

AP – WebNow Non PO Invoice Approval Process Quick Reference Guide

ATTENTION:

Code General Ledger and Approve Invoice click HERE	2
Approve ONLY click HERE	11

Code General Ledger and Approve Invoice

Daily, at 6:00 am, Pacific, notifications are e-mailed for tasks assigned in the past 24 hours. It is the expectation that these assigned tasks are completed timely to meet payment terms and account for expenses in the appropriate accounting period.

Working the task

Providence and its affiliates reviewers and approvers will have the WebNow shortcut installed on their PC. If you do not have the required shortcut call the Help Desk for assistance.



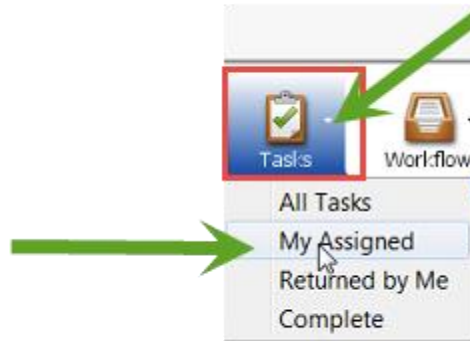
Due to the firewall restrictions, PACMed Reviewers and Approvers will use the following URL: <http://webnow.providence.org:8080/webnow/> and save as a shortcut on the desktop. Call the Help Desk if you need an assistance.

Logging In

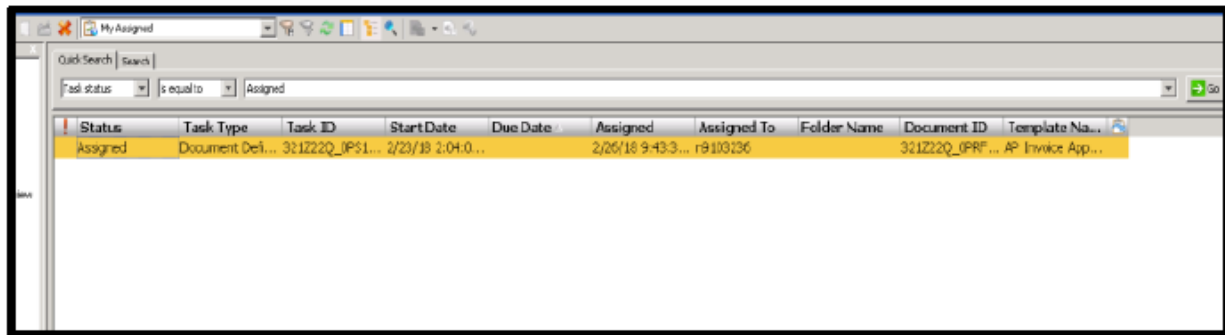
Log in using the same User Name and Password you do to view your paychecks and click Connect.



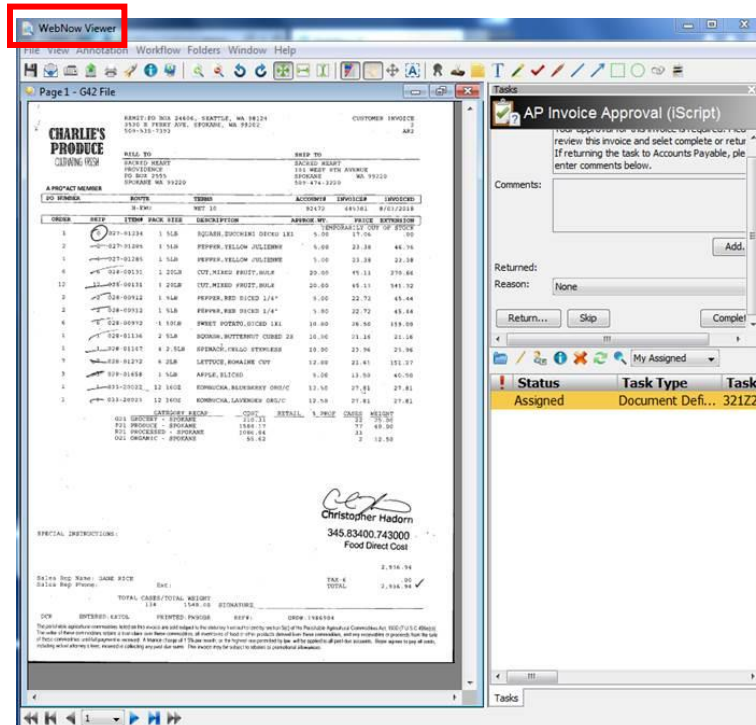
To locate your Assigned Task Go to TASKS – Click on Drop down Arrow to see the list → Select My Assigned



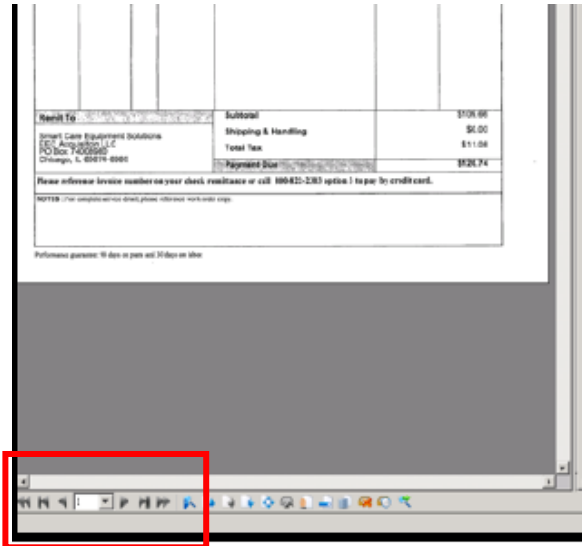
You should see your list of available Tasks.



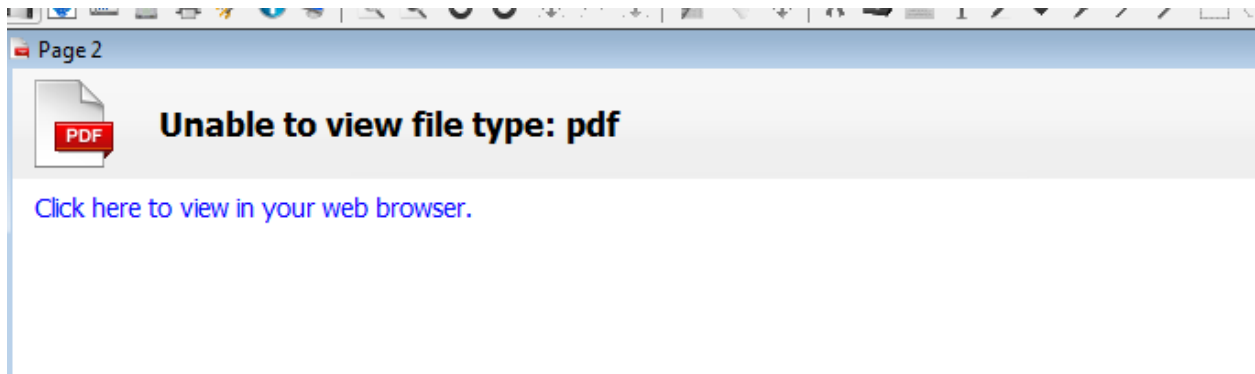
NOTE: WebNow may bypass this step and Open the **WebNow Viewer** Window immediately. If a new Window does not open, Double Click on the first Highlighted Task Row to Open the **WebNow Viewer** Window.



You can see all Invoice pages by clicking on the arrows located at the bottom left corner.

