

# Invoice Approval Workflow in iPayables



1 Use the link in your email or from Okta to navigate to iPayables

2 You'll be directed to your invoice list, called My Worklist. Click on the first one.

The screenshot displays the 'Approval Worklist' interface in the onPhase iPayables system. The navigation bar includes 'Dashboard', 'Invoices', 'Purchase Orders', 'Payments', 'Vendors', 'Document Center', 'Forms', and 'Administration'. Below the navigation bar, there are buttons for 'My Worklist', 'Invoice Search', 'Capture Exceptions', and 'New Invoice'. The main content area is titled 'Approval Worklist' and contains a 'Filters' sidebar on the left and an 'Invoices' table on the right. The 'Invoices' table has columns for Invoice Number, Vendor Name, Business Unit, Invoice Date, Due Date, Invoice Type, Total Due, Terms, Invoice Status, and Days On Wo. The first invoice, with number 11004017A, is highlighted with a red circle.

Invoice Number	Vendor Name	Business Unit	Invoice Date	Due Date	Invoice Type	Total Due	Terms	Invoice Status	Days On Wo.
11004017A	Access Informa...	Northwest Kidn...	6/30/2024	7/30/2024	Non-PO	\$3,599.86	NET 30 DAYS	Submitted	115
42015007756A	CITY WIDE FA...	Northwest Kidn...	6/30/2024	7/30/2024	Non-PO	\$4,368.00	NET 30 DAYS	Submitted	147
42015007754A	CITY WIDE FA...	Northwest Kidn...	6/30/2024	7/30/2024	Non-PO	\$1,560.00	NET 30 DAYS	Submitted	147
10521A	% Com...	Northwest Kidn...	7/16/2024	8/15/2024	Non-PO	\$3,000.00	NET 30 DAYS	Submitted	147
	CDW LLC	Northwest Kidn...	8/29/2024	9/28/2024	Non-PO	\$2,172.00	NET 30 DAYS	Submitted	147

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Tip! Alternatively, if you have more than one in your list, click on this button to open up to 15 invoices. When you approve an invoice, it will automatically bring up the next one without having to go back to your approval worklist.

The screenshot shows a software interface for managing invoices. On the left, there are filter options for 'Invoice Assigned To', 'Location', and 'Charge Category'. The main area displays a table of invoices with columns for Invoice Number, Vendor Name, Business Unit, Invoice Date, Due Date, Invoice Type, Total Due, Terms, Invoice Status, and Days On Wo. A callout box with an orange circle highlights a button at the bottom of the table that says 'Open and edit the top 15 Invoices'.

Invoice Number	Vendor Name	Business Unit	Invoice Date	Due Date	Invoice Type	Total Due	Terms	Invoice Status	Days On Wo.
11004017A	Access Informa...	Northwest Kidn...	6/30/2024	7/30/2024	Non-PO	\$3,599.86	NET 30 DAYS	Submitted	115
42015007756A	CITY WIDE FA...	Northwest Kidn...	6/30/2024	7/30/2024	Non-PO	\$4,368.00	NET 30 DAYS	Submitted	147
42015007754A	CITY WIDE FA...	Northwest Kidn...	6/30/2024	7/30/2024	Non-PO	\$1,560.00	NET 30 DAYS	Submitted	147
10521A	& Com...	Northwest Kidn...	7/16/2024	8/15/2024	Non-PO	\$3,000.00	NET 30 DAYS	Submitted	147
	CDW LLC	Northwest Kidn...	8/29/2024	9/28/2024	Non-PO	\$2,172.00	NET 30 DAYS	Submitted	147

4

Enter the start and end dates for the invoice. You can reference the invoice in the image on the right.

The screenshot shows the 'New Invoice' form in a software application. The 'Service Start Date' and 'Service End Date' fields are highlighted with an orange circle. The form includes fields for 'Approver', 'Terms', 'Vendor Notes', 'Due Date', and 'Approver Notes'. A table below the form shows a single line item with a description 'SEE IMAGE FOR DETAILS', a unit price of 4,368.00, and a line total of 4,368.00. On the right, there is a preview of an invoice from 'City Wide Facility Solutions' with a total due of \$4,368.00. The invoice preview includes fields for 'Invoice Number', 'Invoice Date', 'Due Date', 'Bill To', and 'Ship To'.

