


PROCONNECT END USER INVOICE GUIDE

ACCOUNTS PAYABLE DEPARTMENT

8/21/25



PROCONNECT END USER INVOICE GUIDE

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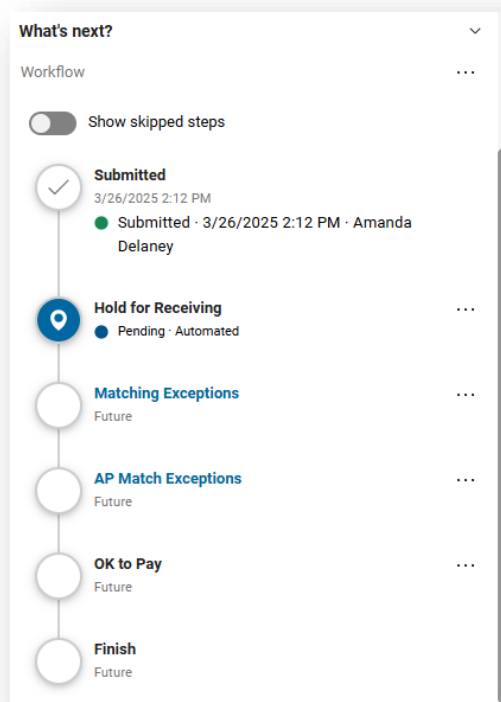
WORKFLOW KEY

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**

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	
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#

RowanUniversity

Invoice • Allied Document Solutions &... • Z2500448

Summary Matching

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	1	
Unit Price	500.00 USD	570.00 USD	570.00 USD	Invoice unit price exceeds PO by: 70.00 USD
Ext. Price	500.00 USD	570.00 USD	570.00 USD	Invoice extended price exceeds PO by: 70.00 USD
Document TSH	0.00 USD	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
- 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

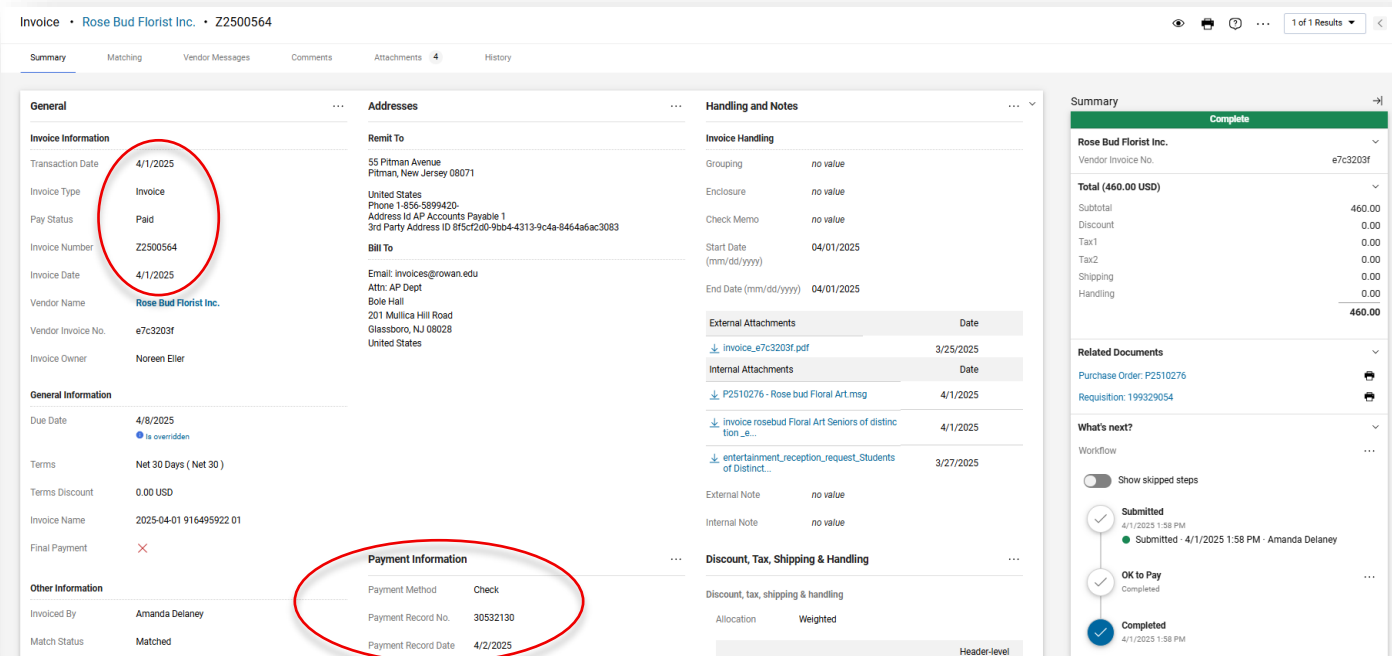
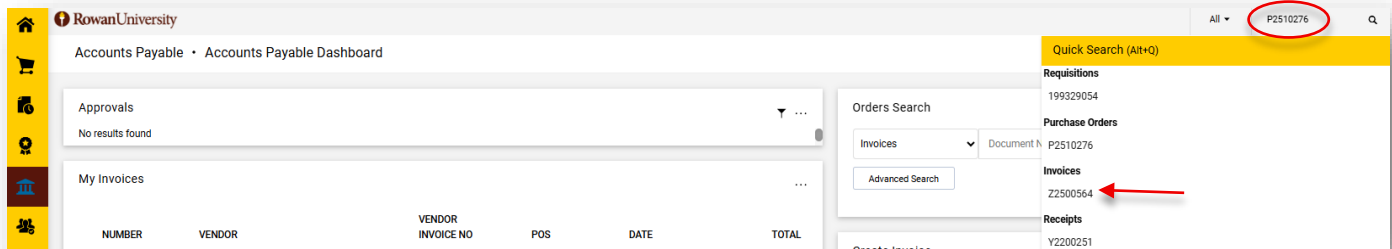
END USER STEPS:

- 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 FOIDCH, FAIVNDH and FGIENCD as well.
- Check Reissues: New check # will show in ProConnect after VOID & Reissue. Comments will be there with the original check #.

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



Example: Invoice payment information showing In *Banner*.

ellucian Document History FOID0CH 9.3.32 (PROD)			
Document Type: INV Invoice Document Code: Z2500564			
DOCUMENT HISTORY			
Document Type	Document Number	Status	Status Description
Purchase Order	P2510276	A	Approved
Invoice	Z2500564	P	Paid
Check Disbursement	30532130	F	Final Reconciliation

CHECKING THE MATCHING STATUS OF A PO: STANDING OR NON-CATALOG

STANDING ORDER:

Standing Orders will have 2 arrows. The arrows are green. The Invoice Owner Approval needs to be completed before the invoice is matched and paid out.