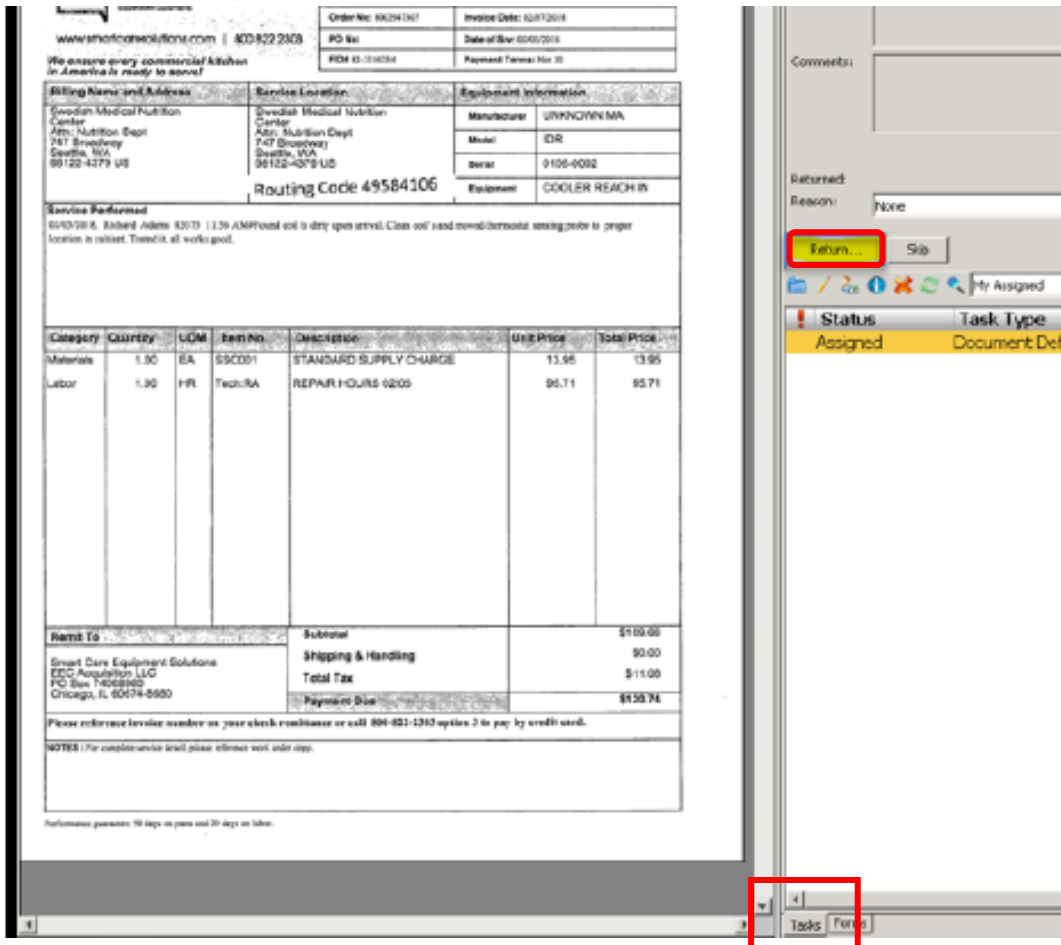


NOTE: Certain File Types (PDF, Excel, etc..) will prompt you to View the document in a new Browser. Click the blue link to view the document.



To Reject the Invoice:

- On the **Task View**, Click **Return**.



www.smartcare.com | 800-822-2308

Order No: 66291267 Invoice Date: 02/17/2018
 PO No: Date of Inv: 02/05/2018
 RFD #: 010034 Payment Terms: Net 30

Billing Name and Address: Sweden Medical Nutrition Center, Attn: Nutrition Dept, 747 Broadway, Seattle, WA 98122-4373 US
Service Location: Sweden Medical Nutrition Center, Attn: Nutrition Dept, 747 Broadway, Seattle, WA 98122-4373 US
Routing Code: 49584106
Equipment Information: Manufacturer: UNKNOWN MA, Model: IDR, Serial: 0105-0082, Equipment: COOLER REACH IN

Service Performed: 02/07/18, Robert Adams 83073 | 1:29 AM/Front cool is dirty upon arrival. Clean cool and moved/demounted sensing probe in proper location in cabinet. Tested it, all works good.

Category	Quantity	UOM	Item No.	Description	Unit Price	Total Price
Materials	1.90	EA	SSCO01	STANDARD SUPPLY CHARGE	13.95	13.95
Labor	1.90	HR	Tech:RA	REPAIR HOURS 6205	95.71	95.71
Subtotal						\$109.60
Shipping & Handling						\$0.00
Total Tax						\$11.00
Payment Due						\$120.60

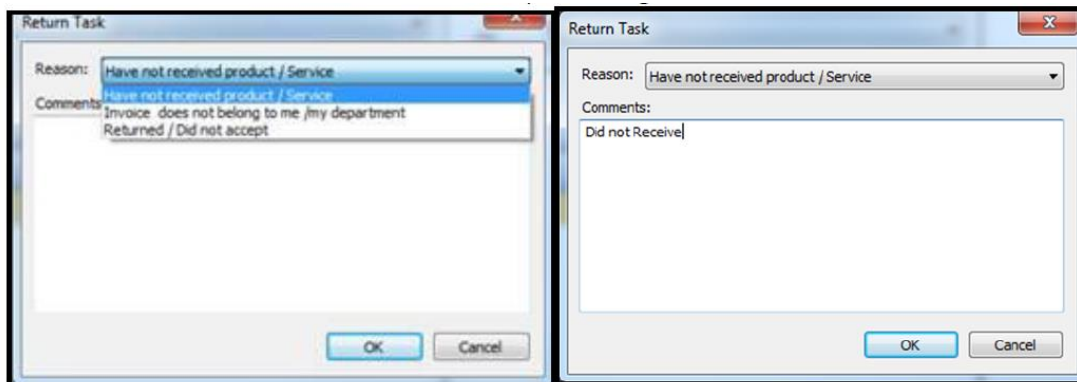
Please reference invoice number on your check/rebill/expense or call 800-822-2303 option 2 to pay by credit card.

NOTES: For complete service level, please reference work order app.

Performance guarantee: 90 days on parts and 20 days on labor.

Return Task window: Reason: Have not received product / Service, Comments: Invoice does not belong to me /my department Returned / Did not accept

- A window will pop up requiring completion. Click on the arrow dropdown to select a Reason, input additional Comments explaining why you are not approving the Invoice, and click OK.



Return Task

Reason: Have not received product / Service

Comments: Invoice does not belong to me /my department Returned / Did not accept

OK Cancel

Return Task

Reason: Have not received product / Service

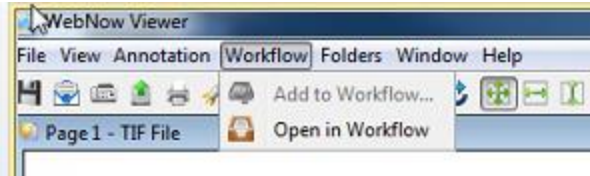
Comments: Did not Receive

OK Cancel

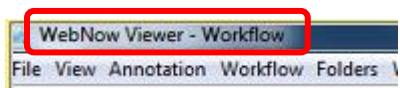
NOTE: Rejected Invoices will return to AP for further action.

