Flow Chart of New Workflows Using SharePoint & Munis PO Receiving

Process

Status of Invoice in SharePoint

Responsibility & Notes

Requisition and PO Creation –Vendors should not commence work without a PO and for professional services, a fully executed contract.

Vendor delivers Hard Good Orders per PO - In Full or Partial Vendor completes services per blanket PO – in Full or Partial Vendor completes professional services per PO & Contract – in Full or Partial

Vendor sends pdf invoice to Invoices@ sp.buffaloschools.org. <u>Department/Schools and Purchasing</u> department or school creates a requisition and Purchasing issues a PO per current procedures. Purchasing sends copy of PO to both Vendor and PO Issuer.

Vendor – 1) A letter was sent to Vendors outlining new invoice requirements and SHAREPONT email submit address 2) No invoices should be sent before completion of services 3) Vendors can now submit invoices for partial payments 4) Munis PO Receiving for Hard Goods should be completed upon delivery and prior to Vendor invoice being submitted,

A/P staff reviews all invoices received in the SharePoint Review Page. The first level of review is to run PO Inquiry and check status of Munis PO Receiving and/or Approval.

Munis PO Receiving Completed.

Munis PO Receiving NOT Completed.

Review Page – Invoices Pending Review

Review Page -

Invoices Pending

Receiving/Approval

A/P Staff – 1) receipt of all Vendor invoices in SharePoint is critical to the A/P staff controlling the process from the beginning and is essential to expediting invoice approvals in Munis PO Receiving 2) SharePoint provides the capability to search & sort all invoices received and respond to vendor inquiries 3) Emails received with pdf invoice attached eliminates the time and effort of sorting mail, coordinating pony's & scanning invoices.

A/P Staff - SharePoint provides A/P staff the

capability to MANAGE the A/P process in two critical

A/P staff sends an email to PO Issuer with a copy of the invoice requesting review of invoice and approval in Munis PO Receiving. The invoice is moved to the SharePoint PENDING RECEIVING/APPROVAL page.

PO Issuer or assigned staff reads the email, reviews the Invoice and goes into Munis to complete PO Receiving. ways 1) ability to quickly send all invoices to the PO
Issuer or Assigned Staff requesting Munis PO
Receiving and 2) to search and track the requests for
Munis PO Receiving by PO Issuer. This allows A/P staff
to identify bottlenecks in the Munis Receiving/
Approval process.

PO Issuer or Assigned Staff – important to scan and attach Packing Slips for Hard Goods and any required back up for Blanket or Contract PO's.

A/P staff reviews all invoices in the SharePoint Pending Receiving/Approval page. A/P staff runs a PO Inquiry and checks if Munis PO Receiving has been completed. If complete Invoice moved to the SharePoint ENTRY page. A/P Staff – 1) SharePoint has the capability to identify who and/or what department is holding up Munis PO Receiving and 2) a SECOND REQUEST email for Munis PO Receiving may be sent by A/P staff.

Invoices are entered into Munis and moved to the SharePoint AUDIT page.

Entry Page – Invoices Ready for Entry <u>A/P Staff</u> – 1) Only invoices with Munis PO Receiving completed are entered into Munis 2) A/P staff checks the ENTRY page each day and enters invoices into Munis A/P.

Invoices are Audited in Munis and either rejected/deleted or approved and moved to the SharePoint COMPLETED page.

Audit Page

<u>Audit Staff</u> - rejected invoices require follow up by A/P staff with vendor, department or PO receiver.

Invoices are Paid in Munis.

Completed Page

<u>A/P Staff</u> - Invoices approved for payment by Audit are Paid.