END USER STEPS:

- Start at Dashboard
- Enter the Z# to access the invoice.
- Go to the Matching tab to view the matching status.

Below is an example of the match status of a Standing Order.

RowanUniversity

Invoice

Sunbelt Rentals Inc

Z2605254

Invoices

Search (Alt+Q)

0.00 USD

</

NON-CATALOG PURCHASE ORDER:

Non-Catalog Purchase Orders will have 3 arrows. If the arrows are green, then the invoice is fully matched. If the arrows are red, then the invoice has a matching issue that needs to be resolved before the invoice is paid out.

END USER STEPS:

- Start at Dashboard
- Enter the Z# to access the invoice.
- Go to the Matching tab to view the matching status.

Below is an example of a fully matched Non-Catalog Purchase Order.

The screenshot displays the 'Matching' tab for invoice P2600133. The 'Match Status' is 'Matched', indicated by three green arrows. The 'Matching Summary' table shows that the invoice is fully matched with the purchase order.

Match Status	Matching Method	Invoice Line No.	PO Line No.	Catalog No.	Description	Size/Packaging	Unit Price	Quantity	Ext. Price
Matched	3 Way	1	1	3432-005-01	Cultrex Basement Membrane Extract, Pathclear	EA	199.80 USD	2	399.60 USD

	Ordered	Received	Net Invoiced	Exception Reason
Quantity	2	2	2	
Unit Price	199.80 USD	--	199.80 USD	
Ext. Price	399.60 USD	--	399.60 USD	
Document TS&H	0.00 USD	--	0.00 USD	

INVOICES 0 / CREDITS 0 / RECEIPTS 1

Other Invoices/Credits: None

Previous Receipts:

Doc No.	Quantity	Cost	Receipt Date
---------	----------	------	--------------

Summary: Complete

R & D Systems Inc
Vendor Invoice No. INV-3161927A

Total (449.10 USD)

Subtotal	449.10
Discount	0.00
Tax1	0.00
Tax2	0.00
Shipping	0.00
Handling	0.00
Total	449.10

Related Documents: Purchase Order: P2600133, Requisition: 203256911

What's next? Workflow

Show skipped steps

Below is an example of an unmatched Non-Catalog Purchase Order that requires receiving to be completed.

The screenshot displays the 'Matching' tab for invoice P2513412. The 'Match Status' is 'Unmatched', indicated by three red arrows. The 'Matching Summary' table shows that the invoice is not fully matched with the purchase order.

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		books	LO	977.41 USD	1	977.41 USD

MATCHING EXCEPTIONS

- No receipt has been entered

	Ordered	Received	Net Invoiced	Exception Reason
Quantity	1	--	1	
Unit Price	905.81 USD	--	977.41 USD	
Ext. Price	905.81 USD	--	977.41 USD	
Document TS&H	0.00 USD	--	0.00 USD	

INVOICES 0 / CREDITS 0 / RECEIPTS 0

Summary: Pending

Minds On Education
Vendor Invoice No. 234175A

Total (977.41 USD)

Subtotal	977.41
Discount	0.00
Tax1	0.00
Tax2	0.00
Shipping	0.00
Handling	0.00
Total	977.41

Related Documents: Purchase Order: P2513412, Requisition: 202418957

What's next? Workflow

Below is an example of an unmatched Non-Catalog Purchase Order that requires a change order of \$10. The invoice exceeds the PO's line-item amount by more than 20%.

Invoice • Scientific Apparatus Serv... • Z2605311

Summary Matching Vendor Messages Comments 5 Attachments 3 History

	Quantity	Unit Price	Total Price
Ext. Price	145.00 USD	--	145.00 USD
Document TS&H	0.00 USD	--	0.00 USD

INVOICES 0 / CREDITS 0 / RECEIPTS 1 Hide

Other Invoices/Credits
None

Previous Receipts

	Doc No.	Quantity	Cost	Receipt Date
	Y2603272	1	--	7/9/2025

Unmatched 3 Way Fuel Surcharge EA 18.00 USD 1 18.00 USD

MATCHING EXCEPTIONS

- Invoice unit price exceeds PO by: 10.00 USD
- Invoice extended price exceeds PO by: 10.00 USD

MATCHING SUMMARY

	Ordered	Received	Net Invoiced	Exception Reason
Quantity	1	1	1	
Unit Price	8.00 USD	--	18.00 USD	Invoice unit price exceeds PO by: 10.00 USD
Ext. Price	8.00 USD	--	18.00 USD	Invoice extended price exceeds PO by: 10.00 USD
Document TS&H	0.00 USD	--	0.00 USD	

INVOICES 0 / CREDITS 0 / RECEIPTS 1 Hide

Other Invoices/Credits
None

Previous Receipts

	Doc No.	Quantity	Cost	Receipt Date
	Y2603272	1	--	7/9/2025

END USER STEPS:

Before closing a Standing or Non-Catalog PO in ProConnect determine that all invoices have been received and processed by Accounts Payable. Confirm that each invoice shows the payment information. If a PO is closed prior to the invoice being paid the invoice payment will fail.

Example of confirming payment information by searching the Z# and reviewing the Summary tab.

RowanUniversity

Invoice • Quartzzy Inc • Z2503255

Summary

Matching

Vendor Messages

Comments

Attachments 3

History

General

Invoice Information

Transaction Date6/10/2025

Invoice TypeInvoice

Pay StatusPaid

Invoice NumberZ2503255

Invoice Date6/3/2025

Vendor NameQuartzzy Inc

Vendor Invoice No.1448819

Invoice OwnerElizabeth Mercado

General Information

Due Date7/3/2025

TermsNet 30 Days (Net 30)

Terms Discount0.00 USD

Invoice Name2025-06-10 916495922 16

Final Payment✗

Other Information

Invoiced ByAmanda Delaney

Match StatusMatched

Invoice SourceManual

Addresses

Remit To

Dept 3895
PO BOX 123895
Dallas, Texas 75312

United States
Address Id AP Accounts Payable 1
3rd Party Address ID cc31bbff-a6b5-4db4-83f2-ccac51519d56

Bill To

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

Handling and Notes

Invoice Handling

Groupingno value

Enclosureno value

Check Memonno value

Start Date6/03/2025
(mm/dd/yyyy)

End Date6/03/2025
(mm/dd/yyyy)

