

## Invoices Rejected in RIFANS

**Rejecting a eCivis invoice in RIFANS does NOT return it to eCivis for revision. If a RIFANS approver rejects an invoice from a subrecipient, they will receive the following notification from Accounts and Control (A&C):**

**If you [the RIFANS approver] need to reject a GMS invoice, please follow these steps:**

1. Enter your rejection comment in RIFANS. As part of the comment, include a note asking A&C to cancel the invoice.
2. Follow up with the program staff to have the invoice restarted by the subrecipient. Provide specifics about the changes needed for it be approved.
3. If applicable, staff in the GMS approval workflow will need to amend the invoice number to make it differ from the original, using the agency's naming convention for a revised invoice. *Invoices numbers must be unique, even when invoices are being amended.*

For context, prior to moving to RIFANS, GMS invoices go through a "Financial Report Approval" workflow set by the agency in eCivis. Invoices can be returned to the subrecipient for correction before the last approval in GMS.

GMS invoices that are in "Approved/Awaiting Payment" status in eCivis are sent to RIFANS nightly. Such invoices then follow existing RIFANS approval workflows, based on the line-item sequence used on the invoice. GMS invoices in RIFANS that require a change in eCivis must be rejected and canceled in RIFANS, and then started new in eCivis by the subrecipient.

Like other invoices, GMS invoices should be assigned a unique invoice number that either matches the vendor's backup or, if the vendor has not assigned a number to the invoice, is in accordance with your agency's invoice numbering convention. Staff in the GMS approval workflow are responsible for entering the invoice number into GMS.

The Last Approver should return the invoice to First or Last Approver, so that it can be rejected. Provide specifics to the subrecipient about the changes needed for it be approved, or the reason for rejection. This can be done in the "external notes" section when rejecting a financial report. When the new invoice comes in (if applicable), be sure to enter an invoice number that is different from the original, per 3 above.

### **Invoices Rejected due to No Approver/Approval Workflow in RIFANS**

An invoice also may be rejected in RIFANS if no approver or approval workflow was assigned to the line sequence being used. In this situation, please have your agency's CFO contact Accounts and Control ([doa.acsoperations@doa.ri.gov](mailto:doa.acsoperations@doa.ri.gov)) to select an approver/approval workflow. Accounts and Control can then validate and initiate the invoice. The invoice should then continue on through the approver/approval workflow. The invoice will **not** need to be cancelled in RIFANS or reprocessed in eCivis.