

**APPENDIX 1 TO SECTION 1  
BUSINESS PROCESS DIAGRAMS**

AP business processes are described in 3 levels. The top level is the organization view (not included here).

At level 2, the high level AP sub-processes are:

- 1) Invoice Matching and Processing - department view
- 2) Invoice Matching and Processing - AP1 (Accounts Payable Level 1 staff)
- 3) Invoice Matching and Processing - AP2 (Accounts Payable Level 2 staff)
- 4) Payment Processing and Controls - AP3 (Accounts Payable Level 3 staff)

At level 3, the major sub-processes:

1. Level 3 - Receiving & Capture:
  01. receive and sort mail
  02. intake scan paper items
  03. Manual Verification of ReadSoft queue
  04. intake AP Central mailbox
  05. intake AP Invoice mailbox
2. Level 3 - Processing and Approval Workflow
  07. Triage Invoice Type - sub-process
  08. MM Material 42, 43, and 45 PO invoice
  09. MM Service 45 PO invoice
  010. MM Material 47 Framework Order Invoice
  011. FI Invoice (no PO)

Notes:

- MM = Material Master
- MM Material 42, 43, and 45 PO's are manual and system created PO's for materials in SAP
- MM Service 45 PO's are manually created PO's for services in SAP
- MM Material 47 PO's are manually create Framework Orders in SAP

Following are process maps of each of the processes noted above:



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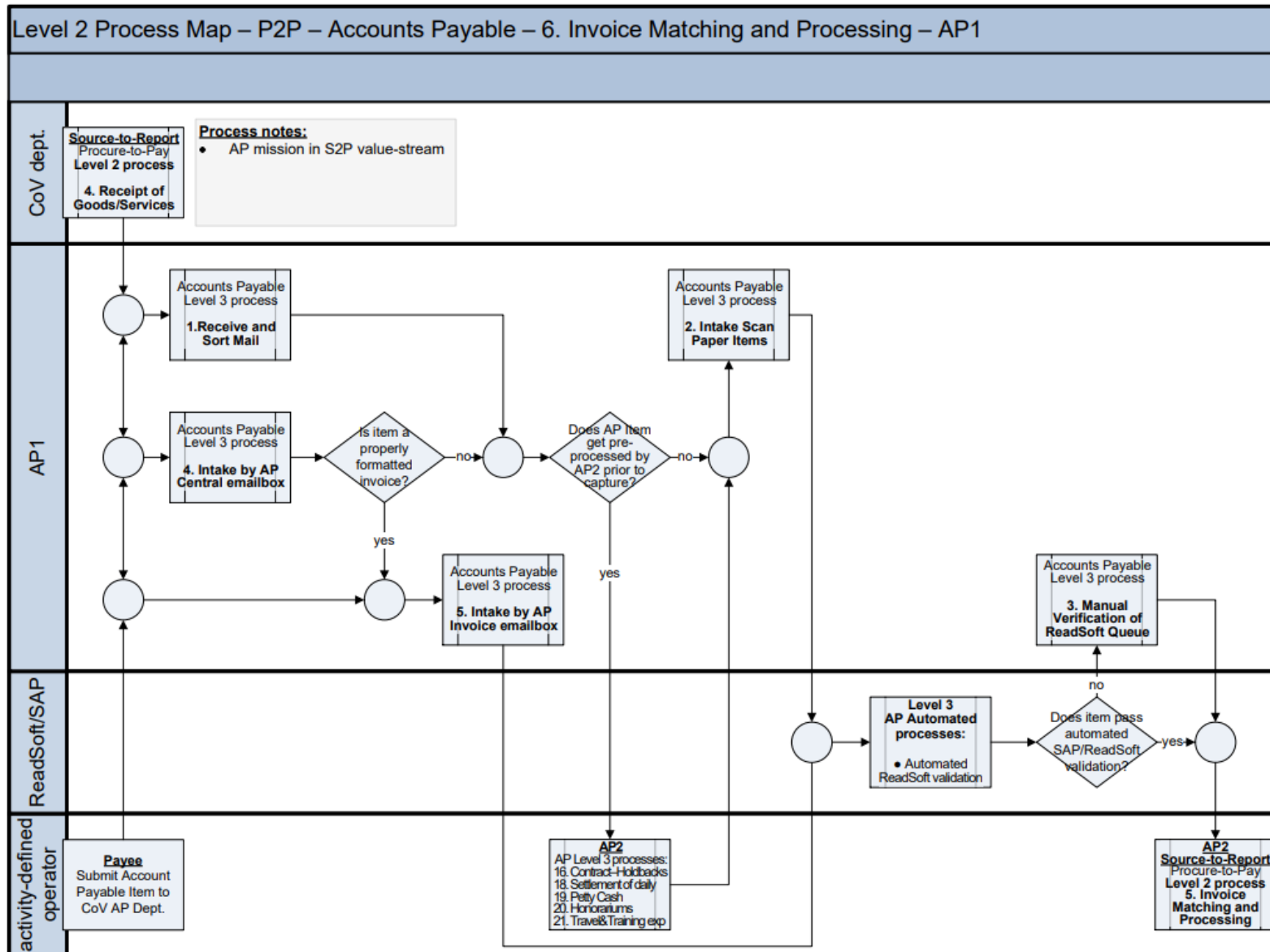


Figure 2: Level 2 Process Map - Invoice Matching and Processing - AP1 (Accounts Payable Level 1 staff)

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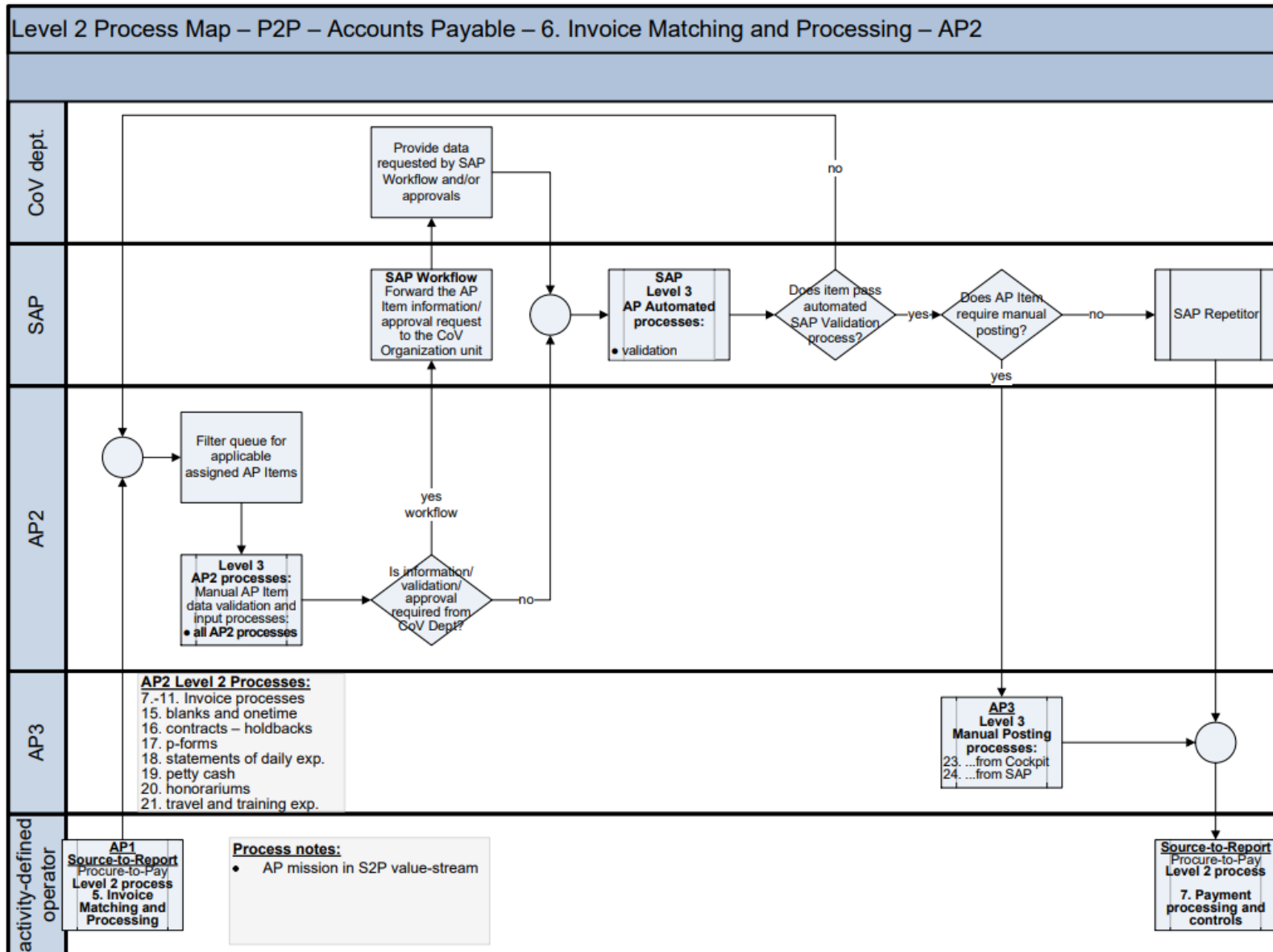


Figure 3: Level 2 Process Map - Invoice Matching and Processing - AP2 (Accounts Payable Level 2 staff)

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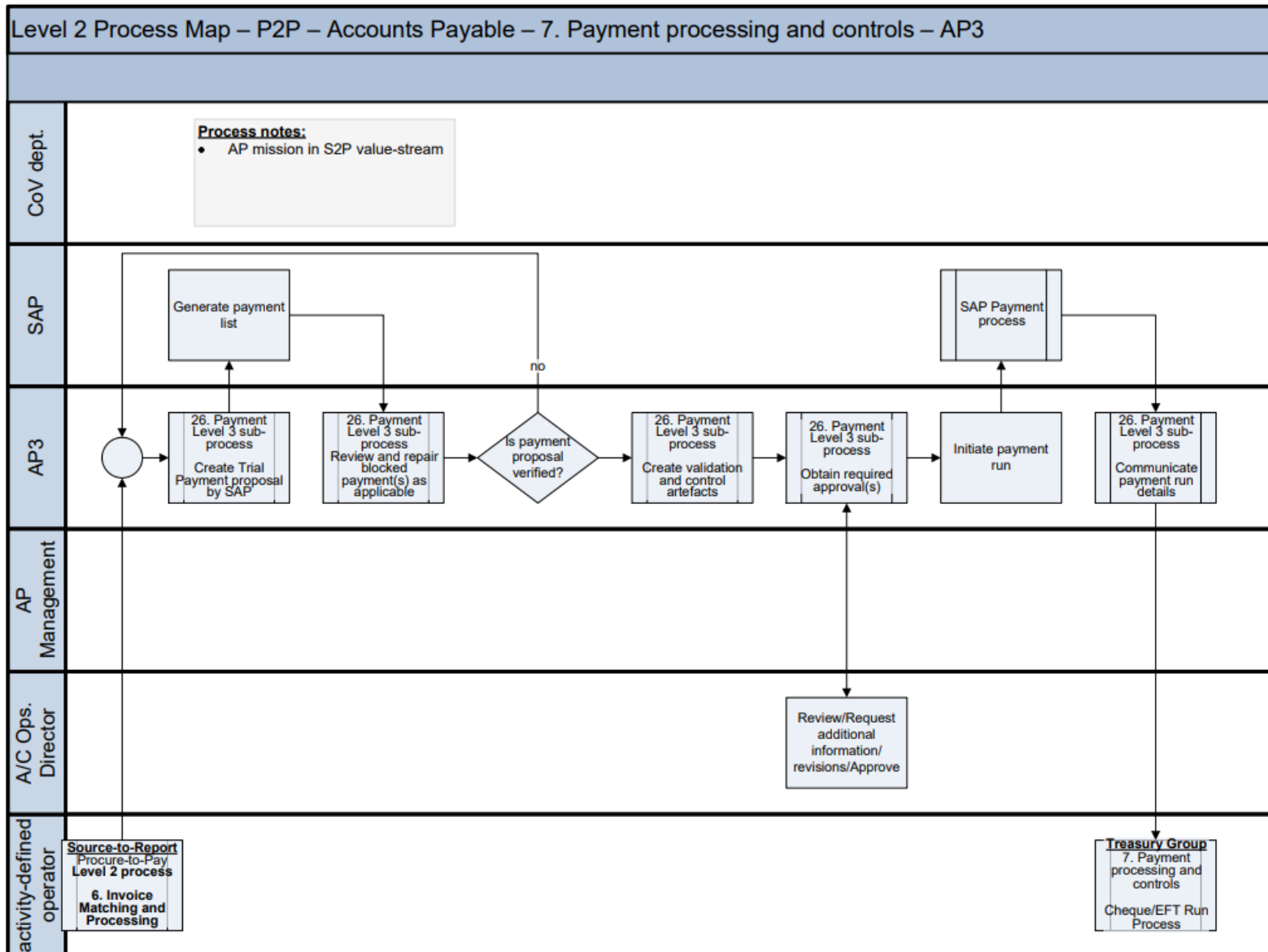


Figure 4: Level 2 Process Map - Payment Processing and Controls - AP3 (Accounts Payable Level 3 staff)

