

RPA Invoice Processing

QRG – Approvers



Coding Form Access

Accessing the Coding Form:

1. Create Account
 - Setup Username and Password
2. Logging In
3. Reset Password



Create Account

If the coding forms are being accessed for the first time, follow the below instructions to create a login for the process.

1. **Access Link:** https://3857081.extforms.netsuite.com/app/site/hosting/scriptlet.nl?script=2254&deploy=1&compid=3857081&ns-at=AAEJ7tMQq547ZptL6oRmh9Q7TNzyaUAhM_WevU14xGmLM8TGpvY
2. **Create Account:** Click on the *Create Account* button on the page. A new tab will open.
3. **Enter Details:**
 - a) Enter your AY Email address and a password of your choice.
 - b) Click on *Create Account*. A message will display, "Account Creation Successful". Click *Back* to close the tab and navigate to the Login page.

Invoice Process Login

Login

Create Account

Reset Password

Login Information

2

EMAIL *

jessica.kunkel@avisonyoung.com

LOGIN AS *

-Select One-

PASSWORD *

Create Login Account

Create Account

User Information

EMAIL

xyz@avisonyoung.com

PASSWORD *

AVISON
YOUNG

Logging in – Approvers

1. **Access Link:** https://3857081.extforms.netsuite.com/app/site/hosting/scriptlet.nl?script=2254&deploy=1&compid=3857081&ns-at=AAEJ7tMQq547ZptL6oRmh9Q7TNzyaUAhM_WevU14xGmLM8TGpvY
2. **Login details:** Enter Email and Password
3. **Login As:** Click on the dropdown and choose Approver
4. **Login:** Click *Login*

The screenshot shows the 'Invoice Process Login' form. It includes three buttons at the top: 'Login' (highlighted with a red box and callout 4), 'Create Account', and 'Reset Password'. Below these is a section titled 'Login Information'. This section contains three input fields: an 'EMAIL' field (callout 2) with the text 'jessica.kunkel@avisonyoung.com', a 'PASSWORD' field with masked characters, and a 'LOGIN AS' dropdown menu (callout 3) showing '-Select One-'. The entire form is enclosed in a light blue border.

Reset Password

Follow the below instructions for password reset for existing accounts.

- 1. Access Link:** https://3857081.extforms.netsuite.com/app/site/hosting/scriptlet.nl?script=2254&deploy=1&compid=3857081&ns-at=AAEJ7tMQq547ZptL6oRmh9Q7TNzyaUAhM_WevU14xGmLM8TGpvY
- 2. Reset Password:** Click *Reset Password* button. A new tab will open.
- 3. Enter Email:** Enter your AY email address, then click *Verify Email*. System will open a new page and send a verification code to the specified AY email.
- 4. Enter Details:**
 - a) Enter the verification code from the email
 - b) Enter a new password
 - c) Click *Save*

Invoice Process Login

[Login](#) [Create Account](#) [Reset Password](#) **2**

Login Information

EMAIL *

PASSWORD *

LOGIN AS *

Reset Password

[Verify Email](#) [Back To Login](#)

3

EMAIL

Reset Password

4c) [Save](#)

EMAIL

4a)

