Processing an Invoice
Cook County Government

Purpose

This job aid is a process guide for an Invoice Processor to create and process an invoice in the Oracle eBusiness System and to highlight the changes from previous processes and forms. This Job Aide will highlight four common invoice processes:
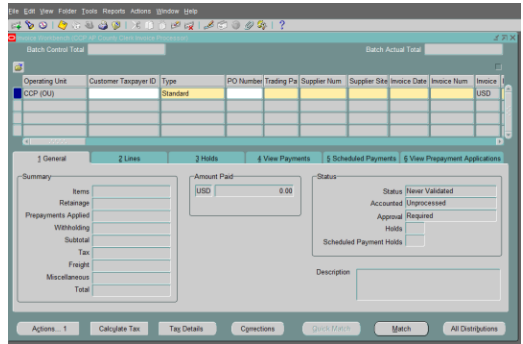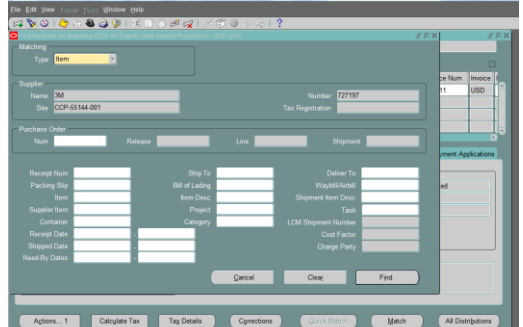
1) Invoice for items requested via a Purchase Order
2) Direct Payments for goods or services – this is also addressed in the "Requisitions Job Aid"
3) Employee business expenses & travel reimbursement
4) Court Ordered Payments

Replacing the 29A Form

Invoices from vendors and other expense payments were processed using the 29A form with paper invoices attached and sent to the Comptroller's Office for processing. Going forward invoices will be created in the Oracle EBS system and the application will match the items on the invoice to the items received in the system and the items requested on the Purchase Order, also in the Oracle system. The paper invoice from the vendor as well as any backup documentation will need to be scanned, uploaded and attached to the invoice created.

Additional Resources

- Access Invoice Processor Training Materials at the Knowledge Center http://z9xupkap01.ccounty.com/KCenter.
- Training Manuals are available. Please contact Ebonie Taylor at ebonie.taylor@cookcountyil.gov.

THE BUSINESS PROCESS	WHAT TO DO IN THE SYSTEM	HOW IT LOOKS ON THE SCREEN
Creating Invoices for Purchase Orders		
Step 1 – Create the Invoice		

Create an invoice in the EBS system. The invoice details are entered from the invoice received from the vendor. Before the invoice can be created, the goods or services must be received in the system.	• Login to the Oracle system and select the responsibility for creating invoices, Invoice Processor.
	• Click Invoices to open Invoice workbench form (see screen shot)
	• Anything in yellow is a required field, which includes:
	  ✓ Purchase Order Number
	  ✓ Type of invoice
	  ✓ Trading partner (supplier)
	  ✓ Supplier site
	  ✓ Invoice date
	  ✓ Invoice number
	  ✓ Invoice amount (can copy from supplier invoice)
	• Click Match button at bottom of screen.
		Invoice Workbench screen

Step 2 – Three Way Match		
Run the Match process to confirm the goods were received and match what's on the Purchase Order (PO) for goods as well as the supplier invoice entered into Oracle.	• On the Match screen (see screen shot), look for the PO number to match or enter the number if you have it. The system finds the invoice and auto populates the line item. • The PO provides a line item breakdown of what's on it. Find the line item/s that match the goods or services listed on the vendor invoice. • In Receipt Quantity field, verify that what was received matches what was ordered on the PO. • Check the line item that you can validate that it matches. • Click Match button at bottom of screen. • Invoice is ready for validation.	**Match screen**

