Concur Invoice Workflow

Left flowchart (top to bottom):

Requester → Requester Submits Check Request → AP (Processor) → Cost Object (COA) → `<- Confirming` → Claims Audit (Processor Mgr.) → `<- Vendor` → Standard Accounting Extract → AP Voucher Build

- General Counsel >$2,000 (AA) (branches from `<- Confirming`)
- Vendor Mgr. (new vendor) (branches from `<- Vendor`)

Right side workflows:

(COA) Claim Voucher

Grant Funded
Grant Approver = $.01
Org. Manager = $999,999.98
Cheif (Org. Mgr's Manager) = $999,999.99 [only if Org. Manager is requester using their own budget]

Non-Grant Funded
Org. Manager = $999,999.98
Chief (Org. Mgr's Manager) = $999,999.99 [only if Org. Manager is requester using their own budget]

(COA) Accounting Claim

Grant Funded
Grant Approver = $.01
Dir. of Accounting = $.02
Org. Manager = $999,999.98
Cheif (Org. Mgr's Manager) = $999,999.99 [only if Org. Manager is requester using their own budget]

Non-Grant Funded
Dir. of Accounting = $.01
Org. Manager = $999,999.98
Cheif (Org. Mgr's Manager) = $999,999.99 [only if Org. Manager is requester using their own budget]

(COA) Confirming Order

Grant Funded
Grant Approver = $.01
Org. Manager = $.02
Dir. of Accounting = $1,999.98
Chief (Org Mgr's Manager) = $1,999.99
CFO = $999,999.99

Non-Grant Funded
Org. Manager = .01
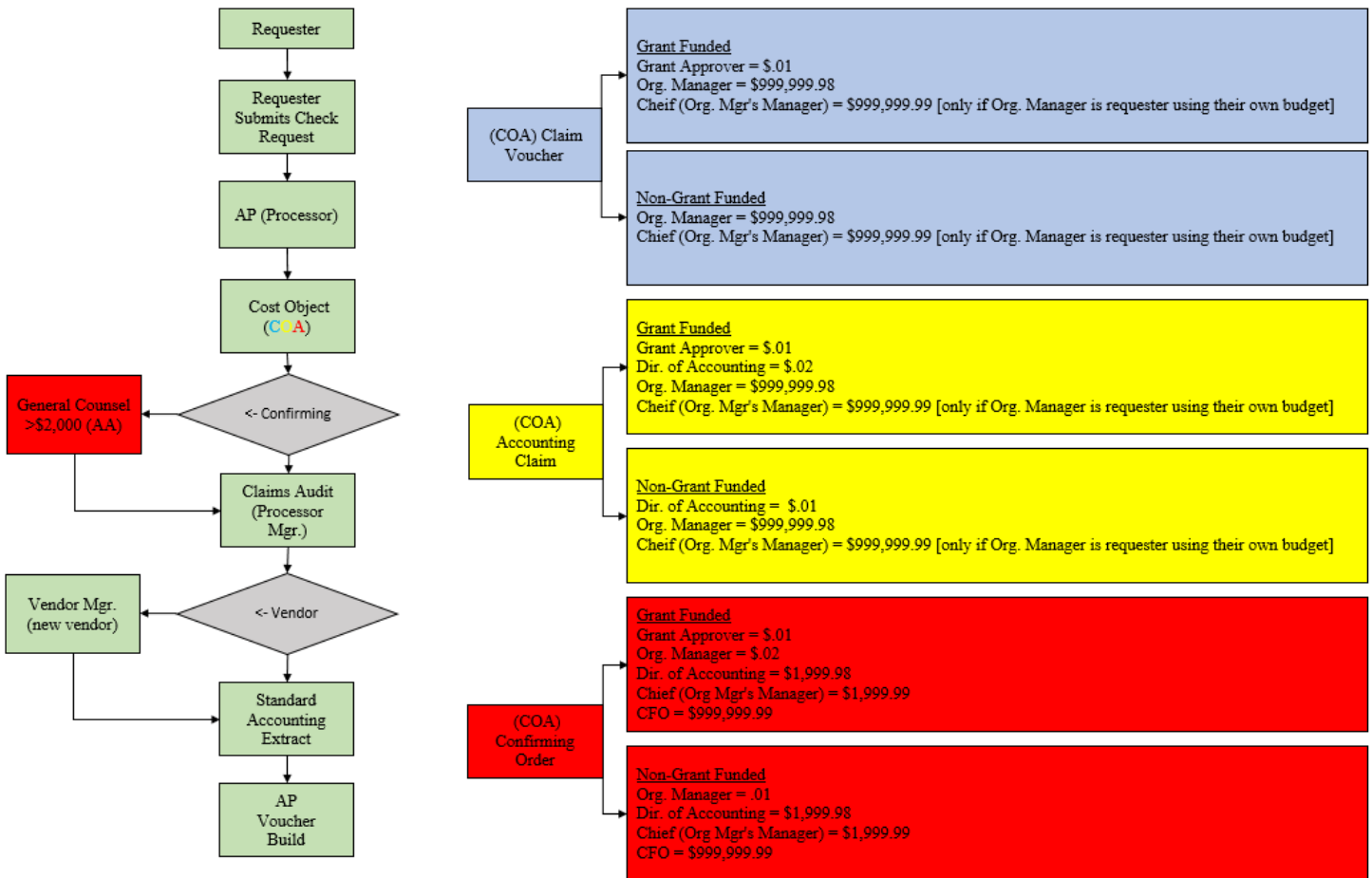Dir. of Accounting = $1,999.98
Chief (Org Mgr's Manager) = $1,999.99
CFO = $999,999.99

