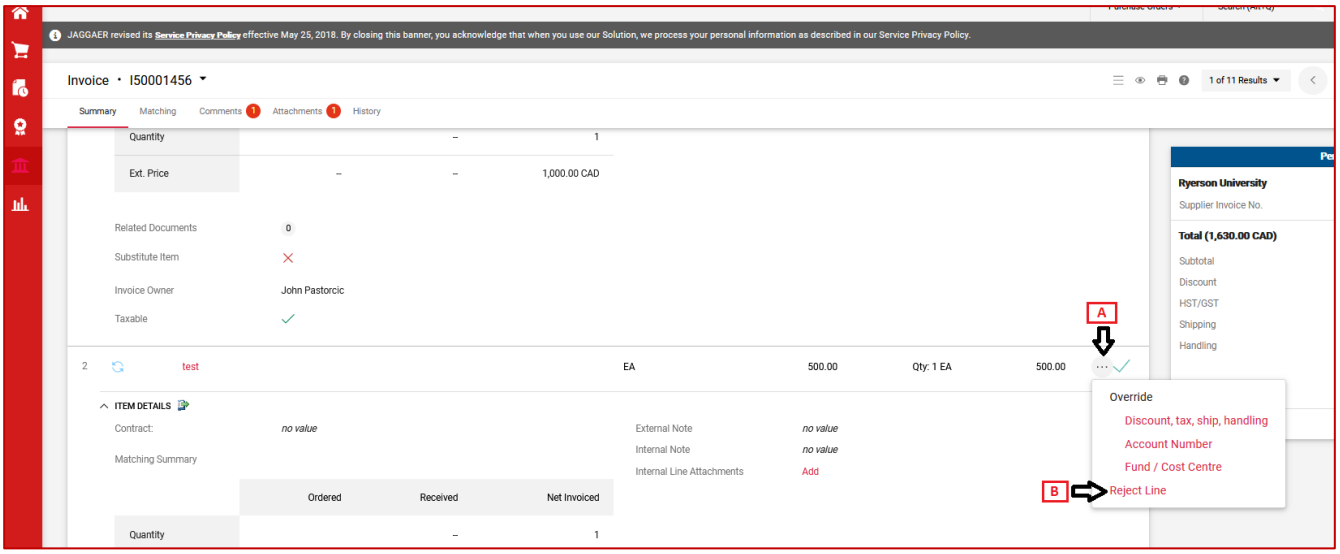


- The amount on this non-PO invoice line must be reduced by the amount entered on the newly added non-PO invoice line. Enter the amount in the available field. Once the amount is updated, click “Save”.

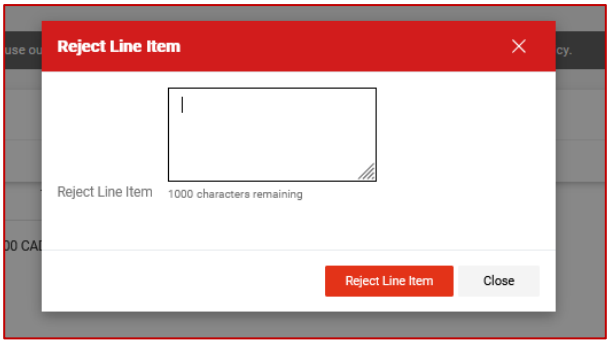


5.4 If a non-PO invoice line is added in error, the line can be rejected by completing the following steps:

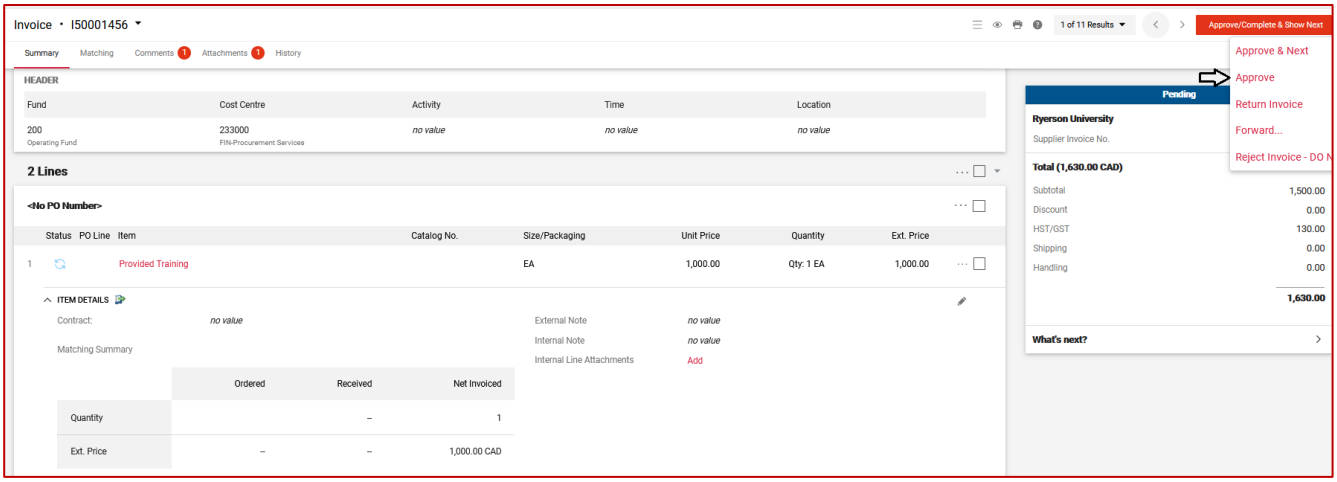
- At the line level, click on the ellipsis for the line you want to reject (A).
- Select “Reject Line” from the drop down (B).