#/Part#	Description	Unit Price	Line Total
	SEE IMAGE FOR DETAILS	4,368.00	4,368.00

PO #	Customer ID	FSM	Payment Terms	Service Dates
	01015000002		Net 10 days	09/28/24

Item #	Description	Contract / Order #	Qty	Unit Price	Ext. Price
	Developer Inv		1	218.40	218.4
	Developer Inv		1	218.40	218.4

5

Click the "Description" field. Delete the existing text and replace it with the department and service.

The screenshot shows a procurement system interface. At the top, there are navigation icons. Below them, the 'Vendor' information is displayed: 'citywide' and 'CITY WIDE FACILITY SOLUTIONS O'. The 'Company' is 'Northwest Kidney Centers'. Invoice details include 'Invoice Number: 42015007756A', 'Invoice Date: 6/30/2024', 'Invoice Type: Non-PO', 'Status: Submitted', and 'Source: image'. On the right, 'Approver' information is shown, including 'Service Start Date: 12/1/2024', 'Service End Date: 12/31/2024', 'Terms: NET 30 DAYS', 'Vendor Notes', 'Due Date: 7/30/2024', and 'Approver Notes'. Below this is a 'Lines' table with one row: Line 1, Quantity 1.00, Unit of Measure Each (EA), Ref#/Part#, Description 'SEE IMAGE FOR DETAILS', Unit Price 4,368.00, and Line Total 4,368.00. An orange circle highlights the 'Description' field. Below the table is a 'Distributions' table with columns for #, Entity, Department, GL Acct, Restrictions, Site, Program, and Total. The 'Entity' field is currently blank. At the bottom, there is a 'Payment Currency' section set to 'United States of America Dollars (USD)' and a 'Line Sub Total' of 4,368.00, with 'Tax' and 'Freight' both at 0.00. On the right side, there is a 'Related Docur' section with 'Validation Error' and '1 of 1 At', and an 'Image Supl' section with a logo for 'City Wide F'.

6

If the Entity field is blank, enter 100 for NKC.

This screenshot is identical to the one above, but with the 'Entity' field in the 'Distributions' table now containing the value '100'. An orange circle highlights the '100' in the 'Entity' field. A tooltip is visible over the '100', displaying '100 Northwest Kidney Centers - 100' and 'Displaying 1/1 records found.' The rest of the interface, including the 'Lines' table, 'Distributions' table, and summary fields, remains the same as in the previous screenshot.

## 7 Enter the Department. You can start typing the name or the number.

Vendor: citywide  
CITY WIDE FACILITY SOLUTIONS O

Company: Northwest Kidney Centers

Invoice Number: 42015007756A

Invoice Date: 6/30/2024

Invoice Type: Non-PO

Status: Submitted

Source: image

Approver: \_\_\_\_\_

Service Start Date: 12/1/2024

Service End Date: 12/31/2024

Terms: NET 30 DAYS

Vendor Notes: \_\_\_\_\_

Due Date: 7/30/2024

Approver Notes: \_\_\_\_\_

Related Docur

Validation Error

1 of 1 At

Image Supj

City Wide F

Bill To: North P.O.

PO #

Item #

Lines

Line	Quantity	Unit of Measure	Ref#/Part#	Description	Unit Price	Line Total
1	1.00	Each (EA)		Utilities for Seatac, Renton, and Kent	4,368.00	4,368.00

Distributions

#	Entity	Department	GL Acct	Restrictions	Site	Program	Total
1	100-Northwest Kidr	Search...	Search...	Search...	Search...	Search...	4,368.00

Add Distributions 1 +

Payment Currency: United States of America Dollars (USD)

Line Sub Total: 4,368.00

Tax: 0.00

Freight: 0.00

Distribution Subtotal: 4,368.00

## 8 Enter the GL Account.

Vendor: citywide  
CITY WIDE FACILITY SOLUTIONS O

Company: Northwest Kidney Centers

Invoice Number: 42015007756A

Invoice Date: 6/30/2024

Invoice Type: Non-PO

Status: Submitted

Source: image

Approver: \_\_\_\_\_

Service Start Date: 12/1/2024

Service End Date: 12/31/2024

Terms: NET 30 DAYS

Vendor Notes: \_\_\_\_\_

Due Date: 7/30/2024

Approver Notes: \_\_\_\_\_

Related Docur

Validation Error

1 of 1 At

Image Supj

City Wide F

Bill To: North P.O.

