Emory Community:

On March 26, 2012 Procurement and Payment Services implemented a new invoice scanning procedure to streamline the Emory Express payment and reconciliation process. Invoices received in Procurement and Payment Services beginning March 26th will be available for your review on the Purchase Order’s Invoice Summary tab. Invoices received prior to March 26th may be accessed through WebOptix.

We have also established a new “Bill To” address for Purchase Order invoices. This address was automatically updated in your Emory Express profile and on new Purchase Orders.

This change will only impact invoices mailed to Payment Services. The following invoice types will not be scanned into Optix or available through the Emory Express Invoice Summary tab:

*Invoice Attached:* Invoices submitted through the Invoice Attached form will only be housed on the Purchase Order Attachments tab. They will no longer be posted in WebOptix.

*Sub-Awards:* Sub-Award invoices will be added as a comment on the Purchase Order. It may also be accessed on the Purchase Order Attachments tab.

*Electronic Invoices:* If the invoices are submitted electronically to Emory the procedure will not change and you may use the Invoice Summary tab as your system of record.
Accessing Emory Express Invoice Images

1) Retrieve the Purchase Order using the Search Icon at the top right of your Emory Express Home Page:
   a) Change “Search for” option to “Purchase Order Number” to search by Purchase Order/ Change to “Invoice Number” to search by voucher number
   b) Enter PO/voucher number
   c) Click on the lookup glass

   ![Search screenshot](attachment:image_url)

2) Select the “PO Number” or “Voucher No” (If searching by voucher you may then proceed to step 5)

   ![Results per page screenshot](attachment:image_url)

3) Select the “Invoices” tab

4) Select the “Voucher No.”

   ![Invoicing Summary screenshot](attachment:image_url)

5) Select the image attachment link to access your invoice.
Question: My purchase order has a voucher ID but I don’t have an image attachment. Where can I get a copy of the invoice?

Answer: If the voucher was created before March 26th, the invoice is available in WebOptix. If it was created after is a voucher and the image link is not there:

- the invoice was submitted electronically and you may use the invoice summary tab as your system or record
- Or the Purchase Order is for a Sub-Award or Invoice Attached and is available on the Purchase Order Attachments tab.

Question: I have an image attachment but the status is pending. When will it be processed?

Answer: Invoices may be pending for two reasons:

- The Purchase Order total exceeds $4999 and is pending the “receiving process”
- Or the invoice is pending Payment Services review and will be processed within 5 business days of the invoice creation date.

Question: I received an invoice from the supplier for an open Purchase Order. Where do I send it?

Answer: Please continue to send all invoices sent to you in error to actspay@emory.edu so that we may assist in correcting the supplier’s records.

Question: What do I do if a supplier contacts me regarding the new bill to address

Answer: Please ask the supplier to contact us at actspay@emory.edu.