


PROCONNECT END USER INVOICE GUIDE

ACCOUNTS PAYABLE DEPARTMENT

4/22/2025



PROCONNECT END USER INVOICE GUIDE

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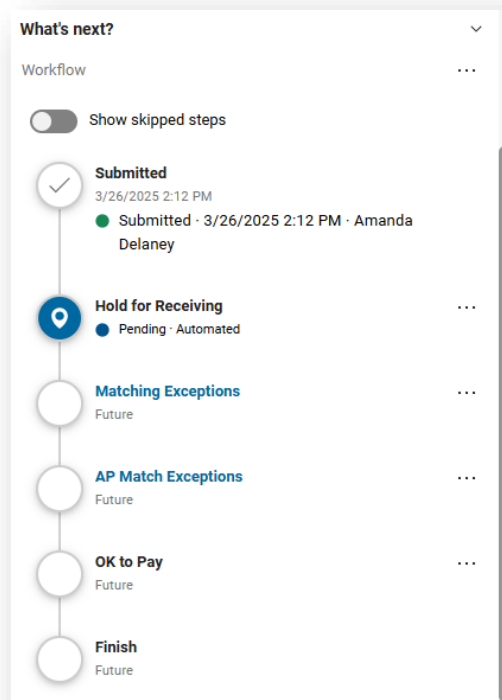
WORKFLOW KEY

Invoices will still be sent to Accounts Payable, invoices@rowan.edu for processing.

Below are the steps that an invoice may go through. The descriptions of the workflow are indicated in the chart below.

Workflow Step	Description
Submitted	Invoice completed to obtain a Z#
Invoice Owner Approval (Standing Order)	End User/Requester needs to approve. Invoice will remain in the unmatched status until the invoice owner's approval has been completed. (2-way match)
AP Review	Due date needs to be modified by AP to current or future date
Hold For Receiving (Regular Order)	Receiving needs to be completed by End User/Requester. Invoice will remain in the unmatched status until the invoice owner had completed receiving. (3-way match)
PI Approval	PI needs to approve invoice (5-6 Funds – External Grants)
Match Exception	End user needs to complete a change order when AP processes over the threshold (20% or less per line item. Not to exceed \$100) For any added shipping cost a change order will be needed for any amount over \$100
AP Match Exception	End user approved the invoice overage without completing a change order
Complete	Invoice has been approved and/or received on and has been exported into Banner for payment processing

WORKFLOW EXAMPLE:



MATCH EXCEPTION DIRECTIONS

Invoices where shipping has been added and it is over our allotted threshold (20%, but not over \$100) of the individual line item, the process below will be followed:

Accounts Payable has the ability to process an invoice over the allotted threshold, which is **20%, but not over \$100 on each individual line item** as long as the PO is not closed.

NOTE: For any added shipping cost a change order will be needed for amounts over \$100.

Example 1: The PO was created for \$500. An invoice is being processed for \$570, which is over the allotted 20% or \$100 individual line threshold, so this will result in a match exception. The invoice's status will be **Unmatched** in the Match Exception Workflow.

Example 2: When shipping costs are not included in the PO but on the invoice, the invoice's status will be **Unmatched** in the Match Exception Workflow.

NOTE: The requester will receive an email notification showing the comment from AP requesting a change order as well as an email notification from ProConnect requesting approval.

Example of Comment: Email received showing the comment Accounts Payable made on the invoice in ProConnect.

[EXTERNAL] Comment added to Invoice 3082217



RowanUniversity@jaggaer.com
To Delaney, Amanda



RowanUniversity

Re: COMMENT ADDED TO INVOICE #: 3082217

Dear Amanda Delaney,

Amanda Delaney has commented on Invoice 3082217

→ Comment: Please complete a change order for the \$70 difference or return the invoice and let AP know a revised invoice will be requested from the vendor. Thank you

To reply to this comment click on the following link

[View Comment](#)

Support Team Contact Information:
+1 856-256-4171 ProConnectSupport@rowan.edu

Thank you,
Rowan University

Example of ProConnect Notification: Email received when approval is needed for invoice to move to completed status.

