FEWER STEPS, FEWER PEOPLE, MORE TIME
35 minutes to post

PAPER SERIALS INVOICE PROCESSING WORK FLOW
University of Iowa Libraries
May 2003

♦ Vendor will:
- Process and ship

♦ Accounts Payable Manager will:
- Enter general invoice data into the system:
  - Invoice number
  - Invoice date
  - Invoice type
  - Net amount
  - Note field remarks
  - Add general invoice
- Enter line items:
  - Search by purchase order number if available
  - Add net amount
  - Add line item note to indicate subscription begin and end date
  - Add budget if necessary
  - Split funds if applicable
  - Repeat until complete
  - Perform additional steps for voided invoices
    - Delete net amount and total amount from general invoice
    - Void total
  - Add postage if applicable
  - Add service charge if applicable
  - Add discount if applicable
- Check invoice balances
- Mark invoice as posted
- Forward invoice to Finance Department for check or account reconciliation

♦ Accounts Payable Assistant will:
- Check line items for pricing
- Check line item for subscription begin and end dates