

OVC Standard Operating Procedure

# Matching Vendor Invoices to Purchase Order and Packing Slip



Document version: V0.1

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## Summary

<b>Topic List</b>	<p>The following contents are contained in this procedure:</p> <ul style="list-style-type: none"> <li><a href="#">Revision History</a></li> <li><a href="#">Reviewer and Approver Block</a></li> <li><a href="#">Frequency</a></li> <li><a href="#">Scope</a></li> <li><a href="#">Scope Exclusions</a></li> <li><a href="#">OVC Policy Reference</a></li> <li><a href="#">Required Applications and Systems</a></li> <li><a href="#">High Level Process Overview</a></li> <li><a href="#">High Level Process Map</a></li> <li><a href="#">Roles and Responsibilities</a></li> <li><a href="#">Matching Vendor Invoices to Purchase Order and Packing Slip</a></li> </ul>
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## Revision History

Version Number	Change Summary	Prepared or Updated By	Effective Date
1.0	Initial Draft	Marie Ducasse	April 04 <sup>th</sup> , 2016
1.1	Draft Review	Jimmy Weng	May 3 <sup>rd</sup> , 2016
1.2	Re-write based on draft review	Jimmy Weng	May 6 <sup>th</sup> , 2016
1.3	Matching Vendor Invoice to PO and Packing Slip validation	Jimmy Weng	May 10 <sup>th</sup> , 2016

## Reviewer and Approver Block

### Document Contact:

- Judy Tack, Chief Financial Officer

I confirm that appropriate subject matter experts from the Operations team were part of the review and testing of this document.

### Document Approver:

- Carol Ann Higgins, Chief Administrative Officer
- Judy Tack, Chief Financial Officer

Financial Clerks responsible for this process should test the validity of this document on an annual basis to ensure this document remains current. In the event of High Value Purchase Requisition processing operations need to amend this process for whatever reason, an appropriate subject matter expert(s) will be empowered to make suitable changes.

## Operations:

I confirm that appropriate subject matter experts from the Financial Clerks team were part of the review of this document.

### Document reviewer:

- Judy Tack, Chief Financial Officer

### Process Subject Matter Expert/Team Leader:

- Sally Maclachlan, Operations Manager
- Bryan Potter, Operations Manager
- Frances Graziotto, Financial Clerk
- Karla de Uslar, Financial Clerk
- Lily Arpa, Financial Clerk

I certify that in the event of increasing escalations in support of this document, I will raise the concern with the Chief Financial Officer to initiate an SOP review. I will also provide an appropriate resource to vet future changes to this document on a standard ongoing basis.

## Controls:

I confirm that appropriate controls are in place for this process and that it will be tested for on an annual basis through quality reporting.

Should an issue be identified through the quality reporting process, the concern will be escalated to the Chief Financial Officer.

## Process Integrity & Change Management:

I confirm that this SOP has consulted all necessary parties to ensure an accurate depiction of the process today. All reasonable efforts have been made to eliminate any procedural gaps.

I certify that in the event that a process gap is identified, I will identify the document owner that will be accountable to close the process gap. In the event of material process changes impacting work-flow, I am responsible to raise the issue in the form of a Change Request and seek agreement from the Chief Financial Officer.

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## Frequency

The frequency of the procedures in this SOP document is as follows:

- Daily
- Weekly
- Monthly
- Quarterly
- Annually

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## Scope

This SOP describes the process of reconciliation of the invoices with the purchase order and packing slips, performed by the Financial Clerks.

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## Scope Exclusions

N/A

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## University Policy Reference

The Purchasing Policy addresses the packing slip matching process and can be found [here](#).

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## Required Applications and Systems

Application or System Name	Used For :
ImageNow	Receiving the vendor invoices for approval.

