

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	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

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 finsup@glasgow.ac.uk

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

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

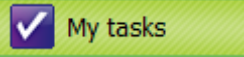
APPROVE – The person approves the price difference or the new additional cost .

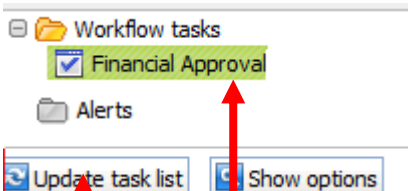
PARK – The person is querying the invoice with the supplier, or/and, has requested a credit note. This Task will remain parked until Approved or Rejected.

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 



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

Sort by Ascending

Select all visible items

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

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

Purchase invoice information

Supplier: **C & M ENVIRONMENT LTD**

InvoiceNo: **58045** OrderNo: **1358668**

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**

Workflow log (row 1)

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

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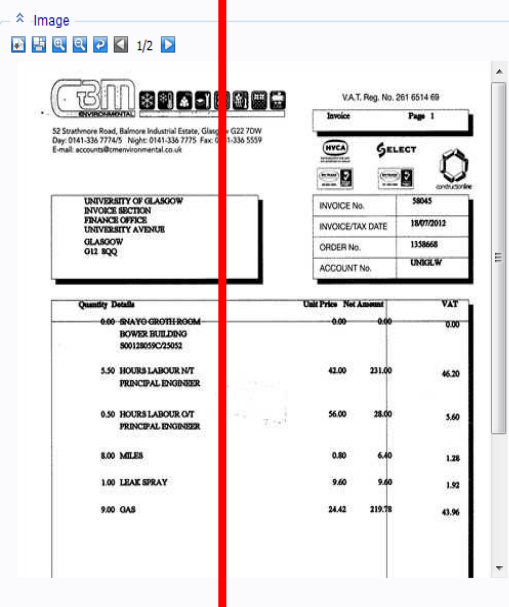
Invoice control

Source: Purchase order Amount ordered: 2.5% Amount delivered: 2.5%

Order lines

Order line	Currency	Inv. qty.	Inv price	Order qty	Order price	Order amt.	Qty. received	Product	Product description	Supplier product
1	GBP	1.00	494.78	1.00	250.00	250.00	1.00	LAB53	Repairs	LAB53

Image



Quantity Details

Quantity	Unit Price	Net Amount	VAT
6.00	0.00	0.00	0.00
5.50	42.00	231.00	46.20
0.50	56.00	28.00	5.60
8.00	0.80	6.40	1.28
1.00	9.60	9.60	1.92
9.00	24.42	219.78	43.96

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: 593.74
 Currency: GBP
 Due date: 17/08/2012
 InvoiceNo: 58045
 TransactionNo: 5100264041
 Amount: 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 invoice information

Supplier: **C & M ENVIRONMENT LTD**

InvoiceNo: **58045** OrderNo: **1358668**

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. Additional comments can be added.

Workflow log (row 1)

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11. Order Lines The Order lines will show the price difference required to be approved.

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

This will be higher than the Order Price

Order line	Currency	Inv. qty.	Inv price	Order qty	Order price	Order amt.	Qty. received	Product	Product description	Supplier product
1	GBP	1.00	494.78	1.00	250.00	250.00	1.00	LAB53	Repairs	LAB53
Σ										

12. APPROVE, REJECT, OR PARK.

Select  To Approve the price difference task

Select 

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.

Workflow log (row 1)

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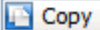
The person rejects the workflow task e.g. sent to the wrong School/Subject/Person This will go back to the Finance Office to amend.

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

Workflow log (row 1)

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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

 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	Order qty	Order price	Order amt.	Qty. received	Product	Product description	Supplier product
1	GBP	6.00	33.95	6.00	33.95	203.70	6.00	LAB25	LACTATEPRO1	LAB25
Σ										

Show discrepancies only

Purchase invoice details

Order	Status	Funds check	Currency	Gross amount	Amount	Tax amount	Account	Costc	Project	Tax code	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
						2.00					
Σ											

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 or  Reject the Invoice Task sing 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 .

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.