

# **Electronic PO Payment Approval Solution**

A cloud-based solution to help you electronically forward Purchase Orders to obtain approval signatures for processing invoice Payments.

## **Key Features**



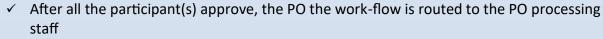
### **Submitting Purchase Orders for Payment Approval**

- Purchase Orders generated by Financial Systems should be scanned to create digital pdf files
- ✓ If the Financial system directly creates PDF POs, then scanning can be avoided
- ✓ When a PO needs to approved for payment, Requestor will initiate workflow in the portal and attach supporting PO PDF file. Person(s) required to approve will be selected in the work-flow steps
- Payment approval request will now be electronically routed to approving person(s) **Electronic Review and Approval**



- ✓ Electronic PO will automatically route to the participants of the workflow in the order established in the setup
- ✓ Each approver(s) in the workflow receives a task requesting review and approval
- ✓ Approver can review PO document attached and using stamp feature can add a signature and also Text Box to provide any additional comments
- ✓ If approver is out of town, an authorized person can reassign the approval task to others
- ✓ Status of a PO Payment approval can be checked by querying the process with PO number or key word

#### PO Processing, Records Storage and Archival



- ✓ Upon reviewing the signed off "Approval to Pay" PO copy, staff can initiate the payment process in financial system
- ✓ If needed, proofs of payment and other info can be stored in Digital File Cabinets for efficient archival



#### **Benefits**

- Eliminates the need to Physically route PO copies to departments
- ✓ Eliminates the need to physically store paper documentation
- Meets all retention mandates efficiently and makes auditing easier
- ✓ Quickly respond to inquiries with less resources
- More efficient tracking on the status of payments