PO #

Item #

Lines

Line	Quantity	Unit of Measure	Ref#/Part#	Description	Unit Price	Line Total
1	1.00	Each (EA)		Utilities for Seatac, and Kent	4,368.00	4,368.00

Distributions

#	Entity	Department	GL Acct	Restrictions	Site	Program	Total
1	100-Northwest Kidr	6170-Renton	6425	Search...	Search...	Search...	4,368.00

Add Distributions 1 +

Payment Currency: United States of America Dollars

Line Sub Total: 4,368.00

Tax: 0.00

Freight: 0.00

Distribution Subtotal: 4,368.00

6425 Gas Utility - 6425  
Displaying 1/1 records found.

9 If the Restrictions field is not populated, enter 10 for Unrestricted.

The screenshot shows an invoice form with the following details:

- Vendor:** citywide CITY WIDE FACILITY SOLUTIONS O
- Company:** Northwest Kidney Centers
- Invoice Number:** 42015007756A
- Invoice Date:** 6/30/2024
- Invoice Type:** Non-PO
- Status:** Submitted
- Source:** image
- Service Start Date:** 12/1/2024
- Service End Date:** 12/31/2024
- Terms:** NET 30 DAYS
- Due Date:** 7/30/2024

The **Lines** table contains one entry:

Line	Quantity	Unit of Measure	Ref#/Part#	Description	Unit Price	Line Total
1	1.00	Each (EA)		Utilities for Seatac, Renton, and Kent	4,368.00	4,368.00

The **Distributions** table shows the following entry:

#	Entity	Department	GL Acct	Restrictions	Site	Program	Total
1	100-Northwest Kidn	6170-Renton	6425-Gas Utility	10	Search...	Search...	4,368.00

A dropdown menu is open for the **Restrictions** field, showing the option **10 Unrestricted - 10** with a tooltip that says "Displaying 1/1 records found." The **Payment Currency** is United States of America Dollars (USD). The **Line Sub Total** is 4,368.00, **Tax** is 0.00, and **Freight** is 0.00.

10 Enter the Site. You can type the numbers or letters.

This screenshot is identical to the previous one, but with the **Site** field in the **Distributions** table highlighted by an orange circle. The **Site** field currently contains the text "Search...".

# 11 Enter the Program - 10 for Healthcare and 60 for General/Admin.

The screenshot shows an invoice entry form. On the right side, there is a dropdown menu for 'Program' with the value '60' selected. A tooltip is visible over the dropdown, displaying '60 General & Administration - 60' and 'Displaying 1/1 records found.' Below the dropdown, there are fields for 'Tax' (0.00) and 'Freight' (0.00). The main table below shows a single line item with a unit price of 4,368.00 and a total of 4,368.00. The table has columns for Unit of Measure, Ref#/Part#, Description, Unit Price, and Line Total.

Unit of Measure	Ref#/Part#	Description	Unit Price	Line Total
Each (EA)		Utilities for Seatac, Renton, and Kent	4,368.00	4,368.00

# 12 Click on the thumbs up button to approve the invoice.

The screenshot shows the onPhase invoice approval interface. At the top, there is a navigation bar with 'onPhase' logo and various menu items like 'Dashboard', 'Invoices', 'Purchase Orders', etc. Below the navigation bar, there are tabs for 'My Worklist', 'Invoice Search', 'Capture Exceptions', and 'New Invoice'. The main content area shows invoice details for '42015007756A'. A thumbs up button is highlighted with a red circle. The invoice details include Vendor (citywide), Company (Northwest Kidney Centers), Invoice Number (42015007756A), Invoice Date (6/30/2024), Invoice Type (Non-PO), Status (Submitted), and Source (image). The 'Lines' section shows a table with columns for Line, Quantity, Unit of Measure, Ref#/Part#, Description, Unit Price, and Line Total. The 'Distributions' section shows a table with columns for #, Entity, Department, GL Acct, Restrictions, Site, Program, and Total.

Line	Quantity	Unit of Measure	Ref#/Part#	Description	Unit Price	Line Total
1	1.00	Each (EA)		Utilities for Seatac, Renton, and Kent	4,368.00	4,368.00

13

Click "Ok". If there are additional approvers, it will now appear in their approval workflow.

Approve Invoice

Invoice was successfully approved.