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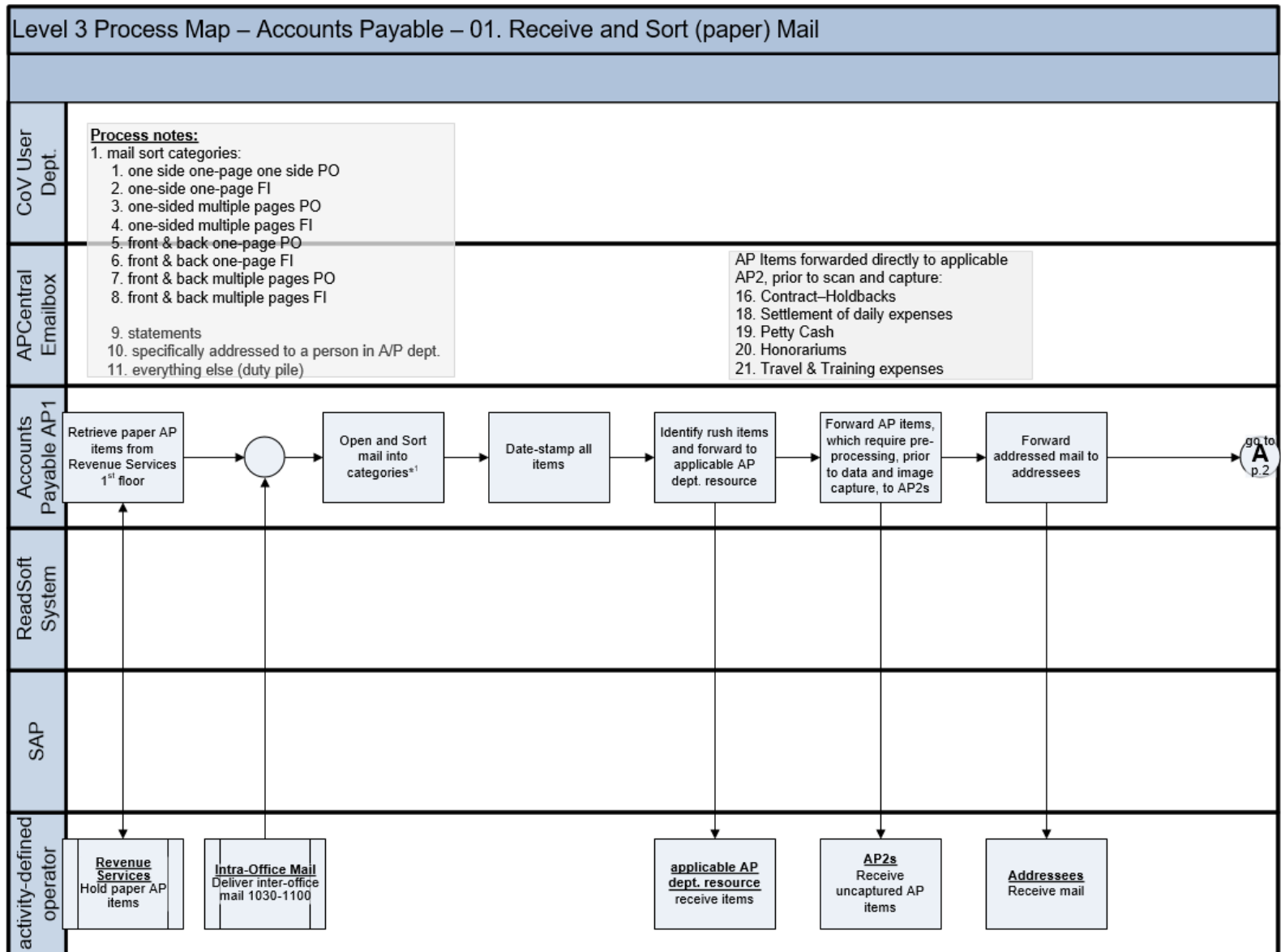


Figure 5: Level 3 Process Map - Receiving & Capture - Receive and Sort Paper Mail (1 of 2)

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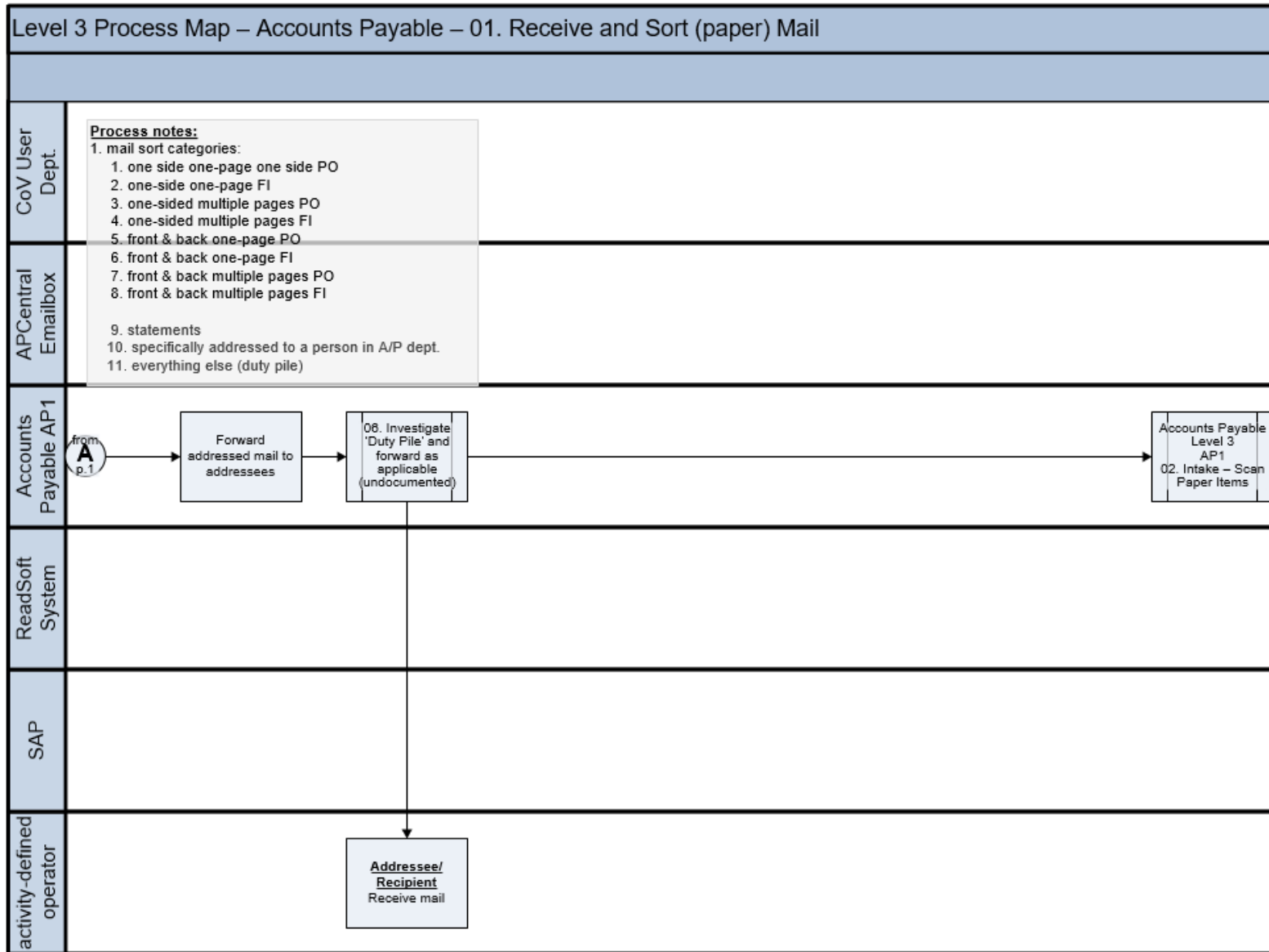


Figure 6: Level 3 Process Map - Receiving & Capture - Receive and Sort Paper Mail (2 of 2)

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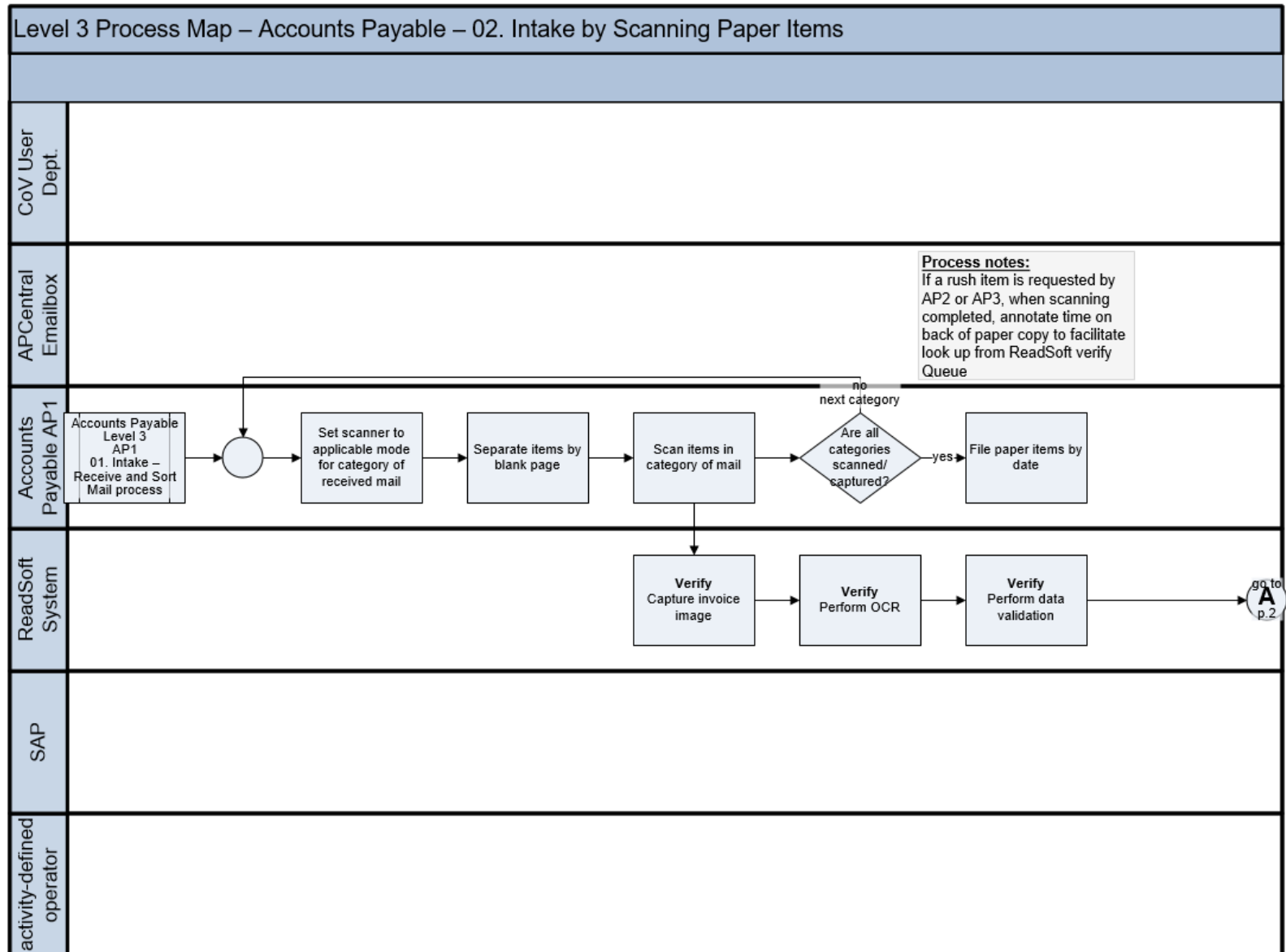


Figure 7: Level 3 Process Map - Receiving & Capture - Scan Paper Items (1 of 2)



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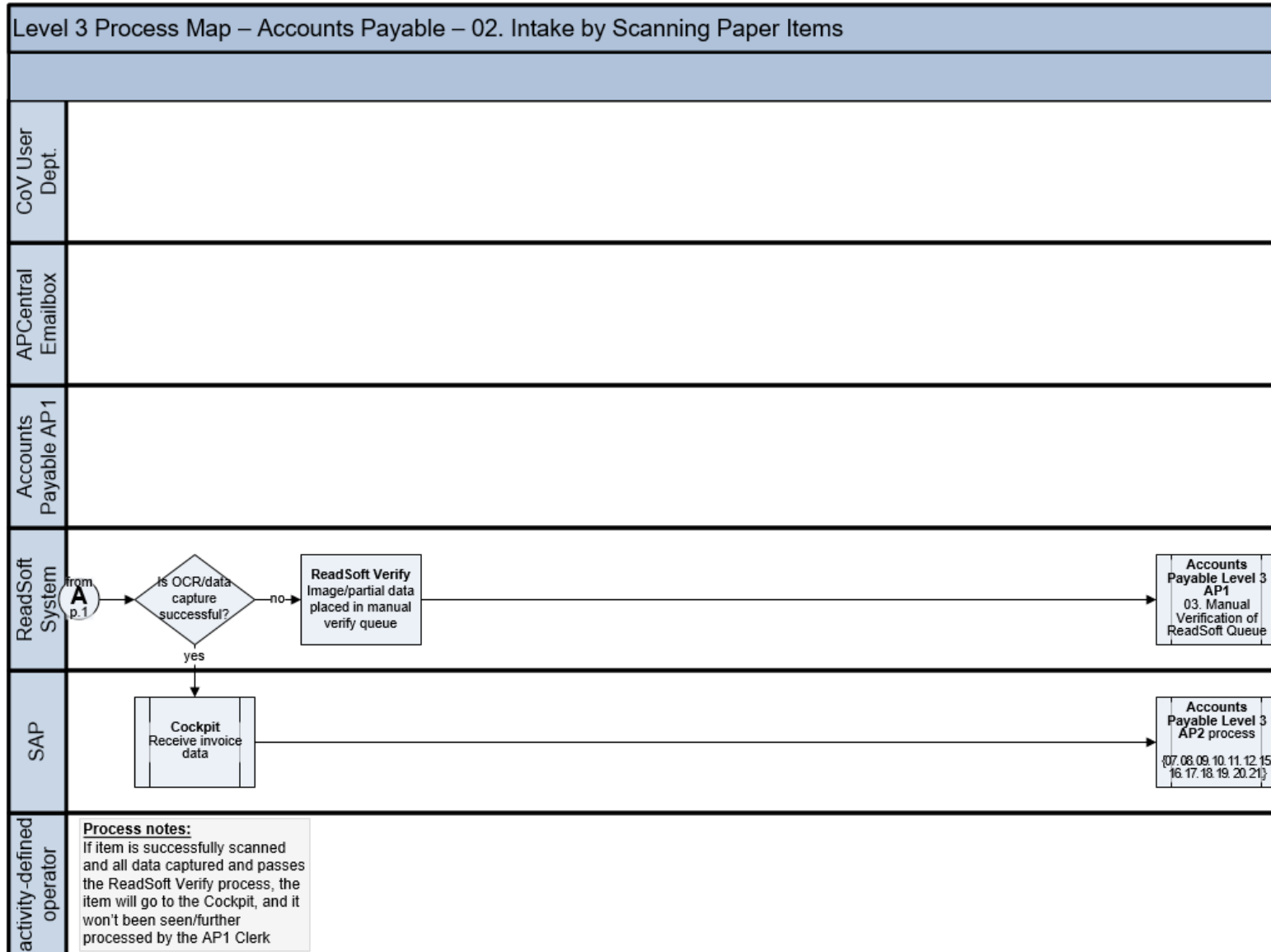