From: Rowan ProConnect TEST <ProConnectSupport@jaggaer.com>
Sent: Wednesday, January 8, 2025 7:51 AM
To: Bucci, Stacey Ann <buccis@rowan.edu>
Subject: [EXTERNAL] New Pending Approval for Invoice#: Z2500448 PO#: P2505775



Re: YOUR APPROVAL IS PENDING FOR INVOICE#: Z2500448

Folder: Stacey Bucci

Dear Stacey Bucci,

The Invoice listed above has been submitted for your approval and is located in the folder listed. The Invoice can be accessed for review in "My Invoice Approvals" or by selecting the URL below.

PO#: P2505775

Vendor Name: Allied Document Solutions & Services Inc

[View Invoice Approvals](#)

- In the email notification the requester will be able to click on **VIEW INVOICE APPROVALS** to go into the invoice.

NOTE: This is what the requester will see when the invoice goes into their queue to approve.

The *Mismatch Reason*: **Over Price**

<input type="checkbox"/>	INVOICE NO.	VENDOR INVOICE NO.	VENDOR NAME	ASSIGNED APPROVER	CREATE DATE	PO NO.	MATCH STATUS	AMOUNT	
<input type="checkbox"/>	Z2500448	Test36	Allied Document Solutions & Services Inc	Stacey Bucci	1/7/2025 6:58 PM	P2505775	Unmatched	570.00 USD	<input checked="" type="checkbox"/>
Due Date		1/10/2025			No. of Lines:		1		
Invoice Name		2025-01-07 916433130 09			Folders		0 Days in folder [My Invoice Approvals]		
Type		PO Invoice			Mismatch Reason(s):		Over Price		
Invoice Source:		Manual					No Receipt		
							more info...		

- Click into the Z#

Invoice • Allied Document Solutions &... • Z2500448

Summary Matching Exceptions Comments Attachments History

Please see the highlighted items below for any matching exceptions. Please review as the invoice will not pay until the match exception has been resolved. Please process a change order for the difference or request a revised invoice from the vendor. If a revised invoice is needed, please let Accounts Payable know.

P2505775

Match Status	Matching Method	Invoice Line No.	PO Line No.	Catalog No.	Description	Size/Packaging	Unit Price	Quantity	Ext. Price
Unmatched	3 Way	1	1		Test - Threshold	EA	570.00 USD	1	570.00 USD

MATCHING EXCEPTIONS

- No receipt has been entered
- Invoice unit price exceeds PO by: 70.00 USD
- Invoice extended price exceeds PO by: 70.00 USD

MATCHING SUMMARY

	Ordered	Received	Net Invoiced	Exception Reason
Quantity	1	—	1	
Unit Price	500.00 USD	—	570.00 USD	Invoice unit price exceeds PO by: 70.00 USD
Ext. Price	500.00 USD	—	570.00 USD	Invoice extended price exceeds PO by: 70.00 USD
Document TSH	0.00 USD	—	0.00 USD	

INVOICES 0 / CREDITS 0 / RECEIPTS 0

Summary

Related Documents

Purchase Order: P2505775
Requisition: 4197282

What's next?

Workflow

- Submitted: 1/7/2025 6:59 PM
Submitted: 1/7/2025 6:59 PM - Joselyn Peoples
- AP Review: Approved: 1/8/2025 7:51 AM - Stacey Buccì
- Matching Exceptions: Approved: 1/8/2025 8:52 AM - Stacey Buccì
- AP Match Exceptions: Pending - Unassigned
- OK to Pay: Future
- Delay Workflow: Future
- Auto Close PO: Future

The requester will then review the message and AP's comment: ***"Please see the highlighted items below for any matching exceptions. Please review as the invoice will not be paid until the match exception has been resolved. AP's comment: "Please complete a change order for the \$(Inserted \$ amount) difference or return the invoice and let AP know a revised invoice will be requested from the vendor. Thank you"***

- If a revised invoice is needed, the requester will need to let AP know and should **return** the invoice. The requester may need to assign the invoice to themselves in order to have the option to **return**. The user should **NOT reject**.
- Once the change order for the additional \$70 is completed, the invoice will automatically go to Approved/Completed without any intervention from AP.

NOTE:
The change order must be fully approved. The requester must request an increase to the exact line item that AP invoiced a higher amount.

Example: If a line item is added for the additional \$70, the invoice will remain **Unmatched**. The change order must be to increase the one line from \$500 to \$570.

