Centralized Invoicing - Visual comparison between FMIS and KFS

**FMIS/ePurchasing: PO Payment Workflow**

1. User receives invoice and matches info with receiving report.

2. User enters invoice and payment information in ePurchasing.

3. User sends receiving report and invoice to Disbursing and submits PO payment in ePurchasing.

4. Disbursing pre-audits hard copy invoice.

5. **Payment Approved?**
   - **No**
     - Disbursing returns packet to user or calls for correction.
   - **Yes**
     - Disbursing releases payment in ePurchasing and information is fed to FMIS.
**KFS: PO Payment Workflow**

1. Disbursing Office receives invoice.
2. Disbursing determines PO number, pre-audits invoice, and enters invoice information in PREQ = Payment Request screen in KFS.
3. Disbursing scans the invoice, attaches the invoice image to the PREQ and submits the PREQ to FO.
4. FO reviews PREQ and confirms receipt of goods or services.
5. **Goods or Services Received?**
   - **Yes**: FO approves PREQ
   - **No**: PREQ remains pending in FO action list until receipt of goods or services.
6. **Payment goes to Pre-Disbursement Processor for Payment.**