To Add General Ledger Coding:

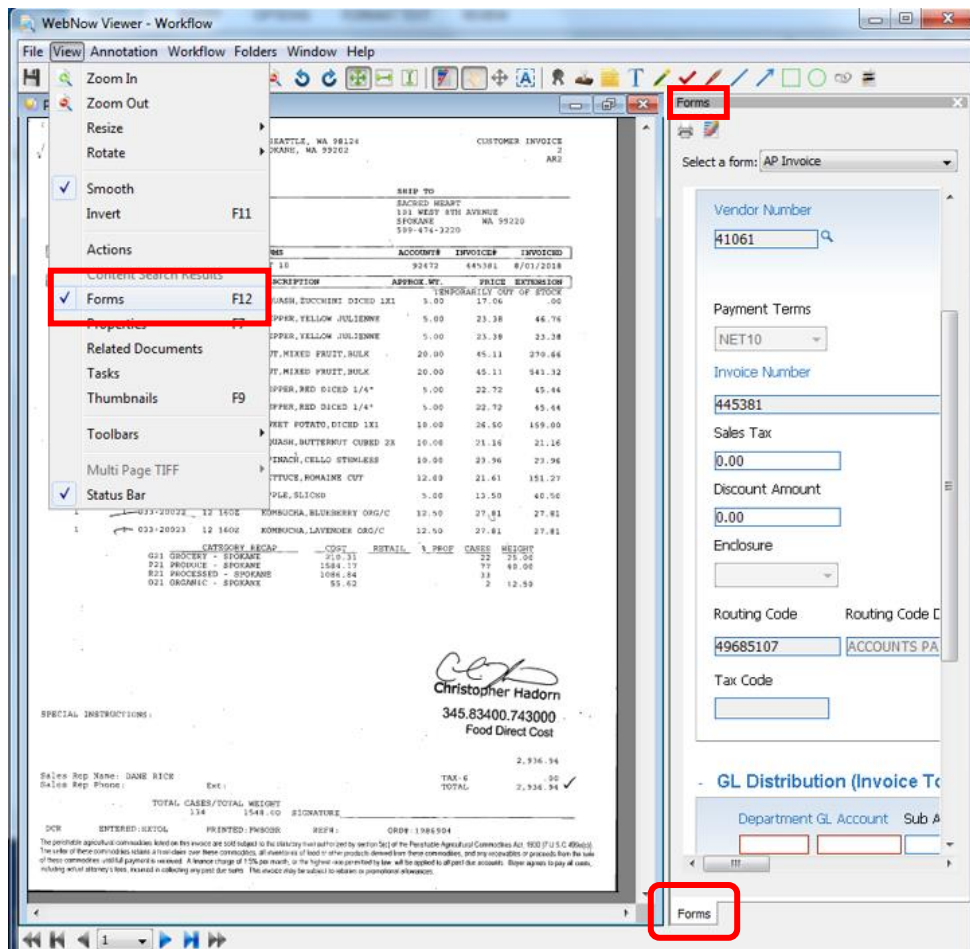
- Click **Workflow** and then select **Open in Workflow**. Repeat step. (Will need to select Open in Workflow twice)



NOTE: A new Window will pop-up with the word 'Workflow' at the very top of the window next to 'WebNow Viewer'. i.e, it'll say 'WebNow Viewer - Workflow'



- Verify you are in the **WebNow Viewer - Workflow** Window before moving forward.
- If you do not see the Form within the **WebNow Viewer - Workflow** Window, click on **View** and select **Forms**.



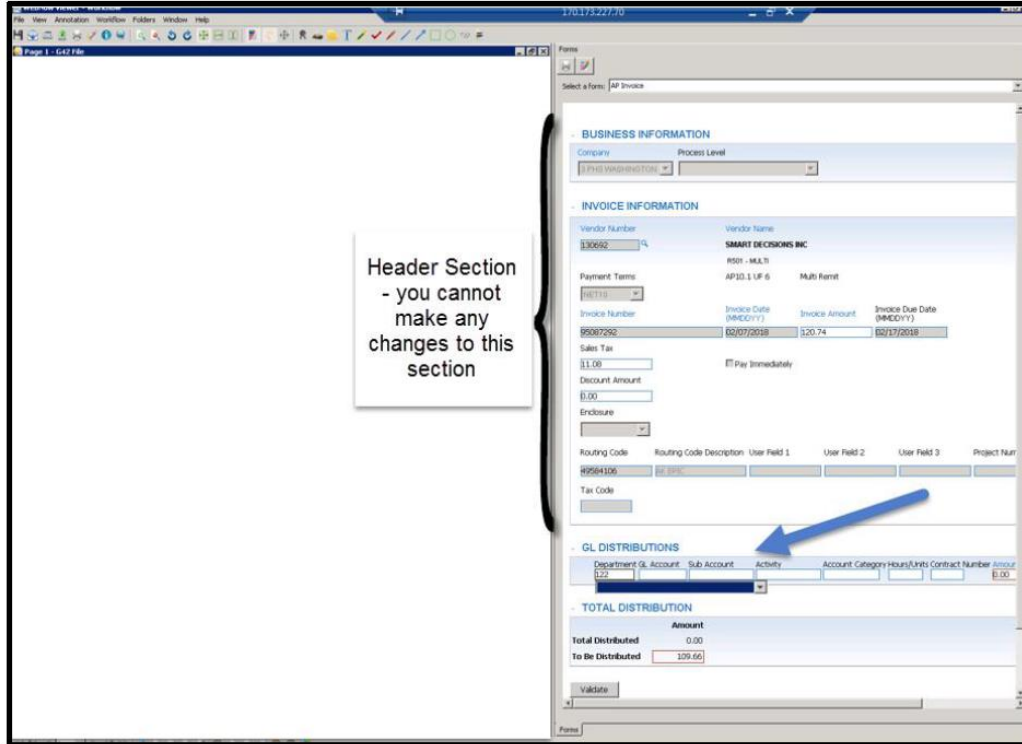
The screenshot shows the 'WebNow Viewer - Workflow' application window. The 'View' menu is open, and 'Forms' is selected. The 'Forms' panel on the right is active, showing a search for 'AP Invoice' and a list of forms. The main window displays a customer invoice for 'SACRED HEART' with a list of items and their prices.

DESCRIPTION	APPROX QTY	PRICE	EXTENSION
WASH, BUTTERNUT DICED 1X1	3.00	17.06	-0.00
PPFR, YELLOW JULIENNE	5.00	23.38	46.76
PPFR, YELLOW JULIENNE	5.00	23.38	23.38
PT, MIXED FRUIT, BULK	20.00	45.11	279.66
PT, MIXED FRUIT, BULK	20.00	45.11	943.32
PPFR, RED DICED 1/4"	5.00	22.72	45.44
PPFR, RED DICED 1/4"	5.00	22.72	45.44
REET POTATO, DICED 1X1	10.00	26.60	159.00
WASH, BUTTERNUT CUBED 2X	10.00	21.16	21.16
TRACH, CELLO STAINLESS	10.00	23.96	23.96
TTUCE, ROMAINE CUT	12.00	21.61	151.27
PLR, SLTOD	5.00	13.50	40.50
KORNOCHA, BLINDBERRY ORG/C	12.50	27.81	27.81
KORNOCHA, LAVENDER ORG/C	12.50	27.81	27.81

Special Instructions:
Sales Rep Name: DANB RICE
Sales Rep Phone: 134 1548 100
TOTAL CASES/TOTAL WEIGHT: 134 1548 100
DCE ENTERED: LKXJOL PRINTED: PKW008 REF#: GRW: 1386504

The Form shows Invoice Details separated into two Sections:

1. The Header section of the task has the invoice details and cannot be changed except by Accounts Payable.



Header Section - you cannot make any changes to this section

BUSINESS INFORMATION
 Company: [PROVIDENCE] Process Level: []