The requester must make a change order before approving. The requester will receive reminder emails until the change order is completed.

CHECKING AN INVOICE FOR PAYMENT STATUS

END USER STEPS:

- Start at Dashboard
 - Select **All** from search drop down
 - Enter the PO# (all information including Req, PO, Invoices and Receiving will populate)
 - Click the Invoice # to view Payment Information
 - The Payment Information will populate: Payment Method, Direct Deposit, Payment Record No. and Payment Record Date will appear.

NOTES:

- Check information feeds over at 4pm daily to Banner. Invoice and check information can be viewed in Banner under FOIDOC, FAIVNDH and FGIENCD as well.
- Check Reissues: New check # will show in ProConnect after VOID & Reissue. Comments will be there with the original check #.

RowanUniversity Accounts Payable • Accounts Payable Dashboard

Showing Results 1 - 2 of 2

FOLDER ↑	TOTAL	ASSIGNED TO ME	OTHER	NONE
Credit Memo	1	0	0	1
Recurring Invoices	11	0	1	10

Quick Search (Alt+Q)

- Requisitions
- Orders Search
- Purchase Orders
- Invoices
- Advanced Search

Create Invoice

Type: Invoice

Example: Invoice payment information showing *Payment Method, Check #, Direct Deposit and Payment Date*

RowanUniversity Invoice • Sunflower Maid Services • Z2500435

Summary Matching Vendor Messages Comments Attachments History

General Information

Transaction Date: 1/6/2025

Invoice Type: Invoice

Play Status: Paid

Invoice Number: Z2500435

Invoice Date: 1/6/2025

Vendor Name: Sunflower Maid Services

Vendor Invoice No.: Test33

General Information

Due Date: 1/7/2025

Terms: Net 1 (Net 1)

Terms Discount: 0.00 USD

Invoice Name: 2025-01-06 916433130 02

Final Payment: X

Other Information

Invoiced By: Joselyn Peoples

Match Status: Matched

Addresses

Remit To: 11 Ringling Ct, Marlton, NJ 08053

Address ID: AP Accounts Payable 3

3rd Party Address ID: ade081b7-7215-4073-9121-9125a834e312

Bill To: Email: invoices@rowan.edu, Attn: AP Dept, Bole Hall, 201 Mullica Hill Road, Glassboro, NJ 08028, United States

Payment Information

Payment Method: Check

Payment Record No.: 30529636

Payment Record Date: 1/7/2025

Handling and Notes

Invoice Handling

Grouping: no value

Enclosure: no value

Check Memo: no value

Start Date: 09/20/2024

End Date: 09/25/2024

External Attachments

Internal Attachments

External Note: no value

Internal Note: no value

Discount, Tax, Shipping & Handling

Discount, tax, shipping & handling

Allocation: Weighted

Discount: 0.00 USD

Summary

Sunflower Maid Services

Vendor Invoice No.: Test33

Total (10.00 USD)

Subtotal: 10.00

Discount: 0.00

Tax1: 0.00

Tax2: 0.00

Shipping: 0.00

Handling: 0.00

Related Documents

Purchase Order: P2505761

Requisition: 4196787

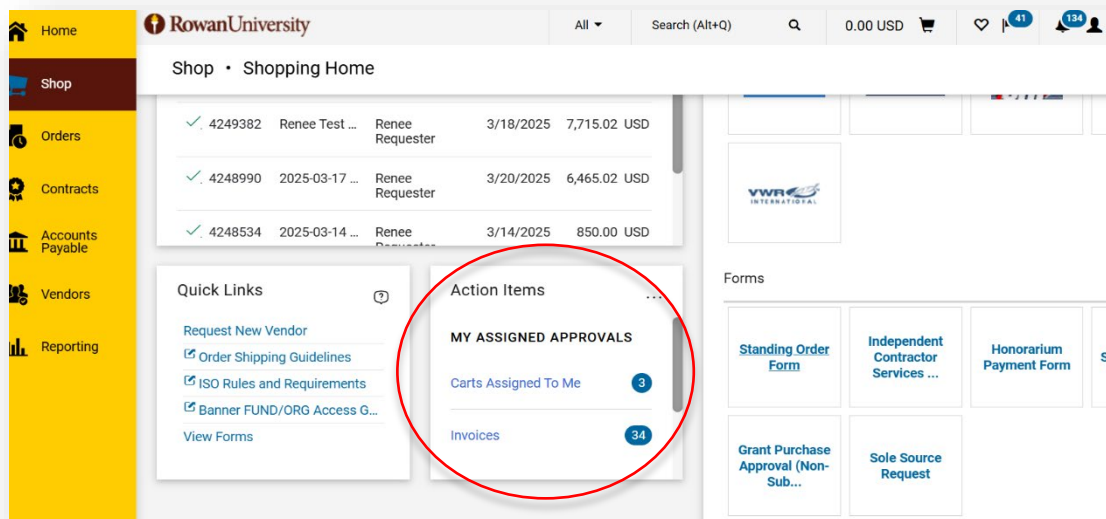
What's next?

