



**Caltech**



**FileBound**  
by upland

## User Guide – Subcontract Invoice Approval

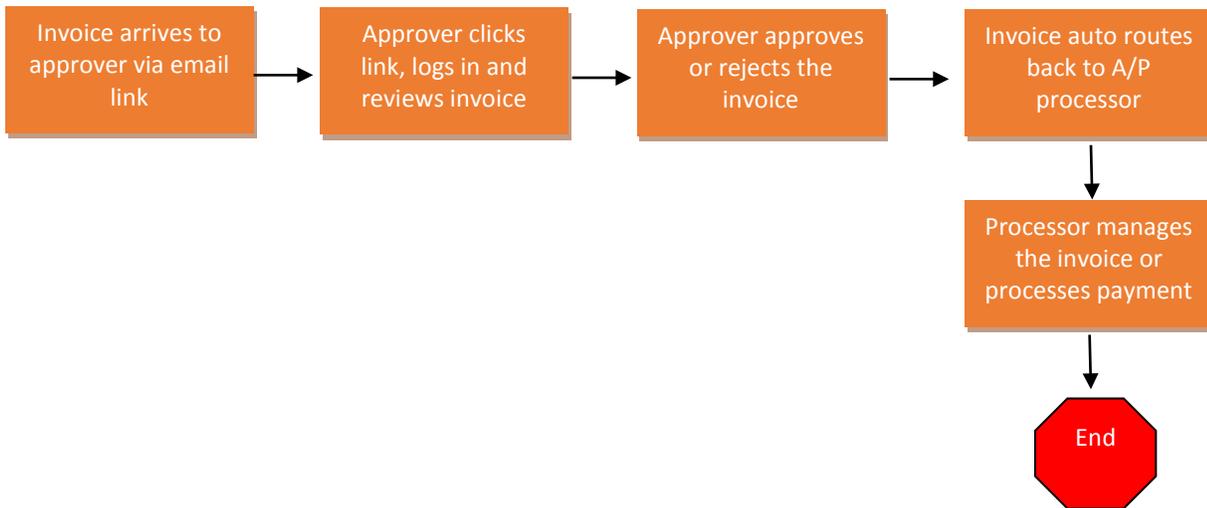
California Institute of Technology  
Procurement Services Department  
1200 E. California Blvd., Suite 101, MC 103-6, Pasadena, CA 91125  
626-395-8900 - Fax: 626-229-9864

## 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](mailto: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:



## 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](mailto: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

#### **File and Document Information**

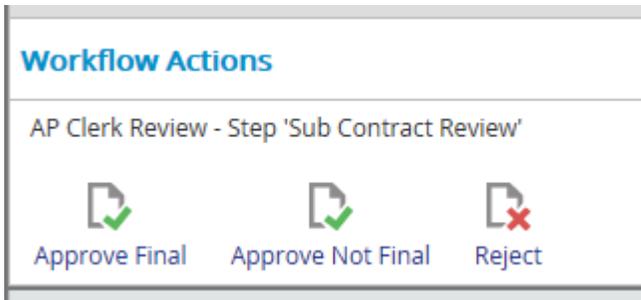
PO #	1234567
Invoice #	8440188
Supplier Name	FISHER SCIENTIFIC COMPANY LLC
Invoice Amount	428.80
AP Clerk	
Invoice Date	01/12/2017

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

[View this Invoice](#)



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.



**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.

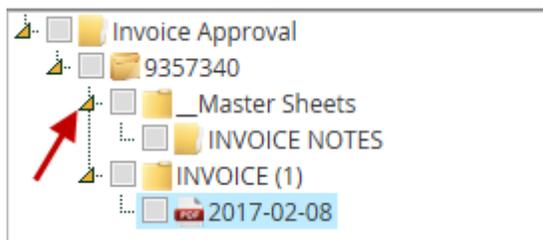
**Reject-** Select “Reject” if you are not approving the invoice. Before rejecting an invoice, you must provide a reason in INVOICE NOTES under Master Sheets. See [Review or Add Invoice Notes](#) below in Step #6. Once you click “Reject” the invoice will be routed back to the AP Processor.