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



- Proceed to approve the non-PO invoice



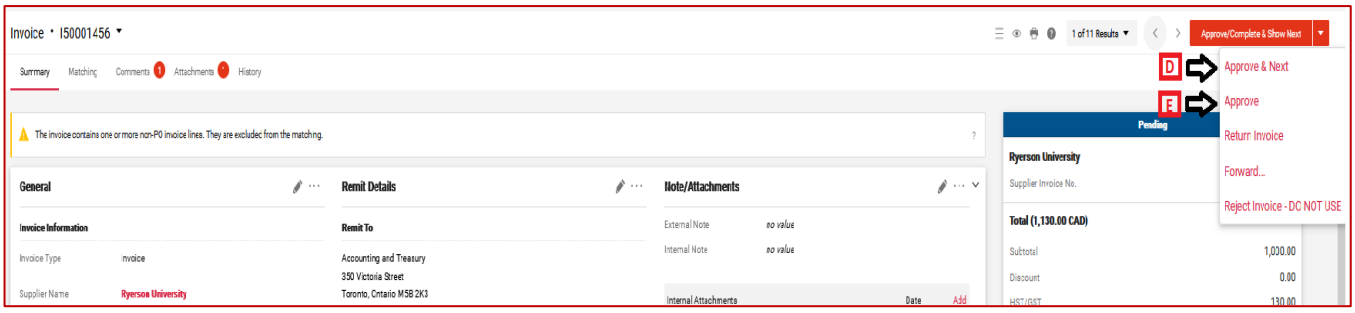
Step 6: Approver Actions the Non-PO Invoice

6.1 Approving the non-PO invoice:

- If the approver is satisfied, click the dropdown next to see more 'Available Actions' and select 'Approve Next' (D) to approve and move on the next Non-PO invoice in the queue for approval or 'Approve' (E) to approve the current Non-PO invoice only.

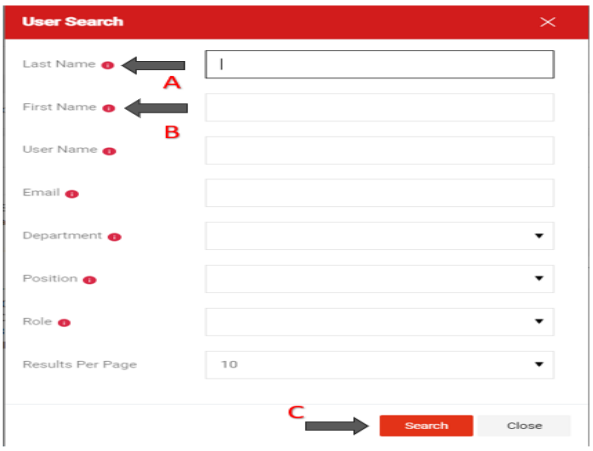
This will automatically send the non-PO invoice to Accounts Payable for a final review before payment is processed. Note, if the purchase is against a fund "500" and is over $5,000 in value, Sm@rtBuy will automatically send the non-PO invoice to Research Accounting with a notification email from the system for approval before Accounts Payable. Research accounting is to follow steps 2-6.

