

BEN Pays Invoice Imaging Managing Invoice Holds

12/02/10

If an invoice for a PO for which you are the Buyer is on 'Hold', an e-mail will be sent to you **daily** until the 'Hold' has been resolved.

From: Accounts Payable [mailto:apsup@exchange.upenn.edu]
Sent: Monday, December 01, 20xx 11:01 PM
To: BEN Buys PO Manager
Subject: You have invoices in your Web Inbox

Hello (Your name will appear here)

You have at least one invoice to review in your BEN Pays Web Inbox. Please log in and provide the necessary approval or resolution.

Login to the Web Inbox with your BEN Financials Username and Password from this URL:

[BEN Pays Web Inbox](#)

Please do not reply to this e-mail. If you have questions about accessing the Web Inbox please contact BEN Helps 6-4357 (215-746-4357).

- Click on the BEN Pays Web Inbox link from the e-mail
- Your browser session will now connect to MarkView:
- Enter your **Username** and **Password**
Same as BEN Financials
- Click **[OK]**

You will arrive at the 170 MarkView Home screen

- You will arrive at your 'Current Inbox Items

Invoice Number	Supplier Name	Supplier Site	Type	PO Number	Invoice Date	Amount	Currency	Needs...
5933A	ATLAS MICROSYSTEMS INC	197212	PO Invoice	2069431	02-OCT-08	1250	USD	purchasing resolution
22-4502	DBG CLEANING SERVICE	259259	PO Invoice	2069430	07-OCT-08	3000	USD	purchasing resolution
22-4502	SHEFFIELD FURNITURE	487699	PO Invoice	2069432	12-OCT-08	10000	USD	purchasing resolution

- Click on the Invoice # to view invoice image, details & markups

1. Follow instructions in 'Message' area at the top of the page
 - Blue icons indicate instructions
 - Red icons indicate warnings or alerts
2. Use the **Markups** as follows:
 - **Blue Sticky Note & Green Text** - information note for department use only
 - **Email Document** - e-mail a link or pdf for others to review the invoice
 - **Holds Resolved Markup** - use to **APPROVE** payment for invoice with Max Ship Amount & Qty Ordered holds
Comment box not used
 - **Route To Accounts Payable Markup** - use to **CANCEL** invoice
Comment box used to explain reason for cancellation - read by AP
 - **Print** - directly print the image to your local printer
3. Expandable info with more details regarding PO and invoice
4. View the invoice image - image can be enlarged for easier viewing

**BEN Pays Invoice Imaging
Resolve the Hold**

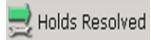
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After reading the instructions in the 'Message' area, decide to

- Approve an Invoice for Payment (i.e. Pay Invoice) or
- Cancel an Invoice (i.e. Not to Pay Invoice)

To Approve an Invoice for Payment

- Click on the



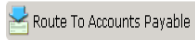
icon

- Click [OK]

Comments box not used

To Cancel an Invoice

- Click on the



icon

- Enter a reason for cancelling the invoice in Comments box

- Click [OK]

AP will return invoice for comment if reason requires add'l information

**BEN Helps 6-HELP (215-746-4357)
BEN Knows
<http://www.finance.upenn.edu/benknows/>**

Hold Resolution Grid		
Hold Type	Approve Invoice	Cancel Invoice
Quantity Ordered Hold (Qty Ord)	Apply Holds Resolved stamp	Apply Return to Accounts Payable stamp with the reason for cancellation in the comment box
Maximum Shipment Hold (Max Ship Amount)	Apply Holds Resolved stamp	
Quantity Receipt Hold (Qty Rec)	Log on to BEN Financials and process receipts via Requisitioner or PO Manager Responsibility	
Multiple Holds	Apply Holds Resolved stamp. If one of the holds is a QTY REC Hold, log on to BEN Financials and process receipts via Requisitioner or PO Manager Responsibility	
Comment Requested (170_SYSTEMS_HOLD)	Review message sent by Accounts Payable by clicking on Comment Requested Markup & apply Return To stamp with info requested	

Additional Features...

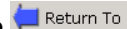
Comment Requested & Return To

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 Accounts Payable Comment Requested
- Response information is entered in Return To comment box

Email Document

- Sends e-mail w/link to invoice image w/your comments for others to review
- Invoice can be viewed by other PO Managers or BEN Balances users
- Reviewer CANNOT apply markups
- Reviewer can use Blue Sticky Note or Green Text

Fields to be completed:

- Contact – The icon next to Contact opens a list of values containing all PO Managers
 - Select the PO Manager desired; their name & e-mail will populate
- Email - Any person's email address can be entered, but only other PO Manager & BEN Balances users can view the invoice image
- Comments – explain why you are sending invoice for review