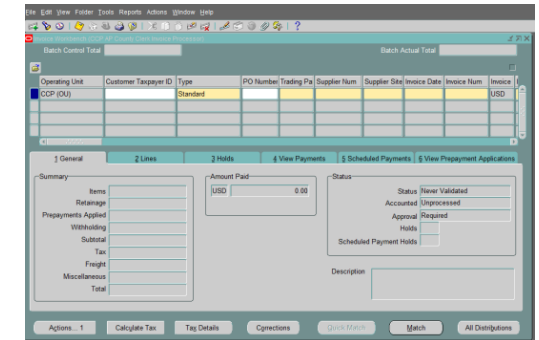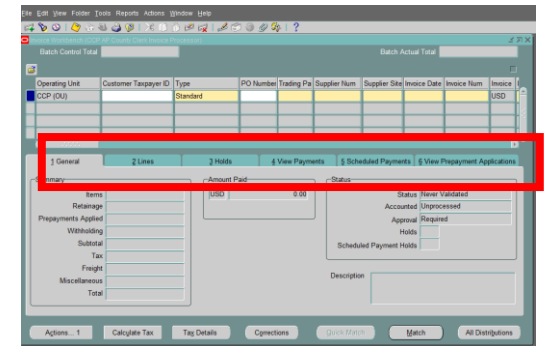| Step 3 – Validation		
Validate in system that the information is correct.	- On the Invoice Workbench screen, click Actions button at bottom of screen. - The Validation screen pops up (see screen shot). - Click Actions button at bottom of screen. - Check Validate to confirm the information you have matches goods received. - Scan the vendor invoice to the system invoice. - Click OK.	**Validation screen**
Step 4 – Exception Process		
If there is an exception, the system stops processing the invoice.	- You are back at the Invoice Workbench screen - The system automatically stops the processing if there is an issue. - Click Hold tab to see why the system stopped processing the invoice. - Make corrections in the system to correct the issue identified in Oracle.	**Invoice Workbench screen**
Step 5 – Send for Approval		
Send for approval to appropriate Invoice Approvers, who can: ✓ Approve ✓ Reject ✓ Reassign ✓ Request more information	- Once Matched, the Invoice status should show: ✓ Approval – Required - Click Actions button at bottom of Invoice Workbench screen to initiate approval. - The Initiate Approval screen pops up (see screen shot). - Click OK. - Oracle EBS automatically pushes the approval to the assigned approver for your office/ department. - Once submitted, you can't change anything. You can only view it. Only if it is rejected and sent back, can you make changes. - If the invoice is not approved, it will be returned to you to make needed corrections.	**Initiate Approval screen**
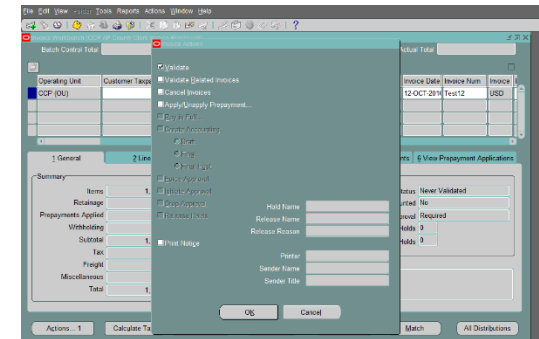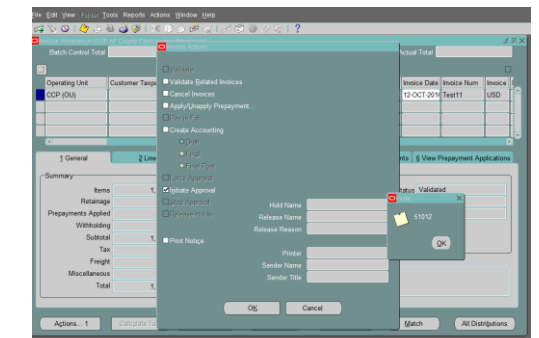
Step 6 – Approved & Sent for Processing		
Once the invoice is approved, the system automatically sends it for payment to the Comptroller's Office, which processes most of the invoices for the County (Forest Preserve is the exception).	• The Invoice Workbench screen tells you that Approval was initiated. • When it is approved, it will show that it was sent for payment. • You can access information about the invoice in the tabs on the Invoice Workbench screen.	**Invoice Workbench screen**

THE BUSINESS PROCESS
Direct Payments in Oracle
To create an invoice for Direct Payment, the process must begin with the purchase request in the form of an Exempt Purchase created in Oracle EBS. The Exempt Purchase process is detailed in the Requisitioning Job Aide (available on the STEP Portal STEP.cookcountyil.gov) and in the Knowledge Center, which stores training materials (**http://z9xupkap01.ccounty.com/KCenter**). In order to expedite the processing of payments for Direct Payment goods and services, the system will automate the Purchase Order approval in the system. The next step is the goods to be received in the system and for an invoice to be created in the system from the hard copy invoice. Then the hard copy invoice or other backup as well as the "Direct Payment" form from Comptroller's Office should be uploaded and attached to the system created invoice. See "Creating Invoices vs. Purchase Orders" process above for the detailed steps to create an invoice.

THE BUSINESS PROCESS
Payments Made with the 29A Form
1) Employee business expenses and travel reimbursements will require County staff to complete the 29A Form. Employee expense reimbursement is the transaction that will retain the use of the 29A paper form which will still be submitted to the Comptroller's Office. If you've traveled for your job or purchased something for business use, you will need to complete the 29A and submit it to the Comptroller's Office for reimbursement to be processed through Payroll. For travel reimbursement, follow procedures for the travel voucher. http://ccnet.ccounty.com/portal/server.pt?open=512&objID=273&&PageID=17885&mode=2&in_hi_userid=2&cached=true When the County goes live with the Wave 3 – Human Resource scope of the project, the expense reimbursement process will change for County staff and this Job Aid will be updated to reflect the new process. 2) Tax Payer Refunds from the Department of Revenue will be processed per current procedure which is via the 29A form. The form needs to include the full account string and vendor information for the payments to be processed correctly.
There are additional direct payments which are exceptions to the Exempt Purchase process in Oracle. The transactions that will be processed directly by the Comptroller's Office are: 1) Court Ordered Payments approved by the Board of Commissioners