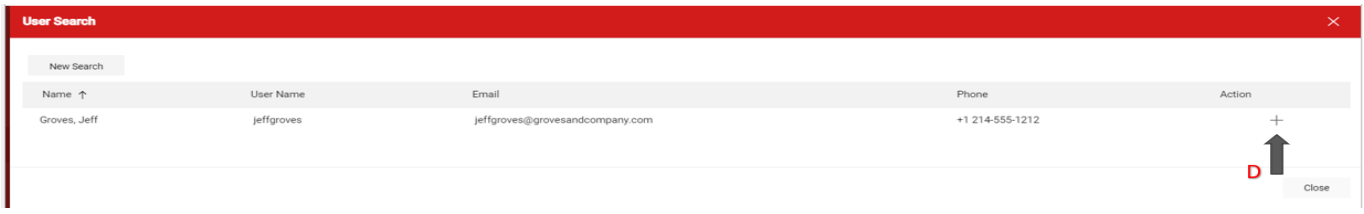
6.2 If there is more than one non-PO invoice in queue for review, click 'Approve & Next' (D), then complete steps 3-5 for the other non-PO invoice(s).



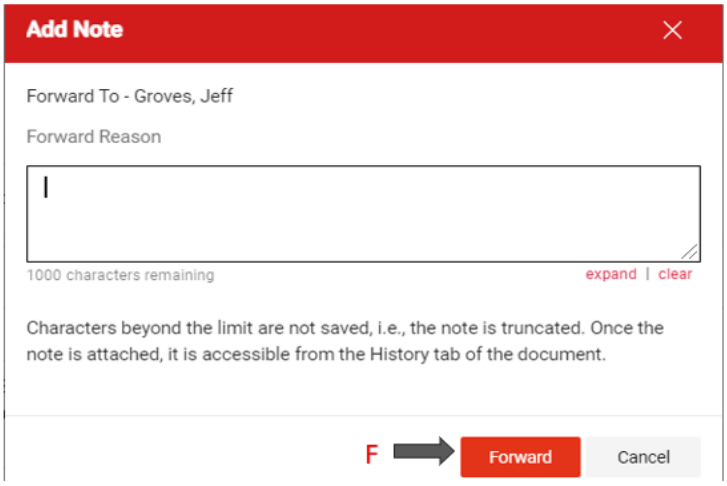
6.3 Forwarding the non-PO invoice to the purchaser for corrections:

- If the approver is not satisfied and needs to send the invoice back to the purchaser for further attention, click 'Forward' in the dropdown menu.
- A pop-up box will open to search for the purchaser using last name and first name (A and B), then click 'Search'. Names can then be selected from the populated user search using the 'plus sign' button.





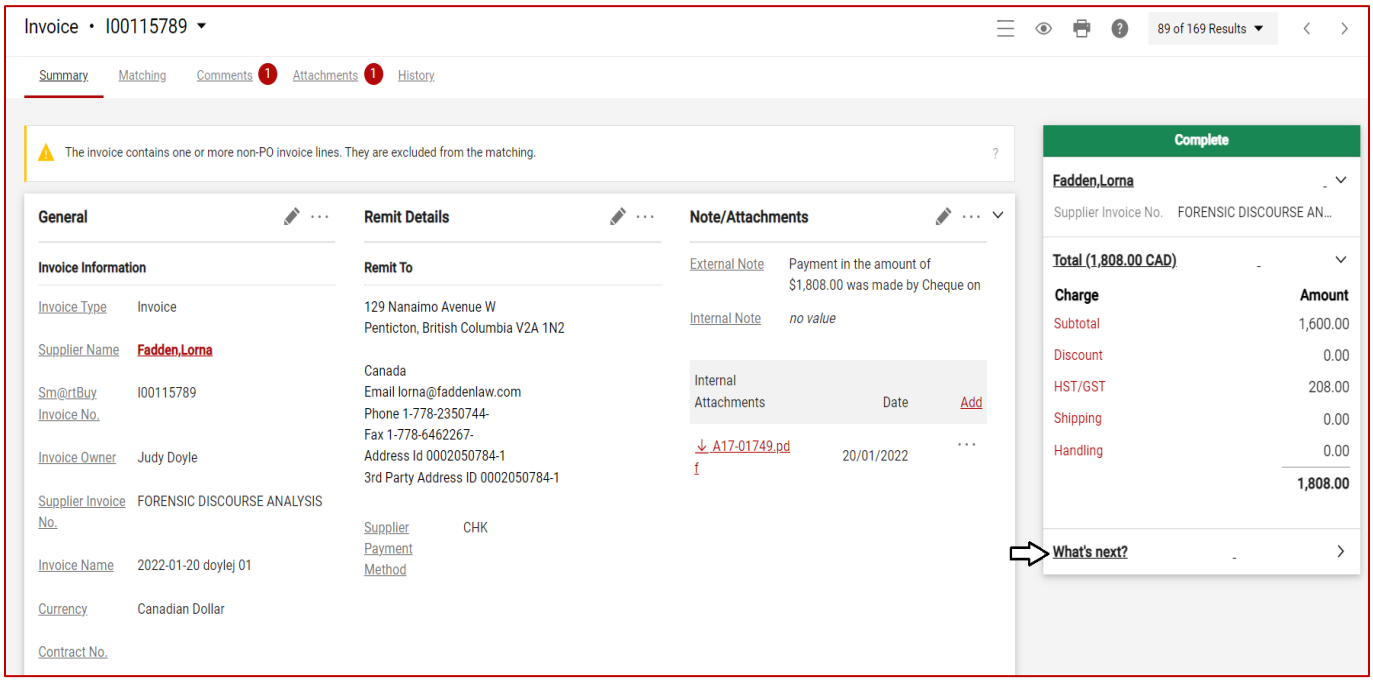
- Enter an appropriate not for the purchaser then select ‘Forward’ (F).

