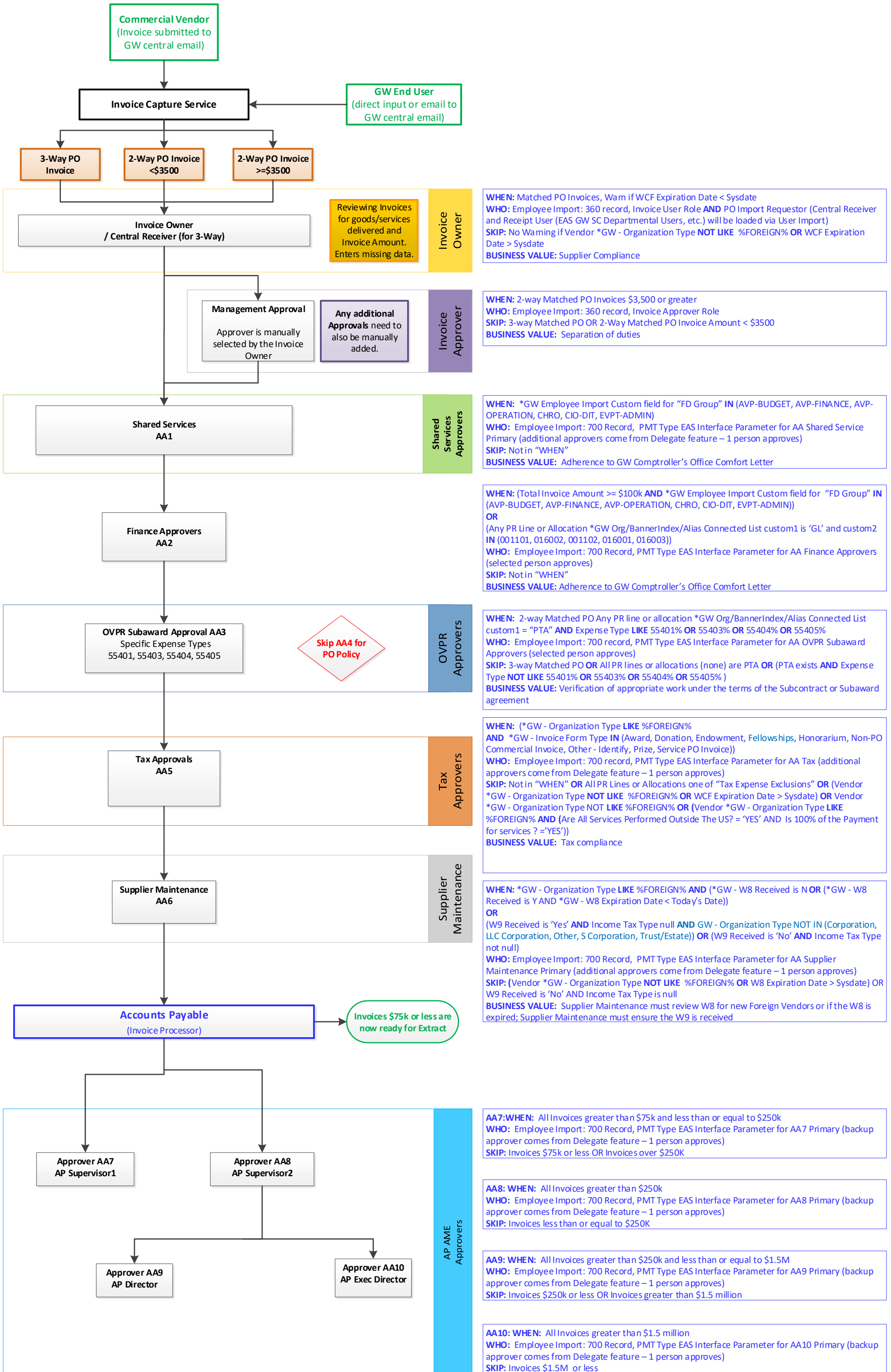


AP Invoice Automation - Concur PO Policy

(44% of all Invoices) Vendor Exists



WHEN: Matched PO Invoices, Warn if WCF Expiration Date < Sysdate
WHO: Employee Import: 360 record, Invoice User Role **AND** PO Import Requestor (Central Receiver and Receipt User (EAS GW SC Departmental Users, etc.) will be loaded via User Import)
SKIP: No Warning if Vendor *GW - Organization Type **NOT LIKE** %FOREIGN% **OR** WCF Expiration Date > Sysdate
BUSINESS VALUE: Supplier Compliance