6. **Additional Actions:**

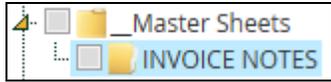
Prior to approving or rejecting an invoice, you may need to review or add invoices notes, include attachments, email the invoice, and/or export a copy of the invoice. These steps are covered below.

**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”.

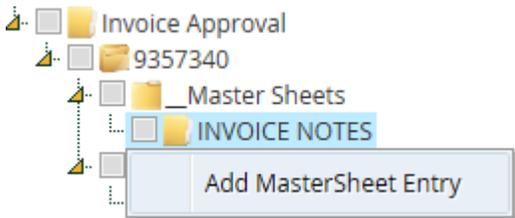


- Click on “INVOICE NOTES” to view any existing notes and the Master Sheet Invoice Notes will appear to the right in the invoice window.



<b><u>Master Sheet</u></b>
<b>2/28/2017 5:34:23 PM jay wood</b>
test

- 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”.

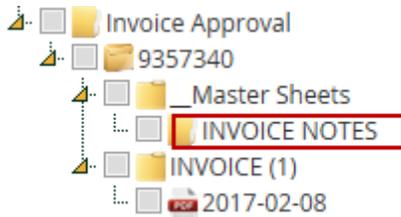
### Master Sheet Notes ✕

Please enter notes in the text box below

Rejected- product returned. Credit to be issued

Save Cancel

- 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.



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

- To return to viewing the invoice and Workflow Actions, click on the PDF below the “INVOICE” folder.



**Fisher Scientific**  
Part of Thomas Fisher Scientific

REMIT TO: ACCT# 963420-001 INQUIRE AT: (800) 766-7000 D-U-N-S-00-432-1519  
 4500 TURNBERRY DRIVE FEIN 23-2942737  
 FILE #50129 HANOVER PARK IL ORIGINAL INVOICE  
 LOS ANGELES CA 60133

**PLEASE REFER TO THIS INVOICE NUMBER ON YOUR REMITTANCE**  
**0799496**

CUSTOMER PURCHASE ORDER NUMBER - RELEASE NUMBER: 68-8314596 INV. DATE: 02/15/2017

ORDER NO. D70373257	ACCOUNT NO. 963420-001	CSO CRI	F.O.B. SHIPPING POINT	ORDER ENTRY DATE 02/06/2017	PAGE 1	DUPLICATE
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SOLD TO: ACCOUNTS PAYABLE CALIFORNIA INSTITUTE OF TECHNOLOGY MAIL CODE 103-6 PASADENA CA 91125-0001

SHIP TO: JAIKA DOERFLER CALIFORNIA INST OF TECH SCIQUEST ORDERS 391 S HOLLISTON AVE PASADENA CA 91125-0001

INVOICE TYPE: NOR FON CON  
 THIS IS A PARTIAL SHIPMENT

DUE: 03/17/2017  
 TERMS: NET 30 DAYS FROM INVOICE DATE. PAYABLE IN U.S. CURRENCY.

Visit: [www.fishersci.com](http://www.fishersci.com)

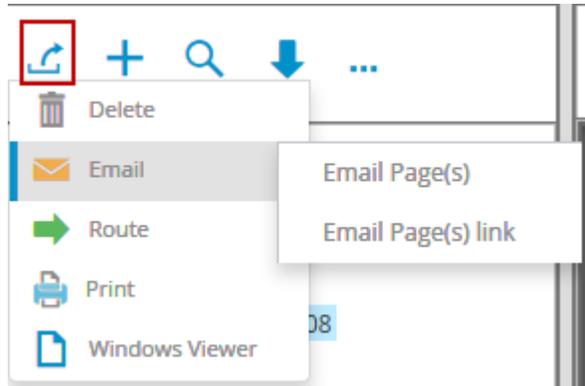
DESCRIPTION	CATALOG NUMBER	QUANTITY SHIPPED	UNIT PRICE	AMOUNT
CALLER-JAIKA DOERFLER PHONE-626-395-3554				
SHIPMENT NBR: 004 FROM: VND ON: 02/14/2017				
ORDERED PART # AAL123380F	AAL123380F	1 EA	50.50	50.50
TERT-BUTYL ALCOHOL 99% 2.5L				