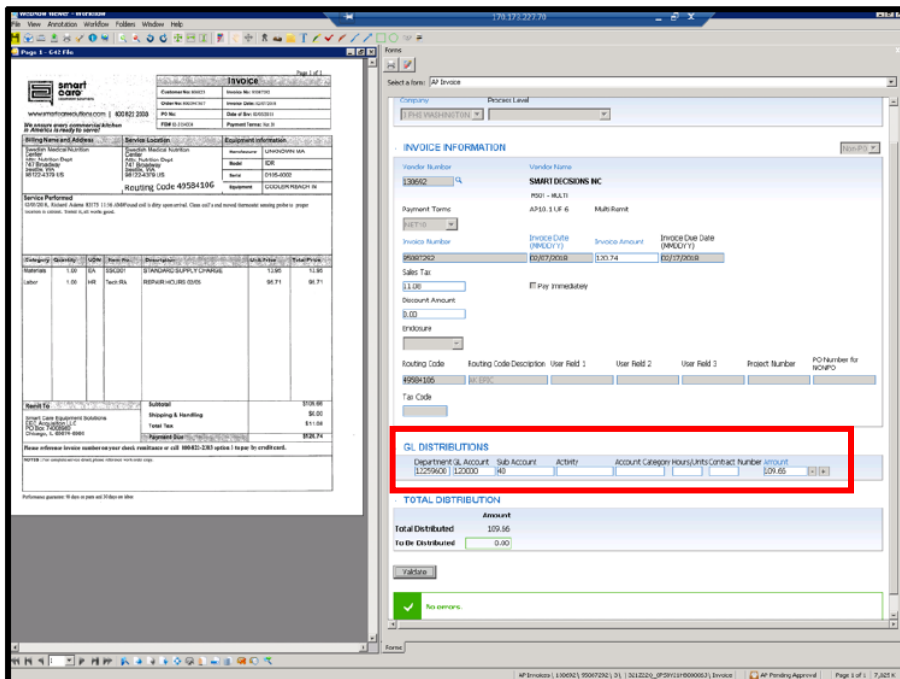
INVOICE INFORMATION
 Vendor Number: 130692 Vendor Name: SMART DECISIONS INC
 Payment Terms: AP10, 1 UF 6 Multi Remit
 Invoice Number: 95807292 Invoice Date: 02/07/2018 Invoice Amount: 120.74 Invoice Due Date: 02/17/2018
 Sales Tax: 11.00
 Discount Amount: 0.00
 Enclosure: []
 Routing Code: 49584106 Routing Code Description: [] User Field 1: [] User Field 2: [] User Field 3: [] Project Num: []
 Tax Code: []

GL DISTRIBUTIONS

Department (G. Account)	Sub Account	Activity	Account Category	Hours/Units	Contract Number	Amount
[]	[]	[]	[]	[]	[]	120.74

TOTAL DISTRIBUTION
 Total Distributed: 0.00
 To Be Distributed: 120.66

2. The GL Distributions section is where you will key in your General Ledger information.
 - Hours/Units, Activity and Account Category are used for specific G/L expense codes. Check with Accounting if you are unclear whether your department expense qualifies.



smart care
 Billing Name and Address: []
 Service Location: []
 Equipment Information: []

INVOICE INFORMATION
 Vendor Number: 130692 Vendor Name: SMART DECISIONS INC
 Payment Terms: AP10, 1 UF 6 Multi Remit
 Invoice Number: 95807292 Invoice Date: 02/07/2018 Invoice Amount: 120.74 Invoice Due Date: 02/17/2018
 Sales Tax: 11.00
 Discount Amount: 0.00
 Enclosure: []
 Routing Code: 49584106 Routing Code Description: [] User Field 1: [] User Field 2: [] User Field 3: [] Project Number: [] PO Number for RCN/PO: []
 Tax Code: []

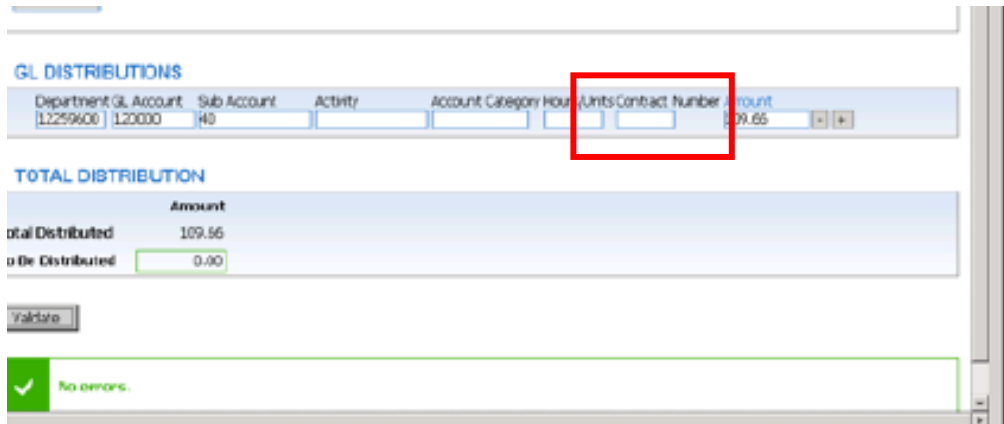
GL DISTRIBUTIONS

Department (G. Account)	Sub Account	Activity	Account Category	Hours/Units	Contract Number	Amount
11299000	132000	360	[]	[]	[]	120.66

TOTAL DISTRIBUTION
 Total Distributed: 120.66
 To Be Distributed: 0.00

No errors.

NOTE: A Stark compliant contract number is required for physician payments.



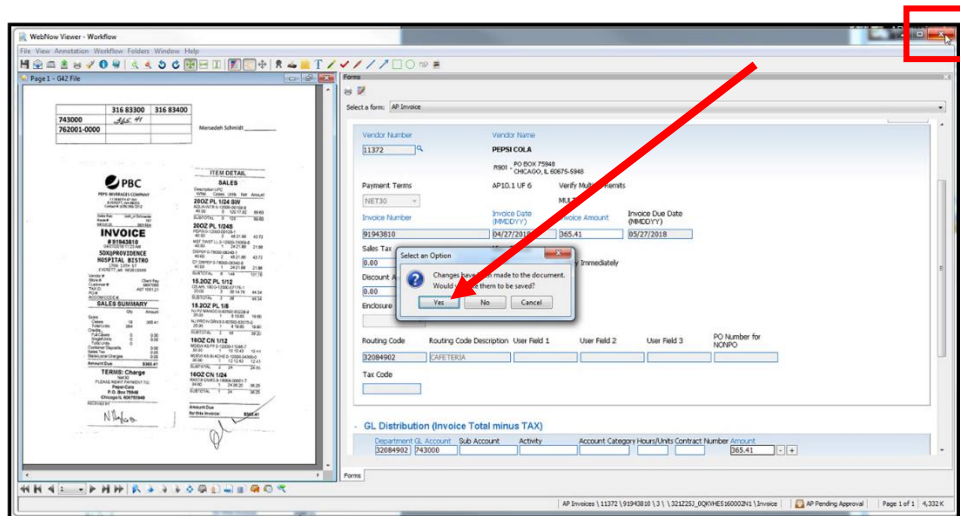
- Key in G/L Distribution information (Click the plus sign '+' if you need to add additional lines of coding). The Distributed Amount = Invoice Amount – Sales Tax

NOTE: If unable to key General Ledger and Amount, double check you are in the **WebNow Viewer – Workflow Window**.

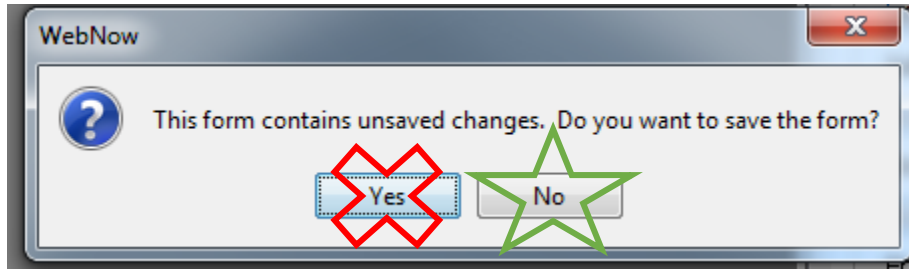
- Click on Validate (if you have no errors, you will see the message, “No errors”)

NOTE: If there are required fields missing information, you will receive an error message. Correct all errors and click Validate again.

