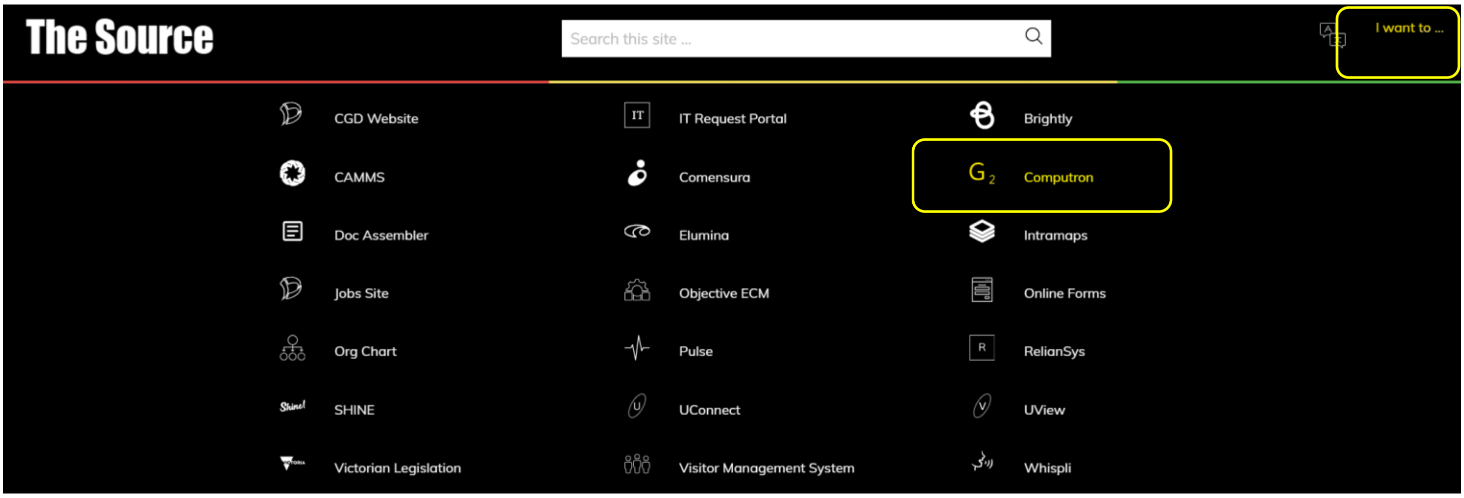
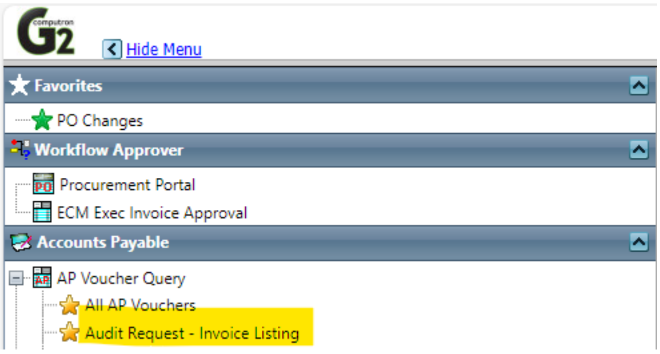
How to check if a refund is ready for payment.

