Knowledge Building for BEN Pays Imaging Upgrade

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Learning Objectives

This Knowledge Building module is designed to:

- Ensure you are prepared for the BEN Pays Imaging upgrade
- Orient users to key new features and enhancements:
  - Holds Resolved markup now approves invoice for payment
  - New MarkView Home replaces the Working Folder
  - New Markups (stamps)
  - Email notifications for invoice holds will be sent daily
  - Invoice Image-Additional Functionality: Invoice Details now includes all order, invoice, and receipt information for the given PO
Preparing for the BEN Pays Imaging Upgrade

- **Training requirements**
  - To ensure a smooth transition with the changes to BEN Pays and Imaging application, **all existing PO Manager users are required to complete this training course by Friday, November 21, 2008.**

- **BEN Financials availability**
  - Currently it’s anticipated BEN Financials and related applications will be unavailable on Saturday, November 22, 2008.
Important Changes to Key Markups

Markups: New & Changed Functionality

- **Holds Resolved** has changed
  - Now used to **APPROVE** invoices with Max Ship Amount and Qty Ordered holds
  - Qty Receipt holds require a receipt to release hold

- **Route To Accounts Payable** is new
  - Used to request **CANCELLATION** of invoice
  - Comment box used to explain the reason for cancellation

New: Document Ownership Required to use these markups

- Only the Buyer of the PO (or their alternate assignment designee) can **approve** or request **cancellation** of the invoice.
# Hold Types

<table>
<thead>
<tr>
<th>Hold Type</th>
<th>Approve Invoice</th>
<th>Cancel Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity Ordered Hold {QTY ORD}</td>
<td>Apply <strong>Holds Resolved</strong> stamp</td>
<td>Apply <strong>Return to Accounts Payable</strong> stamp with the reason for cancellation in the comment box</td>
</tr>
<tr>
<td>Maximum Shipment Hold {MAX SHIP AMOUNT}</td>
<td>Apply <strong>Holds Resolved</strong> stamp</td>
<td>Apply <strong>Return to Accounts Payable</strong> stamp with the reason for cancellation in the comment box</td>
</tr>
<tr>
<td>Quantity Receipt Hold {QTY REC}</td>
<td>Log on to BEN Financials and process receipts via the Requisitioner or PO Manager Responsibility</td>
<td>Apply <strong>Return to Accounts Payable</strong> stamp with the reason for cancellation in the comment box</td>
</tr>
<tr>
<td>Multiple Holds</td>
<td>Apply <strong>Holds Resolved</strong> stamp. If one of the holds is a QTY REC Hold, log on to BEN Financials and process receipts via the Requisitioner or PO Manager Responsibility</td>
<td>Apply <strong>Return to Accounts Payable</strong> stamp with the reason for cancellation in the comment box</td>
</tr>
<tr>
<td>Comment Requested</td>
<td>Review e-mail message sent by Accounts Payable and apply <strong>Return To</strong> stamp with the information requested</td>
<td></td>
</tr>
</tbody>
</table>
New MarkView Home

- Home (page shown)
- Administration (not used at Penn)
- Web Inbox – lists invoices on hold awaiting review
  - Web Inbox on menu
  - Go to your web inbox: AP Invoices
- Web Inquiry - invoice inquiry functionality added to MarkView
  - Web Inquiry on menu
  - Find invoices: AP Invoices
Web Inbox: Current Inbox Items