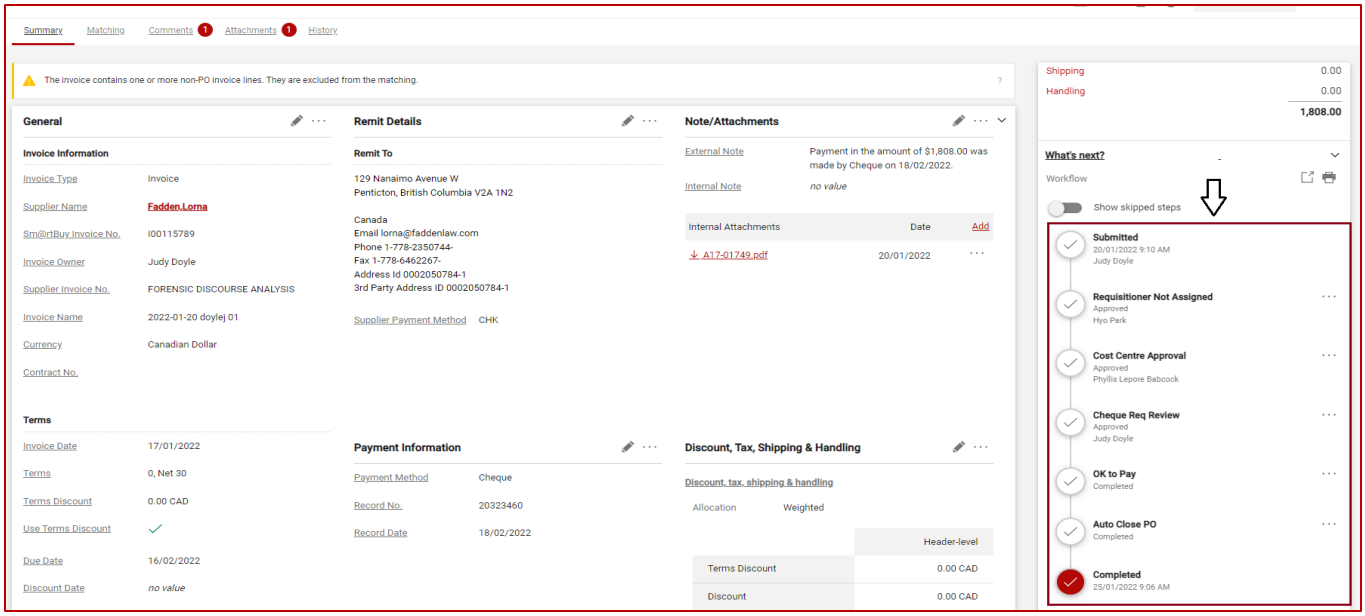


- Other options on the drop down are as follows:
    - Return Invoice – use this option to return the invoice to Accounts Payable for major revisions only (i.e. the invoice has to be completely revised or if the wrong vendor was selected on the Non-PO invoices). Please add comments on the ‘Comments’ tab and state the reason for returning the invoice to Accounts Payable.

