Payment on a purchase order workflow

This workflow link is located on Accounts Payable website:

https://www.una.edu/internalaudit/accounts-payable.html

Workflow link

https://forms.office.com/Pages/ResponsePage.aspx?id=1Z3Lc55EVEKGvXoCH4BEbdmpmH mUcgRHpJmu0n_33yNUOUxGSzNDVEdZNIFSNUFRVTMxRjlQT0tGVS4u

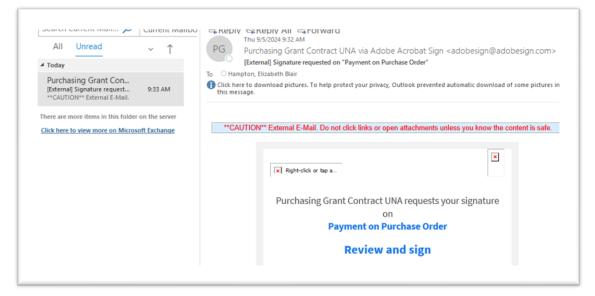
| | Quick Links Visit Canvas Portal Library Directory Search UNA.edu Q |
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| Offices And Administration | ▲ APPLYI ■ REQUEST ♥ GIVEI |
| Home | Accounts Payable |
| Meet Our Staff | |
| Accounts Payable | W-9's Workflow Link |
| Internal Audit Department Process | Disclosure Form Accounts Payable Informational Power-Point |
| Internal Audit Department FAQs | Accounts Payable Information and Training |
| Internal Audit Department Cash Handling FAQs | Business and Financial Affairs Power-Point |
| Training /Tutorial Guides | Payment on a Purchase Order Workflow |
| Useful External Links | |
| Internal Control Policy | |

Click on the link "Payment on a Purchase Order workflow"

- 1. List today's date
- 2. Type out the PO number, format (P0012345)
- 3. Answer YES or NO to closing this PO
 - a. If this is a partial payment and more payments will be processed on this PO, please type NO.
- 4. Type in email address with @una.edu, format (jdoe@una.edu)

Click submit

You will receive an email, as shown below, from Purchasing Grant Contract UNA



Click Review and Sign

This will open in a web browser for you to review, sign, and attach a copy of the PO, Invoice, Disclosure, and any other documentation.

This is your opportunity to correct any error you first made in the initial steps.

Attach all documents and sign

The first two attachment boxes are required to move forward in the process. There are two additional attachment boxes for additional documentation.

Click to Sign

You will receive another email, as shown below, from Purchasing Grant Contract UNA

| All Unread | ~ ↑ | PG Purchasing Grant Contract UNA via Adobe Acrobat Sign <adobesign@adobesign.com> [External] Approval requested on "Payment on Purchase Order"</adobesign@adobesign.com> |
|--|---------|--|
| Purchasing Grant Con [External] Approval reques **CAUTION** External E-Mail. | 9:39 AM | To O Hampton, Elizabeth Blair Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message. |
| There are more items in this folder <u>Click here to view more on Micros</u> | | **CAUTION** External E-Mail. Do not click links or open attachments unless you know the content is safe. |
| | | Eight-click or tap and hold |
| | | Purchasing Grant Contract UNA requests your approval |

Click "Review and Approve"

Click Continue at the bottom of the screen

| Invoice Payment Cover Sheet |
|--|
| Date_2024-09-05 Purchase Order NOTEST |
| VEC |
| By clicking continue, I acknowledge that I have read and agree to the Adobe <u>Terms of Use</u> . See our <u>Privacy Policy</u> for details on our privacy practices. |
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| |

| Payment on Purchase Order |
|--|
| |
| Invoice Payment Cover Sheet |
| 2024-09-05 Purchase Order NO. TEST |
| Will this Close the PO? YES |
| By approving, I agree to this document, the <u>Consumer Disclosure</u> and to utilize electronic Click to Approve signatures |

Click START then click the "Click to Approve" button at the bottom of the screen

Type your name in the pop-up box to sign the document (This is the final step and pushes payment approval to Accounts Payable)

You will receive the email below with your payment approval document

| All Unread ∽ ↑ | UO Thu 9/5/2024 9:45 AM University of North Alabama via Adobe Acrobat Sign <adobesign@adobesign.com></adobesign@adobesign.com> | | |
|---|---|----------|--|
| 4 Today | [External] You signed: "Payment on Purchase Order" | | |
| University of North Al [External] You signed: "Pay 9:45 AM **CAUTION** External E-Mail. | To UNA Purchasing Grants Contracts; Hampton, Elizabeth Blair; Har Click here to download pictures. To help protect your privacy, Outlook pr this message. | | |
| There are more items in this folder on the server | Right-click or tap and hold | Ş | |
| Click here to view more on Microsoft Exchange | | | |
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| | You're done sign | ing | |
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| | You're done sign | e Order | |

Once Accounts Payable has received your document and signed acknowledging we have the approval, you will receive the email below.

| Search Current Mall > | Current Mailbo | CO SREPIV SREPIV All SForward Thu 9/5/2024 9:45 AM |
|--|----------------|--|
| All Unread | ~ 1 | UO University of North Alabama via Adobe Acrobat Sign <adobesign@adobesign.com></adobesign@adobesign.com> |
| ▲ Today | | [External] Completed: "Payment on Purchase Order" |
| University of North Al | Q | To 📀 UNA Purchasing Grants Contracts; 🔿 Hampton, Elizabeth Blair; 🖓 Hampton, Elizabeth Blair; 🖓 UNA AP Payment |
| University of North Al [External] Completed: "Pay **CAUTION** External E-Mail. | 9:50 AM | Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures this message. |
| There are more items in this folder | on the server | Payment on Purchase Order - signed.pdf _ 439 KB |
| | | |
| Click here to view more on Micros | oft Exchange | |
| Click here to view more on Micros | oft Exchange | **CAUTION** External E-Mail. Do not click links or open attachments unless you know the content |
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You can save this as a receipt as your approval to pay. Payments on Purchase orders will be processed within 5-10 business days.

If you have not received the final email above within two business days, email AP@una.edu as there may be an issue with the workflow. If there is an issue with the documents submitted Accounts Payable will email you to get the correct information.

You should receive a total of four emails from start to finish for this workflow process. This is the current process for Payment on purchase order workflow as of September 2024. There is a new workflow in the process that will be available soon. Instructions will be updated when the new version is released campus-wide.

If you have any questions or concerns please reach out to Blair Hampton or Courtney May

| | | (Preferred Method of contact) |
|-------------------|---------------------|-------------------------------|
| Blair Hampton | Courtney May | Accounts Payable Group |
| Ehampton1@una.edu | cabalentine@una.edu | <u>ap@una.edu</u> |

256-765-4443

256-765-5152