WHEN: 2-way Matched PO Invoices \$3,500 or greater
WHO: Employee Import: 360 record, Invoice Approver Role
SKIP: 3-way Matched PO OR 2-Way Matched PO Invoice Amount < \$3500
BUSINESS VALUE: Separation of duties

WHEN: *GW Employee Import Custom field for "FD Group" **IN** (AVP-BUDGET, AVP-FINANCE, AVP-OPERATION, CHRO, CIO-DIT, EVPT-ADMIN)
WHO: Employee Import: 700 Record, PMT Type EAS Interface Parameter for AA Shared Service Primary (additional approvers come from Delegate feature – 1 person approves)
SKIP: Not in "WHEN"
BUSINESS VALUE: Adherence to GW Comptroller's Office Comfort Letter

WHEN: (Total Invoice Amount >= \$100k **AND** *GW Employee Import Custom field for "FD Group" **IN** (AVP-BUDGET, AVP-FINANCE, AVP-OPERATION, CHRO, CIO-DIT, EVPT-ADMIN))
OR
 (Any PR Line or Allocation *GW Org/BannerIndex/Alias Connected List custom1 is 'GL' and custom2 **IN** (001101, 016002, 001102, 016001, 016003))
WHO: Employee Import: 700 Record, PMT Type EAS Interface Parameter for AA Finance Approver (selected person approves)
SKIP: Not in "WHEN"
BUSINESS VALUE: Adherence to GW Comptroller's Office Comfort Letter

WHEN: 2-way Matched PO Any PR line or allocation *GW Org/BannerIndex/Alias Connected List custom1 = "PTA" **AND** Expense Type **LIKE** 55401% **OR** 55403% **OR** 55404% **OR** 55405%
WHO: Employee Import: 700 record, PMT Type EAS Interface Parameter for AA OVP Subaward Approver (selected person approves)
SKIP: 3-way Matched PO OR All PR lines or allocations (none) are PTA **OR** (PTA exists **AND** Expense Type **NOT LIKE** 55401% **OR** 55403% **OR** 55404% **OR** 55405%)
BUSINESS VALUE: Verification of appropriate work under the terms of the Subcontract or Subaward agreement

WHEN: (*GW - Organization Type **LIKE** %FOREIGN% **AND** *GW - Invoice Form Type **IN** (Award, Donation, Endowment, Fellowships, Honorarium, Non-PO Commercial Invoice, Other - Identify, Prize, Service PO Invoice))
WHO: Employee Import: 700 record, PMT Type EAS Interface Parameter for AA Tax (additional approvers come from Delegate feature – 1 person approves)
SKIP: Not in "WHEN" **OR** All PR Lines or Allocations one of "Tax Expense Exclusions" **OR** (Vendor *GW - Organization Type **NOT LIKE** %FOREIGN% **OR** WCF Expiration Date > Sysdate) **OR** Vendor *GW - Organization Type **NOT LIKE** %FOREIGN% **OR** (Vendor *GW - Organization Type **LIKE** %FOREIGN% **AND** (Are All Services Performed Outside The US? = 'YES' **AND** Is 100% of the Payment for services ? = 'YES'))
BUSINESS VALUE: Tax compliance

