Before Workflow Begins:
Invoice entered and voucher number generated
Invoice scanned and indexed
Invoice image released to Content Management
VO Begins/Released to Workflow

Tax Manager - Provides IRS review and audit

Accounting Manager – Handles specific IRS issues; approves emergency pmts & non-check pmts

Purchase Order VO Approver – Dept that initiated the PO

Funding VO Approver – Route to if funds different than PO VO approver

Equipment Inventory Manager - Reviews equipment transactions

Purchasing – Route to if federal funds added or reclassed to equipment

Treasurer/Disbursement Mgr – Route to if non-check or emergency payment

Normal check writing process

Corrections/additions

Accounting Office Staff – Provide corrections/additions

Corrections/additions

DONE