External Attachments

060225_Order Invoice_Quartzzy.pdf6/10/2025

Internal Attachments

invoice-1448819.pdf6/10/2025

060225_Order Invoice_Quartzzy.pdf6/2/2025

External Noteno value

Internal NoteLab supplies for FY25 Seed Grant Award

Discount, Tax, Shipping & Handling

Discount, tax, shipping & handling

AllocationWeighted

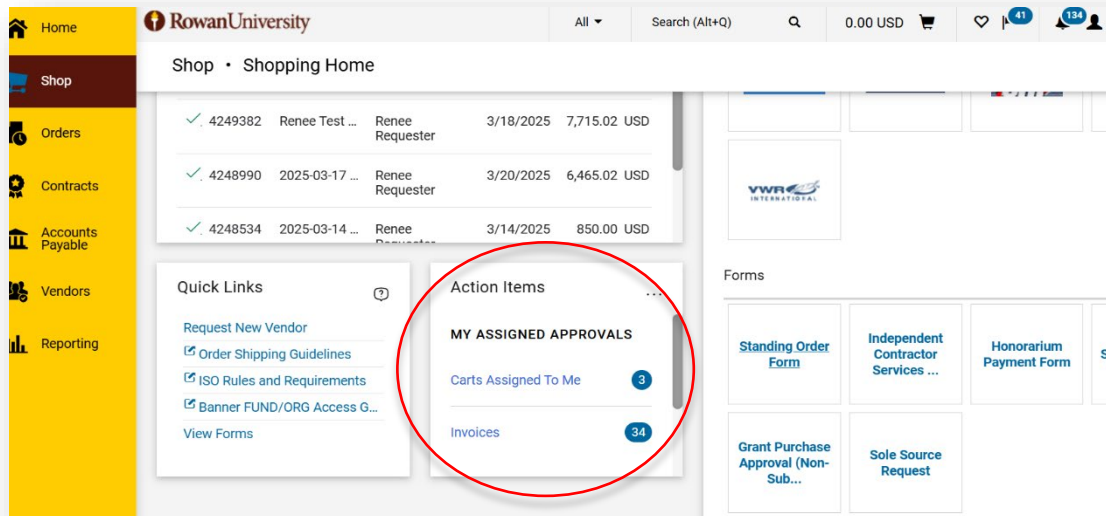
Discount0.00 USD

RETURNING AN INVOICE BACK TO ACCOUNTS PAYABLE

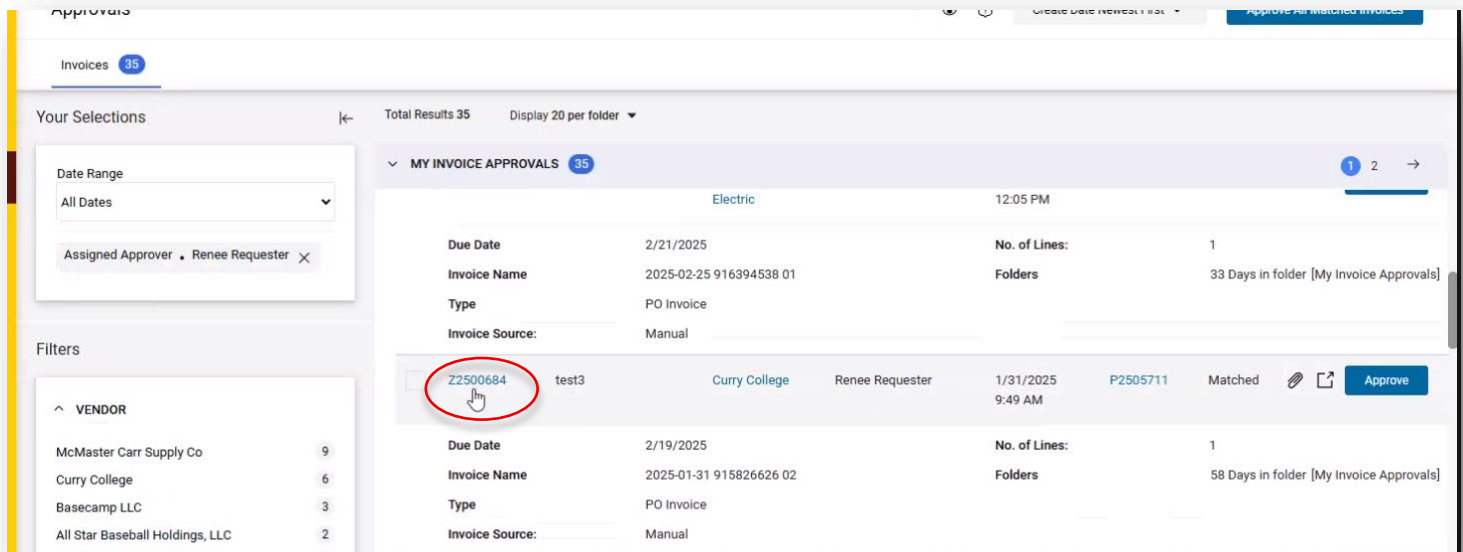
Below are the steps an End User needs to take to Return an invoice back to AP.

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**.

The screenshot shows the Rowan University invoice system interface. The top navigation bar includes the Rowan University logo, a search bar, and a currency selector set to 0.00 USD. The main header displays 'Invoice • Curry College • Z2500684'. Below this, a tabbed interface shows 'Summary', 'Matching', 'Vendor Messages', 'Comments', 'Attachments' (with 1 attachment), and 'History'. The 'Summary' tab is active, showing a table with invoice details: 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), Due Date (2/19/2025), and Terms (Net 30 Days (Net 30)). The 'Addresses' section shows 'Remit To' and 'Bill To' information. The 'Handling and Notes' section shows 'External Attachments' and 'Internal Attachments'. The 'Summary' section shows a 'Total (23.00 USD)' breakdown: Subtotal (23.00), Discount (0.00), Tax1 (0.00), Tax2 (0.00), Shipping (0.00), and Handling (0.00). The 'Related Documents' section shows 'Purchase Order: P2505711' and 'Requisition: 4194266'. The 'What's next?' section shows a 'Workflow' link. A dropdown menu is open next to the 'Approve/Complete & Show Next' button, showing options: 'Approve & Next', 'Approve', 'Return Invoice' (highlighted), 'Place Invoice on Hold', 'Forward...', and 'Reject Invoice'. A red arrow points to the 'Return Invoice' option.