WHEN: *GW - Organization Type **LIKE** %FOREIGN% **AND** (*GW - W8 Received is **NOR** (*GW - W8 Received is **Y** **AND** *GW - W8 Expiration Date < Today's Date))
OR
 (W9 Received is 'Yes' **AND** Income Tax Type null **AND** GW - Organization Type **NOT IN** (Corporation, LLC Corporation, Other, S Corporation, Trust/Estate)) **OR** (W9 Received is 'No' **AND** Income Tax Type not null)
WHO: Employee Import: 700 Record, PMT Type EAS Interface Parameter for AA Supplier Maintenance Primary (additional approvers come from Delegate feature – 1 person approves)
SKIP: (Vendor *GW - Organization Type **NOT LIKE** %FOREIGN% **OR** W8 Expiration Date > Sysdate) **OR** W9 Received is 'No' **AND** Income Tax Type is null
BUSINESS VALUE: Supplier Maintenance must review W8 for new Foreign Vendors or if the W8 is expired; Supplier Maintenance must ensure the W9 is received

AA7:WHEN: All Invoices greater than \$75k and less than or equal to \$250k
WHO: Employee Import: 700 Record, PMT Type EAS Interface Parameter for AA7 Primary (backup approver comes from Delegate feature – 1 person approves)
SKIP: Invoices \$75k or less **OR** Invoices over \$250K

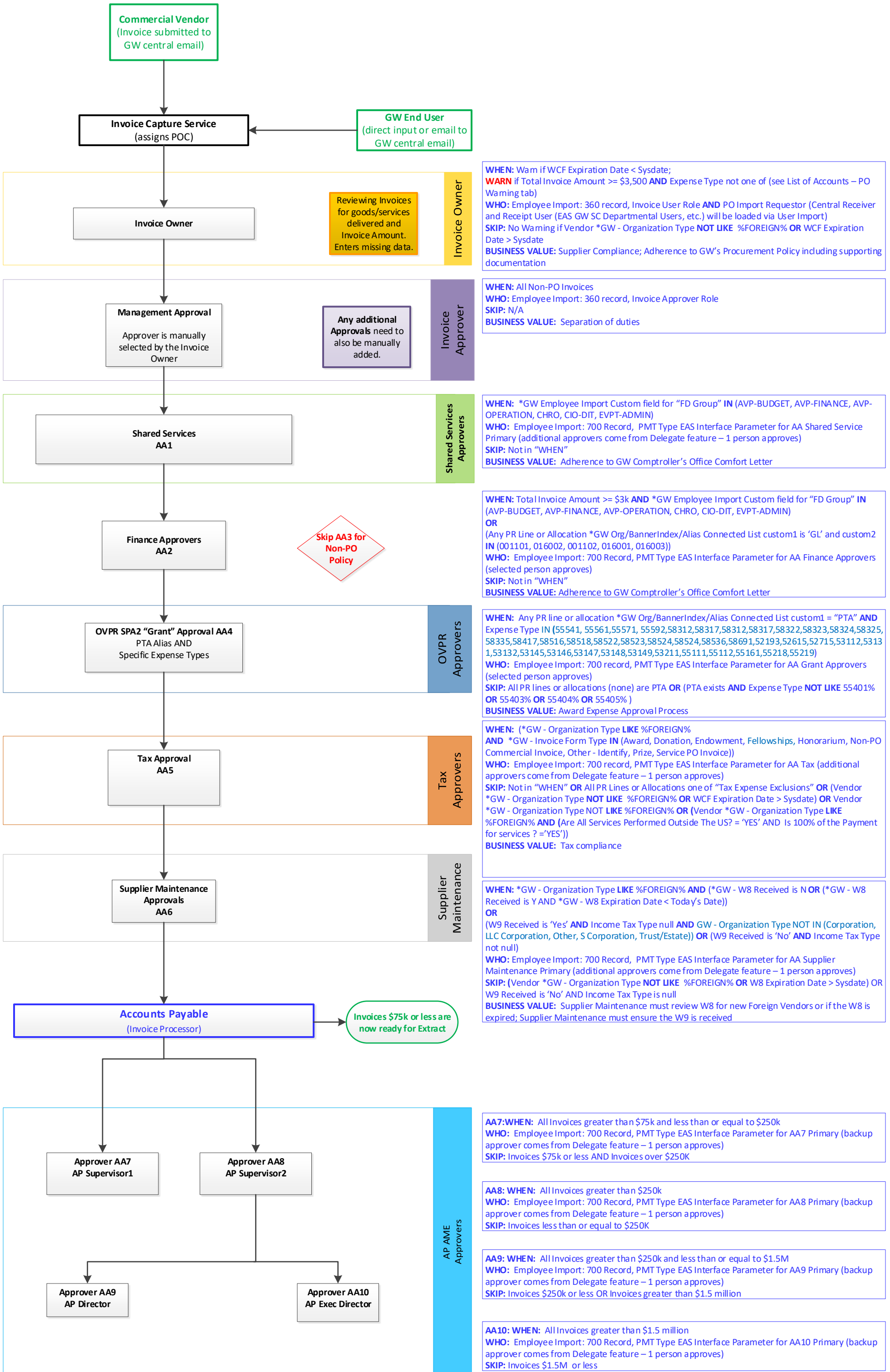
AA8: WHEN: All Invoices greater than \$250k
WHO: Employee Import: 700 Record, PMT Type EAS Interface Parameter for AA8 Primary (backup approver comes from Delegate feature – 1 person approves)
SKIP: Invoices less than or equal to \$250K

