WEBAPP3: Invoice Approval

The purpose of this section is to introduce the user how to approve an Invoice which is out of tolerance from the original Purchase Order. If the Invoice Approval task is approved it will proceed to be paid by the Finance Office.

APPROVAL PROCESS

If there is a difference between the original order amount and the invoice amount that falls out of the Tolerance Levels the Invoice will need to be approved by the relevant person. A task and email will be sent out for the relevant person or people required to approve the task. These tasks will follow the same route for approval as the requisitioning process, as detailed below in the APPROVAL PROCESS Table.

Price Difference
- Invoice amount per row is less than £1,000, and the price difference is greater than 2.5%.
- Invoice amount per row is greater than £1,000, and the difference is greater than £25. (Effectively >2.5%)
- Invoice Quantity – if the quantity of goods received is greater than the ordered quantity.

New Line

If an invoice is registered, and there are transaction lines which are not detailed on the Purchase Order. . These tasks will follow the same route for approval for requisitioning, as detailed below in the APPROVAL PROCESS Table.

APPROVAL PROCESS Table

AMOUNT	Under £100	Between £100 and £25K	Between £25K and £50K	Between £50K and £100K	Between £100K and £250K	Over £250K
First APPROVER	Cost centre Purchasing Officer	Sub project Approver	Sub project Approver	Sub project Approver	Sub project Approver	Sub project Approver
Second APPROVER		Cost centre Purchasing Officer	Head of Subject	Head of Subject	Head of Subject	Head of Subject
Third APPROVER			Finance Purchasing Office	Head of School	Head of School	Head of School
Fourth APPROVER			Cost centre Purchasing Officer	Finance Purchasing Office	Head of College	Head of College
Fifth APPROVER				Cost centre Purchasing Officer	Finance Purchasing Office	Director of Finance
Sixth APPROVER					Cost centre Purchasing Officer	Finance Purchasing Office
Seventh APPROVER						Cost centre Purchasing Officer

An email will be sent to the relevant user advising them an Agresso Workflow Task with the relevant link to the Agresso Website. See example of email below:

The following new workflow tasks require action as there are purchase invoices received which cannot be processed:

Supplier ID	Supplier Name	Order No	Trans No	Curr	Amount	Step
11130	A F & J BARRETT	1531308	660038875	GBP	100.50	**Inv Purch. Off. Approval**

You can access Agresso by the following Agresso link.

If you are unsure how to process the task please check the Step field in bold in the above table and use the links below which will take you to the instructions on how to process the task.

If, however, you have any finance queries relating to this request, please contact finance-accountspayable@glasgow.ac.uk

Task Instructions

- Missing GRN (GRN Task); http://www.gla.ac.uk/t4/agresso/files/563/GRN2.pdf

- Purchase Invoice Approval (e.g. Inv Purch.Off. Approval, Inv Appr <£25K, etc..); http://www.gla.ac.uk/t4/agresso/files/563/WEBAPP3.pdf

- Sundry Supplier Invoice Approval (Sundry Purch Off Appr, Sundry Fin Appr); http://www.gla.ac.uk/t4/agresso/files/563/WEBAPP3.pdf

The person who has received the workflow task will have three options

APPROVE – The person approves the price difference or the new additional cost .

PARK – The person is querying the invoice with the supplier, or/and, has requested a credit note. This Task will remain parked until Approved or Rejected.

REJECT -The person rejects the workflow task as it has been sent to the wrong department and will go back to the Finance Office to amend.

WEBAPP3.1: Invoice Approval Price Difference

This allows the user to Approve, Reject, or Park individual lines with further details shown on screen

1. To access the Invoice task:

   Clicking on the task icon opens the task list preview where you can directly select a task.
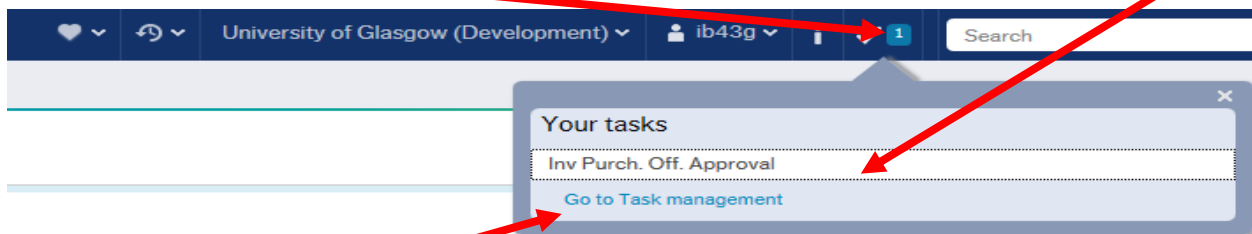
Or choose to go to Go to Task management where all you will be able to view all yours sorted according to , type of task and importance, due date.