Figure 8: Level 3 Process Map - Receiving & Capture - Scan Paper Items (2 of 2)

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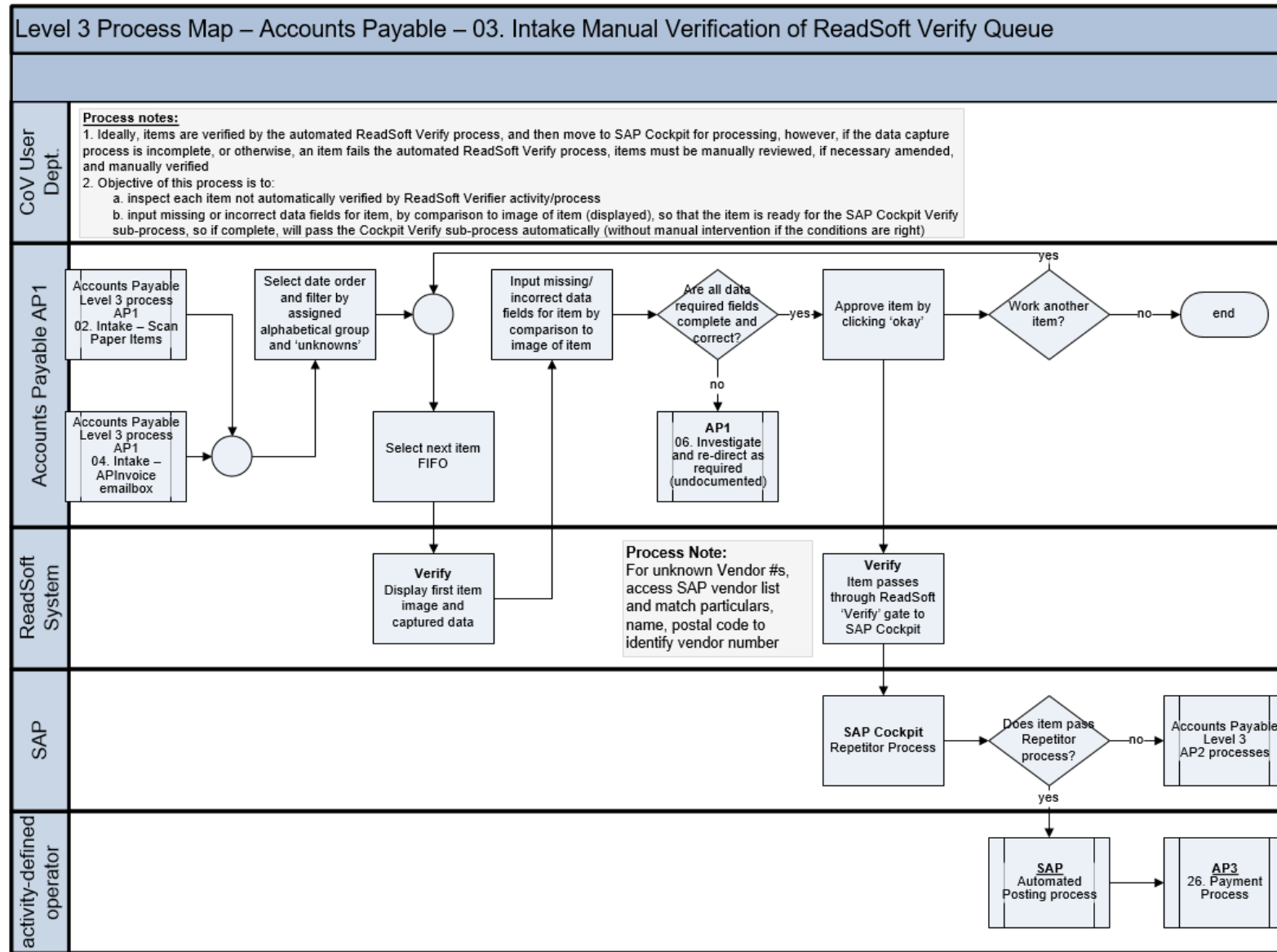


Figure 9: Level 3 Process Map - Receiving and Capture - Manual Verification of ReadSoft Queue

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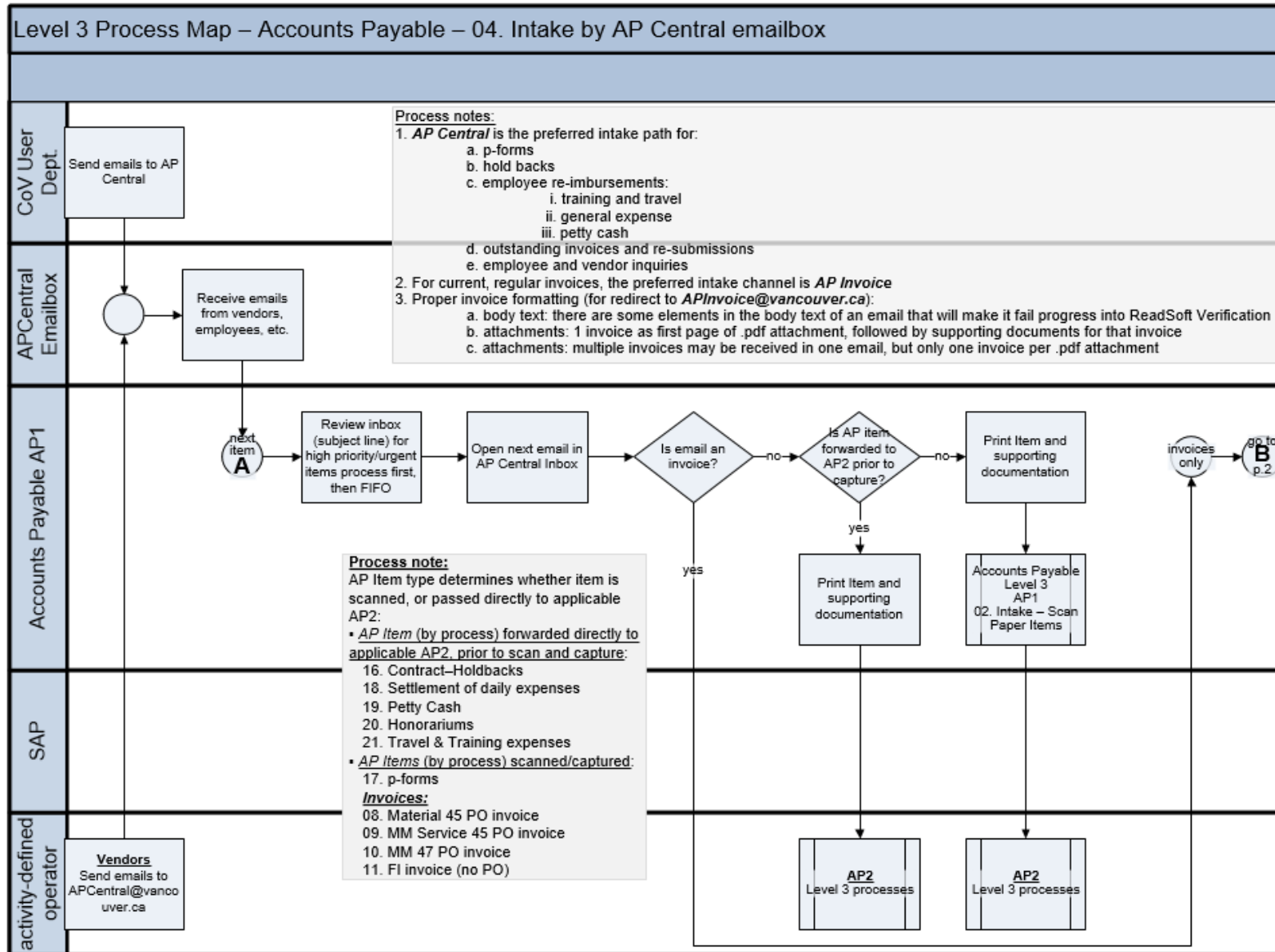


Figure 10: Level 3 Process Map - Receiving and Capture - Intake AP Central Emailbox (1 of 4)

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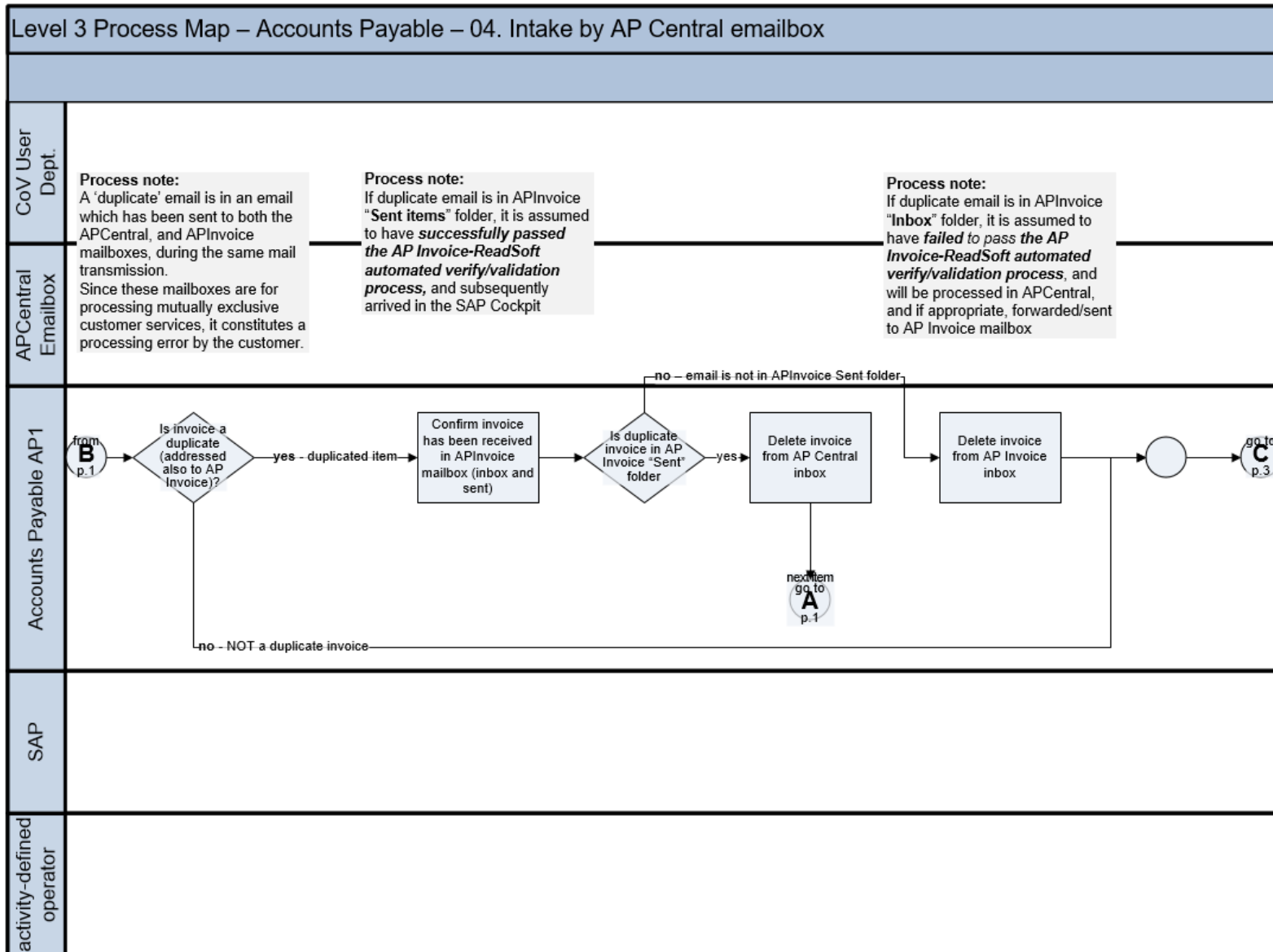


Figure 11: Level 3 Process Map - Receiving and Capture - Intake AP Central Emailbox (2 of 4)

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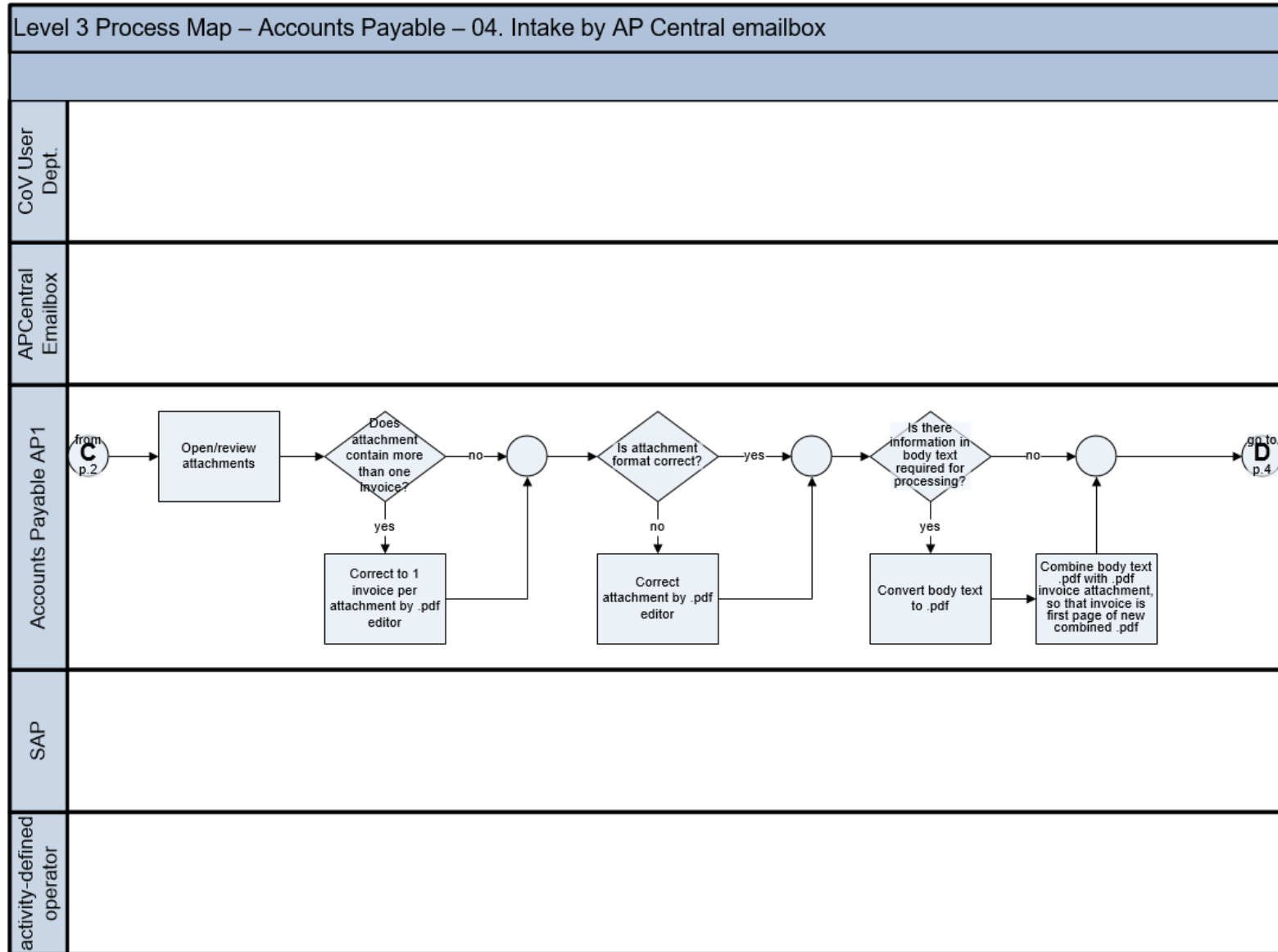