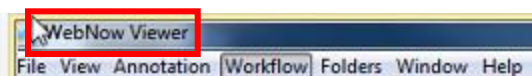
- Close the **WebNow Viewer – Workflow Window** by clicking on the red X in the right hand corner. You will get a pop-up asking if you would like to save; click **Yes**.



NOTE: You **may** receive a Second Pop-Up saying you have unsaved changes. **DO NOT** click Yes. Click No.



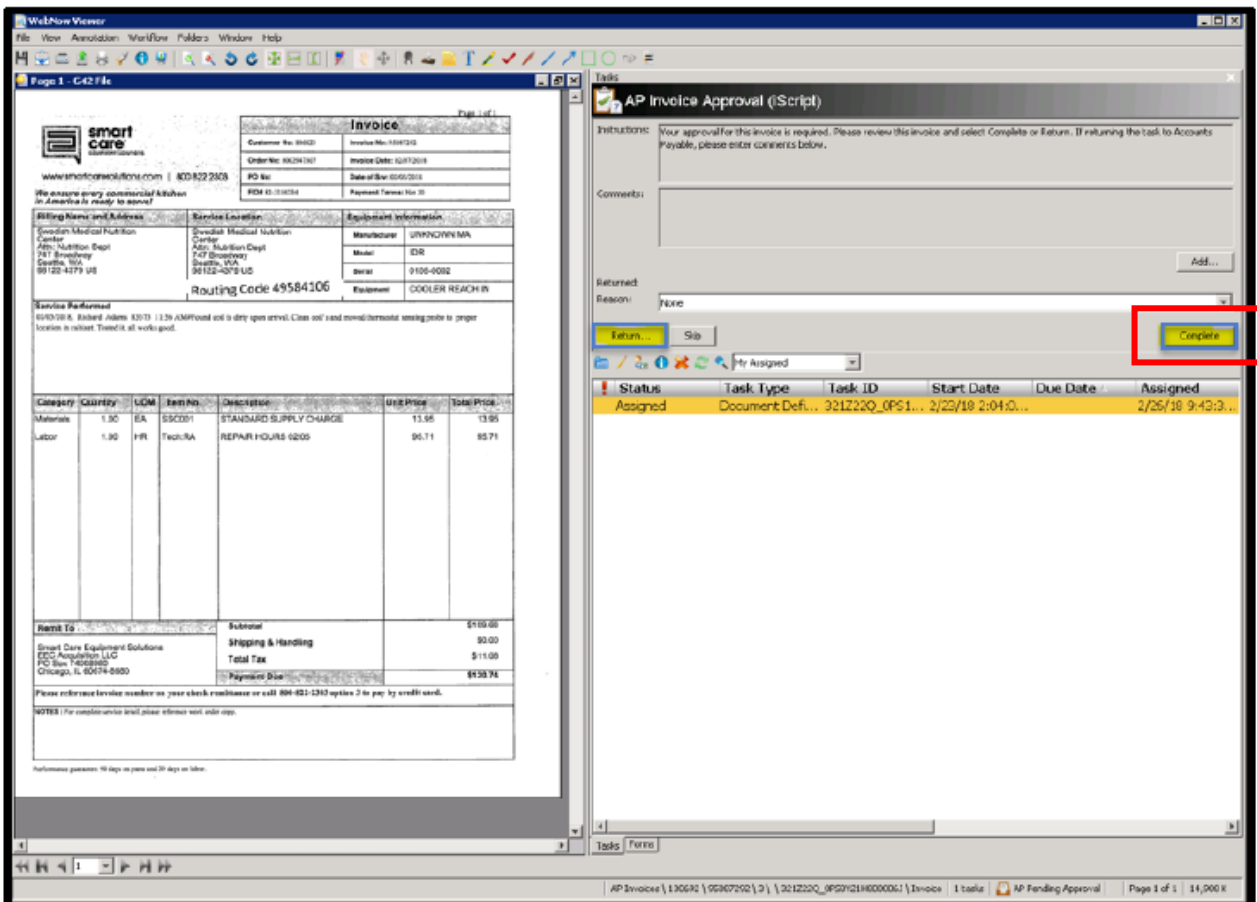
You will now be back in the initial **Webnow Viewer** Window:



To Approve the Invoice:

NOTE: Verify the **WebNow Viewer – Workflow** Window is no longer open.

- On the **Task View**, Click **Complete** to Approve Invoice and send to next step in workflow.



The screenshot shows the WebNow Viewer application with an invoice displayed on the left and a task approval window on the right.

Invoice Details:

Customer No: 0000	Invoice No: 4584106
Order No: 8629180	Invoice Date: 02/23/18
PO No:	Date of Serv: 02/02/18
POM ID: 010704	Payment Terms: Net 30

Equipment Information:

Manufacturer: URNOWN MA
Model: IDR
Serial: 9100-0002
Equipment: COOLER REACH R

Task Approval Window:

Task: AP Invoice Approval (Script)

Instructions: Your approval for this invoice is required. Please review this invoice and select Complete or Return. If returning the task to Accounts Payable, please enter comments below.

Returned Reason: None

Buttons: Return, Skip, **Complete** (highlighted)

Task List:

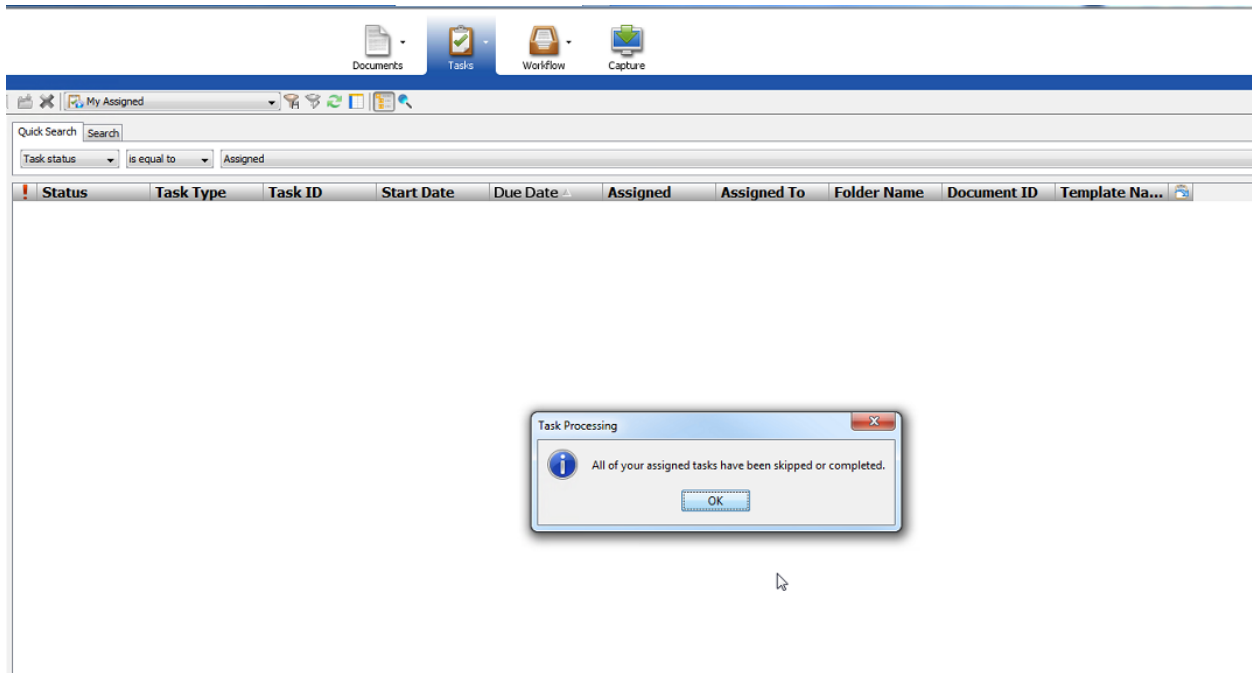
Status	Task Type	Task ID	Start Date	Due Date	Assigned
Assigned	Document Def...	321222Q_0PS1...	2/23/18 2:04:0...		2/25/18 9:42:3...