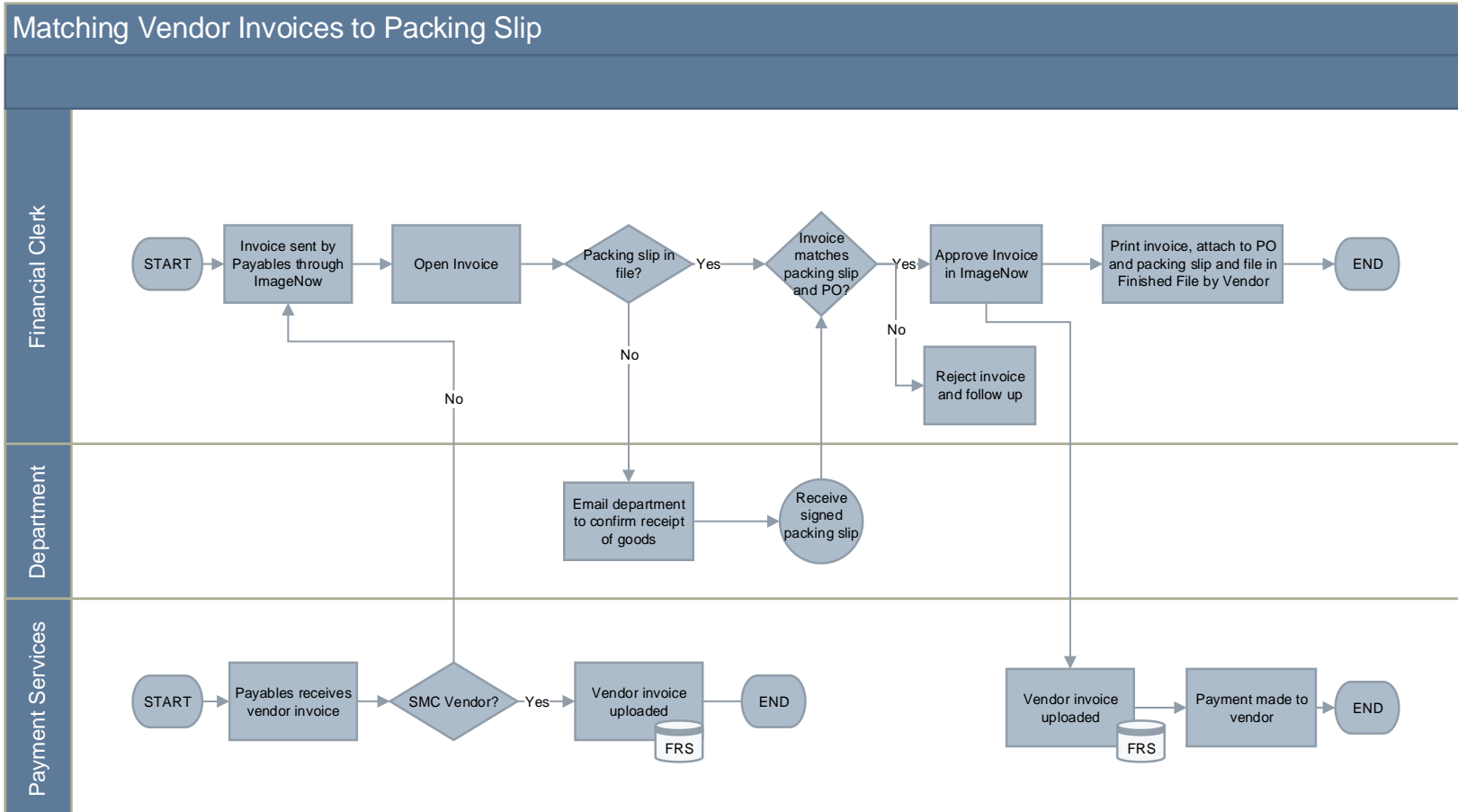
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## High Level Process Overview

The following process highlights all the steps to be performed by the Financial Clerks in order to match the vendor invoices received through ImageNow with the Packing slip and the Purchase Order.

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# High Level Process Map



**Note:** This map is for context only; detailed procedures are provided below.

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## Roles and Responsibilities


Matching Vendor Invoices to PO and Packing Slip		
	Stakeholder	Perform matching of invoices
Internal to OVC	Financial Clerks	R
	Operations Manager	A
University Financial Services	Payment Services	C

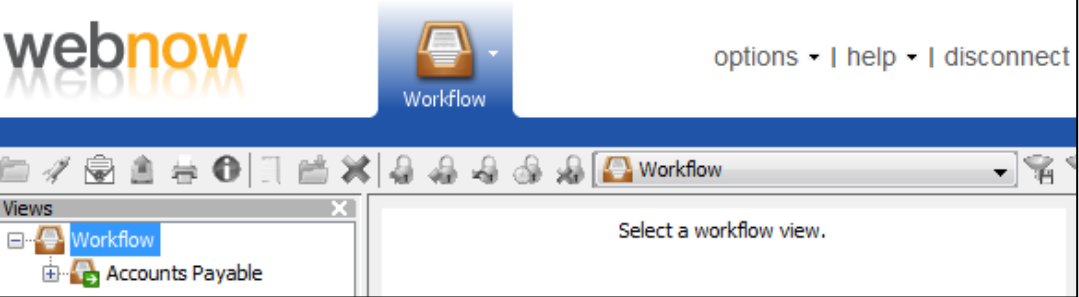
Stakeholder	Description
R - Responsible	Who actually completes task
A - Accountable	Ultimately responsible, has yes/no authority
C - Consulted	To be consulted prior to final decision or action
I - Informed	To be informed after action decision or action is taken