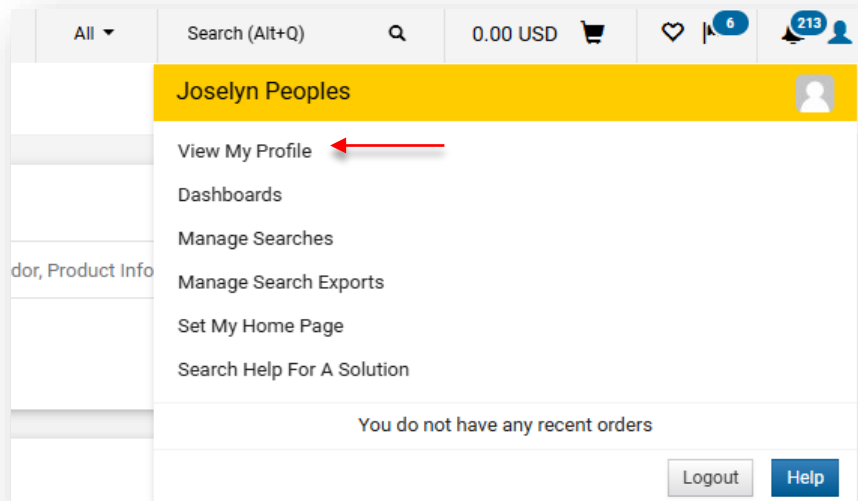
The screenshot shows the 'Return Invoice To User' dialog box. The title bar is yellow with the text 'Return Invoice To User' and a close button. The main content area has a yellow background and contains the following text: 'This will return the invoice to the invoice owner or invoice creator. If you select a user they will receive an email indicating that a invoice has been returned.' Below this, there is a 'Return to:' section with a radio button selected next to 'Dawn Trout (Invoiced by) <Email Missing>'. There is a text input field below the radio button, and a '1000 characters remaining' indicator. To the right of the input field are 'expand' and 'clear' links. At the bottom of the dialog, there are two buttons: 'Return' (highlighted with a red arrow) and '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

A screenshot of the Rowan University user profile page. The page is titled "My Profile" and shows the user's name "Jessica Cevetello". The "User's Name, Phone Number, Email, etc." section is expanded, showing fields for First Name, Last Name, Phone Number, Mobile Phone Number, E-mail Address, Department, Position, Authentication Method, and User Name. The "Ordering and Approval Settings" link is highlighted in the left sidebar, and a red arrow points to it. The "Save Changes" button is located at the bottom right of the form.

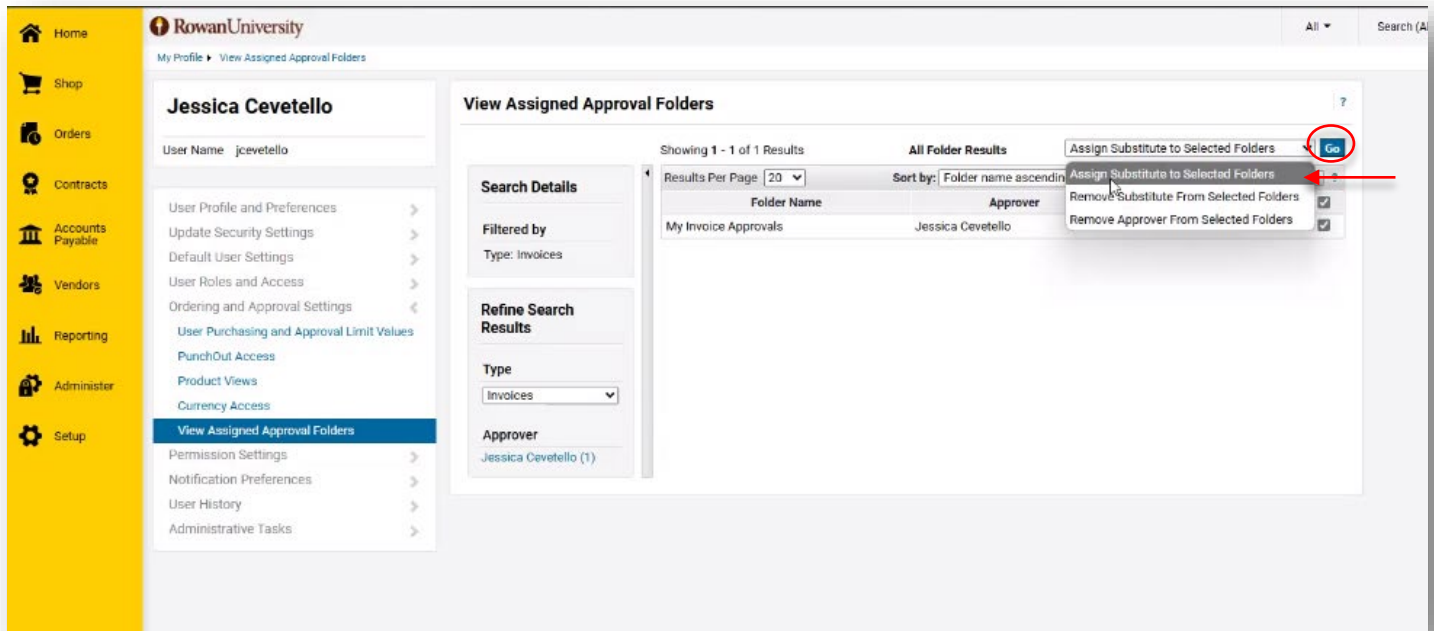
- Select **View Assigned Approval Folders**
- From the *Refined Search Results* > *Type*, click the drop down to reveal approval types

The screenshot shows the Rowan University system interface. On the left, a yellow sidebar contains a menu with items like Home, Shop, Orders, Contracts, Accounts Payable, Vendors, Reporting, Administer, and Setup. The 'View Assigned Approval Folders' option is highlighted in blue. The main content area is titled 'View Assigned Approval Folders' and shows a user profile for Jessica Cetetello. Below the profile, there are search details and a table of results. The search details show 'Type: Requisitions' and 'Refine Search Results' with a dropdown menu open showing 'Requisitions' and 'Jessica Cetetello (1)'. The table of results shows one entry: 'My PR Approvals' by 'Jessica Cetetello'.