Invoice Item Table:

Category	Quantity	UOM	Part No	Description	Unit Price	Total Price
Materials	1.00	EA	55C001	STANDARD SUPPLY CHARGE	13.95	13.95
Labor	1.00	HR	TechnA	REPAIR HOURS 6205	95.71	95.71
Subtotal						\$109.66
Shipping & Handling						\$0.00
Total Tax						\$11.00
Payments Due						\$120.66

NOTE: Depending on the Invoice Amount and the Approvers Authority Level, the Invoice may require additional approvals before payment.

The next Invoice to Approve will automatically appear. If there are no additional Invoices pending Approval, you will receive a Pop-up notification.



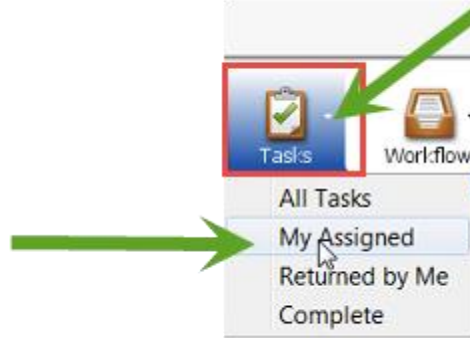
Questions?

If you have questions about using the WebNow Non PO approval process, please contact Accounts Payable Customer Service at 425-687-3663

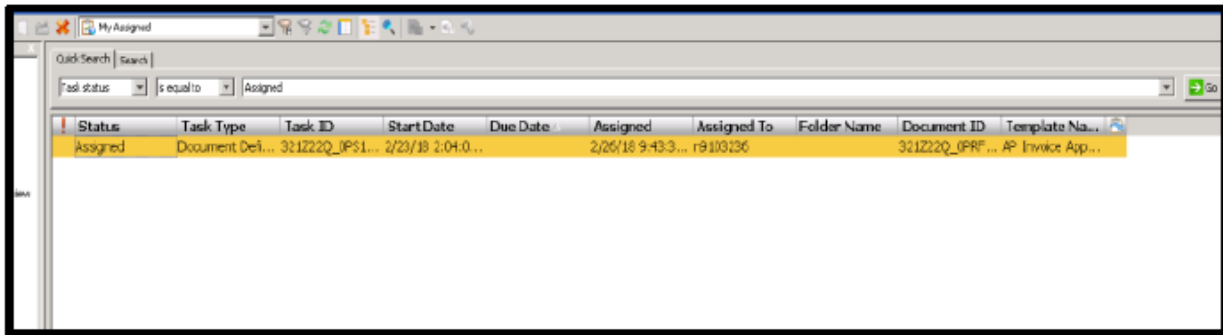
*****Approve and Code Instructions are now Complete*****

Approve ONLY

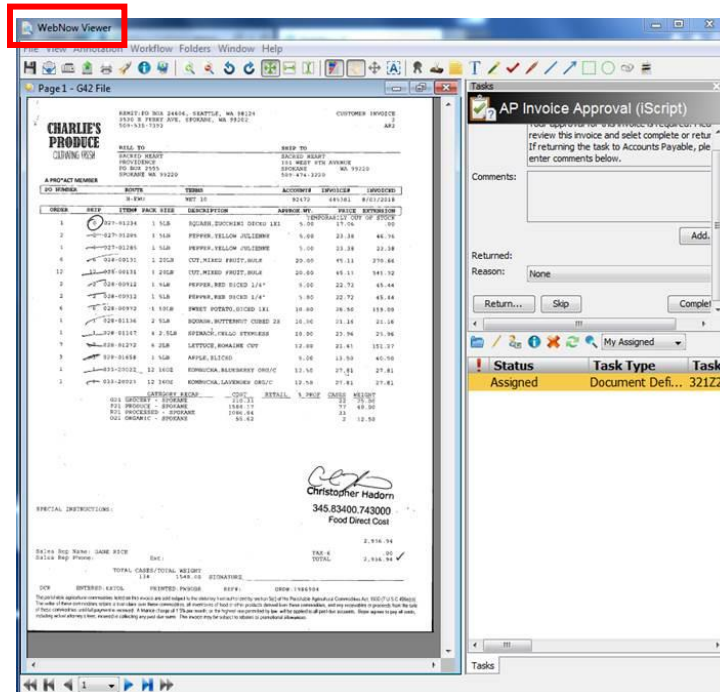
To locate your Assigned Task Go to TASKS – Click on Drop down Arrow to see the list → Select My Assigned



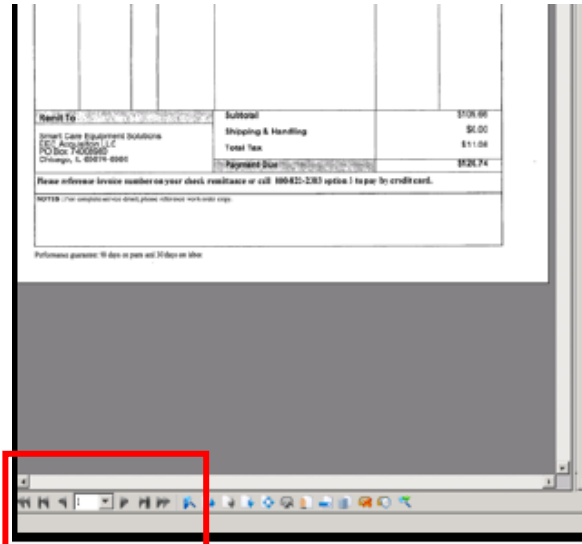
You should see your list of available Tasks.



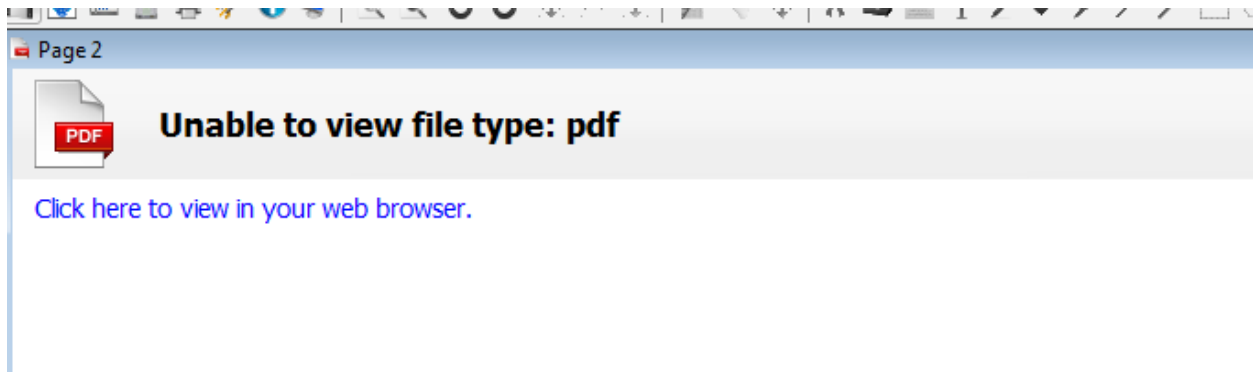
NOTE: WebNow may bypass this step and Open the **WebNow Viewer** Window immediately. If a new Window does not open, Double Click on the first Highlighted Task Row to Open the **WebNow Viewer** Window.