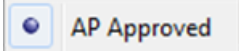
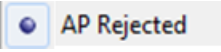


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## Matching Vendor Invoices to Purchase Order and Packing Slip

<b>Purpose</b>	The aim of this matching process is to ensure that the good invoiced has been delivered and correspond to the order that was placed, before processing the payment.
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Step	Action
1	<ul style="list-style-type: none"> <li>Log into ImageNow <a href="#">here</a>.</li> </ul>
2	<ul style="list-style-type: none"> <li>Use your central login to sign:</li> </ul>  <ul style="list-style-type: none"> <li>Access the Home page by clicking on the “Log In” button.</li> </ul>

<p>3</p>	<ul style="list-style-type: none"> <li>Click Select the drop down arrow from Workflow, then Accounts Payable.</li> </ul>  <ul style="list-style-type: none"> <li>Then click to select “OVC SAS FS” to the right of Accounts Payable. The invoice queue will be displayed.</li> <li>Double click on the invoice you want to reconcile and approve.</li> </ul> <table border="1" data-bbox="318 747 1166 869"> <thead> <tr> <th>Sta...</th> <th>P...</th> <th>Department</th> <th>Vendor Name</th> <th>Approval Status</th> </tr> </thead> <tbody> <tr> <td>Idle</td> <td>1</td> <td>Finance</td> <td>Paul's Test - sent</td> <td>Pending</td> </tr> <tr> <td>Idle</td> <td>2</td> <td>Finance</td> <td>ep</td> <td>Pending</td> </tr> </tbody> </table>	Sta...	P...	Department	Vendor Name	Approval Status	Idle	1	Finance	Paul's Test - sent	Pending	Idle	2	Finance	ep	Pending
Sta...	P...	Department	Vendor Name	Approval Status												
Idle	1	Finance	Paul's Test - sent	Pending												
Idle	2	Finance	ep	Pending												
<p>4</p>	<ul style="list-style-type: none"> <li>Once you have the Vendor Invoice open, reconcile the following items with the Purchase Order: <ol style="list-style-type: none"> <li>Quantity ordered</li> <li>Description</li> <li>Price / unit</li> <li>Total Amount</li> <li>Grant coding</li> </ol> </li> <li>Then reconcile the Vendor Invoice with the Packing Slip: <ol style="list-style-type: none"> <li>Quantity delivered</li> <li>Description</li> <li>Price / unit (if provided)</li> <li>Total Amount (if provided)</li> </ol> </li> </ul> <p><b>Note:</b> If the Packing Slip is not in the file, reach out to the department to confirm good reception and request signed packing slip. If the packing slip is missing, reach out to the vendor to ask for a copy. In case the vendor cannot provide you with a copy, reach out to the department to request an email detailing good reception. Print this email and attach it to the PO.</p> <p><b>Important:</b> in case of hand correction on the packing slip, follow-up with the vendor to ensure that the invoice will reflect the good that has been delivered.</p>															
<p>5</p>	<ul style="list-style-type: none"> <li>In case the Invoice matches with the information on the Purchase Order and on the packing slip: <ul style="list-style-type: none"> <li>If the invoice is related to a LVPO, enter the FUGPO coding into ImageNow</li> <li>If the LVPO unique number is not included in the Invoice, add it into the “Comments” section.</li> <li>If the invoice is related to an HVPO, the coding should already be provided</li> </ul> </li> </ul>															

	<ul style="list-style-type: none"> <li>• Then click on the Stamp button and click on “AP Approved”</li> </ul>  <p>In case the invoice does not match with the Purchase Order:</p> <ul style="list-style-type: none"> <li>- If it matches with the Packing Slip and if comments have been provided to explain the gap then you can approve the invoice.</li> <li>- If it does not match with the Packing Slip add the gap details in the “Comments” section, then click on the Stamp button and click on “AP Rejected”</li> </ul> 
6	<ul style="list-style-type: none"> <li>• Once the Vendor Invoice has been approved into ImageNow, print it out and file it in the Finished File by Vendor along with the Purchase Order and the Packing Slip.</li> <li>• Close the related ticket in Footprints by selecting the “Closed” status within the ticket:</li> </ul>  <p><b>Note:</b> The related ticket can be located by searching the unique PO# provided on the invoice in Foot Prints</p> <ul style="list-style-type: none"> <li>• Click on the “SAVE” icon to save</li> </ul> 

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