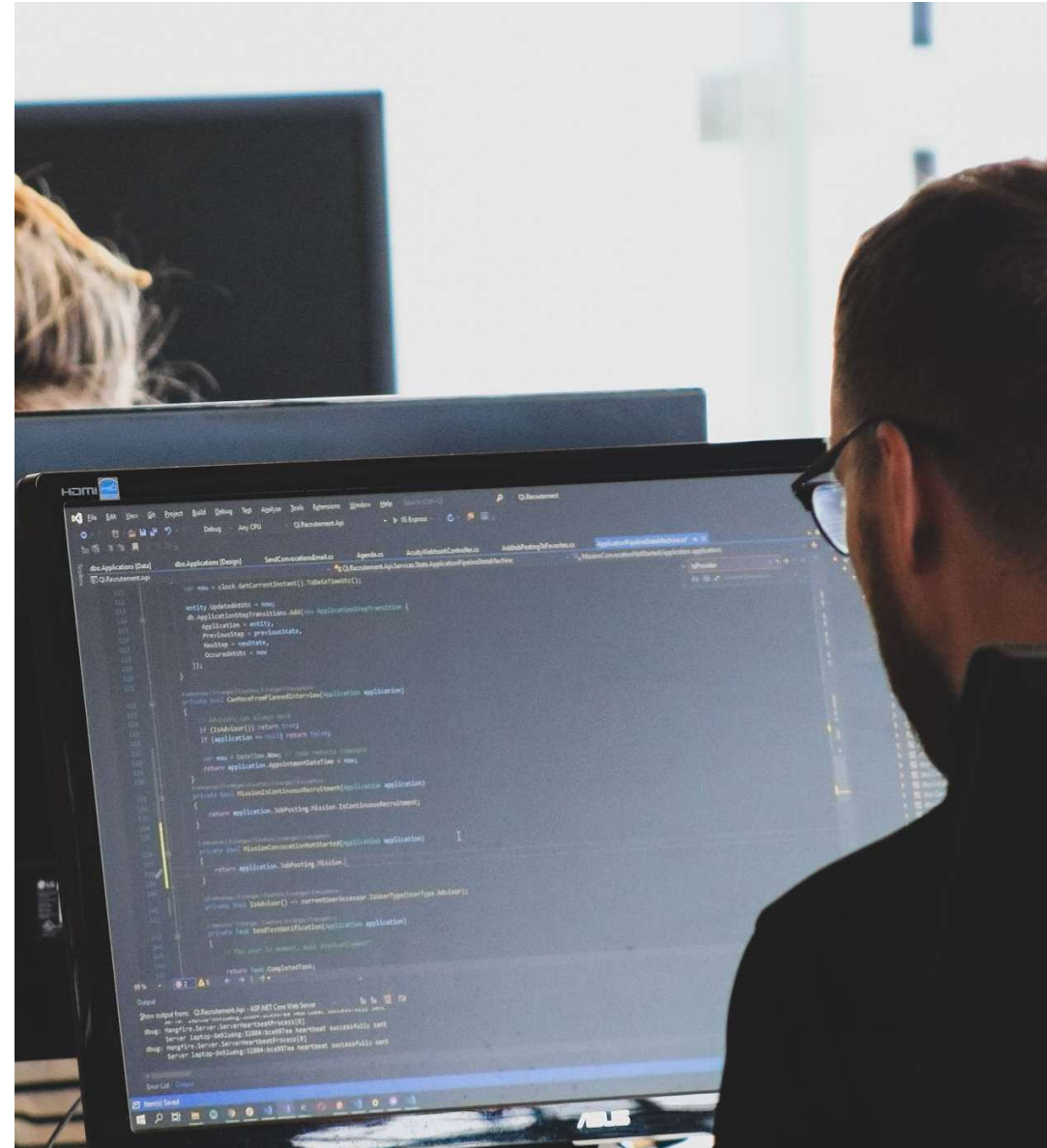
4b)

**AVISON
YOUNG**

Approver Dashboard

The Approver dashboard provides a list of coding forms assigned to the approver for processing. Once forms are approved, they will clear from the dashboard.

1. Reviewing Submissions
2. Approving Coding Forms
 - Assigning a second approver
3. Rejecting Coding Forms
4. Approval/Rejection from Dashboard
5. Reminder Emails
6. Invoice Processing Exceptions



Approver Dashboard – Reviewing Submissions

All invoices pending approval will appear on the dashboard. Once they are approved, the dashboard will be cleared.

1. **Logout:** Clicking *Logout* logs the user out of the coding forms.
2. **View:** Click on *View* to open the submitted coding form for review.
3. **Form Details:** Displays details submitted on the form, including Unique Identifier, Bill Amount, Approval Status (Pending Approval), Description.
4. **Created By:** Displays the email of the Coder that created the form.
5. **Bill Approver:** Displays the name of the current approver assigned to the form.
6. **Bill Previous Approver:** If the form has previously been approved by a different approver, their name will appear in this field.

Approval Dashboard

Approve/Reject

Logout

1

SELECT ACTION *

Details (2)

Mark All

Unmark All

6

SELECT	VIEW	UNIQUE IDENTIFIER	AMOUNT	APPROVAL STATUS	DESCRIPTION	CREATED BY	BILL APPROVER ▲	BILL PREVIOUS APPROVER
☐	View	LT Demo Rejection Take Three-23686	\$ 110.00	Pending Approval	test	lauren.tietze@avisonyoung.com	912WZC0000K0 Kunkel, Jessica F	
☐	View	LT Test 10.13.2023-23686	\$ 500.00	Pending Approval	test	lauren.tietze@avisonyoung.com	912WZC0000K0 Kunkel, Jessica F	

2

3

4

5

**AVISON
YOUNG**

Approver Dashboard – Approving Coding Forms

- 1. View:** On the dashboard, click *View* to open the submitted coding form for review. Most fields are not editable for approvers.
- 2. Attachments:** Click on the link to view the Invoice and W9 attachments
- 3. Coding Form Next Approver:** *If the coding form should also be reviewed/approved by another approver,* select the next Approver from the dropdown prior to proceeding. The coding form will remain in *Pending Approval* status until the final approver has reviewed/approved.
- 4. Approval Comments:** An optional free-form text field used to capture any approval comments for the coder or next approver. Coders have access to view these comments and the next approver has access to update or remove the comments.
- 5. Approve:** Once form is ready for approval, click the *Approve* button. A message will display, and you will be directed back to the dashboard.
- 6. Exit:** Used to exit the form without making any status changes.