Figure 12: Level 3 Process Map - Receiving and Capture - Intake AP Central Emailbox (3 of 4)

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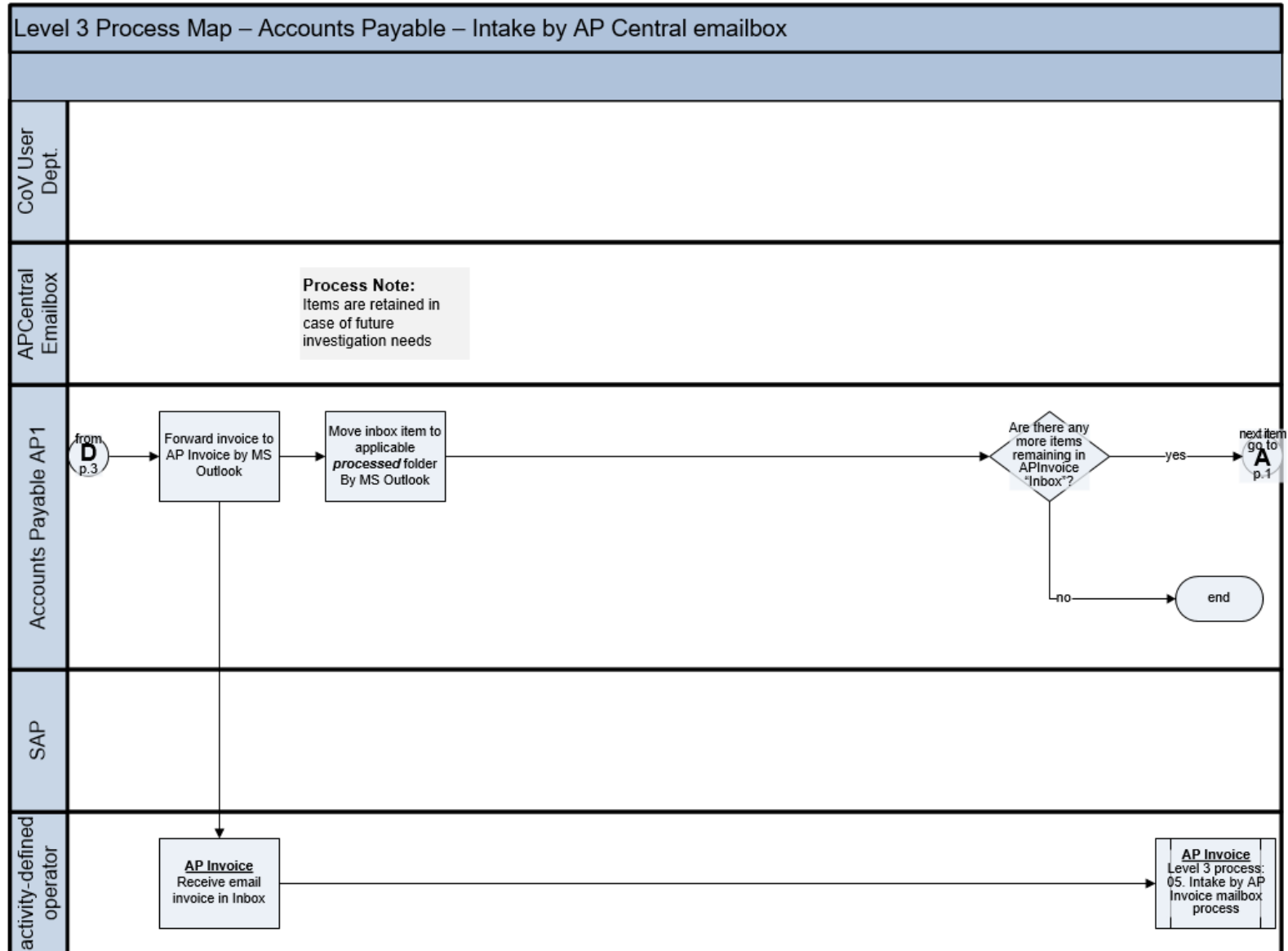


Figure 13: Level 3 Process Map - Receiving and Capture - Intake AP Central Emailbox (4 of 4)

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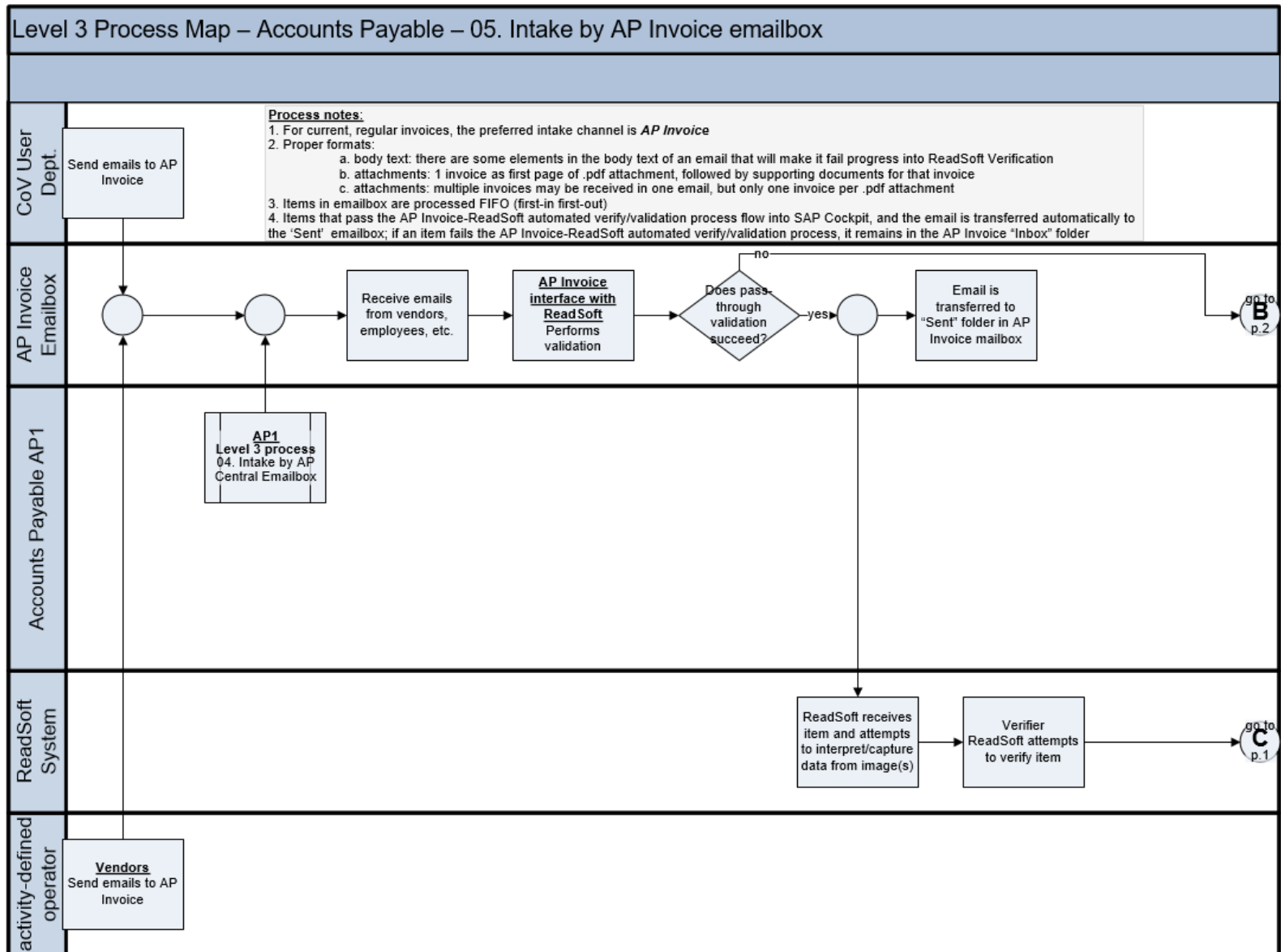


Figure 14: Level 3 Process Map - Receiving and Capture - Intake AP Invoice Emailbox (1 of 3)

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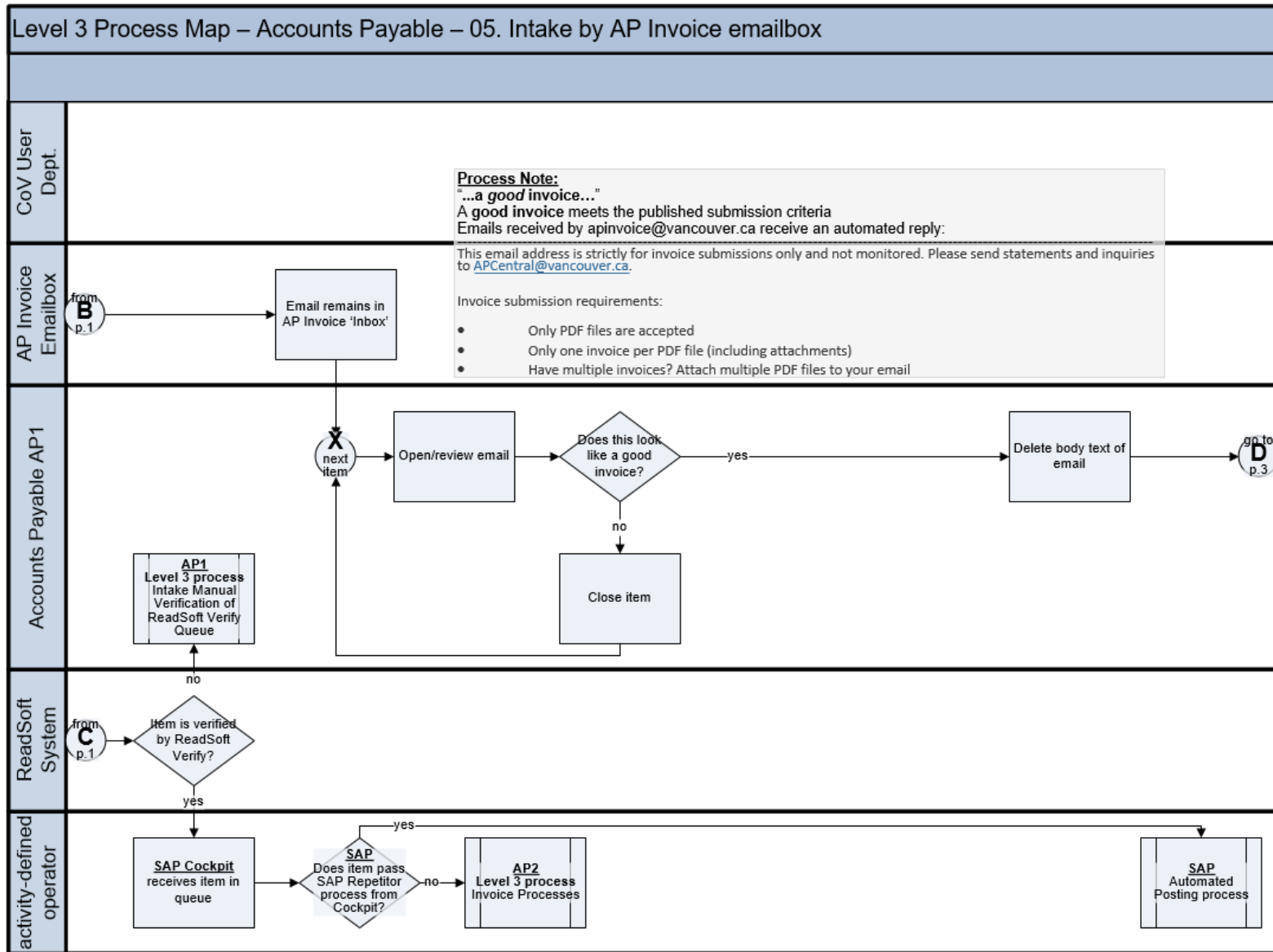


Figure 15: Level 3 Process Map - Receiving and Capture - Intake AP Central Emailbox (2 of 3)



