CASSS Invoice Payment Processing Workflow (Jan 2019)

**Vendor**
- Dept submits Invoice Payment webform
- Webform

**Webform**
- CASSS reviews webform
- Complete?
  - Yes: Vendor Registered?
    - Yes: Credit Card only?
      - Yes: CASSS contacts vendor with ProCard information
      - No: No
    - No: No
  - No: No

**CASSS Staff**
- CASSS sends vendor registration link and information
- Email
- No
- Vendor Registered?
  - No: CASSS enters payment in Ariba system
  - Yes: Tilghman approves for compliance

**Invoice Payment Submission**
- Dept submits Invoice Payment webform
- Webform

**Invoice Processing**
- CASSS enters payment in Ariba system

**Approval**
- Dept approves for Funding
- Ariba

**Receipt and Reconciliation**
- Payee receives credit card payment and sends receipt to CASSS (as appropriate)
- Dept approves for Funding
- Ariba
- Tilghman approves for compliance
- Ariba
- Payment Net

**Accounts Payable**
- CASSS reconciles ProCard payment
- Accounts Payable approves
- Ariba
- Payment Net report, Ariba, MyFD