

Instructions for approval of digital invoices



Leiden University

Processing digital invoices

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1 Processing digital invoices

On receipt, invoices are scanned and recorded in the system by the Financial Shared Service Centre (FSSC). The invoices are then distributed digitally within the University (i.e. offered in digital form for approval). A distinction is made between:

- 1) Activity holder
- 2) Budget holder

The activity holder carries out the activities on behalf of a (sub-)mandatory or budget holder, or undertakes action to verify that the services or products supplied have been invoiced in accordance with the order and (price) agreements. The activity holder is authorised as signatory.

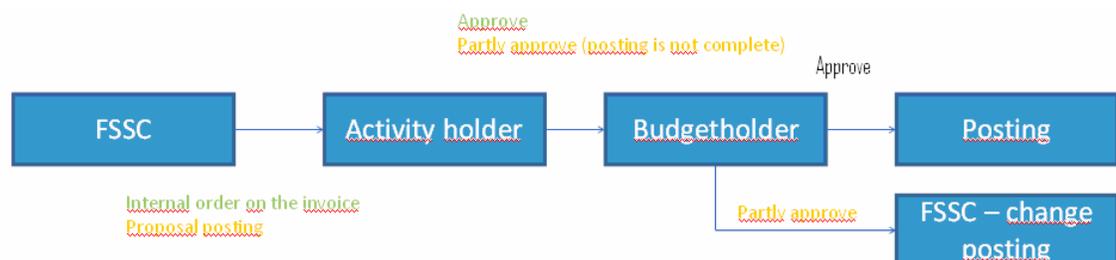
The budget holder or (sub-)mandatory is responsible for carrying out particular activities in line with the plan/budget, and is authorised as signatory.

Both the activity holder and the budget holder are included in the master information of the internal orders/SAP numbers.

Agreements will be made with the budget holders regarding routing of the invoices, whereby the following scenarios are possible:

- 1) All invoices will be sent to the relevant activity holder and subsequently forwarded to the budget holder (2-step approval).
- 2) All invoices will be sent directly to the budget holder (in the absence of an activity holder).

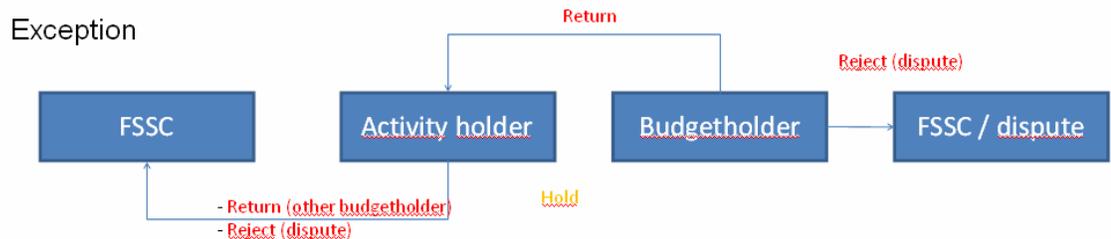
The diagram below indicates the routing (item 1; two-step approval):



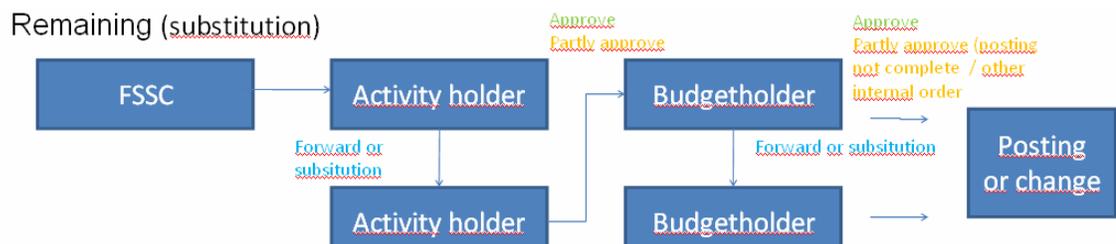
Comment:

- Routing based on the master details of the internal order
- Invoices not based on an order and/or commitment

If the invoices in process are not approved or are returned, a relevant comment should be entered in the approval screen. This will allow further action to be undertaken based on this information. Depending on the stage of the process, this can be the activity holder (for example the budget holder sends the invoice back to the activity holder or the activity holder sends the invoice back to FSSC). The diagram below indicates this stage in the process.



It is possible to set a rule for a substitute within the system. It is also possible to forward the invoices (i.e. activity holder to another activity holder, or budget holder to another budget holder).



