Summary
This user guide will instruct Subcontract Invoice approvers in the proper methods to approve invoices received from Payment Services by email in FileBound. If you have any questions, you may contact the Procurement Services Hotline at 626-395-8900 or send an email to FileBoundHelp@caltech.edu

Workflow
While this guide may seem extensive, this user guide covers all scenarios and available options. The premise of invoice approvals via email is simple. This basic overview workflow demonstrates the general simplicity of this process:

1. Invoice arrives to approver via email link
2. Approver clicks link, logs in and reviews invoice
3. Approver approves or rejects the invoice
4. Invoice auto routes back to A/P processor
5. Processor manages the invoice or processes payment
6. End
Approver Procedures in Filebound

Subcontract Invoice Approval

1. When Payment Services sends a Subcontract invoice for approval, you will receive an email with a PDF attachment of the invoice and the message below in the body of the email.

   From: Janssen, Joseph K. (Joey) <joseph.janssen@caltech.edu>
   Sent: Monday, February 27, 2017 8:17:44 AM
   To:
   Subject: Please Approve the Following Subcontract Invoice

   Payment Services has sent a subcontract invoice for your review and approval. This invoice also requires you to indicate that it is final or not final and to obtain the appropriate signatures if this is the final closeout invoice:

   View this Invoice

   Please approve this invoice

   More Information:
   Process Name: Specialist Review (v6.0)
   Process Step Name: Approver Review

<table>
<thead>
<tr>
<th>File and Document Information</th>
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</thead>
<tbody>
<tr>
<td>PO #</td>
</tr>
<tr>
<td>Invoice #</td>
</tr>
<tr>
<td>Supplier Name</td>
</tr>
<tr>
<td>Invoice Amount</td>
</tr>
<tr>
<td>AP Clerk</td>
</tr>
<tr>
<td>Invoice Date</td>
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</tbody>
</table>

2. To review the invoice for approval, click on the icon that says “View this Invoice”.

   View this Invoice
3. You will be directed to sign in using your Access.Caltech credentials.

4. Once logged in, you will be directed to the invoice within the FileBound application. You will see the Invoice, File Details, and Workflow Actions.
5. If you are ready to approve the invoice, click either the “Approve Final” or “Approve Not Final” icon under Workflow Actions at the bottom of the screen.

**Workflow Actions**

<table>
<thead>
<tr>
<th>Approve Final</th>
<th>Approve Not Final</th>
<th>Reject</th>
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**Approve Final** - If the subcontract invoice is a final invoice, then it will require two approvals. This can be done by printing the invoice and obtaining a second signature or emailing the invoice and obtaining the second approval via email. The signed invoice or copy of the email approval can then be attached to the original invoice in FileBound. See [Email a Copy of the Invoice or Print the Invoice](#) and [Attach Documents to Invoice](#) in Step #6 below. Once the second approval has been obtained and attached, select “Approve Final” and the invoice will be routed back to the AP Processor.

**Approve Not Final** - Select “Approve Not Final” for subcontract invoices that are part of an ongoing subcontract that has not closed. The invoice will be routed back to the AP Processor.

**Reject** - Select “Reject” if you are not approving the invoice. Before rejecting an invoice, you must provide a reason in INVOICE NOTES under Master Sheets. See [Review or Add Invoice Notes](#) below in Step #6. Once you click “Reject” the invoice will be routed back to the AP Processor.

6. **Additional Actions:**
   Prior to approving or rejecting an invoice, you may need to review or add invoices notes, include attachments, email the invoice, and/or export a copy of the invoice. These steps are covered below.

**Review or Add Invoice Notes:**
- To review notes or questions from the AP Staff, first locate “Master Sheets” at the top left of the screen. Click the triangle located to the left of Master Sheets to expand “INVOICE NOTES”.

```plaintext
- Invoice Approval
- 9357340
- Master Sheets
- INVOICE NOTES
- INVOICE (1)
- 2017-02-08
```
• Click on “INVOICE NOTES” to view any existing notes and the Master Sheet Invoice Notes will appear to the right in the invoice window.

• To add a note, such as a reason for rejection or to answer a question, right click on “INVOICE NOTES” and then click “Add MasterSheet Entry”.

• Enter notes in the text box and click “save”.
• A window will pop up to confirm the note has been added. To view your note, click on “INVOICE NOTES”. The invoice note will be dated, time stamped, and include your user name. Once saved the note cannot be edited or deleted.

2/28/2017 6:01:36 PM jay wood
Rejected- product returned. Credit to be issued
2/28/2017 5:34:23 PM jay wood

test

• To return to viewing the invoice and Workflow Actions, click on the PDF below the “INVOICE” folder.
Email a Copy of the Invoice or Print the Invoice:

- If you need to email a copy of the invoice to someone, you can either forward the original email that you received or email a copy directly from FileBound. Please note that if an invoice is forwarded to someone else, it still must be approved or rejected by the person that it was originally assigned to in FileBound.

- To email in FileBound hover over the first icon on the top left of the screen. Then hover over the “Email” option. Select “Email Page(s)” for a PDF attachment or “Email Page(s) link” for a link to the document in FileBound. If you need to print the invoice, select “Print” from this menu.

- Click “Open” on the pop up window at the bottom of the screen.

- This will open a new email in Outlook with the invoice attached.

E-mail Document(s) from FileBound
Attach Documents to Invoice:

- To attach additional documentation, such as an approval signature or other documents relevant to the invoice, hover over the “+” icon at the top left of the screen and click “Upload”.

- Either drag and drop a document into the box indicated or browse your computer. Load a single document or multiple and then click “save”.

- When the upload is complete, you will see the additional pages load in the File Information on the left side of the screen. Click on the pages to view the documents. Click on the first page to return to the invoice and Workflow Actions.
Export Invoice:
- To export an invoice and save a copy to your computer, click on the down arrow icon at the top left of the screen.

- A screen will open with the options to “Open with” and “Save File”. Use the “Open with” option with the default of “Adobe Acrobat”. Then click “OK”.

- The invoice will open in Adobe. From here click “File” and then “Save As” to save a copy to your computer.

End of Process