**Workflow Actions**  
 AP Clerk Review - Step Sub Contract Review

Approve Final Approve Not Final Reject

**Email a Copy of the Invoice or Print the Invoice:**

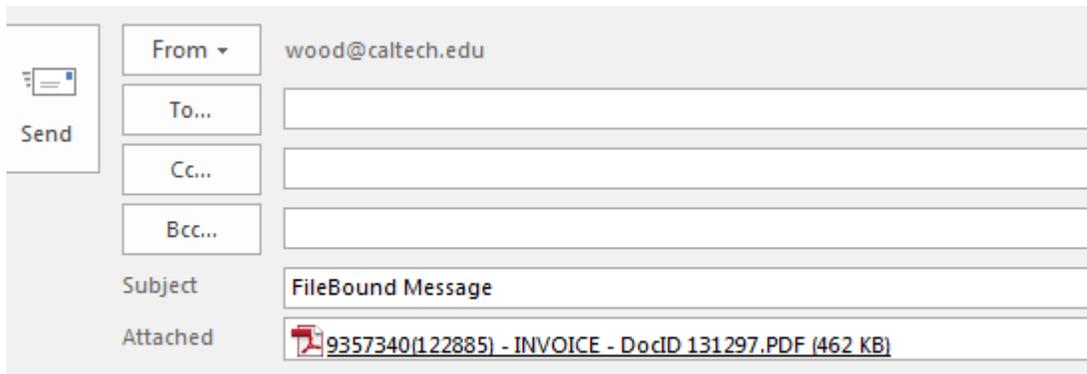
- If you need to email a copy of the invoice to someone, you can either forward the original email that you received or email a copy directly from FileBound. Please note that if an invoice is forward to someone else, it still must be approved or rejected by the person that it was originally assigned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



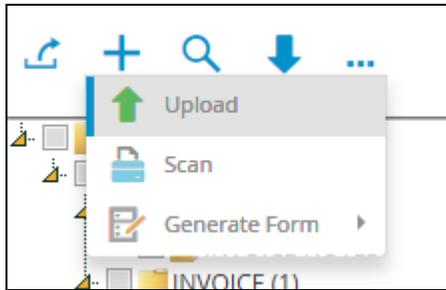
- This will open a new email in Outlook with the invoice attached.



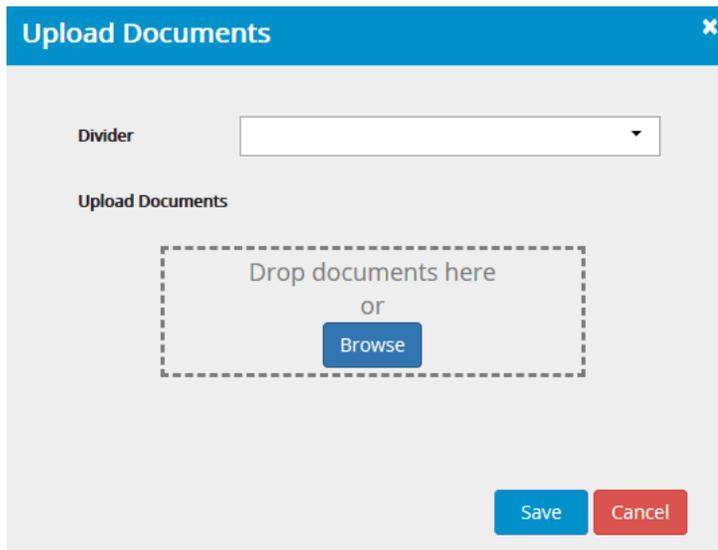
**E-mail Document(s) from FileBound**

**Attach Documents to Invoice:**

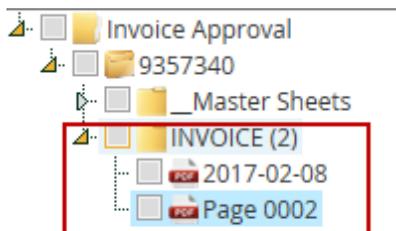
- To attach additional documentation, such as an approval signature or other documents relevant to the invoice, hover over the “+” icon at the top left of the screen and click “Upload”.