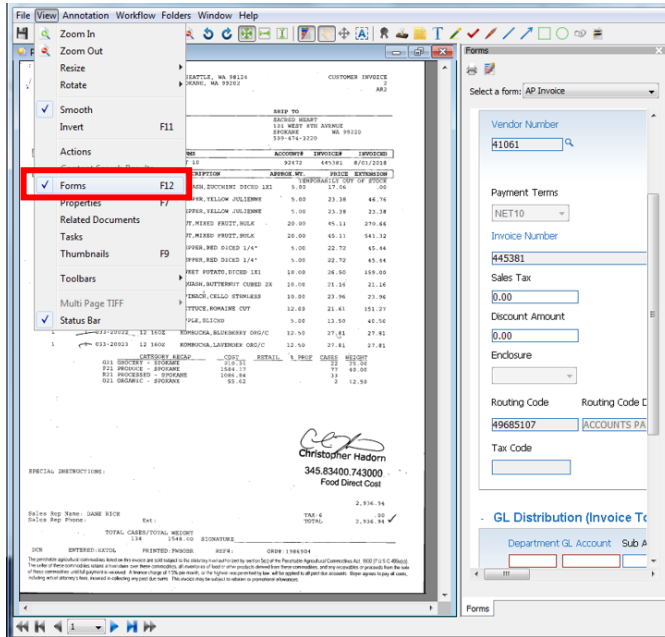
You can see all Invoice pages by clicking on the arrows located at the bottom left corner.



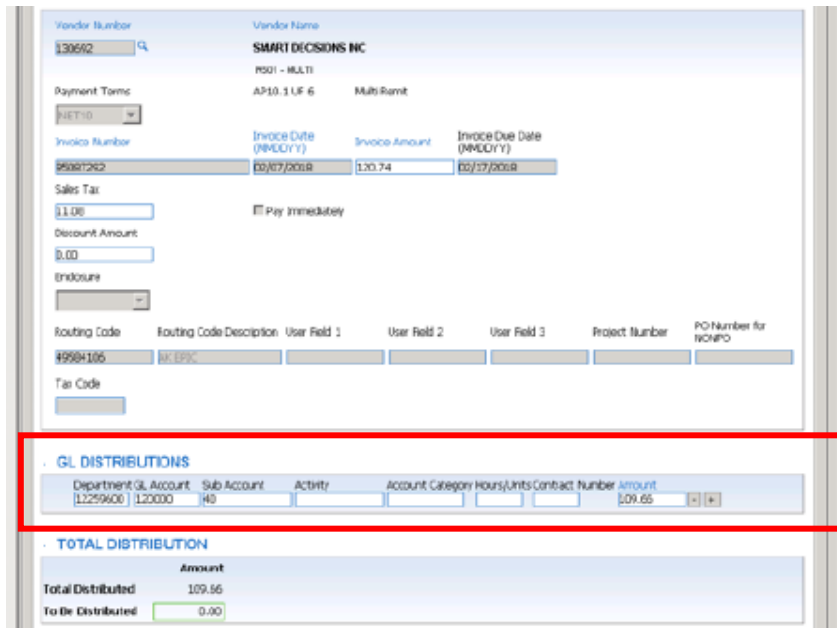
NOTE: Certain File Types (PDF, Excel, etc..) will prompt you to View the document in a new Browser. Click the blue link to view the document.



➤ To see how the Invoice was distributed to the General Ledger, Click on **View** and select **Forms**

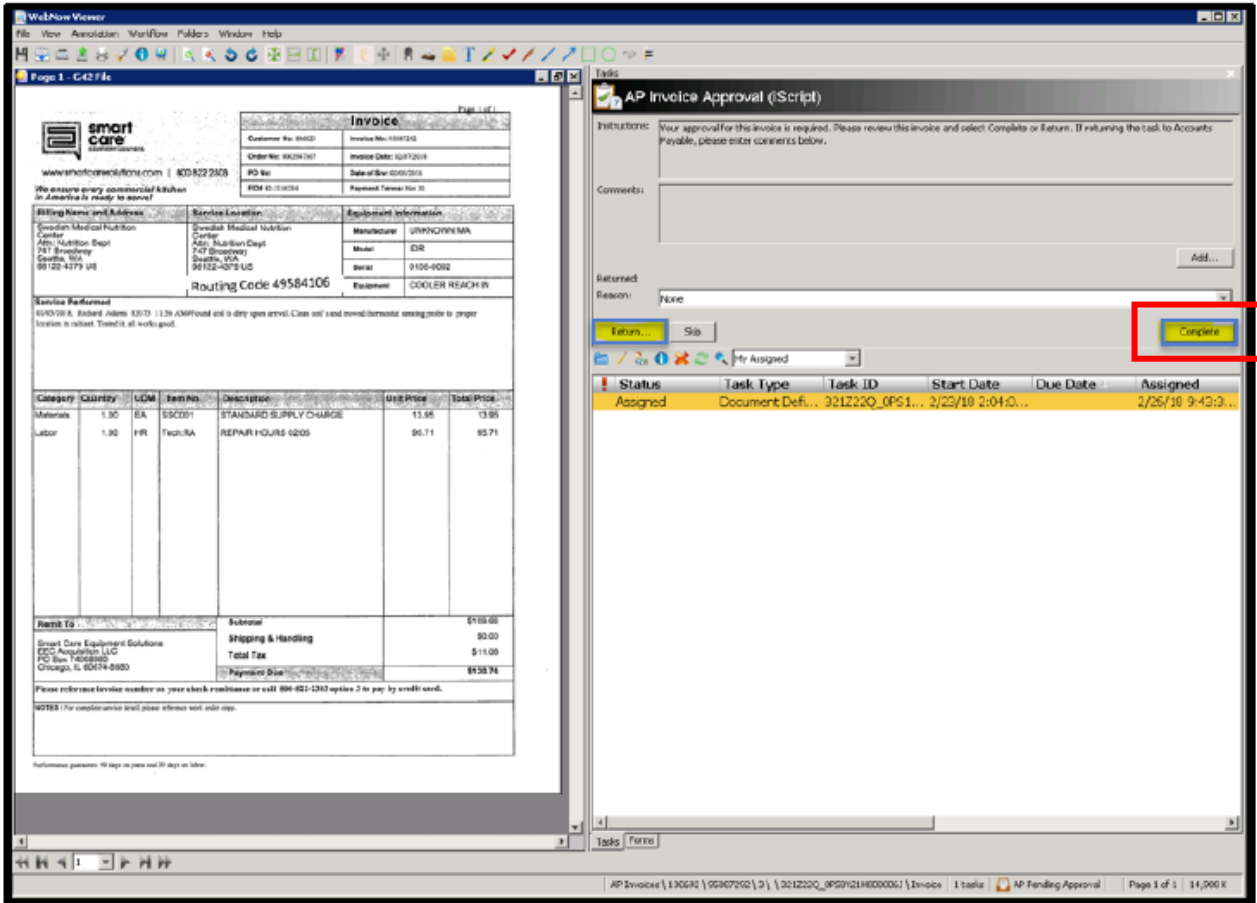


A Form will appear with the Invoice Details:



To Approve the Invoice:

- On the **Task View**, Click **Complete** to Approve Invoice and send to next step in workflow.