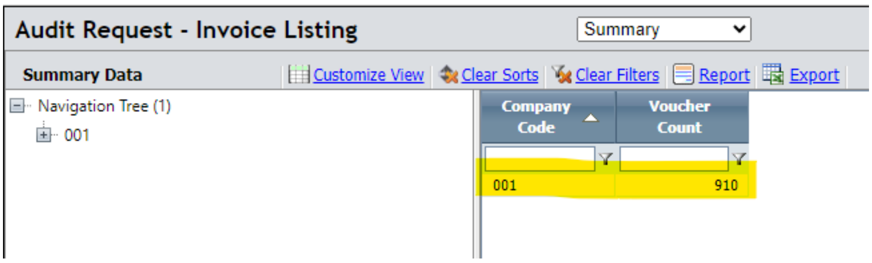
1. Access G2 via the Source



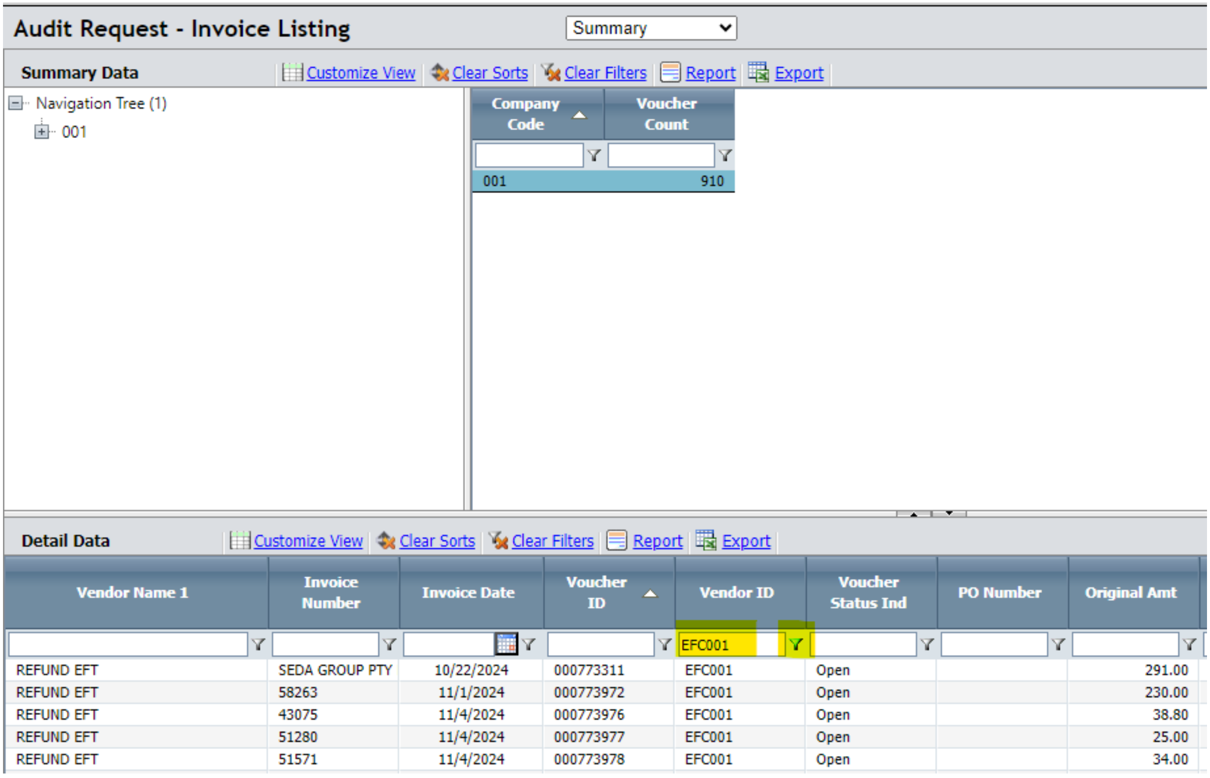
2. Select – Accounts Payable Audit Request – Invoice Listing



3. Double Click on Company Code 001



4. Enter EFC001 in the Vendor ID. Click filter and select "Equals"
   This will give you a view of outstanding refunds in Computron (open).



Audit Request - Invoice Listing

Summary

Summary Data | Customize View | Clear Sorts | Clear Filters | Report | Export

Navigation Tree (1)

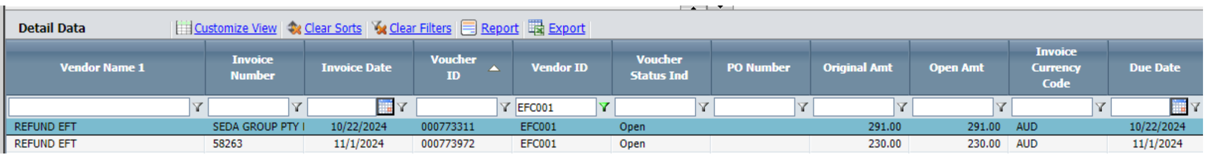
001

Company Code	Voucher Count
001	910

Detail Data | Customize View | Clear Sorts | Clear Filters | Report | Export

Vendor Name 1	Invoice Number	Invoice Date	Voucher ID	Vendor ID	Voucher Status Ind	PO Number	Original Amt
				EFC001			
REFUND EFT	SEDA GROUP PTY	10/22/2024	000773311	EFC001	Open		291.00
REFUND EFT	58263	11/1/2024	000773972	EFC001	Open		230.00
REFUND EFT	43075	11/4/2024	000773976	EFC001	Open		38.80
REFUND EFT	51280	11/4/2024	000773977	EFC001	Open		25.00
REFUND EFT	51571	11/4/2024	000773978	EFC001	Open		34.00

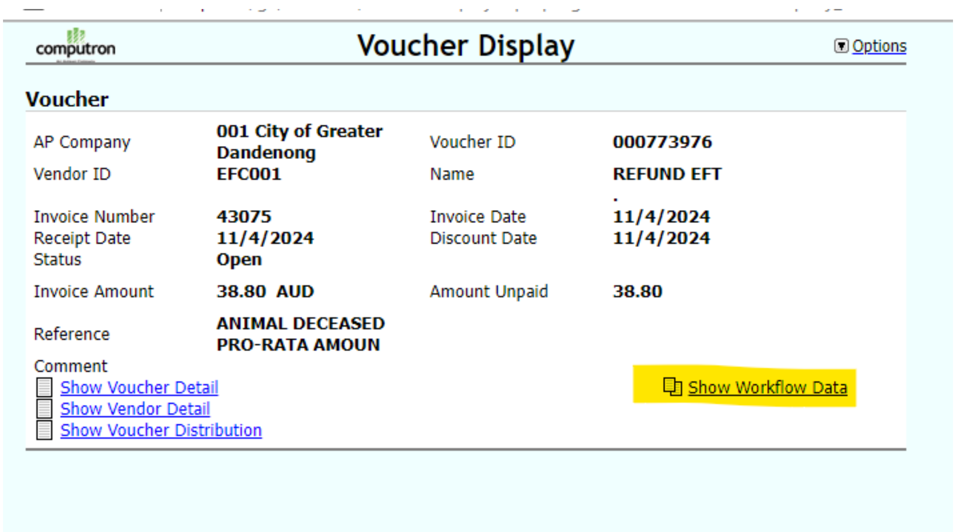
5. To see if the refund has been approved, double click on refund



