

## Checking invoices in the workflow V7

### Introduction

This manual describes how to check invoices in the workflow.

#### 1. Logging in to Oracle

You can log in to Oracle at

<https://bass.ru.nl>

This link is also included in your e-mail notification.

The login screen is shown below.

Enter your User Name (U number) and your Password and click 'Login'.

ORACLE -

**Welcome to BASS**  
The corporate administrative system of the RU

Enter your employee number and RU-password

Employee number

RU-password

Password

Employees of the Radboud University manage their own account at [www.ru.nl/idmuk](http://www.ru.nl/idmuk)

VPN

For more information : [www.ru.nl/vpn](http://www.ru.nl/vpn)

Questions of problems?  
For more information: [www.radboudnet.nl/bass-uk](http://www.radboudnet.nl/bass-uk)

**Radboud Universiteit Nijmegen**

#### 2. Checking invoices

At the top right of your screen you see a Worklist containing the invoices requiring your approval.

From	Type	Subject	Sent	Due
Flauren, P	AP Invoice	Invoice Bours Janz Juli 2012 for Jensen, D. requires your approval	19-06-2012 06:06:2012	
Boernan, Peter	AP Invoice Approval	Invoice best 20.14.3.1 for The Consult System Services requires your approval	19-06-2012 20:06:2012	

Click on the text in the Subject column to open the notification. The invoice details are displayed, as well as a link to a scanned copy of the invoice.

#### Please note!

Your approval only applies to the distribution lines for which you have been designated as budget holder. If the invoice concerns several cost headings, your approval will only affect those for which you are the budget holder.

**Notification Details**

Oracle Applications Home Page ->  
Reminder Notification: Invoice 012030 for The Text Consultant requires your approval

To: Zondag, Inez  
Sent: 25-06-2012 15:16:26  
Due: 24-08-2012 15:16:26  
ID: 2398890  
Invoice 012030 for &#HDR\_INVOICE\_SUPPLIER\_NAME requires your approval.

Supplier Name: The Text Consultant  
Invoice Number: 012030  
Invoice Date: 11-06-2012 00:00:00  
Invoice Total: 2000  
Supplier Site: 6523 RN  
Invoice Date: 11-06-2012  
Invoice Number: 012030  
Invoice Currency: EUR  
Invoice Amount: 2000

**Betalingsschema**

Vervaldatum	Brutobedrag	Methode
25-06-2012	2,000.00	Electronic

Comment: Explanation added by Accounts Department

[Bekijk ingescande factuur](#)

**Distributies**

Regel	Bedrag	Type	Maatschappij	Grootboekrekening	Kostenplaats	Project	Verbijzondering	Gekstroom	Int.Doorbel	Activiteit	Reserve
1	2,000.00	Item	023.466900	237703.000000000	2343102.30	0000000.10.0					
1	00.00	Recoverable Tax	023.152050	230000.000000000	0000000.10.000000	40.0					
2	00.00	Nonrecoverable Tax	023.466900	237703.000000000	2343102.30	0000000.10.0					

**Action History**

Num	Action Date	Action	From	To	Details
1	25-06-2012 15:16:26	Submit	Accounts Payable	Zondag, Inez	

## Checking invoices in the workflow V7

The 'Distributies' field shows to which cost heading, specification or project code this invoice will be charged.

The 'Action History' field indicates the process the invoice has gone through so far.

If you wish to **Reject** the invoice, you are required to provide a motivation for the rejection in the 'Note' box.

If you wish to **Approve** the invoice, clicking the 'Approve' button suffices.

If you wish to **Delegate** the invoice, click the 'Delegate' button and fill in the name of the person you wish to delegate the invoice to.

## Checking invoices in the workflow V7

### 3. Vacation Rules

In case of extended absence, it may be practical to temporarily delegate your authority as a budget holder to a colleague using a 'Vacation Rule'. This ensures that incoming invoices will be checked while you are absent.

Click the link 'Vacation Rules' in the Worklist

**Worklist**

From	Type	Subject
Fleuren, P	AP Invoice Approval	<a href="#">Invoice Beurs juni juli 2012 for Jansen , D. requires your approval</a>
Bosman, Peter	AP Invoice Approval	<a href="#">Invoice test 20.14.3.1 for Top Consult Implem.Services requires your approval</a>

**TIP** Vacation Rules - Redirect or auto-respond to notifications.  
**TIP** Worklist Access - Specify which users can view and act upon your notifications.

The 'Vacation Rules' screen appears.

Oracle Applications Home Page >

**Vacation Rules**

**Create Rule**

**Rule Name**

You have not setup any notification routing rules. Please use the Create Rule button to create a new notification routing rule.

Click the 'Create Rule' button.

A screen appears where you can select the Item Types to be delegated. Select '--All--' and click the 'Next' button.

Item Type

Vacation Rule: Item Type

Select the type of notification that will activate this rule

Item Type: --All--

If "--All--" is selected, you will skip to Step 3.

Item Type: Notification

Vacation Rule: Response

\* Indicates required field

Item Type: All

Notification: All

\* Start Date: 20-06-2012 10:50:59

End Date: 29-06-2012 00:00:00

Message: Vacation

Comments will display with each routed notification

Delegate: Oracle Applications User %noijen%

Indicate the desired Start Date and End Date.

You have the option of including a 'Message' with the invoices. This allows you to explain why you are delegating the invoice (e.g. because you are on vacation) or add other relevant information.

In the 'Delegate' menu, select the option 'Oracle Applications User'. In the corresponding search field, type the last name of the colleague to whom you want to delegate your authority in between percentage characters (e.g. %noijen%) and click the magnifying glass to search.

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Name %noijen% Go

Results

Select	Quick Select	Name	User Name	Email
<input type="radio"/>		Noijen, René	U610105	<a href="mailto:r.noijen@cif.ru.nl">r.noijen@cif.ru.nl</a>

Cancel Select

Select the correct person using 'Quick Select'.

You now return to the 'Vacation Rule: Response' screen. Click 'Apply'.

Cancel Back Step 3 of 3 Apply

You have now set a Vacation Rule.