



GL Processing & Transaction Approval Workflow

nQUEUE
BILLBACK
Information Accountability



- Current Transaction Workflow
- Proposed Transaction Workflow
- Enforcing Only Valid Admin Codes
- Transaction Approval
- GL Posting



Current Transaction Workflow



File Received from Vendor



Accounts Team Pre-Process
(Remove Non-Billable and Convert to CSV)



Place file on Billback Share
for Import

No

All Details are
Correct and
Complete?

Yes

Assign to correct billable code
Using Exception Editor



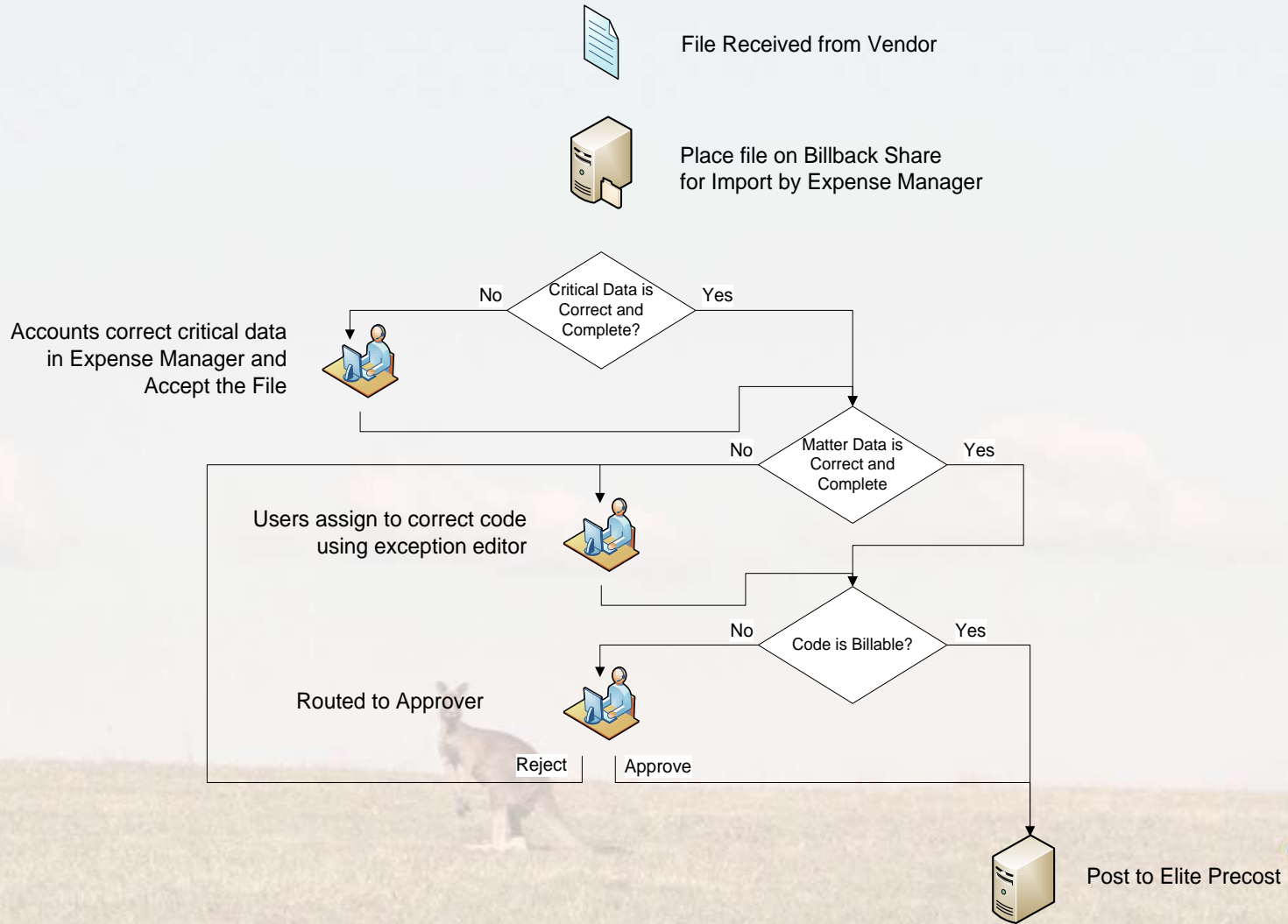
Post to Elite Costload
During next batch



- Manual steps to strip Non-Billable (GL) transactions from each vendor file
- Only able to automatically process Billable transactions
- Manual entry of the vouchers and GL entries in Elite
- Users must know the GL code for Non-Billable transactions so they can be manually entered in to Elite



Proposed Transaction Workflow



Proposed Transaction Workflow

- Do not need to pre-process each file
- Corrections to critical data can be made in Expense Manager (Missing or invalid user logins)
- Line Edit Mode or Bulk Edit
- Users do not need to remember long G/L Codes, they use a standard set of admin codes
- Only valid Admin codes can be used for each transaction type (Enforced by Business Rules Engine)
- Admin Code and Transaction Type to GL Mapping is editable via the Web Interface
- Voucher and GL entries are created by Elite during posting



- Business Rules control which Non-Billable accounts are valid for the transaction type (i.e. Late Night Taxi's cannot be used for Courier Transactions)

Account and Disbursement to GL Code Mapping

Mapping	
Disbursement Group Code	Taxi
Admin Matter Code	99999.00021
Translation	
GL Code	13300000000000001021000

New Search Search Results Edit Delete Add



- The Business Rules route completed transactions to an approver if they are assigned to an Admin account
- Approver can be determined from a lookup on the Disbursement, User or Admin Code

Admin Approver Login	SATL
Elite Vendor ID	01976



- An e-mail can be sent to approvers on a scheduled basis to alert them to new transactions requiring approval
- Approvers login to see all transactions that require attention

Exceptions (0)
Workflow (0)
Approvals (1)
All Transactions

[Group by User]

▶ Your approvals

Large Transaction Workflow Edit all accounts

Account	Oldest Approval	Count
Edit 99999.00021 (Non-Chge/Corporate Finance Non Billable Costs)	18/08/10	1

▶ Group approvals

There are no transactions pending group approval.



99999.00021 (Non-Chge/Corporate Finance Non Billable Costs)

Transaction Date	Disbursement	User	Cost	Duration (HH:MM:SS)	
<input type="checkbox"/> 18/08/10 10:04	London Exec Cars	Support, Billback	GBP 19.21	00:00:00	(Edit in Wizard)

Status: This transaction requires approval.

Select All

Workflow Options

You will need to choose one of the following options:

- Approve this transaction
- Request more information from the user
- Ask the user to assign this transaction to a different account
- Decline to be the approver for this transaction. Transaction will return to the user

You may optionally add a comment to this workflow:

Save

Cancel