OK

Description	Unit Price	Line Total
Utilities for Seatac [redacted] and Kent		4,368.00

Restrictions	Site	Program	Total
10-Unrestricted	40-Renton Kidney C	60-General & Admi	4,368.00

Distribution Subtotal 4,368.00

Line Sub Total 4,368.00

Validation Errors (1) [-]

1 of 1 Attachments ← →

Image Supporting Document: 1 - 21509.pdf

1 / 2

**INVOICE**  
Total Due: \$4,368.00  
Invoice Number: 42015007756  
Invoice Date: 6/20/2024  
Due Date: 7/10/2024  
Phone: [redacted]  
Email: [redacted]

City Wide Facility Solutions [redacted]

Bill To: Northwest Kidney Centers  
Ship To: [redacted] Logistics Center

PO #	Customer ID	FSM	Payment Terms	Service Dates
	01015000002	[redacted]	Net 10 days	06/28/24

Item #	Description	Contract / Order #	Qty	Unit Price	Ext. Price
[redacted]	[redacted]	[redacted]	1	218.40	218.40
[redacted]	[redacted]	[redacted]	1	218.40	218.40
[redacted]	[redacted]	[redacted]	1	218.40	218.40
[redacted]	[redacted]	[redacted]	1	218.40	218.40



Tip! The following is some more information about what you can see and do in the invoice.

## 14 Select an invoice

The screenshot shows the onPhase Invoices dashboard. The top navigation bar includes 'Dashboard', 'Invoices', 'Purchase Orders', 'Payments', 'Vendors', 'Document Center', 'Forms', and 'Administration'. Below this are buttons for 'My Worklist', 'Invoice Search', 'Capture Exceptions', and 'New Invoice'. The 'Approval Worklist' section is active. On the left, there are filter fields for 'Invoice Assigned To', 'Location', and 'Charge Category'. The main area displays a table of invoices:

Invoice Number	Vendor Name	Business Unit	Invoice Date	Due Date	Invoice Type	Total Due
11004017A	Access Information Man...	Northwest Kidney Centers	6/30/2024	7/30/2024	Non-PO	\$
42015007754A	CITY WIDE FACILITY S...	Northwest Kidney Centers	6/30/2024	7/30/2024	Non-PO	\$
10521A	% Company	Northwest Kidney Centers	7/16/2024	8/15/2024	Non-PO	\$
	CDW LLC		8/29/2024	9/28/2024	Non-PO	\$

## 15 On the right side of the screen you can see images of the invoice.

The screenshot shows the details for invoice 10521A. The left side contains metadata:

- Approver: [Redacted]
- Service Start Date: m/d/yyyy
- Service End Date: m/d/yyyy
- Terms: NET 30 DAYS
- Vendor Notes: [Redacted]
- Due Date: 8/15/2024
- Approver Notes: [Redacted]

The middle section shows a table of line items:

Description	Unit Price	Line Total
SEE IMAGE FOR DETAILS	3,000.00	3,000.00

Below the table are search fields for 'Restrictions', 'Site', and 'Program', with a 'Total' of 3,000.00. At the bottom, it shows 'Distribution Subtotal 3,000.00'.

The right side shows the 'Image Supporting Document: 1 - 21516.pdf' preview. The invoice image includes the SparkEffect logo, 'INVOICE 10521', 'DATE 07/16/2024', 'TERMS Due upon receipt', and 'DUE DATE 07/16/2024'. A table of line items is also visible in the preview:

DATE	DESCRIPTION	QTY	RATE	AMOUNT
07/16/2024	Annulment - 3 Month - 8 Coaching Meetings	1		3,000.00

The total due is shown as 'TOTAL DUE USD 3,000.00'.

16

If the invoice has more than one page, you can click through the pages using the arrows here.

The screenshot shows a software interface for managing invoices. On the left, there is a form with fields for 'Approver', 'Service Start Date', 'Service End Date', 'Terms' (set to 'NET 30 DAYS'), 'Vendor Notes', 'Due Date' (8/15/2024), and 'Approver Notes'. Below the form is a table with columns for 'Description', 'Unit Price', and 'Line Total'. A row contains the text 'SEE IMAGE FOR DETAILS', a unit price of 3,000.00, and a line total of 3,000.00. At the bottom, there are search fields for 'Restrictions', 'Site', and 'Program', along with a 'Total' of 3,000.00.