Requesting direct payments – Check Requests

1. Requester check request step
   - Requester selects vendor and vendor remit address.
     o If vendor is not available – Request New Vendor is selected, all required fields are filled in, and W-9/invoice is uploaded.
   - Requester enters Request Name, Invoice Number, Invoice Date, Remittance Message, Total Invoice Amount, Comments/Confirming Explanation, selects Mail Attachments with Check if needed, and selects Emergency Check Run if needed.
   - Requester uploads supporting documentation.
   - Requester selects budget string Account (Commodity), Fund, Organization, Program, Subclass, and Project (Grants Only).
     o Workflows are based on Account (Commodity).
       1. Confirming Order
       2. Claim Voucher
       3. Accounting
   - Requester submits payment request.
2. Accounts Payable approval step
   - New vendor claims
     o AP provides vendor info to Purchasing (print/email).
     o Purchasing responds with the vendor ID when the setup is complete.

- AP verifies information, corrects if possible, and/or sends the claim back to requester for correction.
  - Account (Commodity)
  - Vendor
  - Remit Address
  - Invoice number
  - Invoice date
  - Amount
- If the request is a funded by a Trust, AP rep must forward to Sally Combs.
- If approved the request is routed forward. If rejected the request is sent back to the employee with explanation.

3. Cost Object Approval (COA)
- Workflows are based on Account (Commodity).
  - Confirming Order = Confirming account commodity.
    1. Grant Approver (if E, F, or G fund)
    2. Org. Manager
    3. Director of Accounting
    4. Org. Manager's Supervisor (if > $2,000, or Org. Manager is the Requester)
    5. Chief Financial Officer (if > $2,000)
  - Claim Voucher = Allowable account commodity
    1. Grant Approver (if E, F, or G fund)
    2. Org. Manager
    3. Org. Manager's Supervisor (if Org. Manager is the Requester)
  - Accounting = Non-expense account commodity
    1. Grant Approver (if E, F, or G fund)
    2. Director of Accounting
    3. Org. Manager
    4. Org. Manager's Supervisor (if Org. Manager is the Requester)
- Org. Code on the budget code connected list determines manager.
- If approved the request is routed forward. If rejected the request is sent back to the employee with explanation.

