

#### 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.

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	Project Approver	Project Approver	Project Approver	Project Approver	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

#### APPROVAL PROCESS Table



# 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

If you have any problems using Agresso, please contact <u>finsup@glasgow.ac.uk</u>

Please note there is no need to reply to this email.

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.	From the Menu Select My tasks
	Workflow tasks     Financial Approval
	Alerts
	Update task list
	The update Task list will update your tasks

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



🔮 Park 🔽 Approve 🔁 Reject 🗰 Advanced mode ▼ 🔼 Ascending 🛛 🕊 Sortby (i) The invoice is exceeding the invoice control. Please check and take action. Select all visible items C & M ENVIRONMENT LTD Supplier: - \* -Purchase invoice information A Image Curr. amount: 593.74 💽 🗄 🔍 🔍 🗹 🚺 1/2 🕨 Currency: Due date: GBP 17/08/2012 Supplier C & M ENVIRONMENT LTD Due uare, InvoiceNo: 58045 TransactionNo: 5100264041 Smount: 593.74 InvoiceNo 58045 OrderNo 1358668 V.A.T. Reg. No. 261 6514 69 Invoice date 18/07/2012 Total invoice amount 593.74 Invoice Page 1 A 17/08/2012 To be approved 52 Strathmore Road, Balmore Industrial Estate, Glass Day: 0141-336 7774/5 Night: 0141-336 7775 Fax: 0 Due date 593.74 G22 70W HYCA GELECT VAT amount Transaction number 5100264041 98.96 0 2 1 0 Currency GBP INVOICE No - A -Workflow log (row 1) 18/07/2012 INVOICE/TAX D 1358668 ORDER No 31/07/2012 08:36 Alison Graham (AGRAHAM) - Distributed -ACCOUNT No Unit Price Net An VAT 0.00 BOWER BUILDE 900128059C/2505 (Enter a comment) 5.50 HOURS LABOUR N/T PRINCIPAL ENGINEER 42.00 46.20 🔄 Сору 56.00 0.50 HOURS LABO 5.60 OD MILES 0.80 1.28 9.60 1.00 LEAK SPRAY 1.92 24.42 210.7 9.00 GAS 43.96 ☆ -Invoice control Purchase order Amount ordered 2.5 % Amount delivered 2.5 % Source Order lines Order line Currency Inv. qty. Inv price Order qty Order price Order amt. Qty. received Produ Product description Supplier product 1 GBP 1.00 **494.78** 1.00 250.00 250.00 1.00 LAB53 LAB53 Repairs 

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

Supplier:	C & M ENVIRONMENT LTD
 Curr. amount: Currency: Due date: InvoiceNo: TransactionNo: Amount:	593.74 GBP 17/08/2012 58045 5100264041 593.74

## 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 invo	ice information		
Supplier	C & M ENVIRONMEN	IT LTD	
InvoiceNo	58045	OrderNo	<u>1358668</u>
Invoice date	18/07/2012	Total invoice amount	593.74
Due date	17/08/2012	To be approved	593.74
Transaction number	5100264041	VAT amount	98.96
Currency	GBP		



10.Workflow Log       This will show any comments for the transaction. Add comments can be added.	mments for the transaction. Additiona						
Workflow log (row 1)          31/07/2012 08:36 Alison Graham (AGRAHAM) - Distributed         (Enter a comment)         Copy         11. Order Lines       The Order lines will show the price difference required approved.         The Invoice Price highlighted in Black will let the user know the where there is a price difference.         Order lines       This will be higher than the Order Price         Order lines       Inv price         Order lines       Under dy for dy for grain         Other lines       100         1       G8P         1					J	<mark>ow Lo</mark> ę	orkflo
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Select To Approve the price difference task				$\smile$			
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Select <b>CAPAIK</b> The person is querying the invoice with the supplier, or/and, has requested a credit note. The School/Subject that raised the Purchase Orders responsible to request and chase the Credit Notes from suppliers.	ice with the cumplice ordened has remark	uerying					
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d.

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

31/07/2012 08:36 Alison Graham (AGRAHAM) - Distributed

(Enter a comment)

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## 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

	1	GBP				qty Orde	r price	Order amt.	Qty. received	Product	Product descript	ion Su	pplier product	
		GDI	6.	.00 33.9	5	6.00	33.95	203.70	6.00	LAB25	LACTATEPRO1	LAE	325	
Show di	liscrepan	ncies only												
urchase	e invoic	ce details —												
rder St	tatus   F	Funds check	Currency	Gross amount	Amount	Tax amount		Account	Costc		Project	Tax code	e OrderNo	
			GBP	203.70	203.70	0.00	6310		20104017	44904		EF	1379712	:
			GBP	10.00	12.00	2.00	7150		20104017	44904		AS	1379712	
							MAIL CO	URIER AND FREI	LS Human Biology -	DR NAI	RN SCOBIE GE	Purchason Co	1.0	17//
						2.00								

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





# WEBBAPP3.3: Viewing Scanned Invoice

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

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

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INVOICE		· · · · · · · · ·	Page 1 of 1	代を大学

- 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 so or constant of 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
- I/4 D This allows you to view the different pages of the scanned invoice.