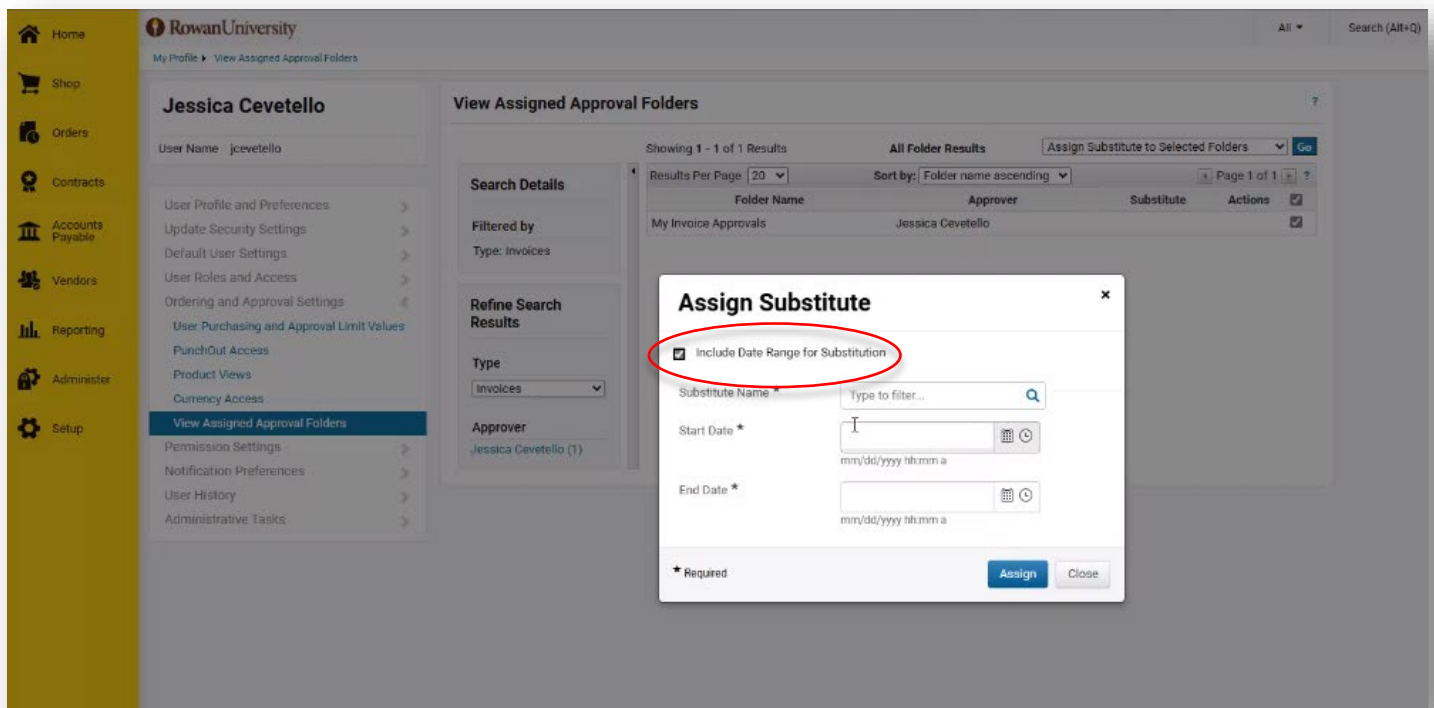
- Select Type: **Invoices**

This screenshot is similar to the one above, but with a red circle highlighting the 'Type' dropdown menu in the 'Refine Search Results' section. The dropdown menu is open, showing a list of approval types: Requisitions, Purchase Order, Receipts, Invoices, Vendor Registrations, Vendor Reviews, Form Request, and Contracts. The 'Invoices' option is highlighted with a red arrow, indicating it is the selected type.

- 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 'Assign Substitute' dialog box in the Rowan University system. The dialog box has the following fields and options:

- ☒ Include Date Range for Substitution
- Substitute Name *: Peoples, Joselyn (with a search icon)
- Start Date *: 04/17/2025 12:00 AM (with a calendar icon)
- End Date *: 04/24/2025 12:00 AM (with a calendar icon)
- * Required
- Buttons: Assign, Close

Red arrows point to the search icon next to the name field, the calendar icon next to the start date field, and the calendar icon next to the end date field. The 'Assign' button is 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 in the Rowan University system. The table displays the assigned folders and their details:

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

The 'Substitute' field in the table is circled in red, showing 'Joselyn Peoples' and the date range 'Start Date: 04/17/2025 12:00 AM - End Date: 04/24/2025 12:00 AM'.

- 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 Cevetello, and a search bar. The main content area is titled 'View Assigned Approval Folders' and shows a table with one result. The table has columns for Folder Name, Approver, Substitute, and Actions. The 'Remove Substitute' button in the Actions column is circled in red.

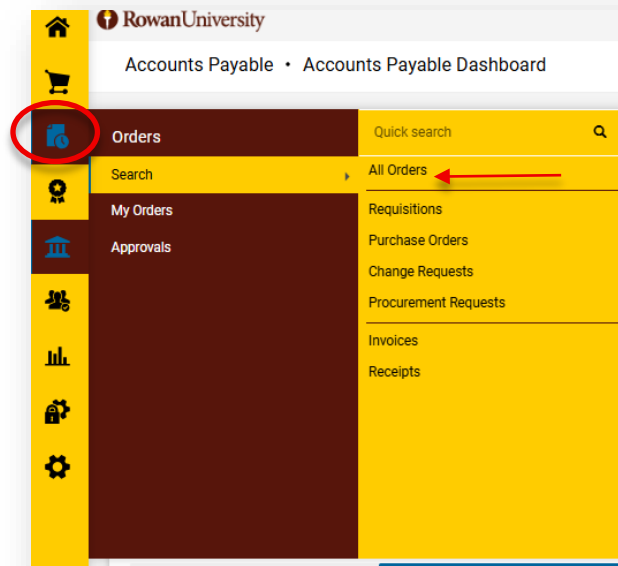
Folder Name	Approver	Substitute	Actions
My Invoice Approvals	Jessica Cevetello	Joselyn Peoples Start Date: 04/17/2025 12:00 AM → End Date: 04/24/2025 12:00 AM	Remove Substitute

PROCONNECT REPORTING

STEPS TO ADD REPORTS TO SAVED SEARCHES

*Below are instructions for adding Accounts Payable reports for **Invoices Awaiting Receiving** and **Invoices Pending Invoice Owner or PI Approval or Match Exception or AP Match Exception***

- From the Orders Icon on the left side of the screen, click **All Orders**.



- The Search All Order screen will populate. Click the **Arrow next to Save As**
- Click **Manage Searches** from the drop-down menu

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Orders > Search > All Orders

Search All Orders

Quick Filters My Searches

Vendor

- VWR International, LLC 967
- Fisher Scientific Co LLC 753
- SHI International Corp. 315
- W.W. Grainger, Inc. 279
- The Artcraft Group Inc 251

Order Owners

- Padilla, Ryan 467
- Jimenez, Mervin 417
- Gardner, Patricia 394
- Morris, Kevin 365
- Rudolph, Jessica 358

Type of Order: All Created Date: Last 90 days Quick search

Clear All Filters

Page 1 of 500 1-20 of 10542 Results

Order Identifier	Type	Order Status	Order Owners	Created Date/Time	Completed Date	Vendor	Total Amount
P2513920	Purchase Order	Complete	Jessi Meisel	6/18/2025 9:49:16 AM	6/18/2025 9:49:37 AM	Sweetwater Sound Holdings, LLC	29.12 USD
171780123	Purchase Order	Pending	Kristen Hicks	6/18/2025 9:45:13 AM		Vernier Software & Technology, Inc.	256.45 USD
Y2202137	Receipt	-	Pratap Kafle	6/18/2025 9:42:16 AM	6/18/2025 9:42:23 AM	SHI International Corp.	
171779770	Purchase Order	Pending	Julie Lefferts	6/18/2025 9:41:02 AM		NJEdge Net Inc	1,718.38 USD
171779416	Purchase Order	Pending	Diana Juliani	6/18/2025 9:38:02 AM		Krystle Dodge	634.80 USD

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- Under the *Shared* heading, click **Accounts Payable**.