- Current Inbox Items lists invoices awaiting review

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Supplier Name</th>
<th>Supplier Site</th>
<th>Type</th>
<th>PO Number</th>
<th>Invoice Date</th>
<th>Amount</th>
<th>Currency</th>
<th>Needs...</th>
</tr>
</thead>
<tbody>
<tr>
<td>5022A</td>
<td>ATLAS MICROSYSTEMS INC</td>
<td>197212</td>
<td>PO Invoice</td>
<td>2069431</td>
<td>02-OCT-08</td>
<td>1250</td>
<td>USD</td>
<td>purchasing resolution</td>
</tr>
<tr>
<td>92044</td>
<td>DBG CLEANING SERVICE</td>
<td>259239</td>
<td>PO Invoice</td>
<td>2069430</td>
<td>07-OCT-08</td>
<td>3000</td>
<td>USD</td>
<td>purchasing resolution</td>
</tr>
<tr>
<td>22-4509</td>
<td>SHEFFIELD FURNITURE</td>
<td>467699</td>
<td>PO Invoice</td>
<td>2069432</td>
<td>12-OCT-08</td>
<td>10000</td>
<td>USD</td>
<td>purchasing resolution</td>
</tr>
</tbody>
</table>

- Information shown includes Invoice Number, Supplier Name, PO Number, Invoice Date, and Amount
- Invoice Number is a link that will open invoice for review
- An e-mail notification for invoices on hold will be sent daily
Inbox Item: Invoice Image & Work Item Details

- All invoice information and actions consolidated on one page

There is a variance between the quantity and/or price billed and the original Purchase Order. Please place the Holds Resolved markup to approve the variance or place the Route to Accounts Payable markup to request cancellation of the invoice. Only few holds require you create a receipt within the Oracle Application.

To view or modify accounting details, expand the Accounting table (more information).

Supplier: ATLAS MICROSYSTEMS INC

Date: 10/02/2008

Amount: $1,250.00 USD

Terms: Net 30

Terms Date: 10/02/2008

Invoice image and manipulating the image display

Expanded information available included Holds, PO details, distributions (Accounting), related invoices, and document history

Markups (stamps) available

Message Area
Inbox Item: Message Area

- Follow instructions in Message Area at the top of the page
  - Provides information on the invoice holds and instructions to follow
    - Blue icons indicate instructions and feedback
    - Red icons indicate warnings or alerts

<table>
<thead>
<tr>
<th>Invoice #5933A</th>
<th>Invoice 1 of 3</th>
<th>Return to List</th>
<th>Previous Item</th>
<th>Next Item</th>
<th>Tutorial</th>
</tr>
</thead>
</table>

Quick Links to Invoice Details: Holds | PO Line Details | Accounting | Related PO Invoices | Document History |

- There is a variance between the quantity and/or price billed and the original Purchase Order. Please place the Holds Resolved markup to approve the variance or place the Route to Accounts Payable markup to request cancellation of the invoice. Qty Rech holds require you create a receipt within the Oracle Application.

- To view or modify accounting details, expand the Accounting table (more information).
Inbox Items: Notes, Markups, Email, & Print

- Blue Sticky Note (no change)
  - Information note for department use only
- Green Text (no change)
  - Information note for department use only
- Email Document Link (new)
  - Email a link to the invoice image for others to review
- Holds Resolved (transitions invoice out of Web Inbox)
  - Markup to *Approve* payment for invoice
  - Comment box not read by Accounts Payable
- Route To Accounts Payable (transitions invoice to A/P)
  - Markup to *Cancel* invoice and Comment box used to explain the reason for cancellation
  - Comment Box will be read by Accounts Payable
- Print
  - Directly prints the image to your local printer
Working with Markups and Notes

- **Markups** are used to take action on an invoice and transition the invoice out of the Buyer’s Web Inbox
  - Approves invoice for payment by releasing Max Ship Amount and Qty Ordered holds
  - To release a Qty Receipt hold a receipt must be processed in BEN Financials
  - Sends the invoice Accounts Payable with instructions to cancel the invoice as explained in the comment box

- Blue Sticky and Greet Text can be used as ‘Notes’
  - Notes are for department information only
  - Notes are **not** read by Accounts Payable
  - Notes do **not** transition an invoice to Accounts Payable
To approve invoice for payment follow these steps:

1. Read the Message Area instructions
   • Comment box **not** used with Holds Resolved

2. Click [OK]
To request cancellation of invoice follow these steps:

1. **Read** the Message Area instructions

2. **Enter** the reason for cancelling the invoice in the Comment box

3. **Click** [OK]

*AP will return invoice for comment if reason requires additional information*
Comment Requested & Return To

- **Comment Requested**
  - Used by Accounts Payable when more information or clarification is needed on the reason for cancelling an invoice
  - Replaces Buckslip markups
  - Comment Requested sends the invoice to the Buyer’s Web Inbox.

