

Monthly Bill Payable Process:

This process will allow all users involved in the process of paying regular monthly billing to enter, route and monitor monthly bills that are paid on invoice (no PO). This would include bills for electricity, gas, water, garbage, etc...

Estimated Volume: 125 per month with an average of two scanned pages per bill.

Estimated Users: 80; Approvers: 80; Workflow Mangers: 10.

This process moves in stepwise fashion:

1. Monthly Bill (MB) entered with scans by remote office. Information entered would be date, invoice number, invoice amount, payable name and description.
2. MB workflow to Headquarters Accounts Payable Dept.
3. Coding applied by Headquarters Accounts Payable on MB record. MAGIC Vendor #, Cost Center, G/L Acct #, Fund Line.
4. MB workflow to supervisor for approval.
5. MB workflow to Accounts Payable for entry into MAGIC then recording date and document number on MB record.

Each step records date, time and user.

All the above are happy-path, non-happy path flows back to prior step in workflow. "Approved" for each step in the above would be in the form of an internal eSignature.