RowanUniversity

Manage Searches

Add New

Expand All Collapse All

Personal

You have no personal searches.

Shared

- Accounts Payable
- Contract Dashboards
- Vendor Dashboard

This "saved searches" page is a filtered view of "favorites." The folders listed on the left contain document searches you have saved (listed under "Personal") or document searches that are being shared with you (listed under "Shared"). To add a document search to a folder, select the "Save Search" button after performing a document search and follow the prompts. Use the top-level "favorites" tab to manage (create, delete, move/copy, edit) the folders listed on the left.

Show desktop

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- Click **Add Shortcut** next to Invoices **Awaiting Receiving** and **Invoices Pending Invoice Owner or PI Approval or Match Exception or AP Match Exception** to save as favorites for quick reference.

The screenshot shows the Rowan University Accounts Payable interface. On the left, there is a sidebar with navigation icons and a 'Manage Searches' section. The main area displays a table of search results under the heading 'Accounts Payable'. The table has three rows:

Accounts Payable		Folder Actions	Select All
Invoices Awaiting Receiving	Type: Invoice	Add Shortcut Export Go	<input type="checkbox"/>
Invoices Pending Invoice Owner or PI Approval or Match Exception or AP Match Exception	Type: Invoice	Add Shortcut Export Go	<input type="checkbox"/>
SDE Report	Type: Invoice	Add Shortcut Export Go	<input type="checkbox"/>

Red arrows point to the 'Add Shortcut' buttons for the first two rows. The interface also includes a top navigation bar with the Rowan University logo, search bar, and user profile.

- A Success message will appear stating the Shortcut was added to the My Searches in Invoice search.

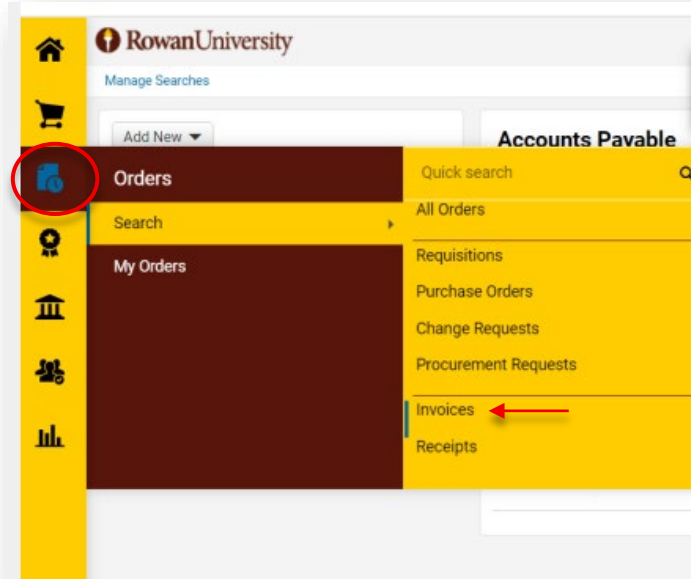
The screenshot shows the Rowan University Accounts Payable interface with a success message displayed. The message is a green box with a checkmark icon and the text: 'Success Shortcut was added to the My Searches in Invoice search'. The message is circled in red. Below the message, a dropdown menu is open, showing a list of search categories: Orders, Search, My Orders, Requisitions, Purchase Orders, Change Requests, Procurement Requests, Invoices, and Receipts. The main area displays a table of search results under the heading 'Accounts Payable'. The table has three rows:

Accounts Payable		Folder Actions	Select All
Invoices Awaiting Receiving	Type: Invoice	Remove Shortcut Export Go	<input type="checkbox"/>
Invoices Pending Invoice Owner or PI Approval or Match Exception or AP Match Exception	Type: Invoice	Remove Shortcut Export Go	<input type="checkbox"/>
SDE Report	Type: Invoice	Add Shortcut Export Go	<input type="checkbox"/>

The interface also includes a top navigation bar with the Rowan University logo, search bar, and user profile.

STEPS TO ACCESS REPORTS IN SAVED SEARCHES

- From the Orders Icon on the left side of the screen, click **Invoices** from the drop down.



- Under the Search title, Click on **My Searches**.

A screenshot of the Rowan University 'Invoices' page. The page has a header with the Rowan University logo, a search bar, and a 'Logout' button. Below the header, the 'Invoices' title is displayed. On the left, there are two filter sections: 'Vendor' and 'Invoice Status'. The 'My Searches' filter is circled in red. The main area of the page displays a table of invoices. The table has columns for 'Invoice Number', 'My Action', 'My Approval Date/Time', 'My Workflow Steps', 'Vendor Invoice Number(s)', 'Vendor', 'Invoiced By', 'Total Amount', 'Due Date', and 'Invoice Status'. The table shows four rows of invoice data. The first row is for invoice Z2503896, the second for Z2503895, the third for Z2503894, and the fourth for Z2503893. The 'Invoice Status' column shows 'Pending' for the first three rows and 'Complete' for the fourth row.

- The reports added as shortcuts will show under *Favorites Searches*.

The screenshot shows the Rowan University Invoices page. In the left sidebar, under 'Quick Filters', the 'Favorite Searches' section is circled in red. It contains two items: 'Invoices Awaiting Receiving' and 'Invoices Pending Invoice Ow...'. The main content area displays a table of invoices with columns: Invoice Number, My Action, My Approval Date/Time, My Workflow Steps, Vendor Invoice Number(s), Vendor, Invoiced By, Total Amount, Date, and Invoice Status. The table shows four rows of invoices, all with a 'Pending' status.

The steps listed below in the example are the same for each of the reports. This is the view of the report in ProConnect

- Under the Quick Filters scroll down to **Invoice Owner** and Click on **Show More** which will allow you to locate your name and Click **Apply**.