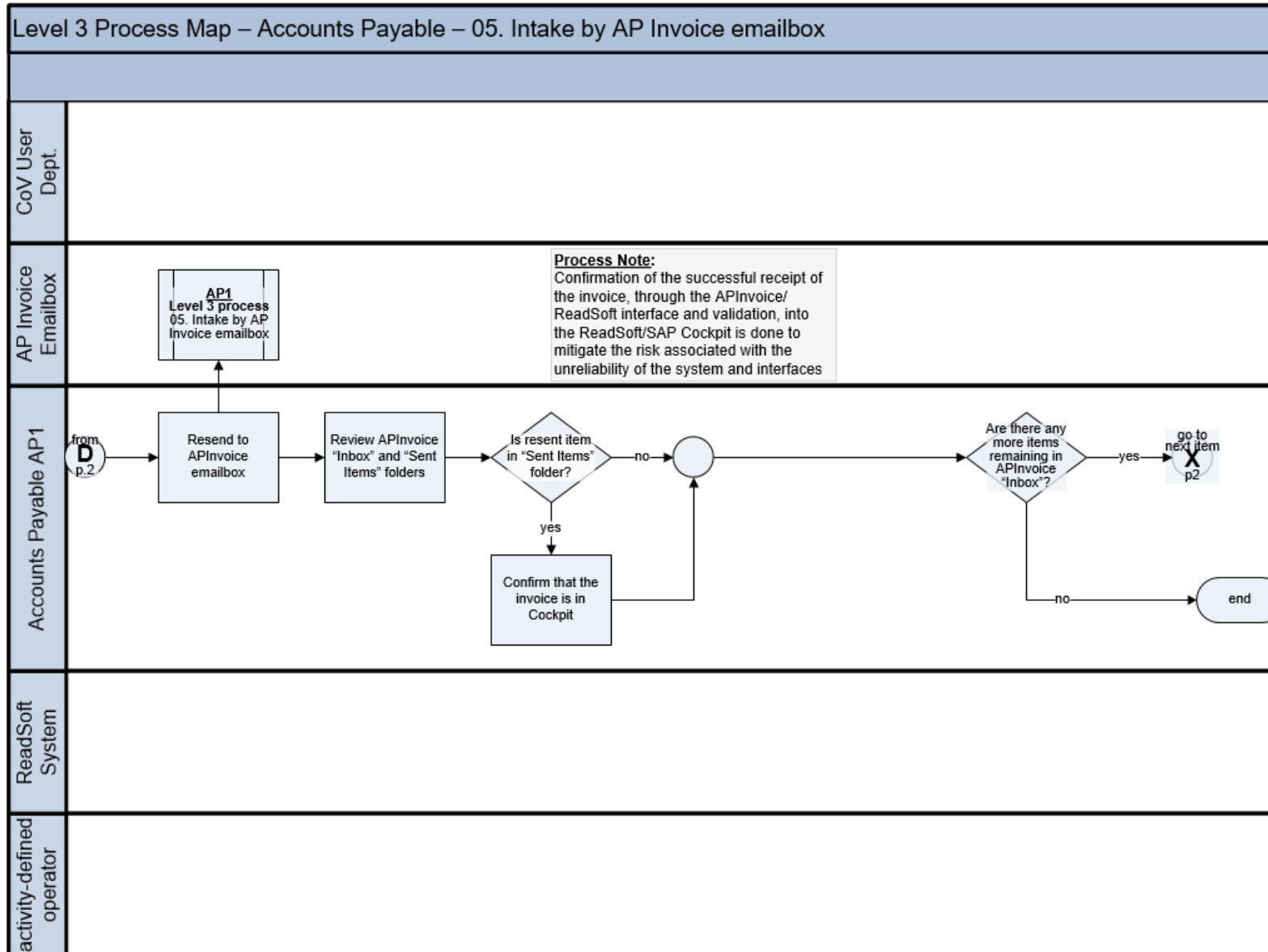


Figure 16: Level 3 Process Map - Receiving and Capture - Intake AP Central Emailbox (3 of 3)

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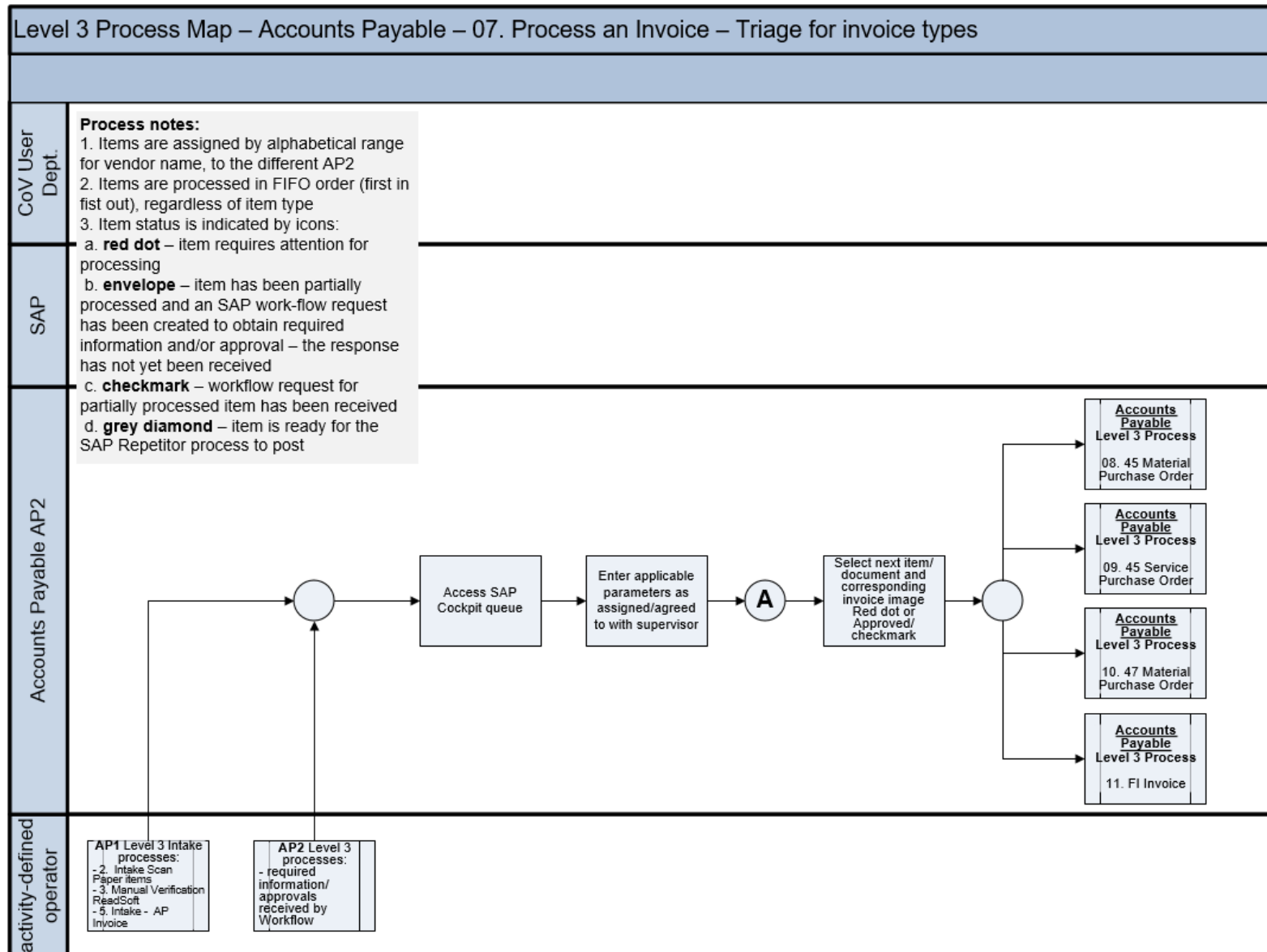


Figure 17: Level 3 Process Map - Processing and Approval Workflow - Triage Invoice Type

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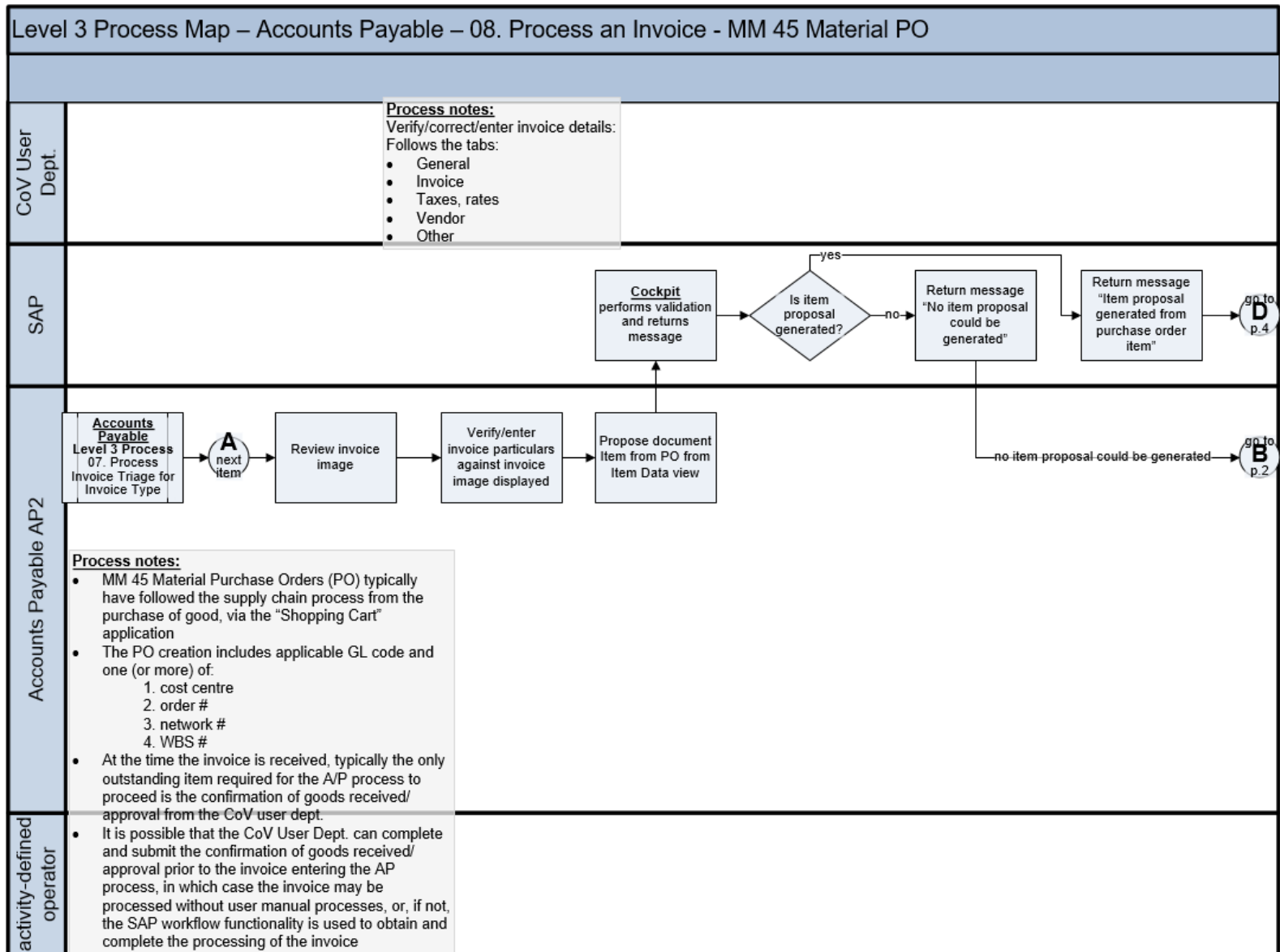


Figure 18: Level 3 Process Map - Processing and Approval Workflow - Material 42, 43 and 45 PO Invoice (1 of 3)

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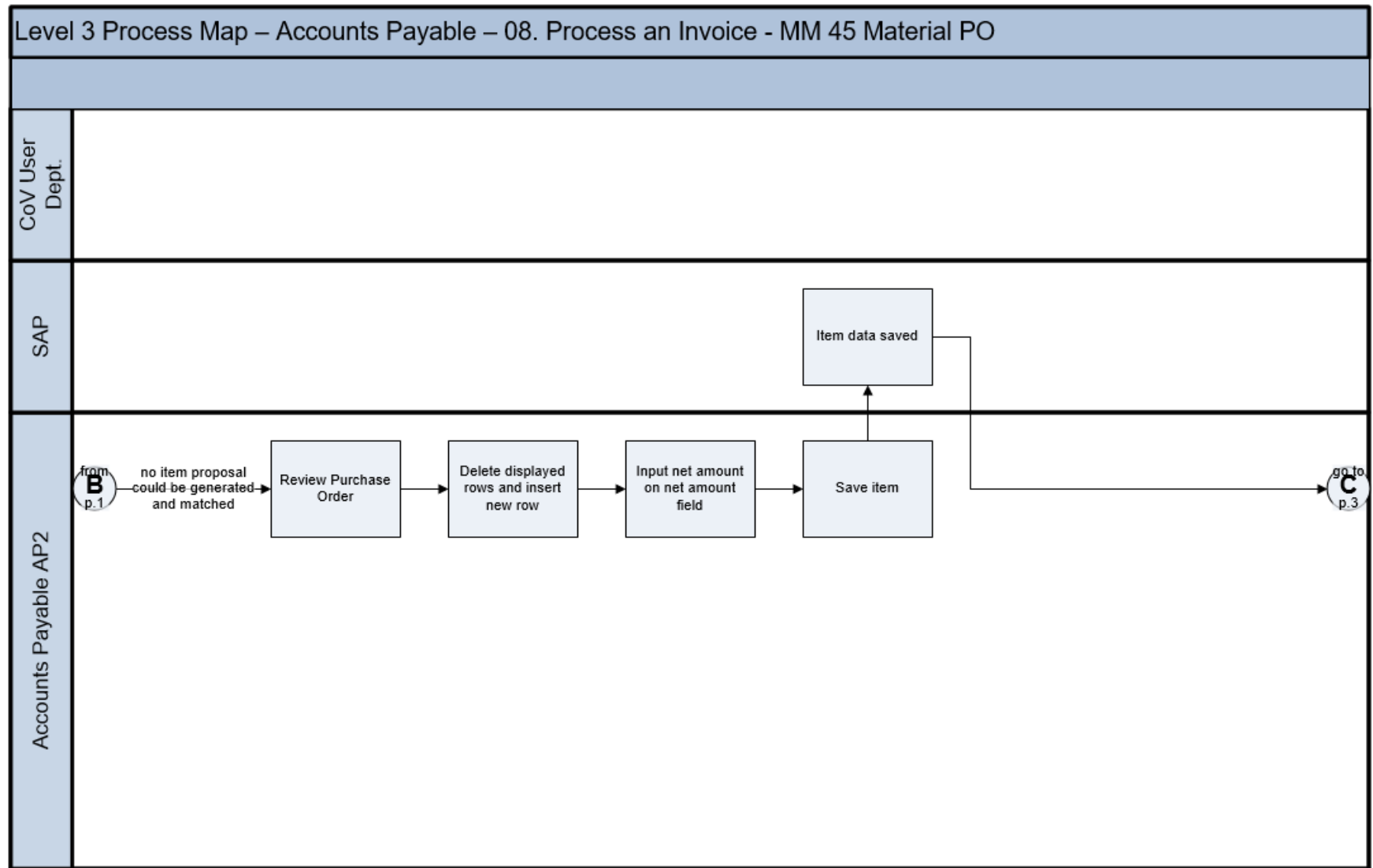