- **Return To**
  - Markup used by Buyer to respond to Comment Requested
  - Response information is entered in Return To comment box
Email Document Link

- **Email Document Link**
  - Sends e-mail with a link to the Markview invoice image with your comments for others to review
  - Invoice can be viewed by other PO Managers or BEN Balances users
  - Reviewer CANNOT apply markups.
  - Reviewer can apply notes using the Blue Sticky Note or Green Text.

- **Contact** - The icon next to Contact opens a list of values containing all PO Managers
  - Select the PO Manager desired and their name & email address will populate

- **Email** - Any person’s email address can be entered, but only other PO Manager & BEN Balances users can view the invoice image

Note: Asterisk denotes a required field
Manipulating the Image Display

- **View**: manipulates markups that appear on image
- **Image Size**: changes image display area

- **Previous Page**: move through a multipage image
- **Image Toolbar**: manipulate the image
  - Zoom in and out
  - Rotate image
Expanded Information: Holds & PO Line Details

**Holds**
- Hold Lookup Code: Max Ship Amount
- Hold Reason: Variance between invoice and shipment amount exceeds limit
- Hold Date: 10/17/2008
- Hold Line Number: 1
- Hold Lookup Code: Qty Ord
- Hold Reason: Quantity billed exceeds quantity ordered
- Hold Date: 10/17/2008
- Hold Line Number: 1

**PO Line Details**
- Invoice Dist Line Number: 1
- Invoice Dist Amount: 1,250.00
- Invoice Unit Price: 1,250.00
- Invoice Quantity: 1
- PO Number: 2069431
- PO Line Number: 1
- PO Unit Price: 500.00
- PO Currency: USD
- PO Quantity: 1
- PO Item Description: Microscope
- Quantity Ordered: 1
- Quantity Received: 0
- Quantity Billed: 2

**Icons**
- Icon used to open and close detail information
Expanded Information:
Accounting, Related PO Invoices, & History

**Accounting**
shows amount and distribution (account charged)

**Related PO Invoices**
links to all invoices and credit memos matched to the given PO (except EDI credit memos)

**Document History**
details all actions related to the invoice since it was scanned into MarkView
**Web Inquiry**

- **Web Inquiry – AP Invoices**
  - Ability to perform invoice queries directly from MarkView Home
  - Query capability is also still available from BEN Financials
  - Querying by PO Number returns all invoices and credit memos matched to the PO, except EDI credit memos
Remember Important Changes to Key Markups

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BEN Pays On-Going Support

- BEN Pays project
  - askben@lists.upenn.edu

- BEN Knows
  - http://www.finance.upenn.edu/benknows

- Accounts Payable
  - apsup@upenn.edu

- BEN Helps
  - 215-746-HELP (4357)
BEN Pays Imaging Upgrade - Quiz Information

- The following slide will link directly to an on-line quiz
- All questions must be answered correctly for successful completion of the quiz
- If you would like to review the material before proceeding, use the navigation controls below to return to a specific topic
- You may retake the quiz as needed, however to do so you must close the current session and start the course again

Use the navigational controls below when you are ready to proceed to the quiz.
Knowledge Link Quiz

- This is the pdf version of the BEN Pays Imaging Upgrade Knowledge Building course

- Return to Knowledge Link to take the BEN Pays Imaging Upgrade Knowledge Building quiz