The screenshot shows the Rowan University Invoices page with the 'Invoices Pending Invoice Owner or PI Approval or Match Exception or AP Match Exception' filter applied. In the left sidebar, under 'Quick Filters', the 'Invoice Owner' section is circled in red. It lists several names: Thompson, Mary; Rudolph, Jessica; Fullerton, Stephanie; Padilla, Ryan; Morgan, Sara; and Martinez, Diana. A 'Show More' button is circled in red next to the list. The main content area displays a table of invoices with columns: Invoice Owner, Pending Approver, Invoice Number, Vendor Invoice Number(s), and Vendor. The table shows four rows of invoices, all with a 'Pending' status.

- The Invoices Pending Invoice Owner or PI Approval or Match Exception Approval or AP Match Exception Approval under will be listed and are able to be accessed through the Z# to complete the needed task.
- The list can be filtered further by using the **Add Filter** option and selecting specific identifiers.

RowanUniversity

Orders Search Invoices

Invoices Pending Invoice Owner or PI Approval or Match Exception or AP Match Exception (Modified) Save As Pin Filters Export All

Search

Quick Filters My Searches

Vendor

HD Supply Facilities Maintenance 1

Invoice Status

Pending 1

Invoice Type

PO Invoice 1

Invoice Source

Electronic (Vendor System) 1

Created Date: All Quick search Add Filter Clear All Filters

Current Workflow Step: AP Match Exce... Invoice Owner: [Redacted]

1-1 of 1 Results 20 Per Page

Invoice Owner	Pending Approver	Invoice Number	Vendor Invoice Number(s)	Vendor	PO Number	Current Workflow Step	Invoice Status	Created Date/Time	Due Date	Discount
[Redacted]		Z2502715	867387151	HD Supply Facilities Maintenance ①	P2512107	AP Match Exceptions	Pending	6/3/2025 1:28:20 AM	7/3/2025	

RowanUniversity

Orders Search Invoices

Invoices Pending Invoice Owner or PI Approval or Match Exception or AP Match Exception

Hide side panel

Quick Filters My Searches

Vendor

Sigma-Aldrich Inc 18

Fisher Scientific Co LLC 10

VWR International, LLC 8

Citizen Company 5

The University of North Carolina At Chapel Hill 4

See More Show More

Invoice Status

Pending 86

Created Date: All Quick search Add Filter Clear All Filters

Current Workflow Step: AP Match Exce... X

1-86 of 86 Results

Invoice Owner	Pending Approver	Invoice Number	Vendor Invoice Number(s)	Vendor	PO Number
Joslin-Grady, Patricia	Joslin-Grady, Patricia	Z2503917	19211	Kane Communications LLC ①	P25126
Ozdemiir, Mina	Ozdemiir, Mina	Z2503916	22130	Ace Screen Printing LLC. ①	P25124

Find search filter...

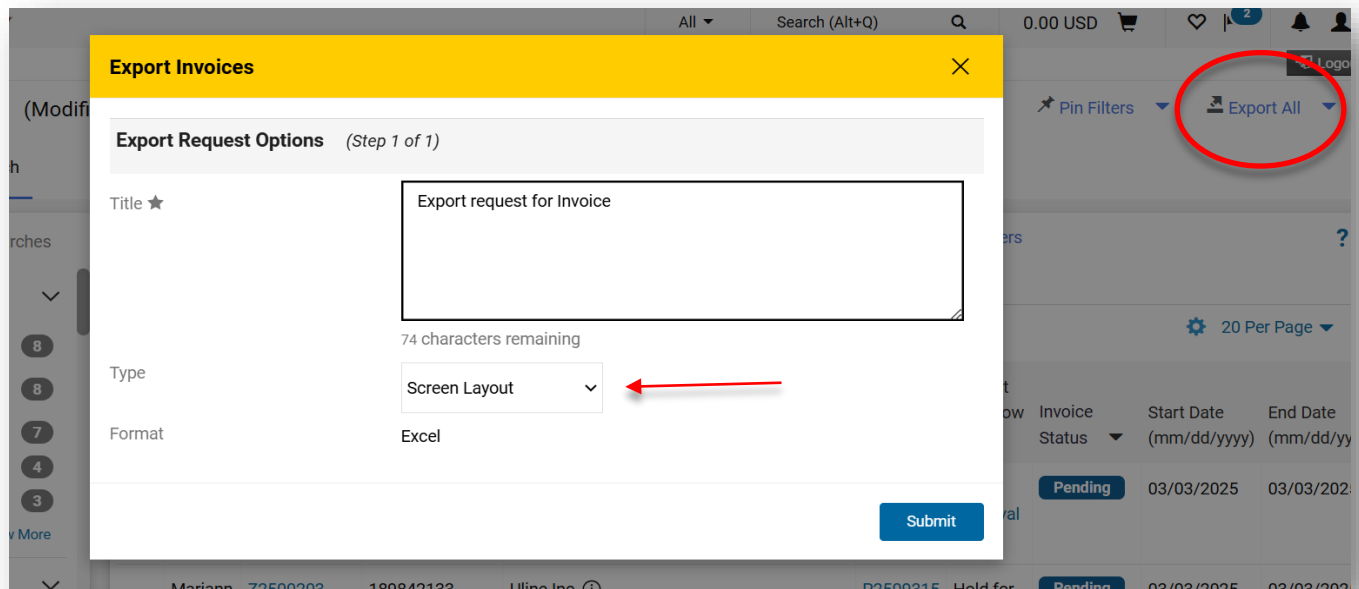
Current Workflow Step

Identifiers

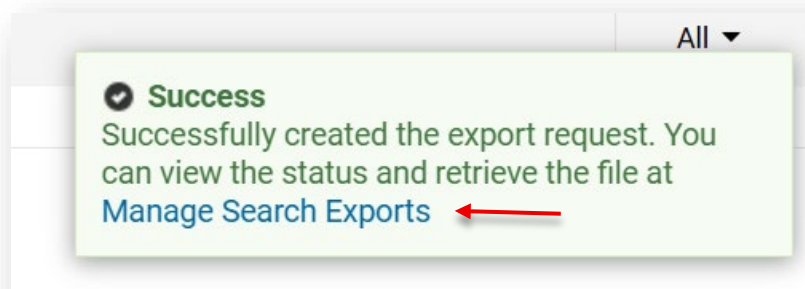
- ☐ Contract Number
- ☐ Invoice Batch Number(s)
- ☐ Invoice Master Number
- ☐ Invoice Name
- ☐ Invoice Number(s)
- ☐ PO Number
- ☐ Vendor Account Number(s)
- ☐ Vendor Invoice Number(s)

The steps listed below in the example are the same for each of the reports. This is to view the report in excel format.

- Click **Export All** to view the report in Excel.
- A box will appear – Under Type choose **Screen Layout** this will allow the export to be in Excel.