AA9: WHEN: All Invoices greater than \$250k and less than or equal to \$1.5M
WHO: Employee Import: 700 Record, PMT Type EAS Interface Parameter for AA9 Primary (backup approver comes from Delegate feature – 1 person approves)
SKIP: Invoices \$250k or less **OR** Invoices greater than \$1.5 million

AA10: WHEN: All Invoices greater than \$1.5 million
WHO: Employee Import: 700 Record, PMT Type EAS Interface Parameter for AA10 Primary (backup approver comes from Delegate feature – 1 person approves)
SKIP: Invoices \$1.5M or less

AP Invoice Automation - Concur Non-PO Policy

(48% of all Invoices) Vendor Exists or New Vendor



WHEN: Warn if WCF Expiration Date < Sysdate;
WARN: if Total Invoice Amount >= \$3,500 AND Expense Type not one of (see List of Accounts – PO Warning tab)
WHO: Employee Import: 360 record, Invoice User Role AND PO Import Requestor (Central Receiver and Receipt User (EAS GW SC Departmental Users, etc.) will be loaded via User Import)
SKIP: No Warning if Vendor *GW - Organization Type NOT LIKE %FOREIGN% OR WCF Expiration Date > Sysdate
BUSINESS VALUE: Supplier Compliance; Adherence to GW's Procurement Policy including supporting documentation

WHEN: All Non-PO Invoices
WHO: Employee Import: 360 record, Invoice Approver Role
SKIP: N/A
BUSINESS VALUE: Separation of duties

WHEN: *GW Employee Import Custom field for "FD Group" IN (AVP-BUDGET, AVP-FINANCE, AVP-OPERATION, CHRO, CIO-DIT, EVPT-ADMIN)
WHO: Employee Import: 700 Record, PMT Type EAS Interface Parameter for AA Shared Service Primary (additional approvers come from Delegate feature – 1 person approves)
SKIP: Not in "WHEN"
BUSINESS VALUE: Adherence to GW Comptroller's Office Comfort Letter

WHEN: Total Invoice Amount >= \$3k AND *GW Employee Import Custom field for "FD Group" IN (AVP-BUDGET, AVP-FINANCE, AVP-OPERATION, CHRO, CIO-DIT, EVPT-ADMIN)
OR
 (Any PR Line or Allocation *GW Org/BannerIndex/Alias Connected List custom1 is 'GL' and custom2 IN (001101, 016002, 001102, 016001, 016003))
WHO: Employee Import: 700 Record, PMT Type EAS Interface Parameter for AA Finance Approver (selected person approves)
SKIP: Not in "WHEN"
BUSINESS VALUE: Adherence to GW Comptroller's Office Comfort Letter

