

### AP – WebNow Non PO Invoice Approval Process Quick Reference Guide

# ATTENTION:

Code General Ledger and Approve Invoice click <b>HERE</b>	2
Approve ONLY click <b>HERE</b>	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: <u>http://webnow.providence.org:8080/webnow/</u> 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  $\rightarrow$  Select My Assigned



You should see your list of available Tasks.

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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**.

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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.

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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.

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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.



- 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.

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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 <u>all</u> 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.

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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:

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#### 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.

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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  $\rightarrow$  Select My Assigned



You should see your list of available Tasks.

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

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> 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:

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#### To Approve the Invoice:

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

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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.

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### To Reject the Invoice:

> On the Task View, Click Return.

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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 Tasi	k	Return Task
Reason: Comments	Have not received product / Service Have not received product / Service Invoice does not belong to me /my department Returned / Did not accept	Reason: Have not received product / Service  Comments: Did not Receive
	OK Cancel	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