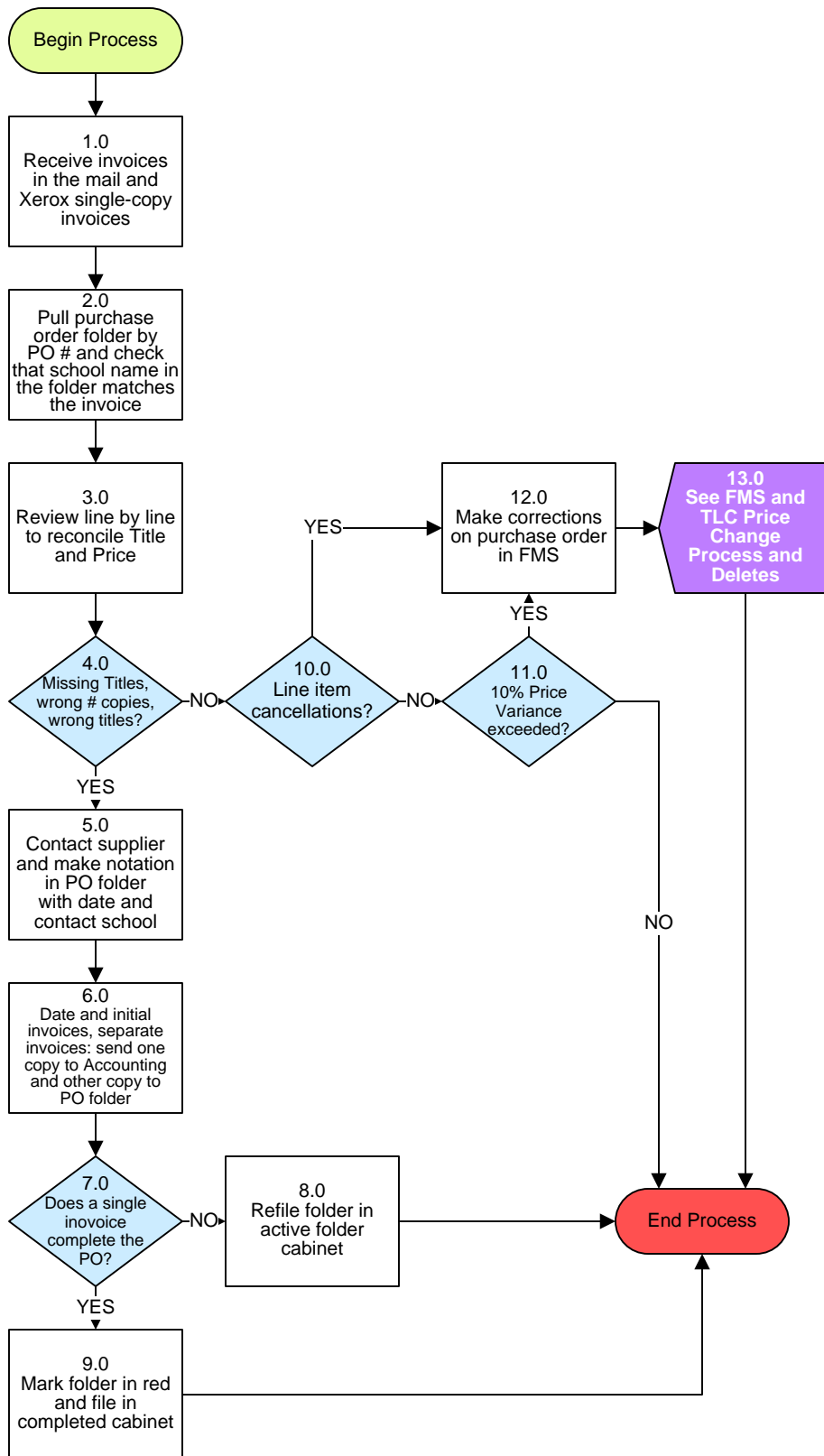



Media Processing – Reconciling Invoices



 To Details

Media Processing – Reconciling Invoices

3. PROCESS AREA/BUSINESS AREA DESCRIPTION

Step 1.0: Receive invoices in the mail and Xerox single-copy invoices

Step 2.0: Pull purchase order folder by PO number and check that school name in the folder matches the invoice

Step 3.0: Review line by line to reconcile Title and Price

Step 4.0: Missing titles, wrong # copies, wrong titles?

If yes, proceed to Step 5.0. If no, skip to Step 10.0.

Step 5.0: Contact supplier and make notation in PO folder with date and contact school

Step 6.0: Date and initial invoice and separate invoices: send one copy to Accounting and other copy to PO folder

Step 7.0: Does a single invoice complete the PO?

If yes, skip to Step 9.0. If no, proceed to Step 8.0.

Step 8.0: Refile folder in active folder cabinet

This ends the process.

Step 9.0: Mark folder in red and file in completed cabinet

This ends the process.

Step 10.0: Line item cancellations?

If yes, skip to Step 12.0. If no, proceed to Step 11.0.

Step 11.0: 10% price variance exceeded?

If no, the process ends. If yes, proceed to Step 12.0.

Step 12.0: Make corrections on purchase order in FMS

Step 13.0: See FMS and TLC Price Change Process and Deletes

This ends the process.



Return to Key Process