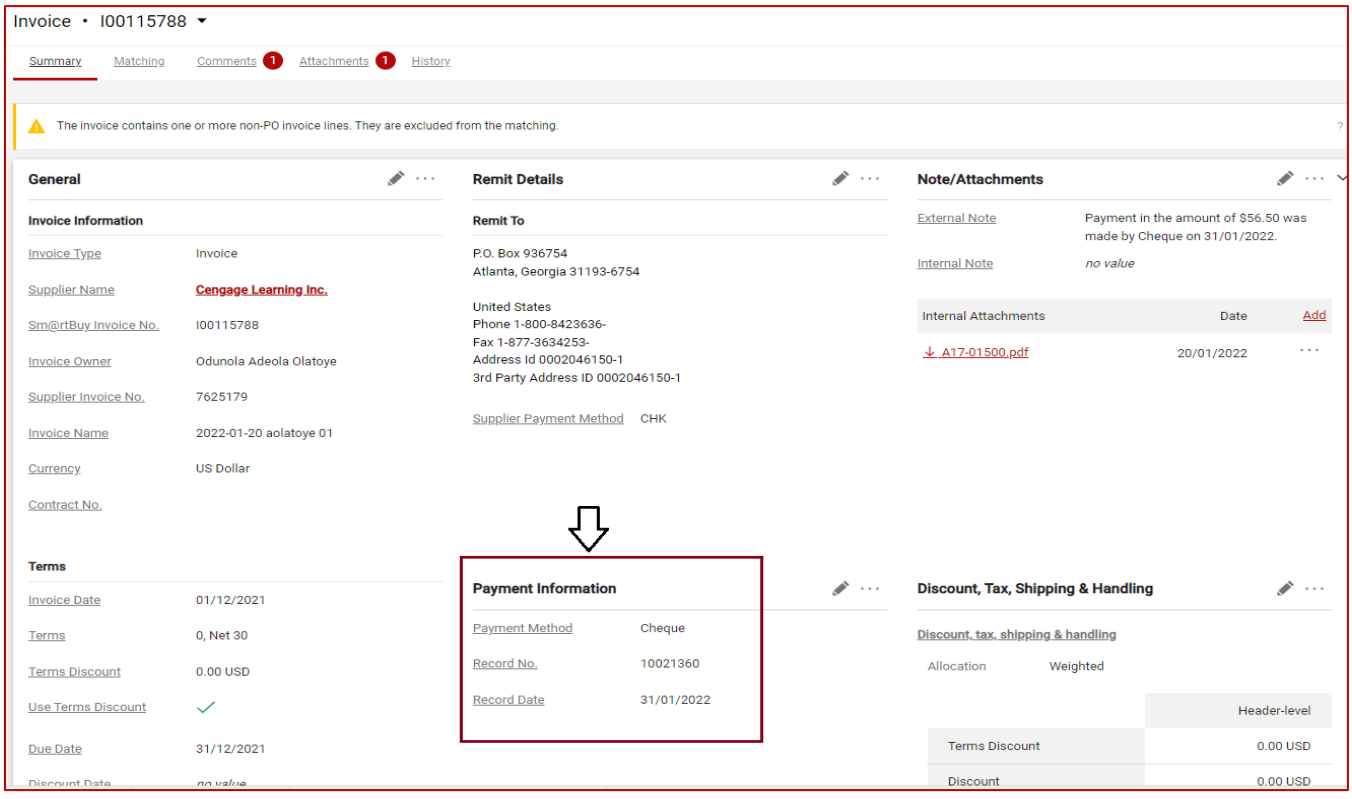
Step 7: How to View Status of Invoice

- 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:
    a) 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.
    b) 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.



