AP Invoice Automation - Concur Non-PO Policy
(48% of all Invoices) Vendor Exists or New Vendor

Commercial Vendor
(Invoice submitted to GW central email)

Invoice Capture Service
(Designs POC)

Invoice Owner

Management Approval
Approver is manually selected by the Invoice Owner
Any additional Approvals need to also be manually added

Shared Services AA1

Finance Approvers AA2

OVPR SPA2.1 "Grant" Approval AA4 PTA Alias AND Specific Expense Types

OVPR Approvers

Tax Approvers

Supplier Maintenance Approvers AA6

Accounts Payable

Invoices $75k or less are now ready for Extract

AP End User
(direct input or email to GW Central email)

REVIEW: When if WCF Expiration Date < System Date
WARN: If Total Invoice Amount <= $2,500 AND Expense Type not one of (see List of Accounts - PO Warning tab)
WHO: Employee Import: 360 record, Invoice User Role AND PO Import Requester (Central Receiver and Recipient User (EAS GW SC Departmental Users, etc) will be loaded via User Import)
SKIP: No Warning if Vendor "GW - Organization Type NOT LIKE 'NONACCOUNTING' OR WCF Expiration Date = System Date
BUSINESS VALUE: Supplier Compliance; Adherence to GW's Procurement Policy including supporting documentation

WHEN: All Non-PO Invoices
WHO: Employee Import: 360 record, Invoice Approver Role
SKIP: N/A
BUSINESS VALUE: Separation of duties

WHEN: "GW Employee Import Custom Field for "TO GROUP" IN (APV-BUDGET, APV-FINANCE, APV-OPERATION, CHRO, CDO, DV, EPM-ADMIN)
OR
Any PR line or allocation GW Org/Banner/Int/Alias Connect-List custom is 'GL' and custom2 IN (011010, 010602, 011010, 010605, 014083)
WHO: Employee Import: 360 record, PMT Type EA Interface Parameter for AA Shared Service Primary (additional approvers come from Delegate feature – 1 person approving)
SKIP: Not in "WHEN"
BUSINESS VALUE: Adherence to GW Comptroller's Office Comfort Letter

WHEN: "Any PR line or allocation GW Org/Banner/Int/Alias Connect-List custom is 'GL' and custom2 IN (011010, 010602, 011010, 010605, 014083)
WHO: Employee Import: 360 record, PMT Type EA Interface Parameter for AA Shared Service Primary (additional approvers come from Delegate feature – 1 person approving)
SKIP: Not in "WHEN"
BUSINESS VALUE: Adherence to GW Comptroller's Office Comfort Letter

WHEN: Total Invoice Amount <= $1k AND "GW Employee Import Custom Field for "TO GROUP" IN (APV-BUDGET, APV-FINANCE, APV-OPERATION, CHRO, CDO, DV, EPM-ADMIN)
OR
Any PR line or allocation GW Org/Banner/Int/Alias Connect-List custom is 'GL' and custom2 IN (011010, 010602, 011010, 010605, 014083)
WHO: Employee Import: 360 record, PMT Type EA Interface Parameter for AA Shared Service Primary (additional approvers come from Delegate feature – 1 person approving)
BUSINESS VALUE: Adherence to GW Comptroller's Office Comfort Letter

WHEN: ("GW - Organization Type LIKE 'NONACCOUNTING' AND "GW - Invoice Form Type IN ('Award', 'Donation', 'Endowment', 'Fellowship', 'Grant', 'Hardship', 'Investment', 'Loans', 'Other', 'Purchase Order')" OR ("GW - Invoice Form Type NOT IN ('Purchase Order')" AND ("Invoice Form Type LIKE 'CONCUR' OR Invoice Form Type LIKE 'CONCURN')")")
WHO: PMT Type EA Interface Parameter for AA Shared Service Primary (additional approvers come from Delegate feature – 1 person approving)
BUSINESS VALUE: Adherence to GW Comptroller's Office Comfort Letter

WHEN: "GW - Organization Type LIKE 'NONACCOUNTING' AND ("GW - Invoice Form Type IN ('Award', 'Donation', 'Endowment', 'Fellowship', 'Grant', 'Hardship', 'Investment', 'Loans', 'Other', 'Purchase Order')" OR ("GW - Invoice Form Type NOT IN ('Purchase Order')" AND ("Invoice Form Type LIKE 'CONCUR' OR Invoice Form Type LIKE 'CONCURN')")")
WHO: PMT Type EA Interface Parameter for AA Shared Service Primary (additional approvers come from Delegate feature – 1 person approving)
BUSINESS VALUE: Adherence to GW Comptroller's Office Comfort Letter

AA7: WHEN: All Invoices greater than $75k and less than or equal to $250k
WHO: Employee Import: 700 Record, PMT Type EA Interface Parameter for AA7 Primary (backup approver comes from Delegate feature – 1 person approves)
BUSINESS VALUE: Approval AA7

AA8: WHEN: All Invoices greater than $250k and less than or equal to $525k
WHO: Employee Import: 700 Record, PMT Type EA Interface Parameter for AA8 Primary (backup approver comes from Delegate feature – 1 person approves)
BUSINESS VALUE: Approval AA8

AA9: WHEN: All Invoices greater than $250k and less than or equal to $1.5 million
WHO: Employee Import: 700 Record, PMT Type EA Interface Parameter for AA9 Primary (backup approver comes from Delegate feature – 1 person approves)
BUSINESS VALUE: Approval AA9

AA10: WHEN: All Invoices greater than $1.5 million
WHO: Employee Import: 700 Record, PMT Type EA Interface Parameter for AA10 Primary (backup approver comes from Delegate feature – 1 person approves)
BUSINESS VALUE: Approval AA10

AA11: WHEN: All Invoices greater than $10 million
WHO: Employee Import: 700 Record, PMT Type EA Interface Parameter for AA11 Primary (backup approver comes from Delegate feature – 1 person approves)
BUSINESS VALUE: Approval AA11

AA12: WHEN: All Invoices greater than $15 million
WHO: Employee Import: 700 Record, PMT Type EA Interface Parameter for AA12 Primary (backup approver comes from Delegate feature – 1 person approves)
BUSINESS VALUE: Approval AA12
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<th>Name of the Approver Group</th>
<th>Approver Group</th>
<th>Primary Approver</th>
<th>Delegate-1</th>
<th>Delegate-2</th>
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<td>Primary - Delegate</td>
<td>Shared Services</td>
<td>AA1</td>
<td>Linda Thomas</td>
<td>Guiping Yang</td>
<td>Terrie Wright</td>
<td>Angela Rhoden</td>
<td>Jessica Fuhrman</td>
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<td>Tax</td>
<td>AA5</td>
<td>Yan Wei</td>
<td>Lalitha Yallay</td>
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<td>Shelley Shearer</td>
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<td>AA10</td>
<td>Daniel MacGregor</td>
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