Details (2)

Mark All

Unmark All

	VIEW	UNIQUE IDENTIFIER	AMOUNT	APPROVAL STATUS	DESCRIPTION
1	View	LT Demo Rejection Take Three-23686	\$ 110.00	Pending Approval	test
	View	LT Test 10.13.2023-23686	\$ 500.00	Pending Approval	test

Coding Form

Approve

Reject

Exit

5

6

Primary Information

UNIQUE IDENTIFIER

LT Test 10.13.2023-23686

CODING FORM APPROVER *

Kunkel Jessica (jes...l@avisoryoung.com)

COUNTRY *

United States

CURRENCY

US Dollar

DESCRIPTION

test

BILL AMOUNT *

\$ 500.00

APPROVAL STATUS

Pending Approval

CODING FORM PREVIOUS APPROVER

CODING FORM NEXT APPROVER

3

REJECTION REASON

SPECIAL INSTRUCTIONS

test

APPROVAL COMMENT(S)

4

Related Information

NEW VENDOR

CREATED BY

lauren.bietze@avisoryoung.com

Attachments

Invoice Attachment

2

Expense ()

EXPENSE TYPE	ACCOUNT	AMOUNT	DESCRIPTION	SUBSIDIARY	MCC	CATEGORY	DEPARTMENT
Company	62200-000 Postage & Express Mail	500.00	test	020-11-17 - Avison Young - New England LLC	NEB - New England Brokerage	1 - Default	SBK - Svc Line - Brokerage

Approver Dashboard – Rejecting Coding Forms

- 1. View:** On the dashboard, click *View* to open the submitted coding form for review. Most fields are not editable for approvers.
- 2. Attachments:** Click on the link to view the Invoice and W9 attachments
- 3. Rejection Reason:** *Field is required for rejections.* A free-form text field used to capture the reason for rejection. Coders have access to view this field. (See [Appendix](#) for field character restrictions)
- 4. Reject:** Click *Reject* to reject the form. The coder will receive an email informing them of the rejection which includes the rejection reason. They will have access to edit the form and resubmit, if applicable.

Details (2)

Mark All

Unmark All

VIEW	UNIQUE IDENTIFIER	AMOUNT	APPROVAL STATUS	DESCRIPTION
1 View	LT Demo Rejection Take Three-23686	\$ 110.00	Pending Approval	test
View	LT Test 10.13.2023-23686	\$ 500.00	Pending Approval	test

Coding Form

Approve

Reject

Exit

Primary Information

UNIQUE IDENTIFIER

LT Test 10.13.2023-23686

CODING FORM APPROVER *

Kunkel Jessica (jes...l@avisoryoung.com)

COUNTRY *

United States

CURRENCY

US Dollar

DESCRIPTION

test

BILL AMOUNT *

\$ 500.00

APPROVAL STATUS

Pending Approval

CODING FORM PREVIOUS APPROVER

Related Information

NEW VENDOR

CREATED BY

lauren.bietze@avisoryoung.com

Attachments

Invoice Attachment

Expense ()

EXPENSE TYPE	ACCOUNT	AMOUNT	DESCRIPTION	SUBSIDIARY	MCC	CATEGORY	DEPARTMENT
Company	62200-000 Postage & Express Mail	500.00	test	020-11-17 - Avison Young - New England LLC	NEB - New England Brokerage	1 - Default	SBK - Svc Line - Brokerage

Approver Dashboard – Approval/Rejection from Dashboard

Approvals and Rejections can also be performed from the Dashboard. Review may be completed individually, and forms can be approved/rejected in bulk.

- 1. Select:** Check the items that should be processed. Only one action may be performed at a time (either Approve or Reject), select all the items that apply to that action.
- 2. Selection Buttons:** *Mark All* or *Unmark All* buttons can also be used to either select all or deselect all the items displayed below.
- 3. Select Action:** Click on the action dropdown and select whether to *Approve* or *Reject* the selected items. When rejecting items from the dashboard, the rejection reason is not captured.
- 4. Approve/Reject:** Once the action has been selected, click the *Approve/Reject* button. The system will process the change to the form status for all selected items, which will display on the coder's dashboard.