On the right, there is a 'Supporting Document' viewer for 'Image Supporting Document: 1 - 21516.pdf'. It features a toolbar with various icons and a page navigation section showing '1 of 1 Attachments'. A 'Next Page' button is highlighted with an orange circle. The document content shows the SparkEffect logo and invoice details: 'INVOICE 10521', 'DATE 07/16/2024', 'TERMS Due upon receipt', and 'DUE DATE 07/16/2024'. A table below lists the invoice items:

DATE	DESCRIPTION	CITY	RATE	AMOUNT
07/16/2024	Annularis - 3 Month - 8 Coaching Meetings		1	3,000.00

17

If there is more than one attachment for the invoice you can move through them by clicking the arrows here.

This screenshot is identical to the one above, showing the same invoice management interface. The 'Next Attachment' button in the document viewer's navigation area is highlighted with an orange circle, indicating how to navigate between multiple attachments.

18 If you'd like to see the approvers and order of approvals, click on Approval Stops.

Related Documents History **Approval Stops** Issues

Validation Errors (5) <-

1 of 1 Attachments <- ->

Image Supporting Document: 1 - 21516.pdf

SparkEffect  
US  
www.sparkeffect.com  
Formerly: [redacted]

**INVOICE 10521**  
DATE 07/16/2024 TERMS Due upon receipt  
DUE DATE 07/16/2024

DATE	DESCRIPTION	CITY	RATE	AMOUNT
07/16/2024	Annularis - 3 Month - 8 Coaching Meetings		1	3,000.00

Approvers and Order of Approvals section:

Approvers: [redacted]  
 Service Start Date: m/d/yyyy  
 Service End Date: m/d/yyyy  
 Terms: NET 30 DAYS  
 Vendor Notes: [redacted]  
 Due Date: 8/15/2024  
 Approver Notes: [redacted]

Description	Unit Price	Line Total
SEE IMAGE FOR DETAILS	3,000.00	3,000.00

Restrictions	Site	Program	Total
Search...	Search...	Search...	3,000.00

19 If you've made updates to the invoice but don't want to approve it just yet, click on the Save button in the top left corner.

onPhase Dashboard **Invoices** Purchase Orders Payments Vendors Document Center Forms Administration

My Worklist Invoice Search Capture Exceptions New Invoice

Back To Approval Worklist / Invoice Edit / 10521A

Related Documents Validation Errors

Vendor: [redacted] & Company  
US  
Company: Northwest Kidney Centers  
Invoice Number: 10521A  
Invoice Date: 7/16/2024  
Invoice Type: Non-PO  
Status: Submitted  
Source: image

Approvers and Order of Approvals section:

Approvers: [redacted]  
 Service Start Date: m/d/yyyy  
 Service End Date: m/d/yyyy  
 Terms: NET 30 DAYS  
 Vendor Notes: [redacted]  
 Due Date: 8/15/2024  
 Approver Notes: [redacted]

Line	Quantity	Unit of Measure	Ref#/Part#	Description	Unit Price	Line Total
1	1.00	Each (EA)		SEE IMAGE FOR DETAILS	3,000.00	3,000.00

#	Entity	Department	GL Acct	Restrictions	Site	Program	Total
1	Search...	Search...	Search...	Search...	Search...	Search...	3,000.00

20

If you'd like to add more than one distribution, click the plus sign next to Add Distributions.

Vendor: [Redacted] & Company  
US  
Company: Northwest Kidney Centers  
Invoice Number: 10521A  
Invoice Date: 7/16/2024  
Invoice Type: Non-PO  
Status: Submitted  
Source: image

Approver: [Redacted]  
Service Start Date: m/d/yyyy  
Service End Date: m/d/yyyy  
Terms: NET 30 DAYS  
Vendor Notes: [Redacted]  
Due Date: 8/15/2024  
Approver Notes: [Redacted]

Related Docur  
Validation Error  
Action Sequenc  
1  
2

Lines

Line	Quantity	Unit of Measure	Ref#/Part#	Description	Unit Price	Line Total
1	1.00	Each (EA)		SEE IMAGE FOR DETAILS	3,000.00	3,000.00

Distributions

#	Entity	Department	GL Acct	Restrictions	Site	Program	Total
1	Search...	Search...	Search...	Search...	Search...	Search...	3,000.00

Add Distributions 1 

Payment Currency: United States of America Dollars (USD)  
Line Sub Total: 3,000.00  
Tax: 0.00