Figure 19: Level 3 Process Map - Processing and Approval Workflow - Material 42, 43, and 45 PO Invoice (2 of 3)

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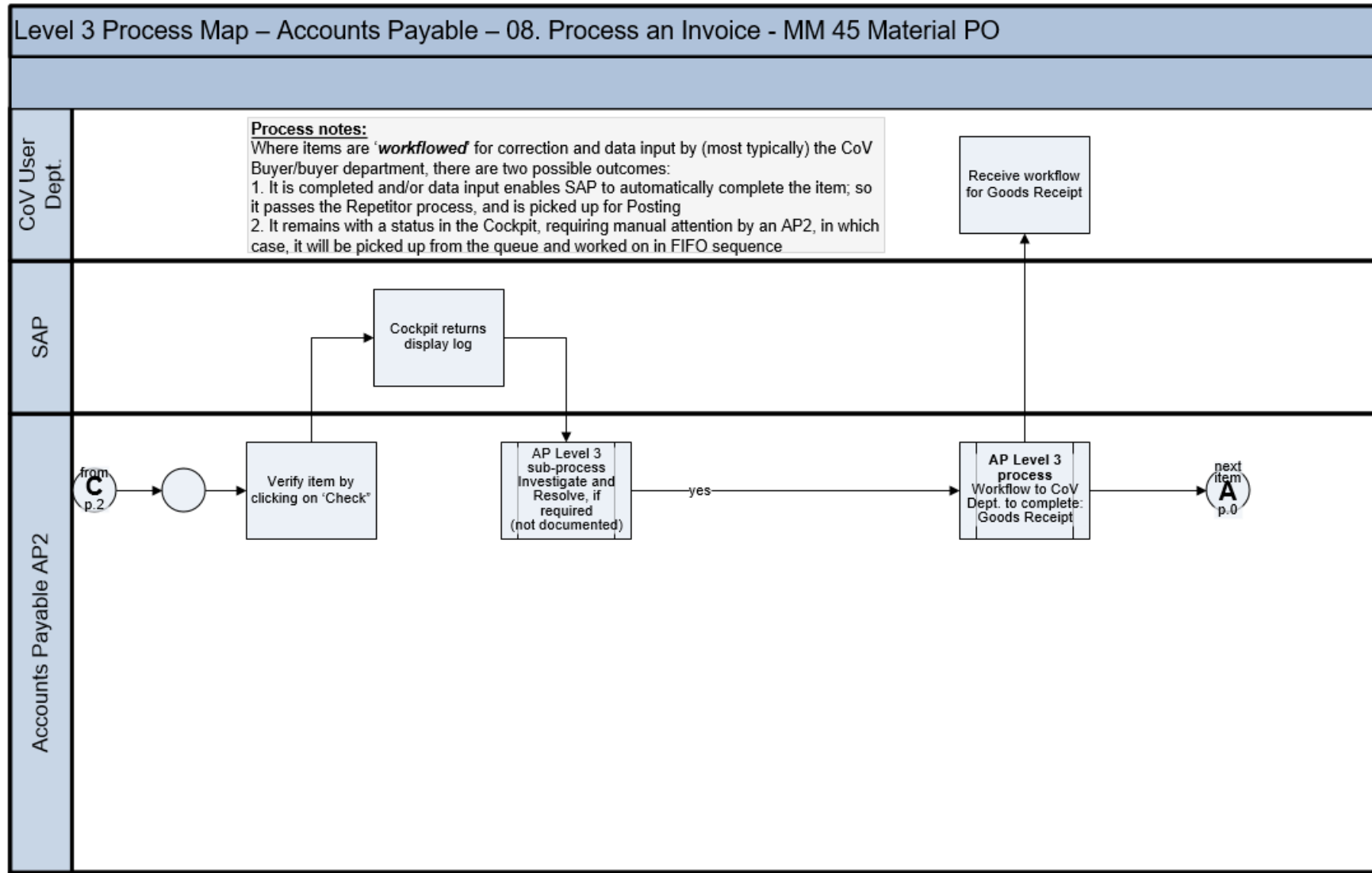


Figure 20: Level 3 Process Map - Processing and Approval Workflow - Material 42, 43, and 45 PO Invoice (3 of 3)

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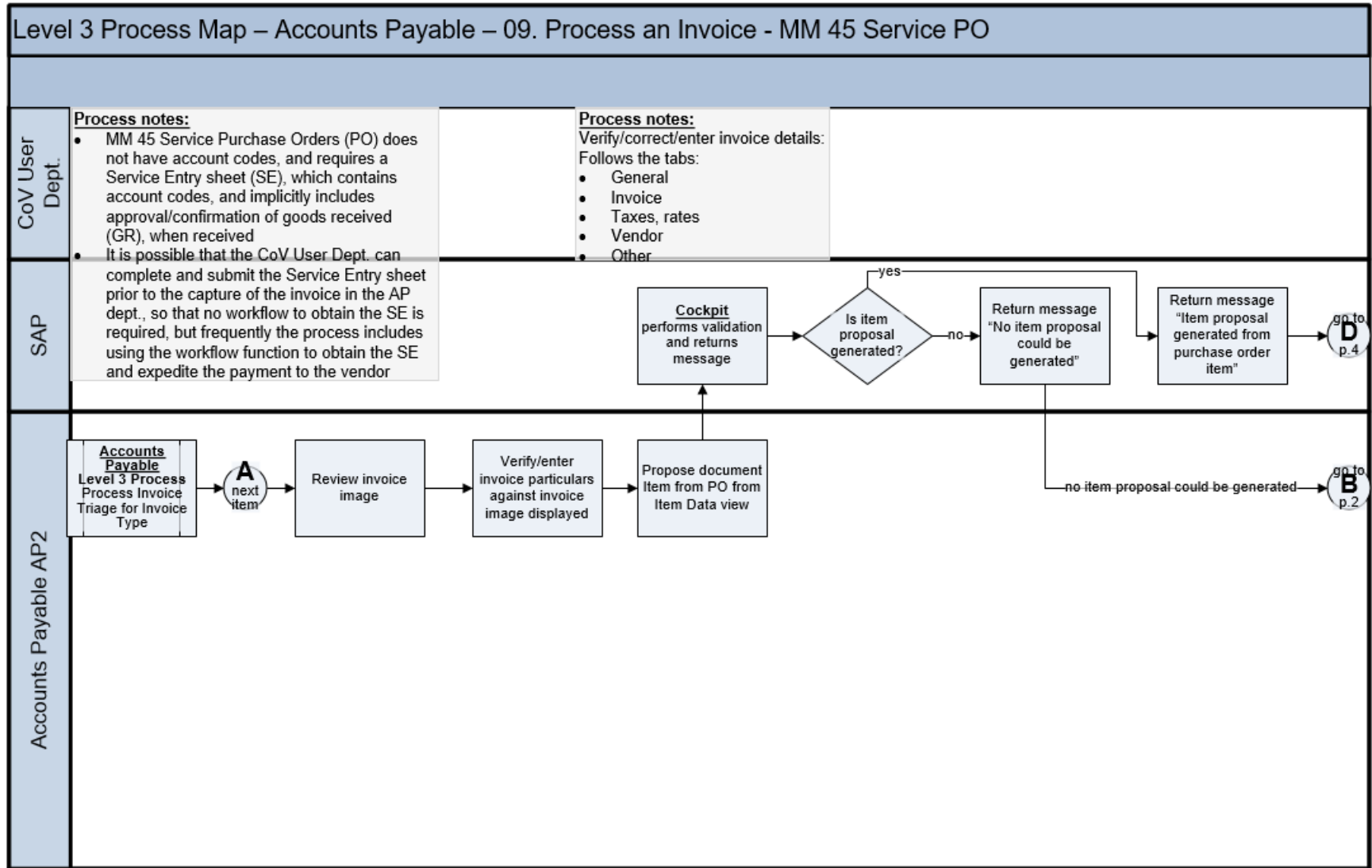


Figure 21: Level 3 Process Map - Processing and Approval Workflow - Service 45 PO Invoice (1 of 3)

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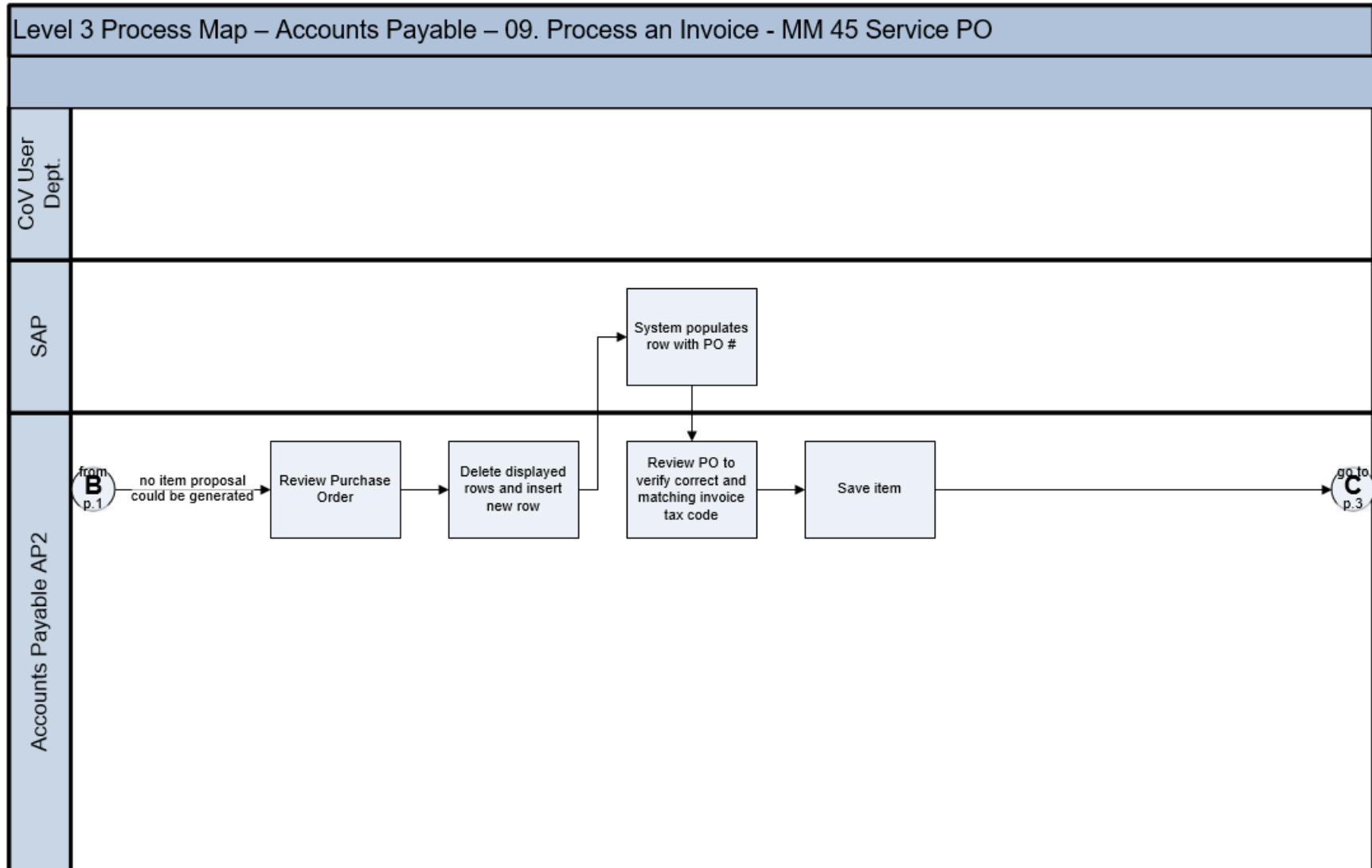


Figure 22: Level 3 Process Map - Processing and Approval Workflow - Service 45 PO Invoice (2 of 3)

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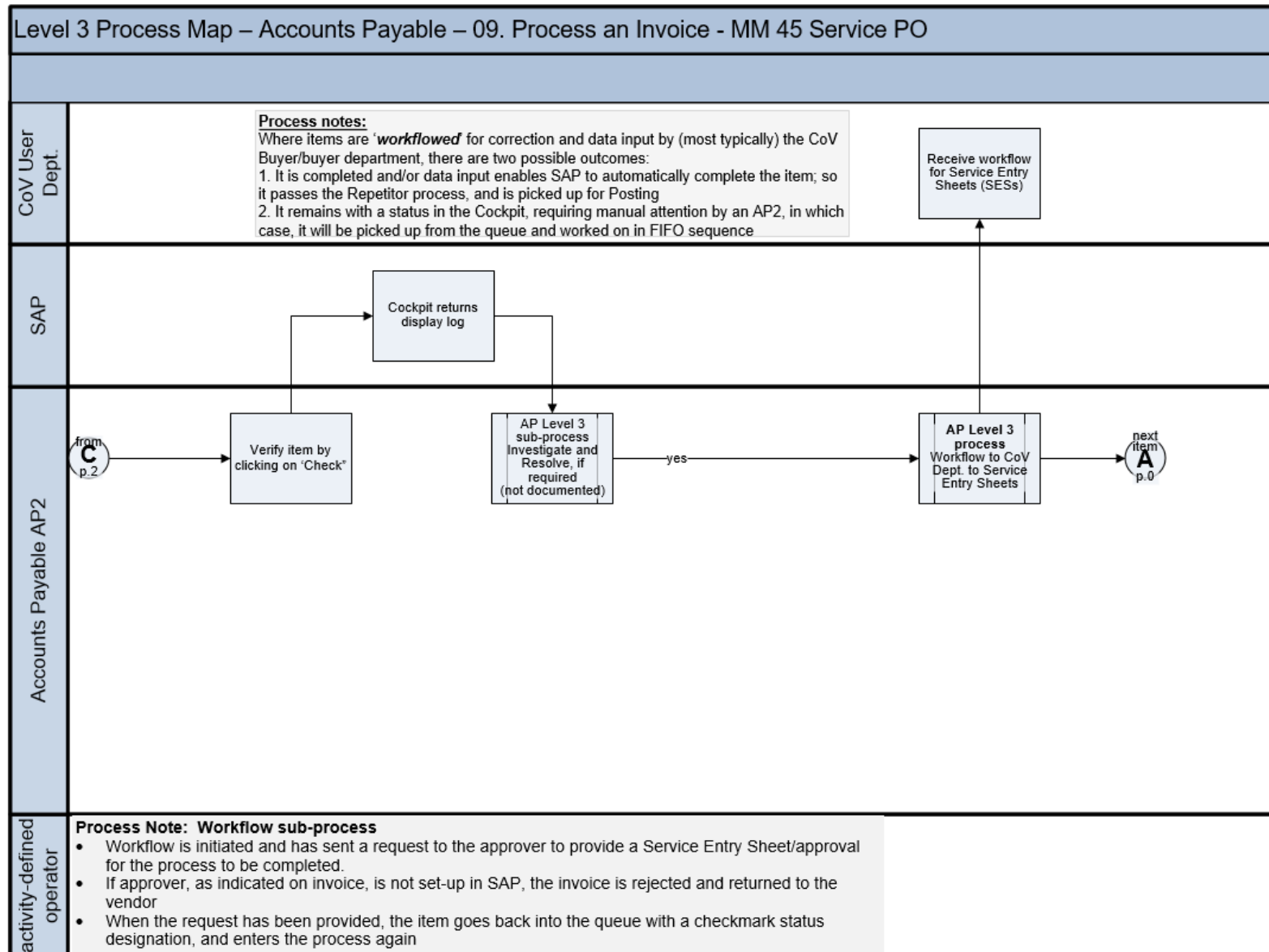


