**Invoice Approval Workflow Notification**

**On Tuesday, October 15, 2019, Accounts Payable will implement an Invoice Approval Workflow**

**Purpose of Invoice Approval Workflow:**

*Streamline the purchase order (PO) related invoice processing:  Purchase Requistioners will now receive emails asking for approval for* ***purchase order related invoices not considered a three-way match***

**Three-way Match Overview:**

Invoice **is not considered a three-way match** under the following conditions:

1. Items and services not accepted through central receiving
2. Invoice quantity exceeds purchase order/received quantity
3. Invoice exceeding PO amount by more than $500 require a change order. Buyer will reach out to the requisitioner for approval prior to processing the change order

**Email Action** consists of responding YES or NO to emails from OS Workflow:

1. Email includes a link to invoice documentation for viewing
2. ‘YES’ means items or services were received and you approve payment of the invoice
3. ‘NO’ means items or services were not received, you’re rejecting the invoice and AP will follow up at a later time to resolve for timely payment
4. Resends email every 24 hours in the absence of a response

Invoice **is considered a three-way match if** quantities ordered = quantities received = quantities invoiced, no action is required: invoice is processed without additional approval.

*Please contact Mary Ann White at x 3541 or* *mwhite@whoi.edu* *with any questions*

SAMPLE EMAIL