RETURNING AN INVOICE BACK TO ACCOUNTS PAYABLE

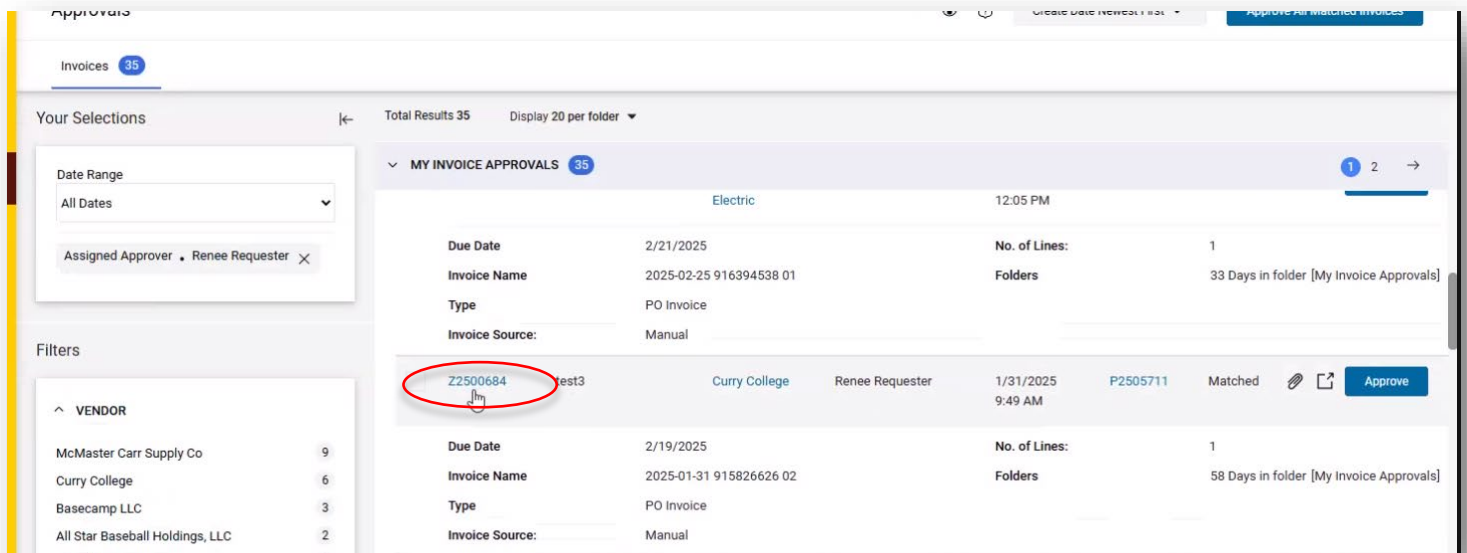
Below are the steps an End User needs to take to Return an invoice back to AP.

END USER STEPS:

- Under Action Items – Click on **Invoices**



- Under **My Invoice Approvals** click on the Z# of the invoice to be **Returned**.



- The invoice will open. **Click the arrow** next to *Approve/Complete & Show Next* to display available actions. Select **Return Invoice**. A *Return Invoice to User* box will appear allowing a comment to be written. Lastly, click **Return**.

RowanUniversity

Invoice • Curry College • Z2500684

Approve/Complete & Show Next

8 of 35 Results

Approve & Next

Approve

Return Invoice

Place Invoice on Hold

Forward...