- 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.

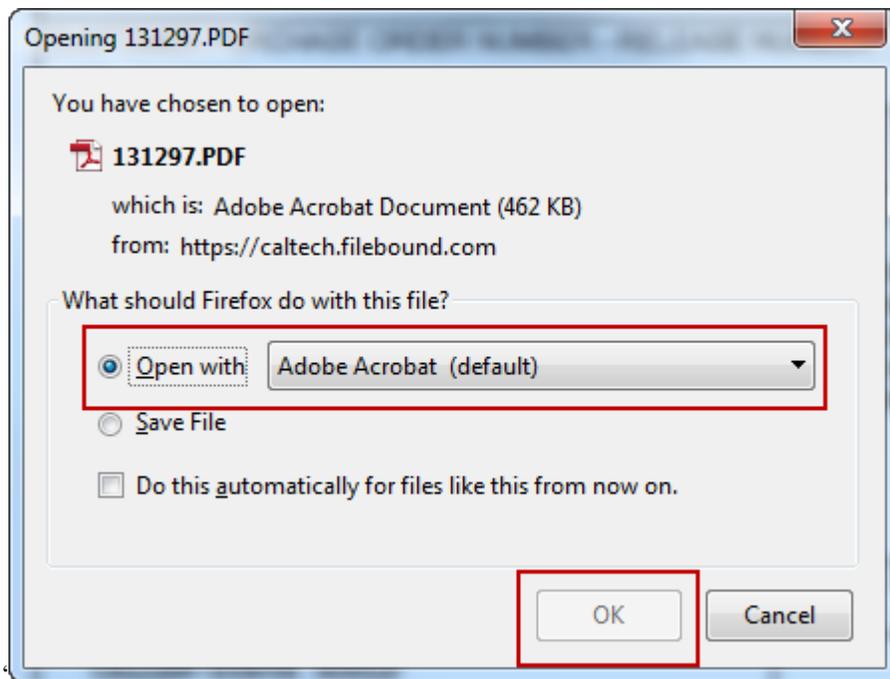


### **Export Invoice:**

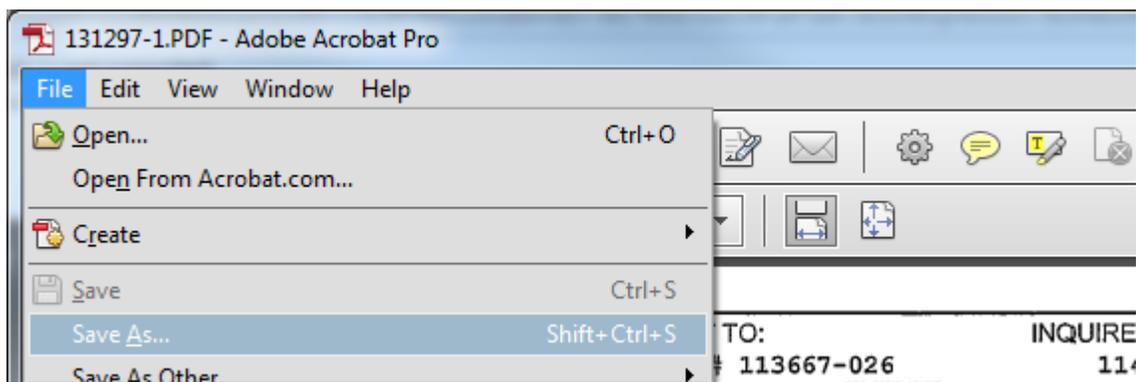
- To export an invoice and save a copy to your computer, click on the down arrow icon at the top left of the screen.



- 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**