2. Select the required task from the task list and the following screen will appear:

7. Select the Invoice Approval that is to be processed from list by clicking on relevant task. This will show the Invoice Approval details on the right hand side screen

8. The details will show the reason for the task:

The invoice is exceeding the invoice control. Please check and take action.

9. The Purchase order line details will be shown:

Purchase invoice information

Supplier	PERTEMPS RECRUITMENT PARTNERSHIP LT...		
InvoiceNo	603p391632	OrderNo	1590995
Invoice date	19/12/2014	Total invoice amount	466.20
Due date	18/01/2015	To be approved	466.20
Transaction number	660077091	VAT amount	77.70
Currency	GBP	RefNo	0

10.Workflow Log ==This will show any comments for the transaction. Additional comments can be added.==

☆ Workflow log (row 1)

```
09/01/2015 17:39 System User (SYSTEM)
09/01/2015 17:39 System User (SYSTEM) - Distributed
14/01/2015 11:39 Hilary Young (HYOUNG1)
14/01/2015 11:39 Hilary Young (HYOUNG1) - Redistributed
14/01/2015 14:43 Kevin Kininmonth (KKININMONTH) - Distributed
```

(Enter a comment)

11. Order Lines ==The Order lines will show if there is an invoice quantity or Price difference required to be approved.==

==The Invoice quantity/Price difference will be highlighted in Black will let the user know the row where there is a price difference.==

Order lines

	Order line	Currency	Inv. qty.	Inv price	Inv. amt.	Order qty	Order price	Order amt.	Qty. received	Amt. received	Product	Product description
☐	3	GBP	35.00	11.10	388.50	31.50	11.74	369.81	31.50	349.65	R9	A. Low - W/E 19/12/2014
Σ					388.50							

==This can be compared against the ordered amount or Order Price to see the difference==

12. APPROVE, REJECT, OR PARK.

==Select [Approve] To Approve the price difference task==

Select [Park]

The person is querying the invoice with the supplier, or/and, has requested a credit note. The School/Subject that raised the Purchase Orders will be responsible to request and chase the Credit Notes from suppliers.

==A comment must be entered in the workflow for any Parked Task.==

Inv Purch. Off. Approval - Park

Enter your comment

Park

Select [Reject] The person rejects the workflow task e.g. sent to the wrong School/Subject/Person.This will go back to the Finance Office to amend.

A comment must be entered in the workflow for any Rejected Task

Inv Purch. Off. Approval - Reject

Enter your comment

Reject

WEBAPP3.2: Invoice Approval New Invoice Line

Using the above WEBAPP3.1 Step 1 to 10 above to view the task

1. **The details will show the reason for the task**

   (i) There are lines on the invoice that have no corresponding order lines.

2. **The details of the extra line to be approved will be can be seen on the invoice image and also within the Purchase invoice details:**

3. **The order lines will show the original details**

Order lines

	Order line	Currency	Inv. qty.	Inv price	Inv. amt.	Order qty	Order price	Order amt.	Qty. received	Amt. received	Product	Product descriptio...	
☐	5	GBP	1.00	34.90	34.90	1.00	34.90	34.90	1.00	34.90	TX	Gatwick Express	△
Σ					34.90								

[Show discrepancies only]

Purchase invoice details

Map	On behalf of	Order	Status	Funds check	Currency	Curr. amou...	Amount	Tax amount	Type	Account	Costc	Sub_project	Cat 4	Activity	Tax code	Tax system	
▣		▤			GBP	34.90	34.90	0.00	GL	7465 OTHER T...	902070... US - Rese...	141743-01 FIN OFFICE - R...		7400 General...	* AZ Purchases - 0%	13 POT 2	△
▣		▤			GBP	1.00	1.00	0.00	GL	7410	902070...	141743-01		7400	AZ	13	
Σ						35.90		0.00									

4. **The additional line on the invoice to be approved would be the second row as there is no corresponding order line.**

5. The user will then select to [Approve] [Park] [Reject] the **Invoice Task using the above** WEBAPP3.1 Step 12 instructions

WEBBAPP3.3: Viewing Scanned Invoice

If required the user can also view the scanned registered invoice within the task.

- The user can save the invoice using the and save to a required location on the users PC. This option also allows the user to Print the invoice.

- A print preview can be viewed clicking on the icon.

- Click on or icons to make the invoice size larger or smaller. To view the invoice better click the image within the task. This will open the scanned registered invoice in a new screen where the user can view it.

- To rotate the image click on

- 1/4 This allows you to view the different pages of the scanned invoice.