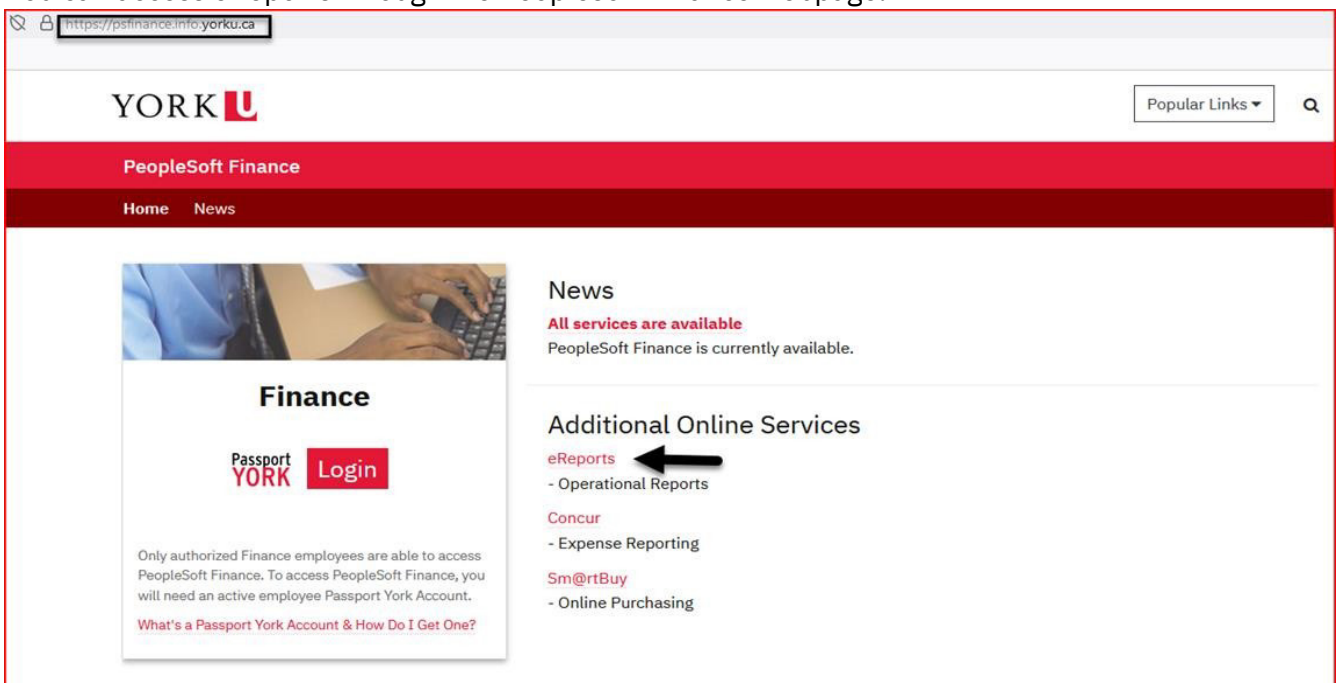


- The payment information is also available on the Summary Page.
- Scroll down to the Payment Information Section on the Summary Page:
  a) Payment Method – this indicates the method of payment used to pay the Vendor
  b) Record No. – this is the payment reference number
  c) Record Date – this is the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

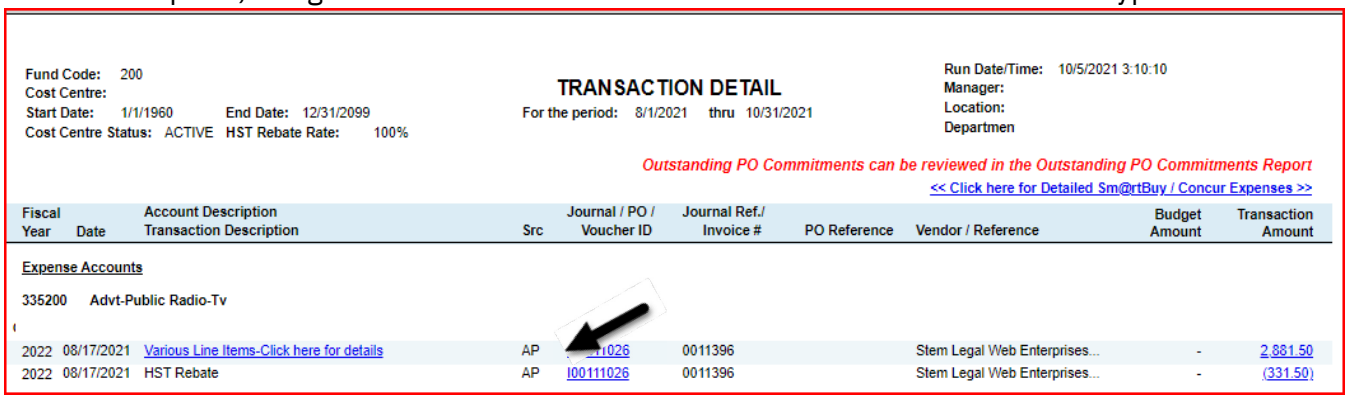


Step 8: eReports Review of Non-PO Invoices

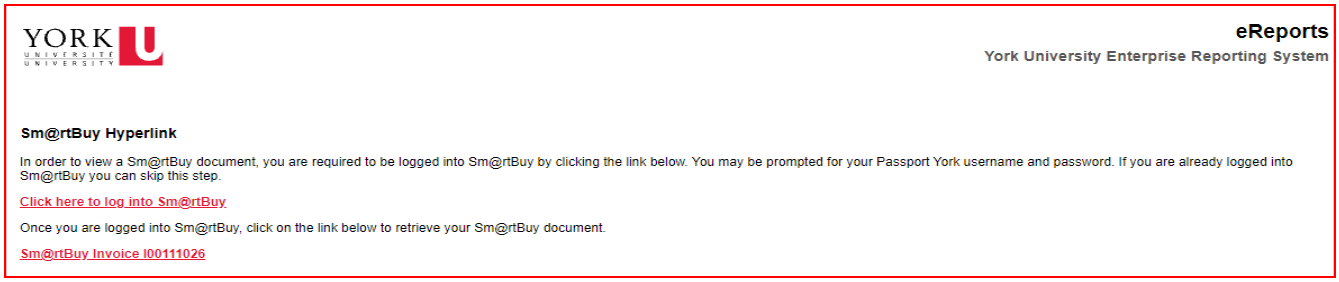
- Once Accounts Payable has completed a final review, the invoice will automatically be sent to Peoplesoft for payment, and then posted to eReports for viewing in 1-2 business days.
- Note: the non-PO invoice is only viewable in eReports for those with the appropriate permission for the cost center that the non-PO invoice was charged against.
- You can access eReports through the Peoplesoft Finance webpage.