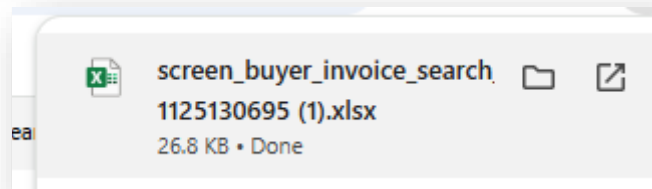


- A Success box will appear – **Click Manage Search Exports**



- The export will show in date order under Title – **click the blue Export Request for Invoice**
 - A link to the Excel spreadsheet will populate – **click the link to open the excel spreadsheet.**

Manage Exports								
Export Requests Export Schedules								
Click to Filter Refresh this Page								
Title	Status	Search Type	Export Output	Created	Completed	Available Until	Details	Actions
Export request for Invoice	Completed	Invoice	Screen Layout (Excel)	6/18/2025 1:40:21 PM	6/18/2025 1:40:22 PM	6/25/2025	Total Records: 166	Delete



- Sort the excel spreadsheet by **Invoice Owner** using the filter arrow deselect All then Select your name.
- You can also filter by **Current Workflow Step**.

Export request for Invoice						
Search Criteria Current Workflow Step Hold for Receiving Created Date All						
Invoice Owner	Invoice Number	Vendor Invoice Number(s)	Vendor	PO Number	Current Workflow Step	
Sort A to Z		9542541660	W.W. Grainger, Inc.	P2513871	Hold for Receiving	
Sort Z to A		868566118	HD Supply Facilities Maintenance	P2512530	Hold for Receiving	
Sort by Color		868566100	HD Supply Facilities Maintenance	P2512530	Hold for Receiving	
Sheet View		1055	Clafin Consulting, Inc.	P2512878	Hold for Receiving	
Clear Filter From "Invoice Owner"		14539389	Hach Company	P2513664	Hold for Receiving	
Filter by Color		231461451	Waters Technologies Corporation	P2513610	Hold for Receiving	
Text Filters		14529411	Hach Company	P2513291	Hold for Receiving	
Search		115904	Marky Sparky, Inc.	P2513822	Hold for Receiving	
		AR49876	Allied Document Solutions & Services Inc	P2512957	Hold for Receiving	
		8818797348	VWR International, LLC	P2511075	Hold for Receiving	
		INV/2025/49811	Technology Education Concepts Inc	P2513186	Hold for Receiving	
		B19840249	SHI International Corp.	P2513064	Hold for Receiving	
		78557641	McKesson Medical-Surgical Government Solutions LLC	P2513094	Hold for Receiving	
		2373049812	Medline Industries Inc	P2511746	Hold for Receiving	
		8819270373	VWR International, LLC	P2513451	Hold for Receiving	
		8819258302	VWR International, LLC	P2513451	Hold for Receiving	
		8819237271	VWR International, LLC	P2513451	Hold for Receiving	
		8819237274	VWR International, LLC	P2513500	Hold for Receiving	
		8819237270	VWR International, LLC	P2513451	Hold for Receiving	
		8819226052	VWR International, LLC	P2513451	Hold for Receiving	
		8819226050	VWR International, LLC	P2513451	Hold for Receiving	
		5633818	Blick Art Materials LLC	P2513694	Hold for Receiving	
		MB78142897	Apple Computer	P2513479	Hold for Receiving	
		MB78260047	Apple Computer	P2513467	Hold for Receiving	
		MB77941646	Apple Computer	P2513479	Hold for Receiving	
		MB76592296	Apple Computer	P2511629	Hold for Receiving	
		B19882148	SHI International Corp.	P2513579	Hold for Receiving	
		B19856306	SHI International Corp.	P2513066	Hold for Receiving	
		B19882148	SHI International Corp.	P2513066	Hold for Receiving	

COMMON MATCH EXCEPTION REASONS

DUPLICATE RECEIVING

- Ensure you only receive the # of items that were on the requisition. You will need to delete any duplicates (reopen the receipt and select delete under the drop-down menu).

CHANGE ORDER TO INCREASE AMOUNT

- Needed if the line-item amount is exceeded by more than 20% - be sure to increase the exact line item requested rather than add a new line item
- Needed if shipping was not listed on the PO and is more than \$100 - be sure to add a new line item for shipping

INCORRECT TYPE OF PO WAS UTILIZED

- Example shown on next slide for how to correctly utilize a non-catalog PO when purchasing multiple items in order for the invoice to process without any issues
 - Alternative is to utilize a standing order

INVOICE AND PO EXAMPLE THAT WILL NOT RESULT IN A MATCH EXCEPTION

8/15/25

Order # 1234

To

Name

Street Address

City, ST ZIP Code

Ship To

Same as recipient

Instructions

Delivery Instructions

Quantity	Description	Unit Price	Total
1	Blue Paint	12	12
2	Red Paint	12	24
1	White Paint	12	12
	Shipping		20
Subtotal			48
Sales Tax			
Shipping & Handling			20
Total Due			68

Due 30 days

Thank you for your business

Vendor / Line Item Details						
I Paint, LLC				Contract PO Number Account Code Quote number	no value 4332286	
Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 Blue Paint		EA (Each)	12.00 USD	1 EA (Each)	12.00	
	Commodity Code Line Item Type	CD400-000 Advertising	Internal Note Internal Attachments External Note Attachments for vendor	no note no note		
2 Red Paint		EA (Each)	12.00 USD	2 EA (Each)	24.00	
	Commodity Code Line Item Type	CD400-000 Advertising	Internal Note Internal Attachments External Note Attachments for vendor	no note no note		
3 White Paint		EA (Each)	12.00 USD	1 EA (Each)	12.00	
	Commodity Code Line Item Type	CD400-000 Advertising	Internal Note Internal Attachments External Note Attachments for vendor	no note no note		
4 Shipping		EA (Each)	5.00 USD	1 EA (Each)	5.00	
	Commodity Code Line Item Type	CD400-000 Advertising	Internal Note Internal Attachments External Note Attachments for vendor	no note no note		
5 Shipping		EA (Each)	5.00 USD	2 EA (Each)	10.00	
	Commodity Code Line Item Type	CD400-000 Advertising	Internal Note Internal Attachments External Note Attachments for vendor	no note no note		
6 Shipping		EA (Each)	5.00 USD	1 EA (Each)	5.00	
	Commodity Code Line Item Type	CD400-000 Advertising	Internal Note Internal Attachments External Note Attachments for vendor	no note no note		
			Vendor subtotal ★		68.00	
			Shipping		0.00	
			Handling		0.00	
			Vendor total ★		68.00 USD	