Supplier Invoice Approval – User Guide

Invoices that relate to Purchase Invoices that are outside tolerance (i.e. the invoice amount exceeds the order amount) are sent to budget holders for approval. Invoices that do not relate to purchase orders have always been approved with a signature on a paper copy of the invoice. These invoices will now be sent for approval too avoiding the need for signature or email approvals. They will appear in task lists as No PO Invoices:



In task Management will show more details:

| AB Task manage | ment × | | | |
|--|-----------------|----------------|---------------|--|
| | | | | |
| | Search for task | ks | ٩ | |
| 7 All tasks | Sort and gro | pup by | | |
| | Client | Process name | Workflow step | Task data |
| Today | AB | Supplier Invoi | NO PO Invoic | SuppID: T10372, Name: BANGOR UNIVERSITY, TransNo: 10822738, Amount: 41.50 |
| | AB | Supplier Invoi | NO PO Invoic | SuppID: T10372, Name: BANGOR UNIVERSITY, TransNo: 10822737, Amount: 5,000.00 |
| Tomorrow | AB | Supplier Invoi | NO PO Invoic | SuppID: T10372, Name: BANGOR UNIVERSITY, TransNo: 10822739, Amount: 2,371.44 |
| roup by Step Process | | | | |
| JNL Approval - OTHER JNL Approval - Accounting & Researc | | | | |
| JNL Approval Fin. Accounting | | | | |
| NO PO Invoice Approval | | | | |

Click on the task to open it:

Supplier invoice approval

This task can also be approved by substitute(s): Wendy Chapman If waiting for a credit note or query with supplier, select Awaiting Resolution. If there is a coding error or reason the invoice should not be paid Reject and the task will be sent to AP. Add comments to make clear the resson for rejection. Cupaliar invalaa

| Supplier invoid | ce information | | | | | , ≜ Ima | ge | | | | | |
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| applier | BAN | GOR UNIVERSITY | | | | De | | | | | | |
| voice number | 0300 | 65948 | Total invoice amo | sint 2,40 | 0.00 | <u> </u> | | | | | | |
| ansaction numb | xer 1082 | 2739 | To be approved | 2,37 | 1.44 | | | - | 1 | | | |
| voice date | 22/0 | 4/2020 | VAT amount | 400. | 00 | | Repling Yours, Replin Opto | | | Dates that | France Office | |
| urrency | GBP | | Pay method | IP | | | stripe, staying well and | P A | NCOR | and the second second | and Land? Name | |
| ry rec | | | | | | | ANFONES | D A | TUBET | INVOI | CE | 22102010 |
| Workflow log | g (row 1) | | | | | Party Party Oliver Alternation | ngal Aberysteyth University nae Department Collegie (5 meet systeyth | Rhif And | unab Invalce I | Dia Rhi Cua | f Cwamer Romar No | 0100010 |
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| 22/04/2020 10 | 0:35 Wendy Chap | man (109104) - Distributi | ed | | | 20 20 | entert name Manytian Cyffenwad Note Cyngliad ywriy arlegelau is Eagu 2000 | y ta y ta | Trada Unit Trada Unit SS Uni | Nitter P Oly P | ria San An 1,000-00 | 2,000-00 |
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Here you should check against the invoice image that it has been correctly input with particular regard to:

- 1. The supplier name at the top left of the screen matches that on the invoice.
- 2. "To be approved" amount this shows the net amount of the invoice plus non-recoverable VAT. In this example, the VAT is partially recoverable, hence the odd number. This can be identified by a tax system that starts with "PR" at the end of the table.
- 3. The account code and work order are as expected
- 4. That you have received the goods or service, or the amount is other appropriate to be paid.

If the invoice image is too small to read, you can either click on the + button that appears when you hover over the image or click on the arrow at the top of the image which will flip it into a new screen:

You have three options to process the invoice:

Supplier invoice

- If everything is Ok with the invoice and it can be authorised, click on the Approve button at the bottom of the screen. If the invoice is for more than £10,000 it will go onto the second level approver, and if over £25,000 will then go to Procurement for final approval before being released for payment.
- 2. If you are waiting for the goods to be received, waiting for a credit note or want to park the invoice whilst you are checking details with the supplier or a colleague, click on Awaiting Resolution. You will be prompted to add a comment, this is for your reference, so you know why you have held the invoice:

| NO PO Invoice Approval - Awaiti | ng Resolution |
|---------------------------------|---|
| Enter your comment | Waiting for credit note as only partially delivered |
| Awaiting Resolution | |

This will move the task into a separate task in your own task list so that you know you have looked at it but are awaiting further information before you are ready to approve it.

| Supplier invoice in | formation | | |
|---------------------|--------------------------------|--------------------------------|------------------------------|
| Queen lines | | | |
| Supplier | BANGOR UNIVERSITY | | |
| Invoice number | 030065948 | Total invoice amount | 2,400.00 |
| Transaction number | 10822739 | To be approved | 2,371.44 |
| Invoice date | 22/04/2020 | VAT amount | 400.00 |
| Currency | GBP | Pay method | IP |
| Pay rec | | | |
| ☆ Workflow log (ro | w 1) | | |
| 22/04/2020 11:24 | Nansi George (101040) - Awaiti | ng Resolution - "Waiting for c | redit note as only partially |
| delivered"22/04/20 | 20 10:35 Wendy Chapman (109 | 9104) - Distributed | |
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To process the task when you are ready simply open the task now held under "Awaiting Resolution" and click Approve. Keep an eye on this section of your task list, the supplier is expecting to be paid so you should not leave invoices here for too long.

3. If you think the invoice has been processed against the wrong supplier, has some incorrect coding or another input error the click on Reject. You will be prompted to add a reason why you are rejected the task, add as much useful information as possible. This will return the invoice to Finance who will adjust it accordingly based on the instructions you added on rejecting the task.

| NO PO Invoice Approval - Reject | | | |
|---------------------------------|--|--|--|
| Enter your comment | Incorrect work order, please re-code to G1000-03 | | |
| Reject | | | |

If a second level approver rejects the task it will be returned to the budget holder, and if rejected by Procurement will be returned to the second level approver so that anyone who has already approved the task knows it has been rejected.