- When in eReports, navigate to "Transaction Detail" and click on the non-PO invoice hyperlink.

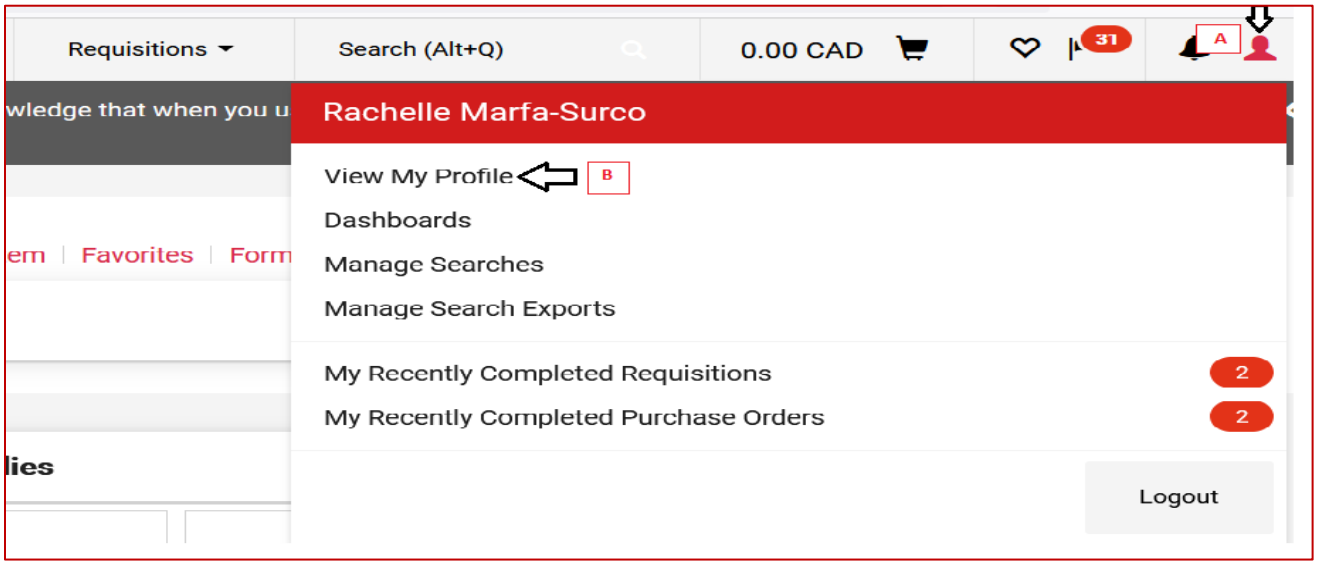


- When you click on the hyperlink of the non-PO invoice, it will redirect to log back into Sm@rtBuy to view the details

