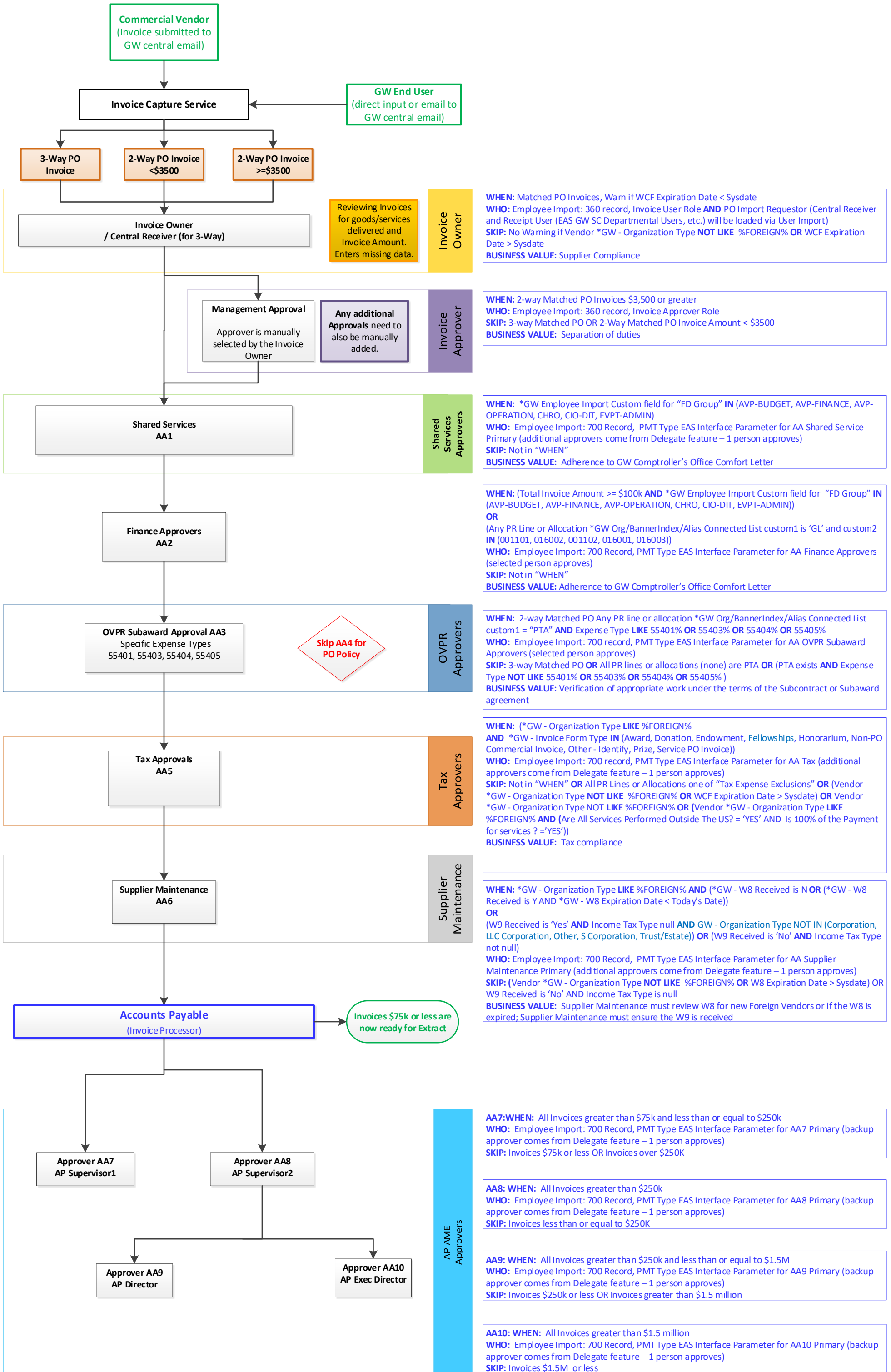


# AP Invoice Automation - Concur PO Policy

(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

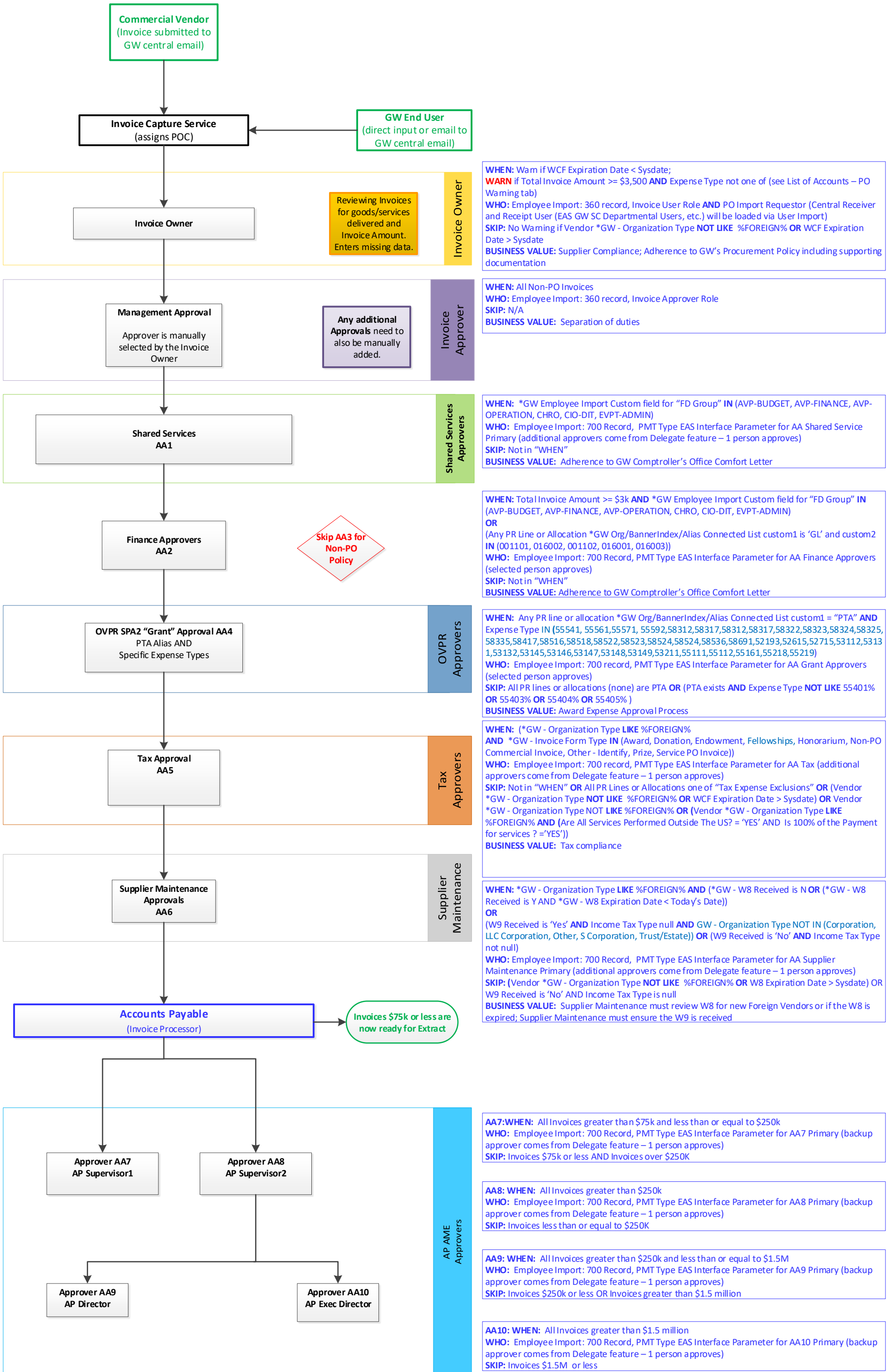
**AA8:WHEN:** All Invoices greater than \$250k  
**WHO:** Employee Import: 700 Record, PMT Type EAS Interface Parameter for AA8 Primary (backup approver comes from Delegate feature – 1 person approves)  
**SKIP:** Invoices less than or equal to \$250K

**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



Type	Name of the Approver Group	Approver Group	Primary Approver	Delegate-1	Delegate-2	Delegate-3	Delegate-4
Primary - Delegate	Shared Services	AA1	Linda Thomas	Guiping Yang	Terrie Wright	Angela Rhoden	Jessica Fuhrman
Primary - Delegate	Tax	AA5	Yan Wei	Lalitha Yallayi	Yondontsoo, Uyanga		
Primary - Delegate	Supplier Maintenance	AA6	Corinne Calef	Shelley Shearer	Daniel Callum	William Joyner	Vivian Walston
Primary - Delegate	AP	AA7	Craig Newman	Al Talley			
Primary - Delegate	AP	AA8	Al Talley	Craig Newman			
Primary - Delegate	AP	AA9	Brenda Tate	Dan Macgregor	Al Talley		
Primary - Delegate	AP	AA10	Daniel MacGregor	Brenda Tate			

Type	Name of the Approver Group	Approver Group	List of names
User picks	Finance Approvers	AA2	David Underwood
			Matthew K Miller
			Tamatha Hollingsworth
			Ranya Sharp
			S'Monita Jackson
			Seo Chang
User picks	OVRP Subaward Approvers	AA3	Ted McKoy
			Dagmar Christensen
			Lorenzo Miles
			Rachma Saukani
User picks	OVRP Grant Approvers	AA4	Alma Starks
			Robert Harrison
			Tracy Clark
			Robert Pitysingh
			Nasra Abdi
			Terrence Coyne
			Candy Butler-Taswell
			Gurpreet Sagoo
			Begai Johnson
			Nasrin Khoshand