Figure 23: Level 3 Process Map - Processing and Approval Workflow - Service 45 PO Invoice (3 of 3)



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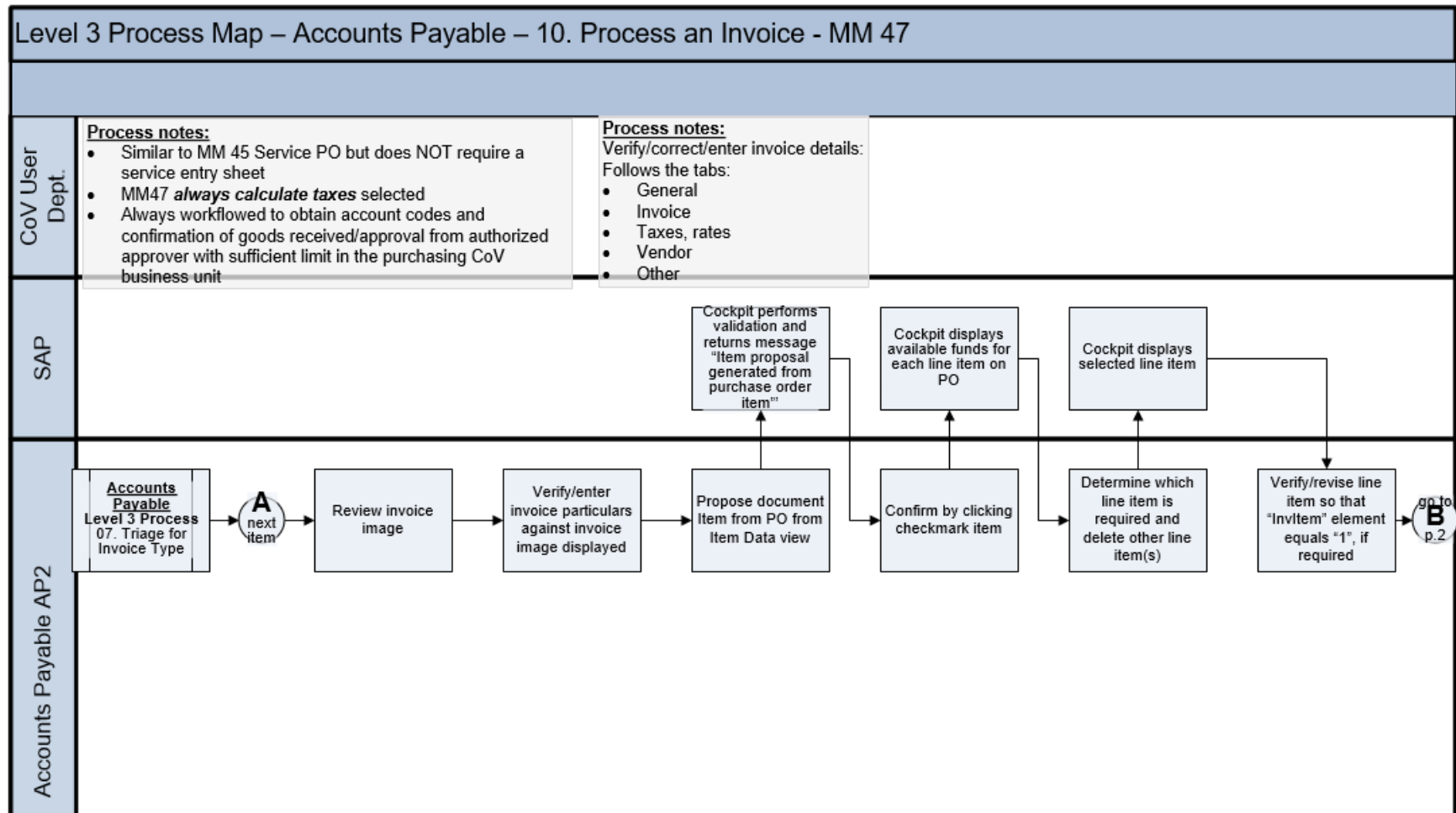


Figure 24: Level 3 Process Map - Processing and Approval Workflow - Material 47 Framework Order Invoice (1 of 3)

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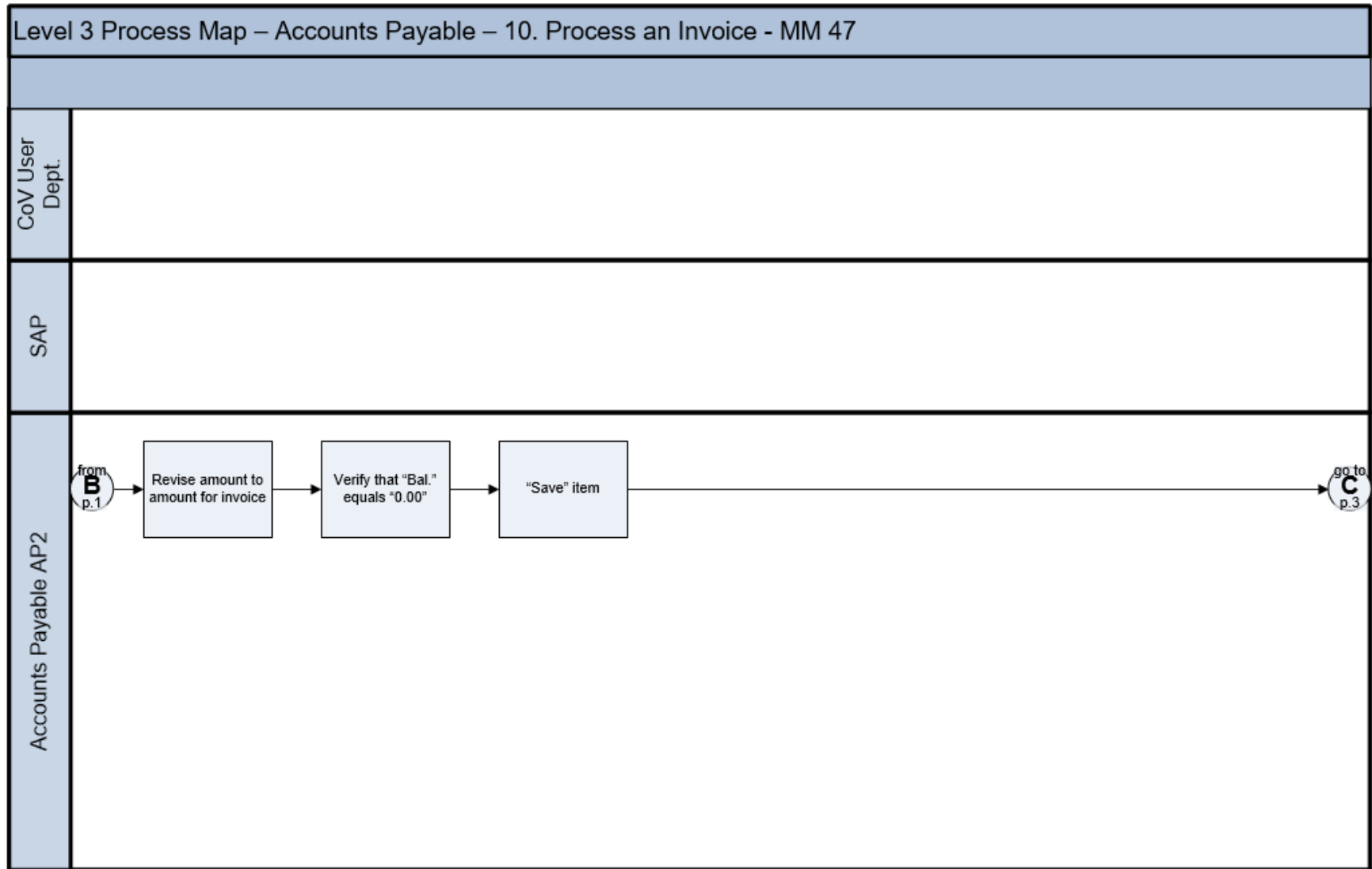


Figure 25: Level 3 Process Map - Processing and Approval Workflow - Material 47 Framework Order Invoice (1 of 3)

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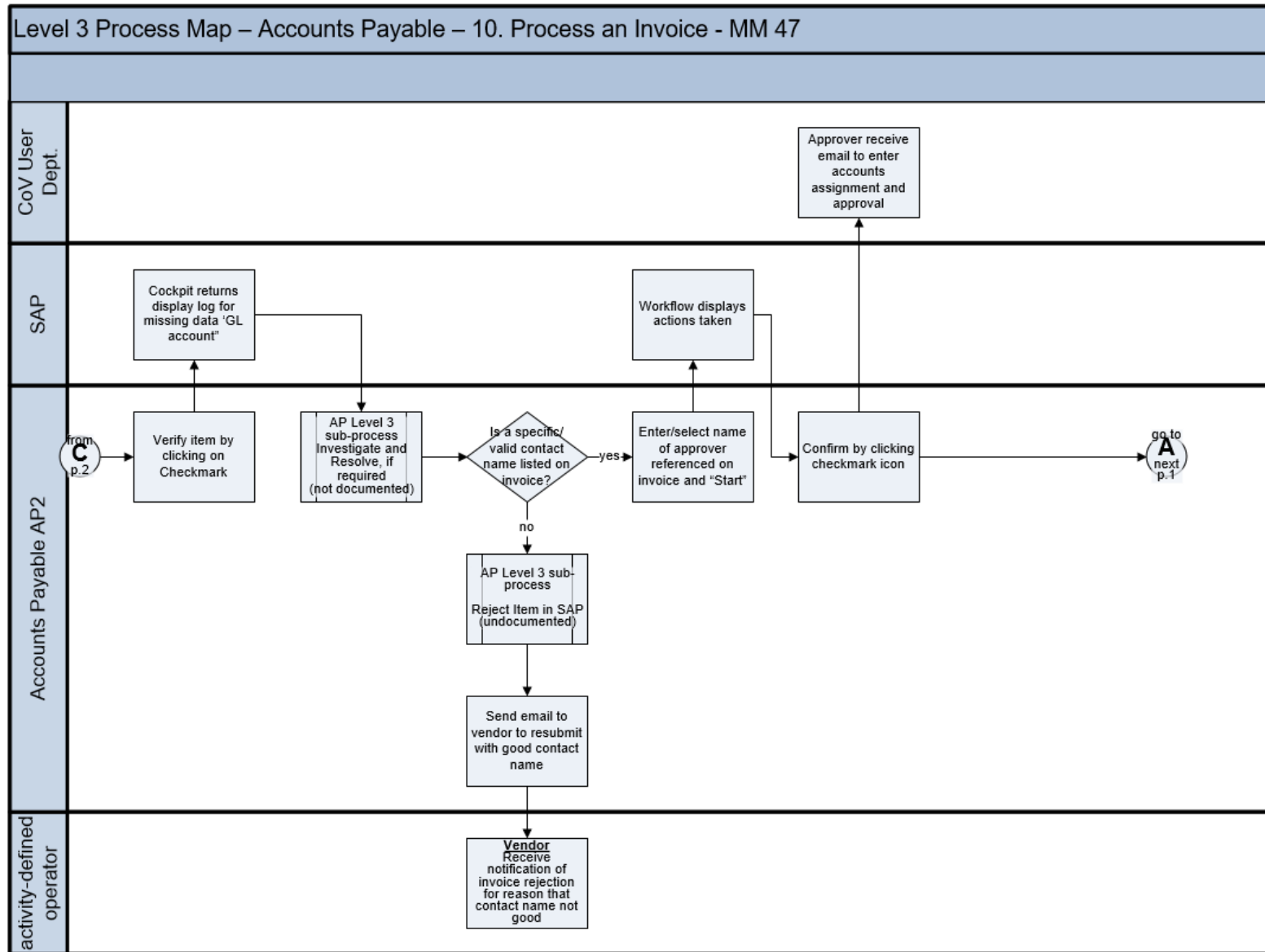


Figure 26: Level 3 Process Map - Processing and Approval Workflow - Material 47 Framework Order Invoice (3 of 3)