Reject Invoice

Curry College

Vendor Invoice

test3

Total (23.00 USD)

Subtotal 23.00

Discount 0.00

Tax1 0.00

Tax2 0.00

Shipping 0.00

Handling 0.00

23.00

Related Documents

Purchase Order: P2505711

Requisition: 4194266

What's next?

Workflow

General

Invoice Information

Transaction Date 1/31/2025

Invoice Type Invoice

Pay Status In Process

Invoice Number Z2500684

Invoice Date 1/20/2025

Vendor Name Curry College

Vendor Invoice No. test3

General Information

Due Date 2/19/2025

Terms Net 30 Days (Net 30)

Addresses

Remit To

1071 Blue Hill Avenue
Milton, Massachusetts 02186

United States
Phone 1-617-3332012-
Address Id AP Accounts Payable 1
3rd Party Address ID 5840c89d-33bf-4600-bfa4-54941eee73b1

Bill To

Email: invoices@rowan.edu
Attn: AP Dept
Bole Hall
201 Mullica Hill Road
Glassboro, NJ 08028
United States

Handling and Notes

External Attachments

Internal Attachments

Date

Dawn Invoice 1.pdf 1/31/2025

External Note no value

Internal Note no value

Payment Information

Payment Method Unknown

Discount, Tax, Shipping & Handling

Discount, tax, shipping & handling

Allocation

Weighted

Return Invoice To User

This will return the invoice to the invoice owner or invoice creator. If you select a user they will receive an email indicating that a invoice has been returned.

Return to:

