TechMart
System-Approved
Invoices

January 2019
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Overview

TechMart System Approved Invoices is an access.caltech application that lists transactions that were exempt from explicit financial approvals both when placing the order and when paying for the order. These are transactions where:

- an invoice matched to the Purchase Order (PO), was exempt from financial approval because the invoice was less than $1,000; and,
- the underlying PO was also exempt from financial approval at the time the order was placed because the PO was within the requisitioner’s order threshold.

The TechMart System Approved Invoices application, therefore, allows the financial approver to review transactions that were system-approved in TechMart on their behalf.

The Report

The TechMart System Approved Invoices application can be accessed through a link in an email notification or by going to access.caltech → Administrative Services → TechMart System Approved Invoices.

1. Invoice Created – Date filter to choose ‘From’ date and ‘To’ Date.
2. Apply Date Filter – This button will pop up only when there is a change in the date filter.
By default, the report shows the following columns:
- TechMart Invoice #
- Invoice Line #
- Supplier Invoice #
- Invoice Date
- Supplier Name
- Unit of Measure (UOM)
- Quantity
- Unit Price
- Quantity x Unit Price (Line Amount)
- Item Description
- Shipping + Handling
- Invoice Created
- PO Number
- PO line#
- Invoice Owner

The following columns may be added to the report:
- Approver Division
- Approver Org
- Approver Person type
- Current Default Approver
- Original Default Approver

Who has access to this report and what data can they see?

- **Invoice Financial Approver (IFA)** is the person who has been set-up in TechMart as a default financial approver for an invoice owner (aka requisitioner). An IFA can only see transactions they would have had to approve had the invoice not met the criteria for TechMart system-approval.
- **Admin** are Procurement and IMSS staff who can perform administrative tasks such as set-ups. They can view all transactions.
- **Audit** (view only) role is assigned to those who need to audit transactions. They can view all transactions.

**Email Notifications**

E-mail notifications are sent to IFA’s with information about the number and dollar value of transactions that were system-approved for the period. The email also contains a URL link to access.caltech where the financial approver may view invoice line details.
In cases where the Requisitioner’s IFA and Requisition Financial Approver (RFA) are not the same, notification is sent only to the IFA. The IFA can export the report details and forward the report to RFA if desired.

**Note:** Financial Approvers who have access to the application can login at any time to view the report.

**Email Notification Schedule**

The e-mail notifications are distributed on the following schedule:

- **Quarterly** – for academic faculty IFA’s
- **Monthly** - for everyone else (not academic faculty) IFA’s

**Email Content**

Email content includes the date range, invoice line count and lines total, which will give the overview of the report before login to the application.

**Quarterly**

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You are receiving this email because you are the Financial Approver for one or more TechMart users.

The "TechMart System Approved Invoices" report includes all paid TechMart invoices less than $1,000 that did NOT require your explicit Financial Approval in TechMart prior to invoice payment. **Between October 1, 2018 and December 31, 2018, this report shows 3 invoice lines totaling $300.99.** Please review the report for anomalies that may warrant follow-up by clicking here:


Please contact TechMartHelp@Caltech.edu with any questions or concerns.

Thank you,
Procurement Services
You are receiving this email because you are the Financial Approver for one or more TechMart users.

The "TechMart System Approved Invoices" report includes all paid TechMart invoices less than $1,000 that did NOT require your explicit Financial Approval in TechMart prior to invoice payment. Between December 1, 2018 and December 31, 2018, this report shows 1 invoice line totalling $38.40. Please review the report for anomalies that may warrant follow-up by clicking here:


Please contact TechMartHelp@Caltech.edu with any questions or concerns.

Thank you,
Procurement Services
APPENDIX A – Apex Functionality

The search results in the Request List may be modified in different ways by utilizing the options available with the Actions button.

Select Columns: Removing and Reordering Columns

The Select Columns option enables you to choose and reorder the columns that you want to display in your report. Select Columns opens a window in which you can:

1. Select the column(s) you would like to display or not display. Use the Ctrl key to select more than one column at a time
2. Use the side arrows to move the columns from Display to Do Not Display and back.
3. Use the up and down arrows to change the order of the columns.
Filter on Columns

The Filter option enables you to further fine-tune your search on the specific found set. Filter opens a window that enables you to select the column on which you want to filter, the Operator for that search, and enter or select the details for which you want to search.

You can also filter on a specific column by simply clicking on the column, which will open up a drop-down that allows you to:

1. Sort on the column
2. Delete the column
3. Enter a search phrase
4. Select the filter item from a list of values

Download

Download opens a window that prompts you to choose the report download format.
APPENDIX B - Concurrent request set-up

The email notifications are generated by a concurrent process called ‘CITAP TechMart System Approved Invoices (Emails)’. IMSS Operations will schedule the process for the quarterly and monthly notifications.

**Quarterly notification parameters:**

![Quarterly Parameters Image]

**Monthly notification parameters:**

![Monthly Parameters Image]
Other parameters:

- **Amount Threshold (only send email if total amount for the date range is above) $**
  Set this value to 0.00 to exclude zero-dollar invoices from the email notification.

- **Send Emails? (Yes/No) NOTE: No=No email/See recipient list in log**
  If the parameter = YES, email output will generate to appropriate IFA’s.
  
  If the parameter = NO, emails will not be generated but the process will generate an exception report (see sample below). The report shows IFA’s who will not receive any email notification and cannot see the report link in access.caltech. IMSS should be contacted to configure the access.caltech credentials for any users on the exception report.

  ***ERROR: TechMart DEFAULT APPROVERS has no active LDAP account:***
  (To fix: Add active Default Approver to these users in TechMart. Then re-extract users and re-run this program.)
  DEFAULT APPROVER / TechMart User: dspadaro / sstoll
  DEFAULT APPROVER / TechMart User: saradhya / Marcella

- **Approver (If you only want to send email to 1 approver. Leave blank for all)**
  Enter a user name if only a single notification email is required.
To preview all emails before distributing to IFA’s, enter:

~~~<email address>

This process will generate emails for the IFA’s selected but send them only to the email specified in the parameter.