Comment:

As the routing is determined on the basis of the master data of the internal order, or SAP number, forwarding of the invoice by the activity holder to another budget holder is not provided for. In this case the invoice has to be returned to the FSSC, where the booking can be changed and the invoice can then be re-entered in the approval process (i.e. be sent to the correct budget holder).

1.1 Approving digital invoices

Invoices can be approved by logging in via the home page of the University to the staff portal / self service. Invoices that are due for approval are in your personal inbox (an email is sent to indicate that there are invoices for approval). In the staff portal, your personal information is protected by the ULCN password. You need this password to log in.

The instructions below indicate how you should process these requests. These instructions consist of two parts:

- The first part relates to approving digital invoices
- The second part relates to appointing a substitute for tasks during your absence

1.1.1 Logging in and processing invoices

If there are any new invoices, you will be notified of this in an email message. The email message also contains a link to the self service pages. The other option is to log on via the following steps:

- Go to the home page of Leiden University (www.leidenuniv.nl).
- Under Staff, click on 'Self Service'. You will now see the log-in screen. Enter your ULCN user name and password (if you do not have this information, go to www.ULCN.leidenuniv.nl/medewerker).



- Click on 'Register'.
- You have now reached the introduction page for Self Service
- Select the option 'Working list' from the menu
- Select the option: 'Inbox'
- You will then see an overview of the requests awaiting approval

- The inbox is divided into a number of tabs. All items are shown in the first tab. The items are further subdivided under the remaining tabs (for example, invoices only). The tab 'Invoices' includes additional information relating to the invoices (date of invoice, supplier, amount).



- To start the approval process: click on to the request you want to process (authorise invoice xxx). The approval screen will then appear.

Model approval screen

Basic data

Inv. Doc. No.: 35 5105631932|2008
 Document Date: 31.10.2008
 Posting Date: 20.11.2008
 Reference: 141191320
 Invoice amount: 293,01 EUR
 Tax amount: 0,00
 Invoice ex VAT: 293,01
 Payment term:

Supplier

Vendor: 100350
 Name: Kluwer B.V.
 Street: Staverenstraat 32015
 Postal Code: 7418 CJ
 City: Deventer
 Bank Account: 0596013655

Items (no purchase order)

Line item	G/L Account	Short Text	Value	Order	Description	Text
001	475110	Gedrukte tijdschr.	293,01	3500009900	FKI BEHEER DIRECTIE	AB R

Workflow history

18.03.2009 - Workflow systeem - Budgethouder Dhr Dennis van den Oord geselecteerd
 17.03.2009 - Dhr Dennis van den Oord - Factuur deels goedgekeurd
 16.03.2009 - Workflow systeem - Budgethouder Dhr Dennis van den Oord geselecteerd
 13.03.2009 - Dhr Dennis van den Oord - Factuur goedgekeurd
 13.03.2009 - Dhr Dennis van den Oord - Factuur vasthouden

Comments

Attachments

17.03.09 Toelichting bij deel goedkeuring
 17.03.09 Toelichting bij doorsturen
 17.03.09 Toelichting bij doorsturen
 13.03.09 Toelichting bij doorsturen

Approve | Partly approve | Reject | Hold | Forward | Retour

Kluwer
 a Walters Kluwer business

Kluwer B.V.
 Postbus 838
 7400 AW Deventer
 ABN AMRO 59.800.9355
 Postbus 1552000
 SWIFT ABN ANL 2A
 IBAN NL26ABN0596013655

Universiteit Leiden/Dienst IZ
 Postbus 9500
 3300 RA LEIDEN

Customer Care Center
 ma t/m vr 8:30 - 17:00 uur
 0520 87 33 67

ONTYANGEN 0 3 NOV. 2009

De klantnummer
 3925484

Factuur 141191320 - 31 oktober 2008 **BTW per adres** **Bedrag ex BTW**

Universiteit Leiden/Dienst IZ LEIDEN Postbus 9500, 3300 RA LEIDEN (9905484)	€ 276,4	€ 276,4
Totaal exclusief BTW		€ 276,4
BTW NL Laagstebel 6% over € 276,42		€ 16,5
Totaal Inclusief BTW		€ 293,0

Reclames en betalingen binnen 14 dagen na ontvangst van de factuur
 op rekeningnummer 59.800.9355 of 5255200 onder vermelding van factuurnummer 141191320

(Open scanned document in new window)

The approval screen is made up of the following elements:

