MORE STEPS, MORE PEOPLE, LESS TIME

5 minutes to download and copy, 7 minutes to prep for loading, 3 minutes to review =
15 minutes

EDI SERIALS INVOICE PROCESSING WORK FLOW
University of Iowa Libraries
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- ◆ Vendor will:
  - Process and ship paper invoice
  - Process EDI equivalent of paper invoice
  - Vendor's system sends invoice notification to Serials Acquisitions Librarian

- ◆ Serials Acquisitions Librarian will:
  - Copy invoice to local file using FTP
  - Review invoice
    - ▪ Invoice number
    - ▪ Invoice type
    - ▪ Other as needed
  - Notify Systems Librarian if data is reliable

- ◆ Systems Librarian will:
  - Preview invoice
    - ▪ Check for ALEPH vendor code
    - ▪ Check for invoice number
    - ▪ Check for exclusion of vendor reference number
    - ▪ Examine data details of one line item
  - Load invoice
    - ▪ Run two batch jobs to convert data and create general invoice and line items
  - Review output
    - ▪ Check log files
    - ▪ Ensure invoice number can be retrieved through client
    - ▪ Discard temporary data
  - Investigate and report problems to Serials Acquisitions Librarian
  - Notify Serials Acquisitions Librarian if data is reliable

- ◆ Serials Acquisitions Librarian notifies Accounts Payable Manager

EDI serials invoice processing, continued

♦ Accounts Payable Manager will:
- Make invoice active in database
  - Select invoice type and status
  - Add to note field, "EDI; initials"
  - Refresh invoice (adds received date and changes payment status to N)
- Check invoice for problems
  - Check invoice for
    - Missing lines
    - Missing funds
- Edit lines items
  - Search and correct multiple budgets
  - Search and correct inactive budgets
  - Search and move payments as needed for title changes
  - Search and add items missed to faulty matching
- Edit general invoice
  - Delete service charge from general invoice and enter as a line item
  - Delete discount from general invoice and enter as a line item
  - 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