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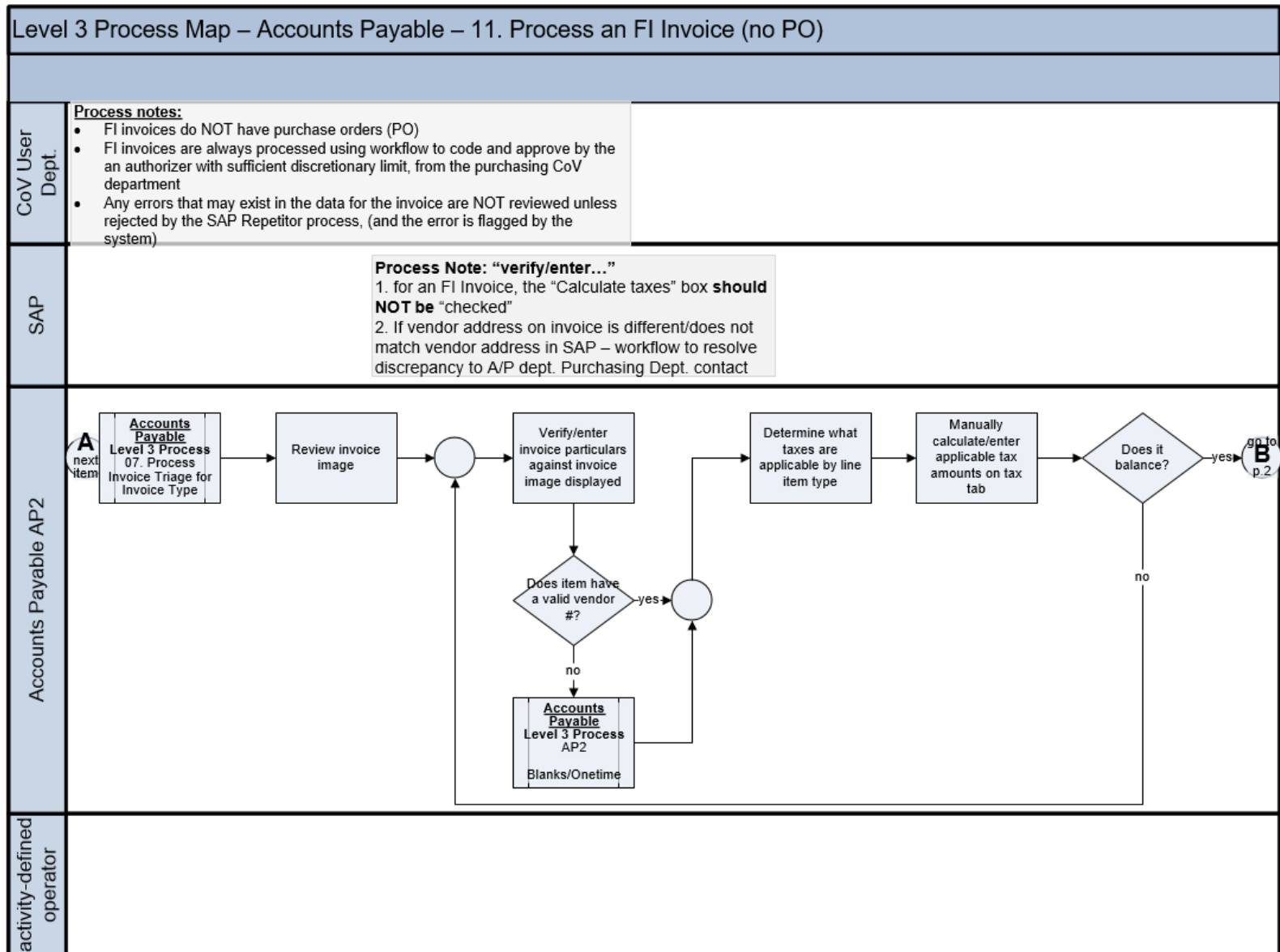


Figure 27: Level 3 Process Map - Process an FI Invoice (no PO) (1 of 4)

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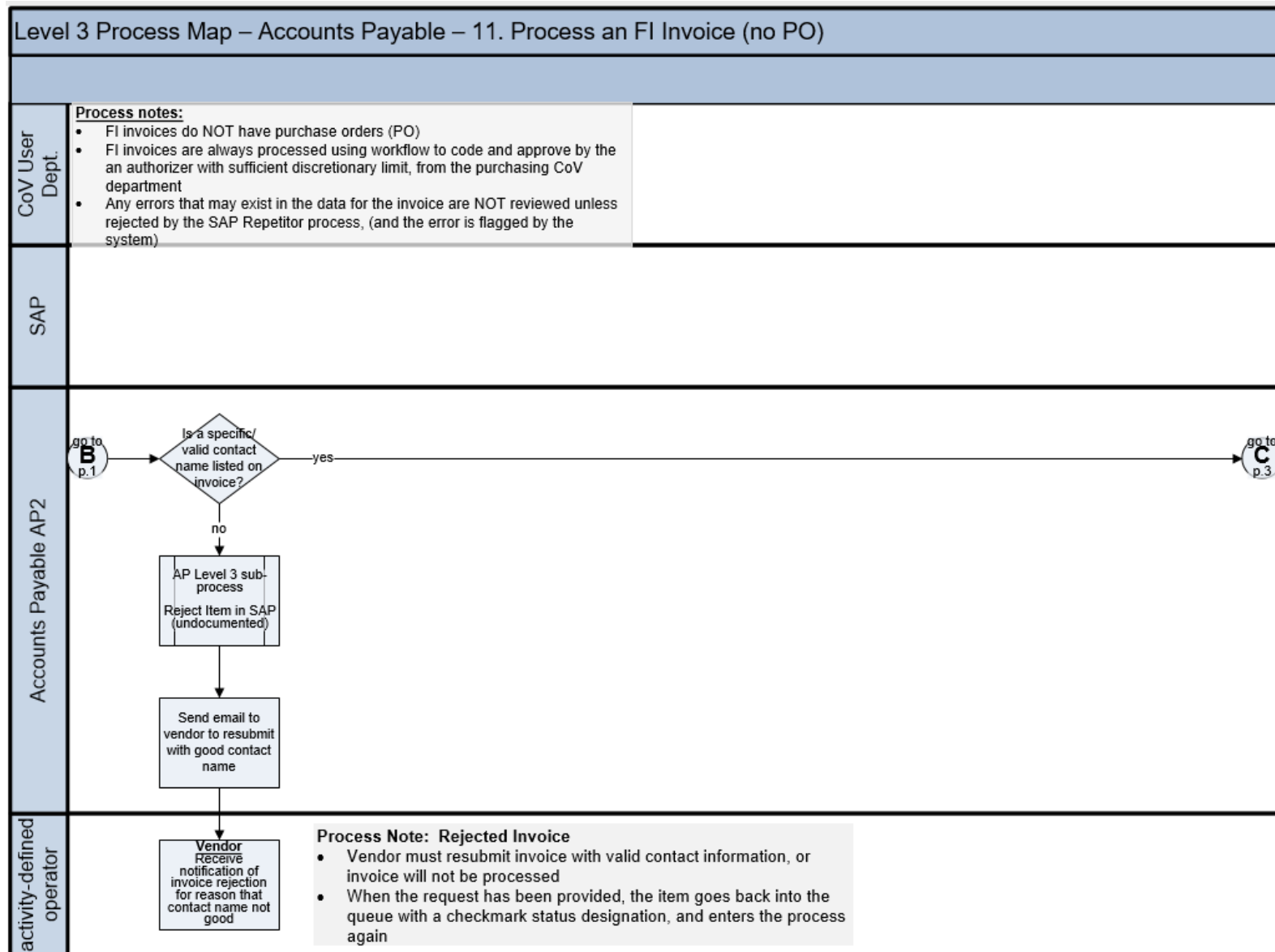


Figure 28: Level 3 Process Map - Process an FI Invoice (no PO) (2 of 4)

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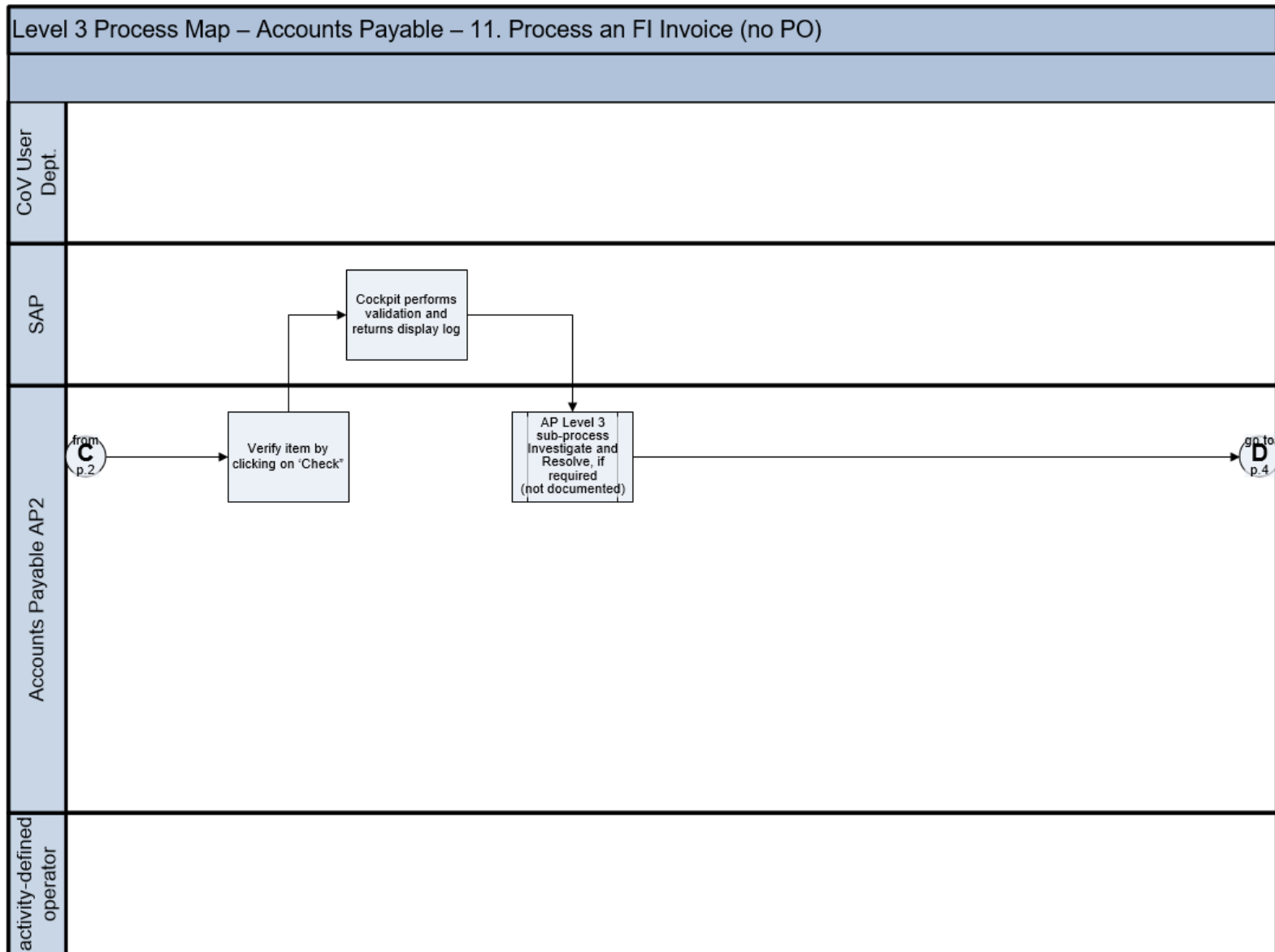


Figure 29: Level 3 Process Map - Process an FI Invoice (no PO) (3 of 4)

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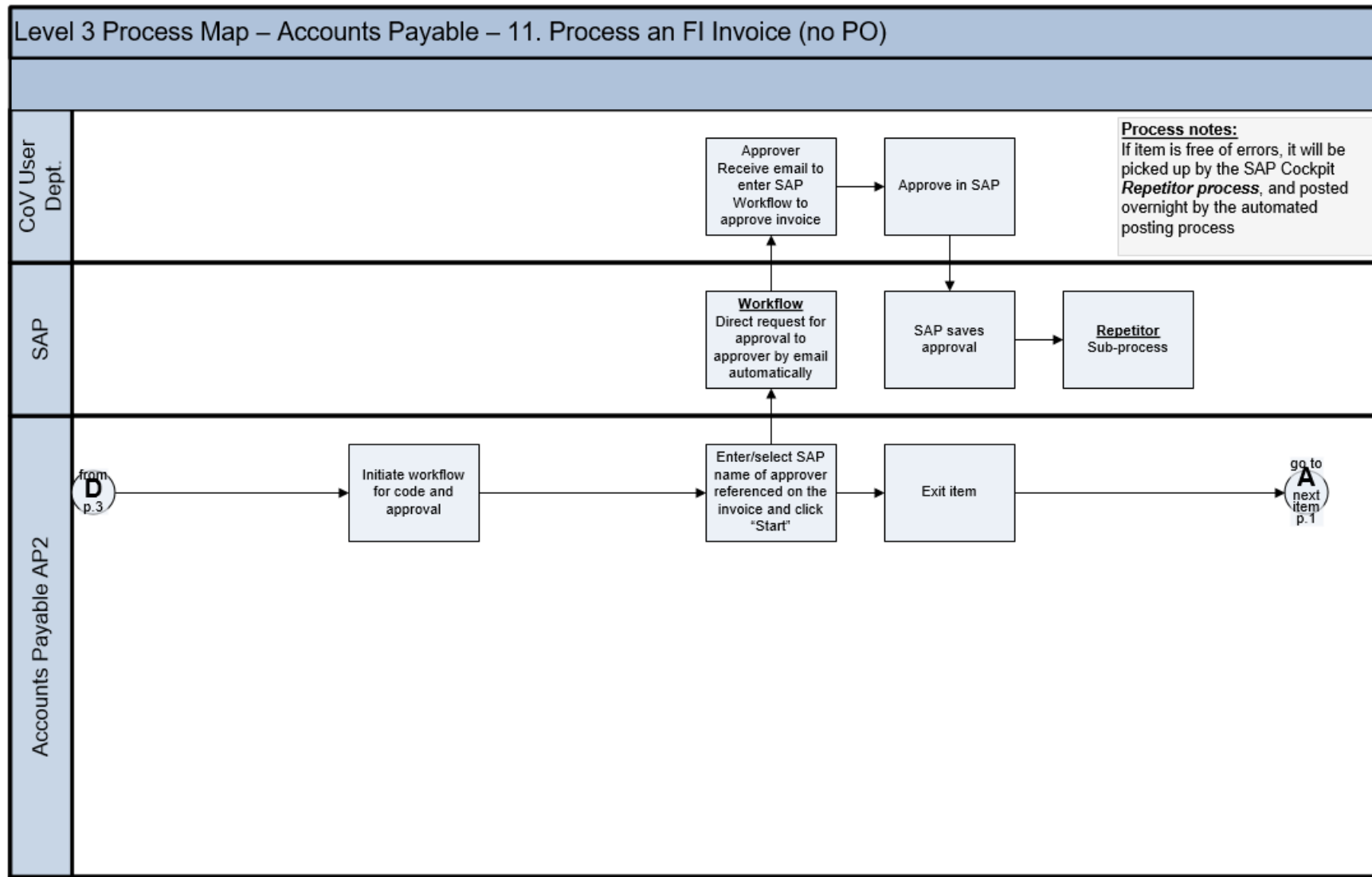


Figure 30: Level 3 Process Map - Process an FI Invoice (no PO) (4 of 4)