C. AP receives an invoice

- Date stamp and sort invoice into appropriate bin
- Match invoice to appropriate PO in Workplace
- Is there an issue matching the invoice in Workplace?
  - YES: Addresses with Bureau/Program
  - NO: Barcode number assigned to transaction in Workplace
- Barcode label applied and scanned into Kwiktag folder

Quality Improvement Change Ideas:
A. Address problems before two business days
B. Designate specific roles for Accounts Payable staff (processing, review and posting, check runs, and addressing problem invoices)
C. Create and utilize purchase checklist for programs

- Disbursement by check or ACH
- Posts for payment
- Are there discrepancies in the invoice?
  - YES: Resolves discrepancies
  - NO: Reviews and edits remit to location
- Invoice routed to Great Plains

- Invoice approved?
  - YES: Invoice deleted
  - NO: Documents reasons (via Workplace or email) why invoice not approved