



Accounting HH2 Document Flow of Invoices

AC (7.108)
Rev. # 0.1

Date 05/15/2023
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Purpose:

To outline the process for reviewing, coding, and approving all job-related invoices.

Procedure:

- 1) Invoices are imported to Document Acceptance in HH2
- 2) The AP manager pushes invoices from Document Acceptance to Data Entry
- 3) In Data Entry, the AP manager reviews and completes the header section of each invoice.
 - A) If there is an FPO (Field Purchase Order) written for the invoice, then the invoice will be coded completely and sent through the “Job Invoices” workflow for approval.
 - i) Job Invoices workflow sends the invoice to the Superintendent for review/approval, then to the Project Manager for review/approval, and then to AP Manager for final review.
 - B) If there is NO FPO (Field Purchase Order) written for the invoice, then the invoice will be partially completed with the job and category filled out, but the cost code will be left blank.
 - i) The invoice will be sent to the Superintendent to provide a cost code.
 - ii) There are different ways to select a cost code:
 - a) Type the full cost code including the dash (01-7101)
 - b) Type the last 3 digits of the cost code and a list will populate to select the cost code.
 - c) Type the first 2 digits for the division and all cost codes in that division for the job selected will populate.
 - d) Type in a keyword of the cost code (“concrete” will populate all cost codes in the job estimate including the word concrete)
 - iii) Once coded and approved, it will then go to the Project Manager for approval, and then to the AP Manager for final review.
 - C) If there is a purchase agreement or “S” subcontract written for the invoice, then the invoice will be completely coded and attached to the specific commitment.
 - i) Purchase Agreements and “S” subcontract invoices are sent through the “PM Only” workflow which sends the invoice directly to the Project Manager for review and approval, and then to AP Manager for final review.
 - ii) The AP manager will monitor invoiced amounts to see if any change orders are needed and will follow up with the Project Manager as needed.
 - D) If there is an issue with an invoice, make a comment with a brief description and route the invoice back to the AP Manager to follow up with the vendor for a revision or deletion.
 - i) Do not reject an invoice; only route an invoice to a specific user or to the AP Manager.
- 4) To view invoices that have been routed for coding and/or approval, click the AP module in HH2, then click Invoices under the Documents section.
 - A) Notifications can be turned on to send alert(s) when an invoice is in the queue for review and approval.
 - i) Click the down arrow at the top right of the screen by the username.
 - ii) Click Change My User Settings.
 - iii) Click Notification Settings.
 - iv) Click push notification and/or email alert(s) under Queue Digest.



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- 5) Once the workflow is complete and invoices are in Final Review, the AP Manager reviews each invoice.
 - A) After review, all completed and approved invoices are exported and posted to Sage 300.
- 6) To view an invoice that has been previously approved:
 - A) Click the AP module in HH2.
 - B) Click Invoice Inquiry (historic record of invoices)
 - C) Search by keyword, job number, invoice number, vendor name/number, or date.
 - D) This is user specific and only invoices approved by that user will be available for viewing.