Basic data	<p>Basic information relating to the invoice, such as total amount and invoice date.</p> <p>Basisgegevens</p> <p>Factuurdoc.nr.: 20 5105624445 2008 Documentdatum: 12.08.2008 Boekingsdatum: 15.10.2008 Referentie: 9100577215 Factuurbedrag: 163,29 EUR BTW bedrag: 26,07 Bedrag ex BTW: 137,22 Betalingstermijn: BINNEN 21 DAGEN ZONDER</p>																																										
Supplier	<p>NAW details relating to the supplier and the bank account number identifying the supplier.</p> <p>Leverancier</p> <p>Crediteur: 101008 Naam: Corporate Express Straat: Rondebeltweg 102 Postcode: 1329 BH Plaats: Almere Bankrekening: 0588012378</p>																																										
Invoice	A digital copy of the invoice from the supplier (adobe PDF).																																										
Item information	<p>Information on the booking of the invoice. This section shows the invoice items (cost accounting / SAP number).</p> <p>Proces informatie Regels (geen bestelling)</p> <table border="1"> <thead> <tr> <th>Positie</th> <th>Grootboekrek.</th> <th>Korte tekst</th> <th>Waarde</th> <th>Order</th> <th>Korte tekst</th> <th>Tekst</th> </tr> </thead> <tbody> <tr> <td>001</td> <td>414160</td> <td>Reiskosten werving</td> <td>632,49-</td> <td>2401011620</td> <td>BSK ML DIVERSEN</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Regel 1 van 1</p>	Positie	Grootboekrek.	Korte tekst	Waarde	Order	Korte tekst	Tekst	001	414160	Reiskosten werving	632,49-	2401011620	BSK ML DIVERSEN																													
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001	414160	Reiskosten werving	632,49-	2401011620	BSK ML DIVERSEN																																						
Workflow history	<p>This section shows the steps through which the invoice has passed and which budget holder has been selected. An indication will also be given of whether an activity holder has approved the invoice.</p>																																										

Attachments	<p>If the invoice is rejected, returned, forwarded or partially approved, it is obligatory to add a relevant comment (so that the invoice can be processed further by the FSSC).</p> <p>If somebody before you has added a comment on the invoice, this will be visible and can be viewed under the heading 'Attachments'. If you select an attachment, this comment will be shown (click further on Information). The same applies if any attachment / specification is added at a later stage.</p> 
Actions	Possible actions from which a budget holder can choose.

You should indicate your selection known by clicking on the relevant button at the bottom of the screen. You can select from:



For the activity holder, the 'Approve' button will be replaced with the 'To the budget holder' button.

To the budget holder If you agree the invoice and it can be forwarded to the budget holder for approval.

Approve If you agree the invoice and it can be booked (budget holder).

For the other buttons, you first have to enter a comment (except for the 'Hold button)

Partly approve: If you agree with the invoice but a change has to be made to the booking (e.g., SAP number)

Reject: If you do not agree with the invoice

Hold: If you are unable to deal with the invoice immediately, you can use this option to return it to your inbox.

Forward: If you believe that somebody else should assess the invoice, you can use this option to forward the invoice (before selecting this option, please enter your comments).

Comment: As the routing is determined on the basis of the master details of the internal order, or SAP number, forwarding the invoice to another budget holder is not provided for. In this case the invoice should be returned to the FSSC. There the booking can be changed, after which it can again enter the approval process (i.e. be sent to the right budget holder). The 'Forward' option can only be used for forwarding from one activity holder to another activity holder or from one budget holder to another budget holder..

After the 'Forward' option, a search screen will appear.

Forward to other budgetholder

Find:

User Name Complete name

The Table does not contain any data

- 1) Enter the name of the appropriate person in the search field (surname).
Continue via the button.
- 2) A list of all staff members found will appear.
- 3) Select the relevant activity holder/budget holder, and continue via the 'Forward' button.

Return: If you believe that this invoice cannot be handled by you, or that further action is first needed, you can return the invoice. Depending on the stage in the process, this may be to the activity holder (for example, the budget holder returns the invoice to the activity holder), or the activity holder returns the invoice to the FSSC. This process is indicated in the diagram below.

Once you have made your selection, the screen will automatically be closed and you will return to the inbox.

1.2 Appoint substitute

If you are due to be absent for a longer period on holiday or for some other reason, you can appoint a substitute for handling tasks/invoices. (You can choose from all the staff in your organisational unit).