☒ Dawn Trout (Invoiced by) <Email Missing>

1000 characters remaining

expand | clear

Return

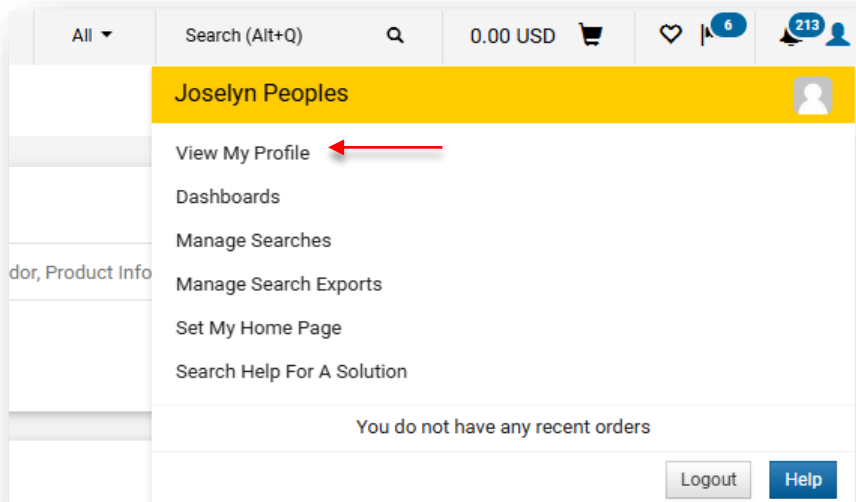
Close

OUT OF THE OFFICE – APPROVAL DELEGATION

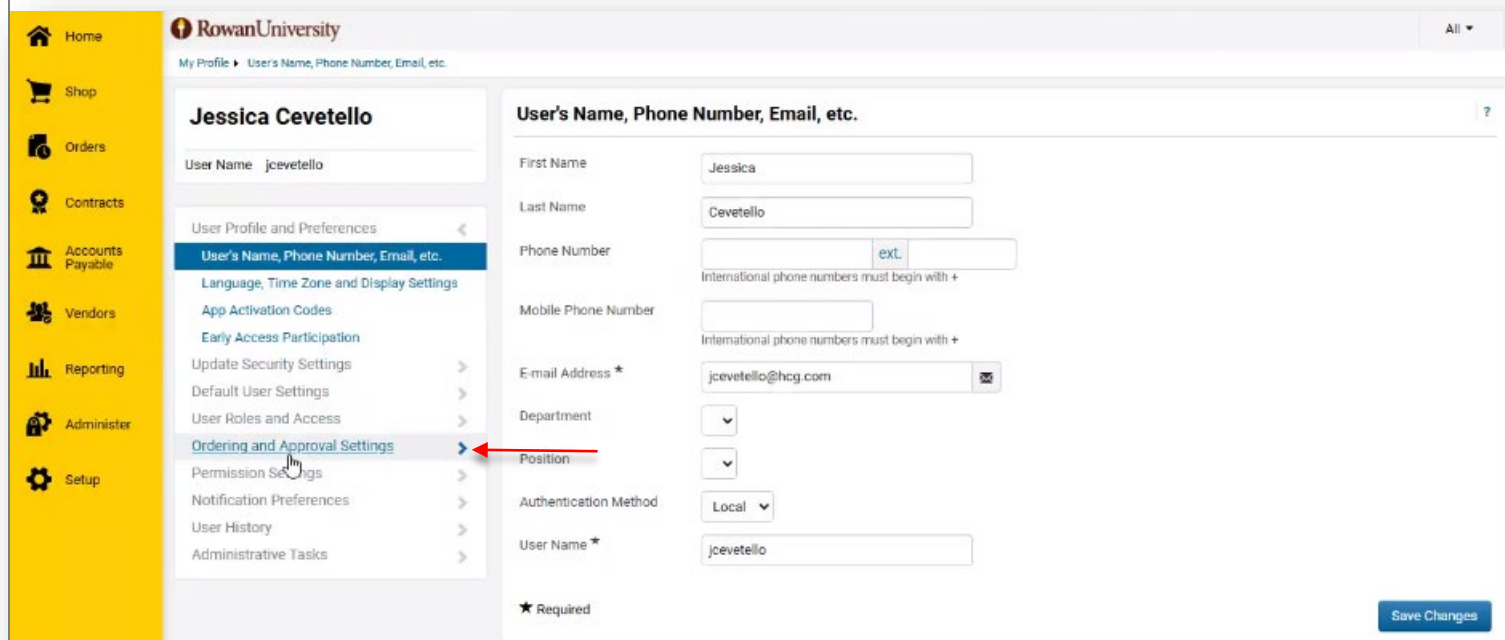
Below are instructions for delegating a substitute approver when the approver is out of the office. The steps below will need to be completed