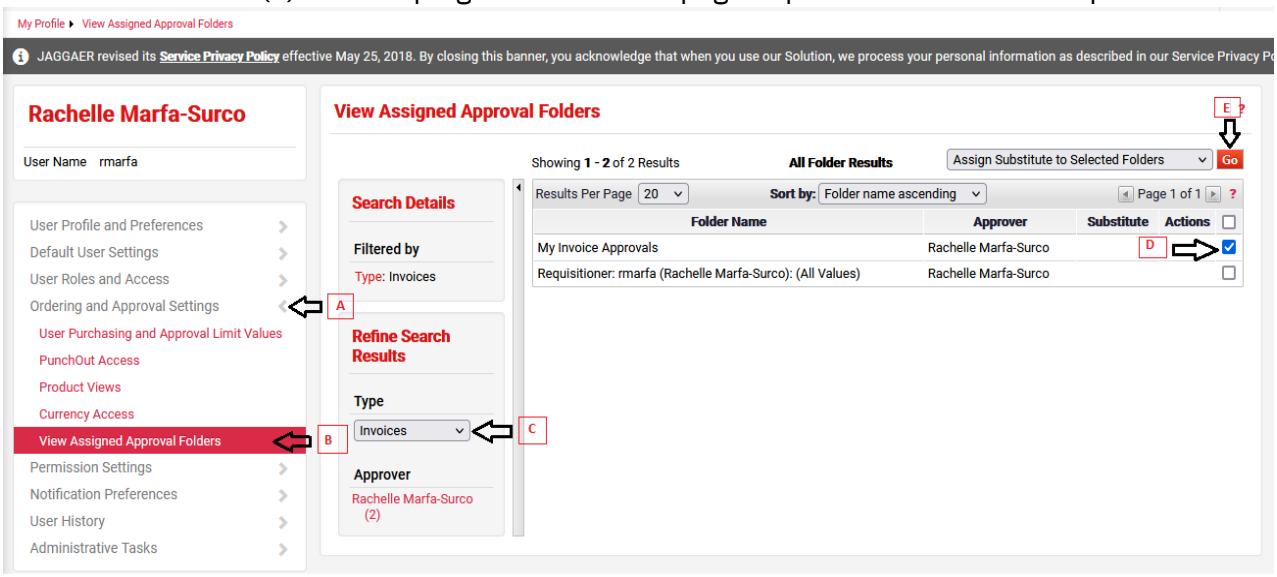


Step 9: How to Delegate Your Approval Rights

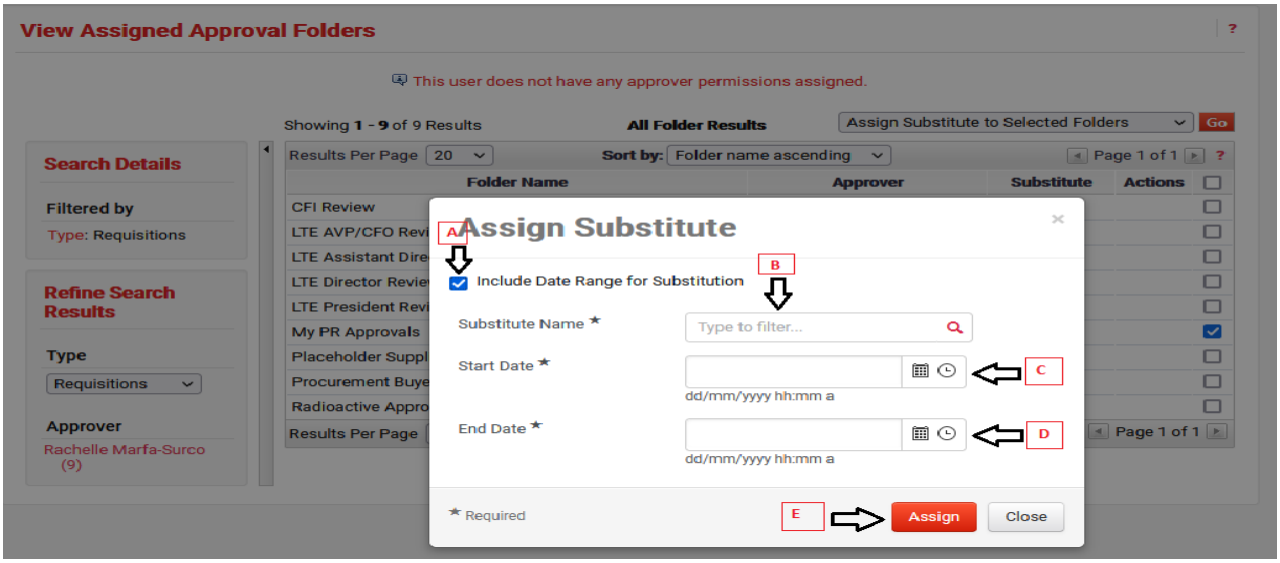
1. Click on your profile (A), then select 'View My Profile' (B) from the drop down.



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)


View Assigned Approval Folders
This user does not have any approver permissions assigned.
Showing 1 - 9 of 9 Results
All Folder Results
Assign Substitute to Selected Folders
Go
Search Details
Filtered by
Type: Requisitions
Refine Search Results
Type
Requisitions
Approver
Rachelle Marfa-Surco (9)
Results Per Page 20
Sort by: Folder name ascending
Page 1 of 1
Folder Name
Approver
Substitute
Actions
CFI Review
LTE AVP/CFO Revi
LTE Assistant Dire
LTE Director Revie
LTE President Revi
My PR Approvals
Placeholder Suppl
Procurement Buye
Radioactive Appro
Results Per Page
Page 1 of 1
Assign Substitute
A
Include Date Range for Substitution
B
Substitute Name *
Type to filter...
Start Date *
dd/mm/yyyy hh:mm a
C
End Date *
dd/mm/yyyy hh:mm a
D
* Required
E
Assign
Close