4. General Counsel approval step
- If the account is a Confirming Order commodity and is >$2000 it is routed to the General Council.
- If the request is approved it is routed forward. If denied the request is routed back to employee with explanation.

5. Claims Audit approval step
- If report is approved, the report is routed forward. If denied the report is routed back to employee with explanation.

Automated process
6. Payment Request Accounting Extract (PRAE) is generated
7. SAE upload into PeopleSoft and Vouchers are built

Account		Workflow
1480	Prepaid Expenses	Accounting Claim Workflow
1575	Due From RJSCB	Accounting Claim Workflow
2180	Due To Other Governments	Accounting Claim Workflow
2300	Accrued Liabilities	Accounting Claim Workflow
2992	Suspense-Advance Deposits	Accounting Claim Workflow
4435	Refunds Prior Year	Accounting Claim Workflow
4455	Student Fees-Miscellaneous	Accounting Claim Workflow
5244	Legal Services	Claim Voucher Workflow
5414	Pupil Accidents	Claim Voucher Workflow
5415	Independent Evaluations	Claim Voucher Workflow
5424	Travel In District	Claim Voucher Workflow
5425	Travel Out Of District	Claim Voucher Workflow
5426	Membership Fees (for employees)	Claim Voucher Workflow
5428	Travel Out Of District-Asar	Claim Voucher Workflow
5432	Testifying Fees	Claim Voucher Workflow
5433	Professional Development	Claim Voucher Workflow
5439	Admissions/Tournament Fees	Claim Voucher Workflow
5462	Postage	Claim Voucher Workflow
5471	Tuition-In State	Claim Voucher Workflow
5472	Tuition-Out Of State	Claim Voucher Workflow
5473	Health Serv-Othr Dist	Claim Voucher Workflow
5474	Tuition - Charter Schools	Claim Voucher Workflow
5476	Tuition-Dual Enrollment	Claim Voucher Workflow
5481	Scholarships	Claim Voucher Workflow
5482	Permits & Fees	Claim Voucher Workflow
5486	Sports Officials	Claim Voucher Workflow
5492	Adjustment & Disallowance	Claim Voucher Workflow
5493	Judgments & Claims	Claim Voucher Workflow
5535	Tool Allowance	Claim Voucher Workflow
5590	BOCES	Claim Voucher Workflow
5813	State Teachers Retirement	Claim Voucher Workflow
5816	Life Insurance	Claim Voucher Workflow
5819	Health Insurance - Ret Empl	Claim Voucher Workflow
5820	Dental Insurance Civ Serv	Claim Voucher Workflow
5822	Unemployment Insurance	Claim Voucher Workflow
5823	Workers Compensation	Claim Voucher Workflow
5824	Employee Assistance Program	Claim Voucher Workflow
5825	Tuition Reimbursement	Claim Voucher Workflow
5826	Moving Cost	Claim Voucher Workflow
5833	Health Insurance FSA Fee	Claim Voucher Workflow
5834	Disability Insurance	Claim Voucher Workflow
5835	Attendance Incentive	Claim Voucher Workflow
5838	Stop Loss and Admin Fees	Claim Voucher Workflow