for each document type that needs a substitute approver.

END USER STEPS:

- Go to **View My Profile**



- Click **Ordering and Approval Settings** to expand the additional options



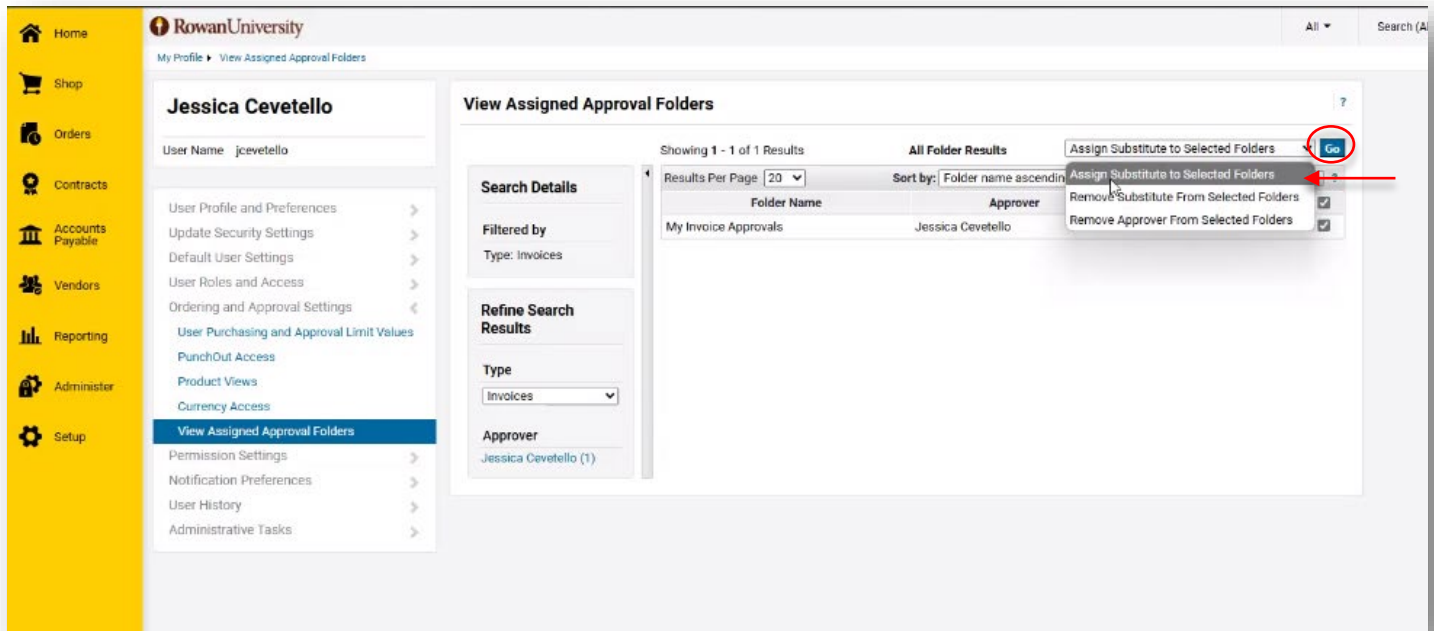
- Select **View Assigned Approval Folders**
- From the *Refined Search Results > Type*, click the drop down to reveal approval types

