



Overall Process

1. Invoices for items ordered on a purchase order are sent by the supplier to Accounts Payable.
2. Accounts Payable enters the invoice data into the financial system, creating a Payment Request e-doc. Once the e-doc is received, Accounts Payable staff processes the invoice.
3. Accounts Payable staff attaches a copy of the invoice, or credit memo, to the Payment Request e-doc and approves the e-doc.
4. Upon approval, the system creates general ledger records and the workflow process begins.
5. The system updates the General Ledger.
6. Payment Requests are routed to the Fiscal Officer for approval.
7. If everything is in order, the Fiscal Officer approves the Payment Request. The Fiscal Officer can also request that Accounts Payable place a hold on the payment or cancel the payment.
8. After being fully approved, the e-doc is forwarded to the Pre-Disbursement Processor where payments are formatted and issued.