Detail Data | Customize View | Clear Sorts | Clear Filters | Report | Export

Vendor Name 1	Invoice Number	Invoice Date	Voucher ID	Vendor ID	Voucher Status Ind	PO Number	Original Amt	Open Amt	Invoice Currency Code	Due Date
				EFC001						
REFUND EFT	SEDA GROUP PTY I	10/22/2024	000773311	EFC001	Open		291.00	291.00	AUD	10/22/2024
REFUND EFT	58263	11/1/2024	000773972	EFC001	Open		230.00	230.00	AUD	11/1/2024

The following screen will open up:



computron

Voucher Display

Options

Voucher

AP Company	001 City of Greater Dandenong	Voucher ID	000773976
Vendor ID	EFC001	Name	REFUND EFT .
Invoice Number	43075	Invoice Date	11/4/2024
Receipt Date	11/4/2024	Discount Date	11/4/2024
Status	Open		
Invoice Amount	38.80 AUD	Amount Unpaid	38.80
Reference	ANIMAL DECEASED PRO-RATA AMOUN		

Comment

Show Voucher Detail

Show Vendor Detail

Show Voucher Distribution

Show Workflow Data

Select: Show Workflow Data

In this example only one approver has approved the refund. Two approvers are required to release payment. (No PO required)

Activity Log

Export To Excel

K < 1 2 > >| Displaying page 1, items 1 to 10.

Date Time	Work Grou	User ID	User Name	Task ID	Comment
11/4/2024 2:45:06 PM	REGISTRY	CTS		GNWFVOUL	VOUCHER GENEXED IN
11/4/2024 2:45:06 PM	REGISTRY	CTS		GNWFVOUL	DOCUMENT GENEXED IN
11/4/2024 2:45:07 PM	REGISTRY	CTS		GNWFVOUL	ERROR APPROVER ID NOT FOUND
11/4/2024 4:04:18 PM	REGISTRY	JP1	James Pushpai	ERRORVOU	To Approver Jiaqi Wang
11/4/2024 4:04:20 PM	REGISTRY	JP1	James Pushpai	ERRORVOU	Mailed jwang@cgd.vic.gov.au
11/4/2024 4:06:07 PM	APPROVER	JWE	Jiaqi Wang	WEBAPUSV	Approved via ECMExec Portal
11/4/2024 4:06:30 PM	WFXAGENT	CTS		AGENTVOU	To Approval Luke Mullen
11/4/2024 4:06:32 PM	WFXAGENT	CTS		AGENTVOU	Mailed lmulle@cgd.vic.gov.au
11/11/2024 7:00:10 AM	WFXAGENT	CTS		AGENTAP	Escalate To Peta Gillies
11/11/2024 7:00:11 AM	WFXAGENT	CTS		AGENTAP	Mailed pgilli@cgd.vic.gov.au

Document Attachment

Export To Excel

WF ID	Object Clas	Object Typ	Object ID	URL for DS	Pages
000000000791985	C	CIAPVOU	0010007739		

Example of two approvers, approving refund. Refund is ready for payment.

Activity Log

Export To Excel

Date Time	Work Grou	User ID	User Name	Task ID	Comment
11/19/2024 9:45:20 AM	REGISTRY	CTS		GNWFVOUL	SEND TO APPROVER Q
11/19/2024 9:45:20 AM	REGISTRY	CTS		GNWFVOUL	DOCUMENT GENEXED IN
11/19/2024 9:45:20 AM	REGISTRY	CTS		GNWFVOUL	VOUCHER GENEXED IN
11/19/2024 10:02:03 AM	APPROVER	MK5	Mitra Koci	WEBAPUSV	Approved via ECMExec Portal
11/19/2024 10:02:05 AM	WFXAGENT	CTS		AGENTVOU	To Approval Roy Tran
11/19/2024 10:02:07 AM	WFXAGENT	CTS		AGENTVOU	Mailed rtran@cgd.vic.gov.au
11/19/2024 10:42:38 AM	APPROVER	RT4	Roy Tran	WEBAPUSV	Approved via ECMExec Portal
11/19/2024 10:43:34 AM	WFXAGENT	CTS		AGENTVOU	Voucher Approved for payment

Document Attachment

Export To Excel

WF ID	Object Clas	Object Typ	Object ID	URL for DS	Pages
000000000793906	C	CIAPVOU	0010007747		

6. To view the Refund Forms go to the notes section. They are not stored in the “Display Image” section like normal tax invoices.