Regarding the substitution of the budget holder, this is generally already determined in the mandate regulation for the unit. You do, however, need to include this in the system.

1.2.1 Logging in (if appropriate)

- Go to the homepage of Leiden University (www.leidenuniv.nl).
- Click on 'Self Service' under Staff. Enter your ULCN user name and password (if you do not have this information, go to www.ULCN.leidenuniv.nl/medewerker).
- Click on 'Register'.
- You will access the Self Service introduction page
- Select the option 'Working list' from the menu
- Click on 'Manage substitute' in the grey column to the left.

1.2.2 Create substitution rule

My Substitution Rules

Tasks	Nominee	What To Do	Status

- Click on 'Create rule' under 'My substitution rules'. In the 'Recipient' field, enter the surname of the chosen substitute.
- Click on 'Select'. You will then see a pop-up screen.
- Comment: if you have not selected the right substitute, click on 'Cancel'. If the correct substitute has been selected, click on 'Accept'.

Create a Substitution Rule

You can define which tasks you want to assign to a nominee. You can either make the nominee receive your tasks (for example, when you go on vacation), or you can allow the nominee to fill in for you (for example, in case you are unexpectedly absent)

1 Define Rule 2 Set Rule Activation

Nominee: [Select...](#)

Assign These Tasks:

The nominee is the substitute for all tasks

I Want the Nominee To: Receive My Tasks
 You hand over tasks to the nominee for the duration of your planned absence; in the next step you can set a start date for this rule

Fill In For Me
 If you are unexpectedly absent, the nominee can take over your tasks completely

[Next](#) [Cancel](#)

- You now have two options:
 - You can appoint a substitute for a single occasion (option one: 'Take over my tasks')
 - Appoint a person who is routinely your substitute (option two: 'Substitute for me').

The advice is to appoint a routine substitute (option two) from the start. The difference from option one is that this substitute can activate the substitution himself, for example if you are absent unexpectedly.

Option 1 'Take over my tasks'

- You can now select: your tasks are taken over directly, or at a later date. In the second case, you can select a date from the calendar. N.B. 'Activate 'on' rule' should always be on.
- You can now choose from 'Back', 'Save' or 'Cancel'. To confirm, select: 'Save'.

Create a Substitution Rule

You can define which tasks you want to assign to a nominee. You can either make the nominee receive y the nominee to fill in for you (for example, in case you are unexpectedly absent)



On saving, turn the following rule on: On - The rule will be enabled

At Once

On

Off - The rule will not be enabled

You can turn the rule on or off at any time on the Substitution Rules Management screen.

- The name of your substitute will appear in the following screen. The substitution is now activated. If you want to terminate the substitution, click on 'Cancel'. The substitution rule will be retained, you can cancel it as and when you wish.
- You can now select 'Exit' in the top right-hand corner, or select another option from the column to the left.

Option 2 'Substitute for me'

- Follow the same steps as for option 1. The difference is that with option 2 you appoint a permanent substitute who can also activate and cancel the substitution himself, for example if you are unexpectedly absent through illness. Your substitute can do this in his own working list, under 'Substitution rules of other users'.
 - By clicking on the 'Accept' button, the invoices and – if appropriate – holiday leave requests and related emails will automatically be sent to the substitute.
 - To cancel the substitution, the recipient should click on 'Cancel substitution'.

1.2.3 You have been appointed as substitute

If you have been appointed as substitute, click on 'Working list' at the top of the blue navigation bar. You will see a grey bar, containing three options:

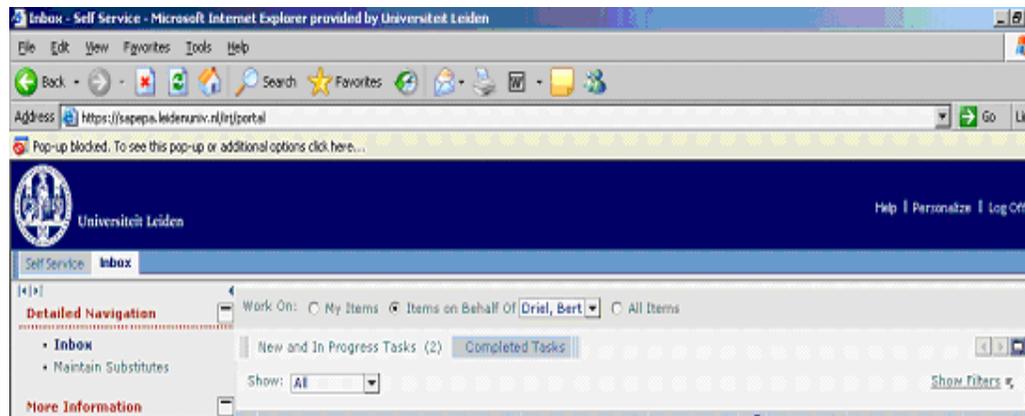
Work on

- 'My data': you will receive only the tasks for which you yourself are responsible.
- 'Data assigned by': you will receive the tasks of the person for whom you are substituting.
- 'All data': you will receive both your own tasks and the tasks of the person for whom you are substituting.