The screenshot shows the 'Approval Dashboard' interface. At the top, there is a header bar with the title 'Approval Dashboard' and two buttons: 'Approve/Reject' (highlighted with a blue circle 4) and 'Logout'. Below the header, there is a 'SELECT ACTION *' dropdown menu (highlighted with a blue circle 3) showing 'Approve' and 'Reject' options. Underneath, there are 'Mark All' and 'Unmark All' buttons (highlighted with a blue circle 2). The main area contains a table with two rows of data. The first row is 'Demo Rejection Take Three-23686' with an amount of '\$ 110.00' and status 'Pending Approval'. The second row is 'LT Test 10.13.2023-23686' with an amount of '\$ 500.00' and status 'Pending Approval'. Both rows have a 'SELECT' checkbox (highlighted with a blue circle 1) and a 'VIEW' link. The table columns are: SELECT, VIEW, UNIQUE IDENTIFIER, AMOUNT, APPROVAL STATUS, DESCRIPTION, CREATED BY, BILL APPROVER ▲, and BILL PREVIOUS APPROVER.

SELECT	VIEW	UNIQUE IDENTIFIER	AMOUNT	APPROVAL STATUS	DESCRIPTION	CREATED BY	BILL APPROVER ▲	BILL PREVIOUS APPROVER
☒	View	Demo Rejection Take Three-23686	\$ 110.00	Pending Approval	test	lauren.tietze@avisonyoung.com	912WZC0000K0 Kunkel, Jessica F	
☐	View	LT Test 10.13.2023-23686	\$ 500.00	Pending Approval	test	lauren.tietze@avisonyoung.com	912WZC0000K0 Kunkel, Jessica F	

Approver Dashboard – Reminder Emails

The system sends out reminder emails twice per day (at 10 AM and 3 PM CT) outlining the total number of invoices pending approval.

The email will be received from financeadmin@avisonyoung.com and will be marked by Outlook as an External Sender.

- *Please note – this email is safe to open.*

Please use the link to access your dashboard to process the requests.

From

Finance Admin (financeadmin@avisonyoung.com) <system@sent-via.netsuite.com>

Sent:

Tuesday, April 9, 2024 4:00 PM

To:

Subject:

Vendor Bill Coding Form Pending Approval

CAUTION: External Sender

Hi,

Vendor bill coding form(s) have been created which are pending your approval. Please access the dashboard to process these forms:

Dashboard Link

[Link](#)

Bill Approver

NTDFGWXHO Kunkel, Jessica

Total

Count of Unique Identifier

2

2



Invoice Processing Exceptions

The following items **cannot be processed** through Invoice Processing Coding forms:

- × Co-broker payments
- × Trust Payments
- × Cheque Requests
- × Vendor Credits
- × Invoices with multiple invoice numbers on the same document (e.g. Home Depot)
- × Rent statements

These items will be considered in a future phase.



Support

Support Requests:

financeappsupport@avisonyoung.com

- Login Issues
- Dashboard or Form issues

judy.medina@avisonyoung.com

- Changes to available lists of Subsidiaries, MCCs or Categories
- Functional questions regarding completing and/or submitting coding forms
- Submit feedback or suggestions



**AVISON
YOUNG**

Questions?

Appendix

Coding Form Field Restrictions

Please note the following permitted character list for the outlined coding form fields. Any characters omitted in the below list may not be added to the coding form.

1. Alphabet – Capital and Lowercase letters
2. Numbers
3. Spaces
4. Special Characters – see the table below for details by field

Unique Identifier	Description	Rejection Reason
() - _ % \$ # ; . , @ =	() + - _ * / : & % \$ # ; . , @ = \ " "	() + - _ * / : & % \$ # ; . , @ = \ " "
À Â Ä à â ä Ç ç	À Â Ä à â ä Ç ç	À Â Ä à â ä Ç ç
È É Ê Ë è é ê ë	È É Ê Ë è é ê ë	È É Ê Ë è é ê ë
Î Ï Ì ï Ô Õ ô œ	Î Ï Ì ï Ô Õ ô œ	Î Ï Ì ï Ô Õ ô œ
Ù Ú Û ü û Ÿ ŷ	Ù Ú Û ü û Ÿ ŷ	Ù Ú Û ü û Ÿ ŷ