The screenshot shows a 'WebViewer' window displaying an invoice from 'smart care' and a task approval interface. The invoice details include:

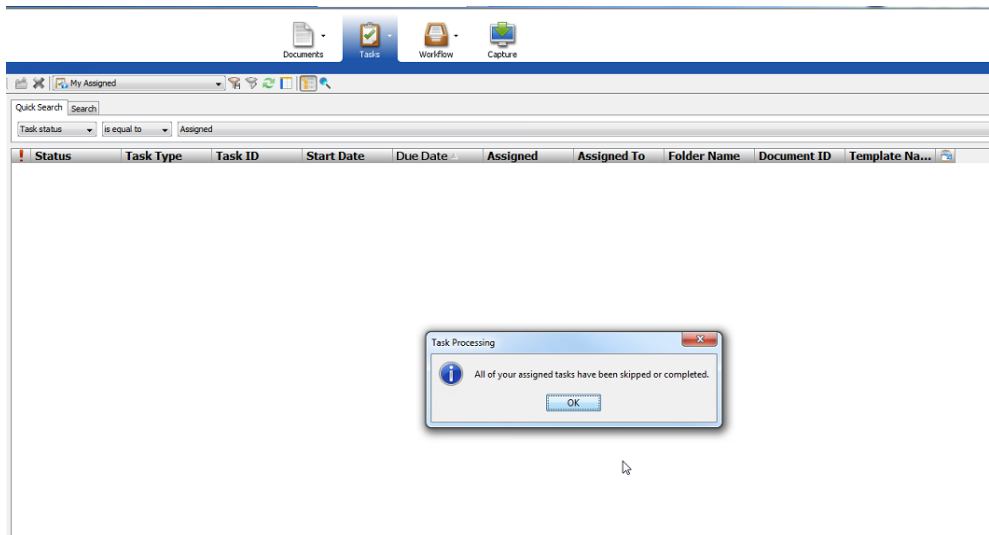
Invoice	
Customer No. 0000	Invoice No. 100700
Order No. 0020107	Invoice Date: 02/25/10
PO No.	Date of Inv: 02/25/10
Item ID: 000000	Payment Terms: Net 30

The task approval interface on the right is titled 'AP Invoice Approval (Script)'. It includes a 'Return Reason' dropdown set to 'None' and a 'Complete' button highlighted with a red box. Below the button is a table with the following data:

Status	Task Type	Task ID	Start Date	Due Date	Assigned
Assigned	Document Def...	321222Q_0P51...	2/22/10 2:04:0...		2/25/10 9:42:0...

NOTE: Depending on the Invoice Amount and the Approvers Authority Level, the Invoice may require additional approvals before payment.

The next Invoice to Approve will automatically appear. If there are no additional Invoices pending Approval, you will receive a Pop-up notification.



The screenshot shows a task processing notification dialog box with the following text:

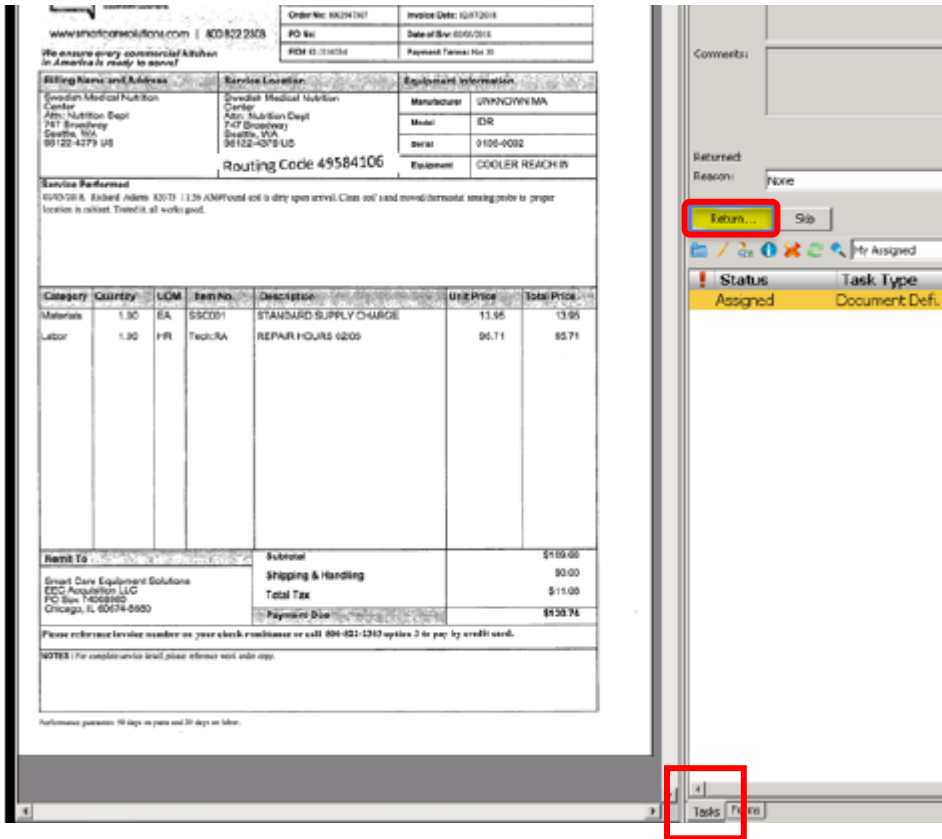
Task Processing

All of your assigned tasks have been skipped or completed.

OK

To Reject the Invoice:

- On the **Task View**, Click **Return**.



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Order No: 80241267 Invoice Date: 04/12/16
 PO No: Date of Inv: 02/02/16
 RDM #: 016034 Payment Terms: Net 30

Billing Name and Address
 Jewish Medical Nutrition Center
 Attn: Nutrition Dept
 747 Broadway
 Seattle, WA
 98122-4279 US

Service Location
 Jewish Medical Nutrition Center
 Attn: Nutrition Dept
 747 Broadway
 Seattle, WA
 98122-4279 US
 Routing Code 49584106

Equipment Information
 Manufacturer: WYNQWYMA
 Model: DR
 Serial: 9105-0082
 Equipment: COOLER REACH W

Service Performed
 05/03/16, Richard Adams 82073 1.26 AM/Post coil is dirty upon arrival. Clean coil and rework/demount using proper technique to reheat. Thawed, all works good.

Category	Country	LCM	Item No.	Description	Unit Price	Total Price
Materials	USA	EA	SSCO01	STANDARD SUPPLY CHARGE	13.95	13.95
Labor	USA	HR	Tech:SA	REPAIR HOURS 6205	96.71	85.71

Item Totals

Subtotal	\$109.66
Shipping & Handling	\$0.00
Total Tax	\$11.00
Payment Due	\$120.66

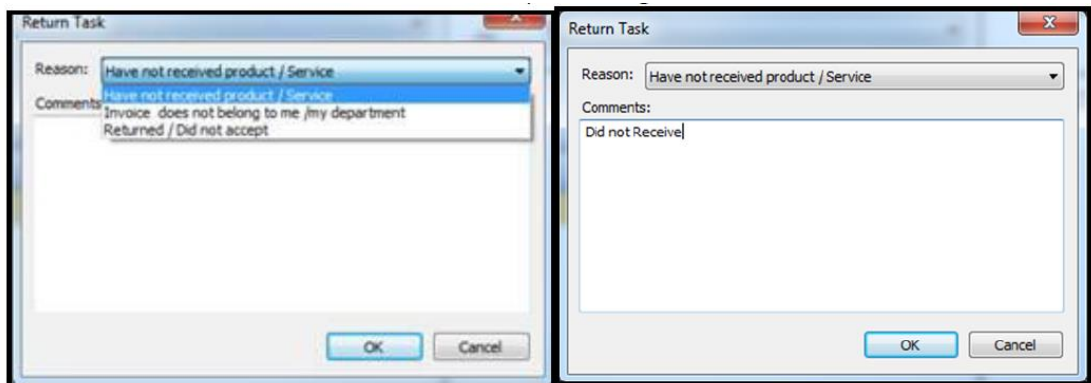
Please reference invoice number on your check remittance or call 800-822-2302 option 2 to pay by credit card.

NOTES: For complete service visit please reference visit order app.

Performance guarantee: 90 days on parts and 24 days on labor.

Tasks | **Return**

- A window will pop up requiring completion. Click on the arrow dropdown to select a Reason, input additional Comments explaining why you are not approving the Invoice, and click OK.



Return Task

Reason: Have not received product / Service
 Have not received product / Service
 Invoice does not belong to me /my department
 Returned / Did not accept

Comments:

Did not Receive

OK Cancel

NOTE: Rejected Invoices will return to AP for further action.

Questions? If you have questions about using the WebNow Non PO approval process, please contact Accounts Payable Customer Service at 425-687-3663