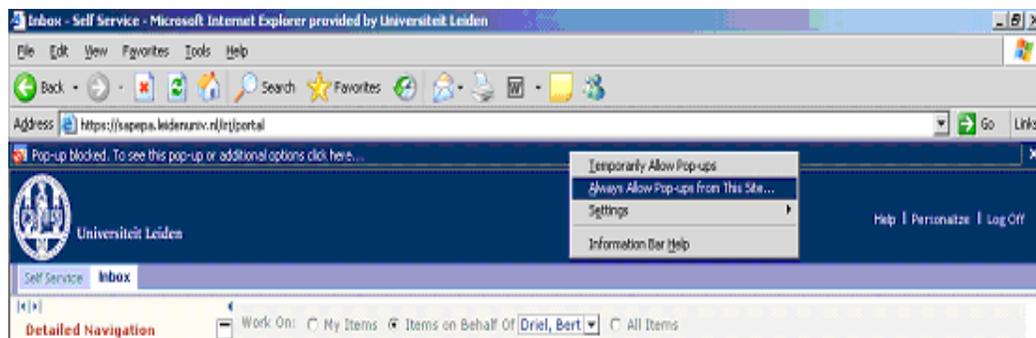
1.3 Other

1.3.1 Pop-up blocker

It may be that you are unable to call up the reports because of the pop-up blocking function (= default setting for internet explorer). You will then see the following message at the top of your screen:



If you click on this message, you will access the settings for the pop-up blocker function. If you click on this, you will receive an options menu.



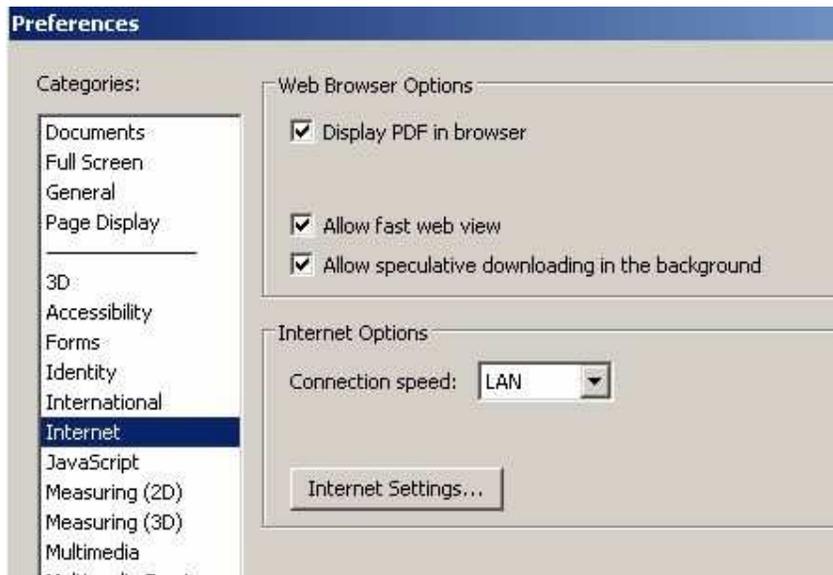
The pop-up settings can be adjusted via the option: 'Allow Pop-ups from this site' or 'Turn off pop-up blocker'.

1.3.2 Adobe reader

To be able to view the invoices in the approval screen, it is important that adobe reader is installed and that the settings display in the browser is on. This is standard for VUW workstations. The settings can be checked via the following steps:

Menu start – programmes – start adobe reader 8

In the menu: edit – preferences – internet – ‘display pdf in browser’ should be on.



1.3.3 Other questions

If you have any questions or problems with logging in (user ID / password), you can contact the helpdesk of the Information Technology Group (extn. 7777).

If you have any questions regarding the routing of invoices, please contact your account manager or the Finance & Control department within your unit.

For other administrative questions, you can contact the Financial Shared Service Centre (extn. 5555) directly.