The screenshot shows the Rowan University system interface. On the left, a yellow sidebar contains navigation links: Home, Shop, Orders, Contracts, Accounts Payable, Vendors, Reporting, Administer, and Setup. The 'Administer' link is expanded, and 'View Assigned Approval Folders' is selected. The main content area is titled 'View Assigned Approval Folders' and shows the user profile for Jessica Cetetello. The 'Search Details' section indicates the search is filtered by 'Type: Requisitions'. The 'Refine Search Results' section shows the 'Type' dropdown set to 'Requisitions'. The 'All Folder Results' table shows one result: 'My PR Approvals' with 'Jessica Cetetello' as the approver.

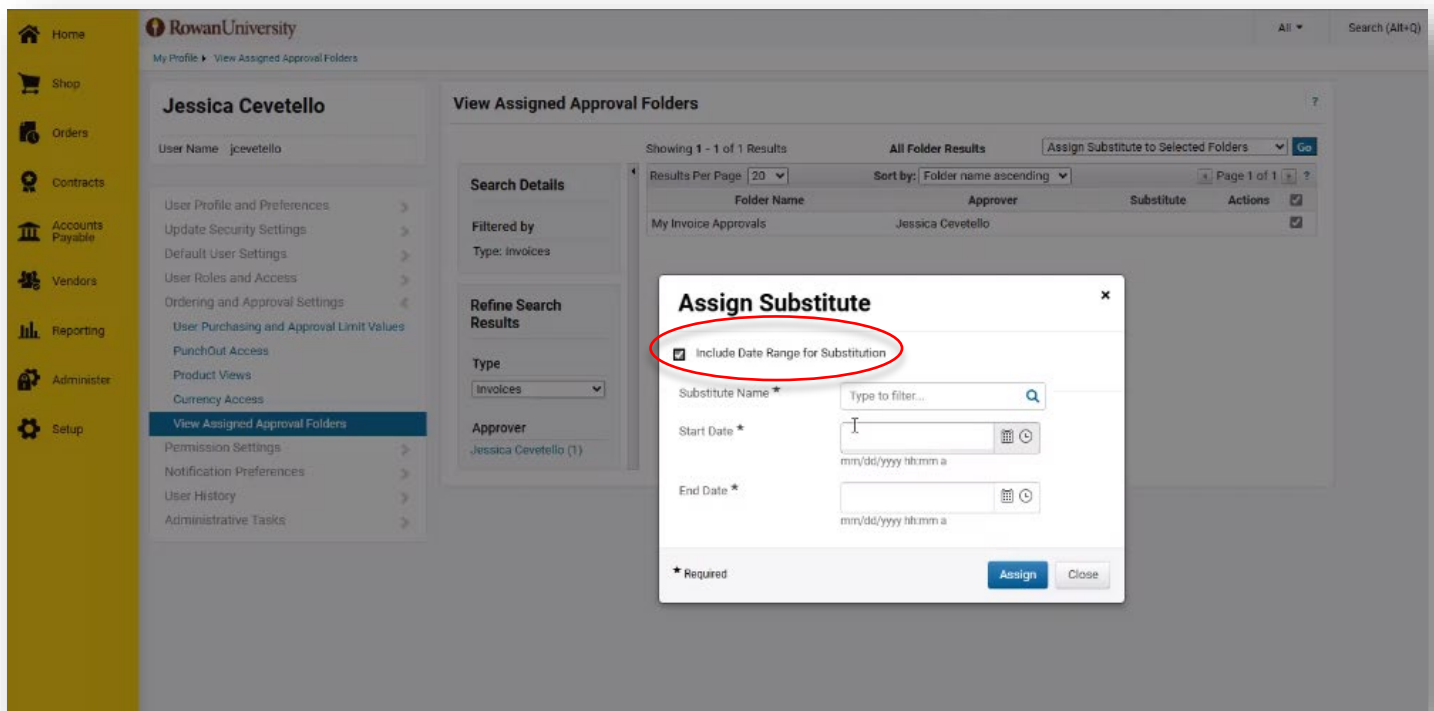
- Select Type: **Invoices**

This screenshot shows the same 'View Assigned Approval Folders' page, but with the 'Type' dropdown menu open. The dropdown list includes 'Requisitions', 'Purchase Order', 'Receipts', 'Invoices', 'Vendor Registrations', 'Vendor Reviews', 'Form Request', and 'Contracts'. A red circle highlights the dropdown menu, and a red arrow points to the 'Invoices' option, indicating the selection step.

- From the top right drop down, select: **Assign Substitute to Selected Folders**
- **Check the box** to the right of the Folder Name
- Click blue **Go** button



- **Assign Substitute** pop-up box will appear.
- **Click the box** next to **Include Date Range for Substitution** – for specific start and end dates
 - NOTE: If the box next to **Include Date Range for Substitution** is not clicked the date range will be open ended



- Enter the **Substitute's Name**
- Select the **Start and End Date & Time** range the Substitute will be needed
 - NOTE: The approver will need to manually remove the substitute approver outside of the selected start and end dates/times or if *Include Date Range for Substitution* was not selected when assigning a substitute.
- Click **Assign**

The screenshot shows the 'View Assigned Approval Folders' page for Jessica Cevetello. The 'Assign Substitute' modal is open, showing the following fields:

- Substitute Name ***: Peoples, Joselyn
- Start Date ***: 04/17/2025 12:00 AM
- End Date ***: 04/24/2025 12:00 AM
- Include Date Range for Substitution**: ☒
- Assign** button (circled in red)

- The Substitute and Start/End Date range will now show automatically at the end date.

The screenshot shows the 'View Assigned Approval Folders' page after the substitute has been assigned. The table now displays the following information:

Folder Name	Approver	Substitute	Actions
My Invoice Approvals	Jessica Cevetello	Joselyn Peoples Start Date: 04/17/2025 12:00 AM → End Date: 04/24/2025 12:00 AM	Remove Substitute

- If the approval substitute needs to be removed before the pre-selected date and time, click **Remove Substitute**.
- **Removing Substitute** will not be necessary if the date range of the substitution is present. The removal will end automatically at the selected end date.

The screenshot shows the Rowan University system interface. On the left is a yellow sidebar with navigation icons for Home, Shop, Orders, Contracts, Accounts Payable, Vendors, Reporting, Administer, and Setup. The main header includes the Rowan University logo, a user profile for Jessica Cetetello, and a search bar. The page title is 'View Assigned Approval Folders'. Below the title, there's a section for 'Search Details' with filters for Type (Invoices) and Approver (Jessica Cetetello (1)). The 'Substitute' section lists Joselyn Peoples (1). The main table, titled 'All Folder Results', shows one result for 'My Invoice Approvals'. The table columns are Folder Name, Approver, Substitute, and Actions. The Actions column contains a 'Remove Substitute' button, which is circled in red. The table also shows the Start Date (04/17/2025 12:00 AM) and End Date (04/24/2025 12:00 AM) for the substitution.

Folder Name	Approver	Substitute	Actions
My Invoice Approvals	Jessica Cetetello	Joselyn Peoples Start Date: 04/17/2025 12:00 AM → End Date: 04/24/2025 12:00 AM	Remove Substitute