WHEN: Any PR line or allocation *GW Org/BannerIndex/Alias Connected List custom1 = "PTA" AND Expense Type IN (55541, 55561,55571, 55592,58312,58317,58312,58317,58322,58323,58324,58325, 58335,58417,58516,58518,58522,58523,58524,58524,58536,58691,52193,52615,52715,53112,53131,53132,53145,53146,53147,53148,53149,53211,55111,55112,55161,55218,55219)
WHO: Employee Import: 700 record, PMT Type EAS Interface Parameter for AA Grant Approver (selected person approves)
SKIP: All PR lines or allocations (none) are PTA OR (PTA exists AND Expense Type NOT LIKE 55401% OR 55403% OR 55404% OR 55405%)
BUSINESS VALUE: Award Expense Approval Process

WHEN: (*GW - Organization Type LIKE %FOREIGN% AND *GW - Invoice Form Type IN (Award, Donation, Endowment, Fellowships, Honorarium, Non-PO Commercial Invoice, Other - Identify, Prize, Service PO Invoice))
WHO: Employee Import: 700 record, PMT Type EAS Interface Parameter for AA Tax (additional approvers come from Delegate feature – 1 person approves)
SKIP: Not in "WHEN" OR All PR Lines or Allocations one of "Tax Expense Exclusions" OR (Vendor *GW - Organization Type NOT LIKE %FOREIGN% OR WCF Expiration Date > Sysdate) OR Vendor *GW - Organization Type NOT LIKE %FOREIGN% OR (Vendor *GW - Organization Type LIKE %FOREIGN% AND (Are All Services Performed Outside The US? = 'YES' AND Is 100% of the Payment for services? = 'YES'))
BUSINESS VALUE: Tax compliance

WHEN: *GW - Organization Type LIKE %FOREIGN% AND (*GW - W8 Received is N OR (*GW - W8 Received is Y AND *GW - W8 Expiration Date < Today's Date))
OR
 (W9 Received is 'Yes' AND Income Tax Type null AND GW - Organization Type NOT IN (Corporation, LLC Corporation, Other, S Corporation, Trust/Estate)) OR (W9 Received is 'No' AND Income Tax Type not null)
WHO: Employee Import: 700 Record, PMT Type EAS Interface Parameter for AA Supplier Maintenance Primary (additional approvers come from Delegate feature – 1 person approves)
SKIP: (Vendor *GW - Organization Type NOT LIKE %FOREIGN% OR W8 Expiration Date > Sysdate) OR W9 Received is 'No' AND Income Tax Type is null
BUSINESS VALUE: Supplier Maintenance must review W8 for new Foreign Vendors or if the W8 is expired; Supplier Maintenance must ensure the W9 is received

AA7:WHEN: All Invoices greater than \$75k and less than or equal to \$250k
WHO: Employee Import: 700 Record, PMT Type EAS Interface Parameter for AA7 Primary (backup approver comes from Delegate feature – 1 person approves)
SKIP: Invoices \$75k or less AND Invoices over \$250K

AA8:WHEN: All Invoices greater than \$250k
WHO: Employee Import: 700 Record, PMT Type EAS Interface Parameter for AA8 Primary (backup approver comes from Delegate feature – 1 person approves)
SKIP: Invoices less than or equal to \$250K

AA9:WHEN: All Invoices greater than \$250k and less than or equal to \$1.5M
WHO: Employee Import: 700 Record, PMT Type EAS Interface Parameter for AA9 Primary (backup approver comes from Delegate feature – 1 person approves)
SKIP: Invoices \$250k or less OR Invoices greater than \$1.5 million

AA10:WHEN: All Invoices greater than \$1.5 million
WHO: Employee Import: 700 Record, PMT Type EAS Interface Parameter for AA10 Primary (backup approver comes from Delegate feature – 1 person approves)
SKIP: Invoices \$1.5M or less