5916	Interfd Xfer-Capital to RJSCB	Claim Voucher Workflow
5200	Equip-Other Than Buses	Confirming Order Workflow
5210	Equip-Buses	Confirming Order Workflow
5220	Computer Hardware	Confirming Order Workflow
5240	Contractual Expense	Confirming Order Workflow
5245	Architect's Fees	Confirming Order Workflow
5246	Survey & Engineering Fees	Confirming Order Workflow
5293	General Construction	Confirming Order Workflow
5294	Heating & Ventilation	Confirming Order Workflow
5295	Plumbing	Confirming Order Workflow
5296	Electrical	Confirming Order Workflow
5297	Site Improvement	Confirming Order Workflow
5380	Library Books	Confirming Order Workflow
5381	Textbooks K-6	Confirming Order Workflow
5382	Textbooks 7-12	Confirming Order Workflow
5387	Library Books Non-CSD	Confirming Order Workflow
5411	Liability & Fire Insurance	Confirming Order Workflow
5413	Physicals-Standard	Confirming Order Workflow
5417	Radio Repair	Confirming Order Workflow
5418	Suspension & Spring Repair	Confirming Order Workflow
5419	Glass Repair	Confirming Order Workflow
5420	Radiator & Heater Repair	Confirming Order Workflow
5421	Rental Of Land & Bldgs	Confirming Order Workflow
5422	Rental Of Equipment	Confirming Order Workflow
5423	Rental-Parking Lots	Confirming Order Workflow
5427	Meals	Confirming Order Workflow
5429	Fingerprinting	Confirming Order Workflow
5430	Prof & Tech Services	Confirming Order Workflow
5431	Professional & Tech Services	Confirming Order Workflow
5434	Contract Gasoline	Confirming Order Workflow
5435	Transport-Contracts	Confirming Order Workflow
5436	Transport-Passes-Public	Confirming Order Workflow
5437	Transport-Tokens-Public	Confirming Order Workflow
5438	Transport-Field Trips	Confirming Order Workflow
5441	Utilities-Gas Contract	Confirming Order Workflow
5443	Utilities-Electric	Confirming Order Workflow
5444	Utilities-City Water	Confirming Order Workflow
5445	Utilities-Telephone	Confirming Order Workflow
5446	Utilities-Data Lines	Confirming Order Workflow
5448	Utilities-Pure Water Tax	Confirming Order Workflow
5449	Environmental Service	Confirming Order Workflow
5450	Cartage Or Freight	Confirming Order Workflow
5451	Laundry & Cleaning	Confirming Order Workflow
5452	Serv Conts & Equip Repair	Confirming Order Workflow

5453	Front End Alignments	Confirming Order Workflow
5454	Gen Construction Contract	Confirming Order Workflow
5455	Heat & Vent Contracts	Confirming Order Workflow
5456	Plumbing Contracts	Confirming Order Workflow
5457	Electrical Contracts	Confirming Order Workflow
5459	Building Furnishings	Confirming Order Workflow
5460	Snow Plowing	Confirming Order Workflow
5461	Printing & Advertising	Confirming Order Workflow
5464	Recruitment-Personnel	Confirming Order Workflow
5466	Driver License-Testing	Confirming Order Workflow
5468	Awards	Confirming Order Workflow
5470	Tire Repair	Confirming Order Workflow
5477	Food Svc Management Fee	Confirming Order Workflow
5478	Food Svc Direct Expense	Confirming Order Workflow
5489	Testing Materials & Fees	Confirming Order Workflow
5499	Departmental Credits	Confirming Order Workflow
5500	Instructional Supplies	Confirming Order Workflow
5505	Prof Books & Publications	Confirming Order Workflow
5511	Office Supplies	Confirming Order Workflow
5520	Supplies - Computer Hardware	Confirming Order Workflow
5521	Food for Resale & Provisions	Confirming Order Workflow
5522	Lunchroom Supplies	Confirming Order Workflow
5531	Custodial Supplies	Confirming Order Workflow
5532	Shop Supplies	Confirming Order Workflow
5533	Maintenance & Repair Supplies	Confirming Order Workflow
5534	Uniforms	Confirming Order Workflow
5542	Duplicating & Copying	Confirming Order Workflow
5551	Medical Supplies	Confirming Order Workflow
5560	Computer Software	Confirming Order Workflow
5561	Auto Parts	Confirming Order Workflow
5562	Gasoline	Confirming Order Workflow
5564	Tires & Tubes	Confirming Order Workflow
5566	Oil	Confirming Order Workflow
5580	Storehouse Inventory Purchase	Confirming Order Workflow
5615	Install Purch Debt-Other Prin	Confirming Order Workflow
5616	Capital Leases - Principal	Confirming Order Workflow
5715	Install Purch Debt-Othr Intr	Confirming Order Workflow
5716	Capital Leases - Interest	Confirming Order Workflow