WEBAPP4: Sundry Invoice Approval

The purpose of this section is to introduce the user how to approve a Sundry Invoice. If the Approval task is approved it will proceed to be paid by the Finance Office.

If the payment method is BACS the Data control section will receive a workflow task to validate the payee bank account details after the approver has approved the transaction.

APPROVAL PROCESS

All Sundry Invoices Tasks will go through workflow approval. 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.

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 they have an Agresso Workflow Task. The email includes a link to the Agresso Website. See example of email below:

Please find enclosed a listing of sundry supplier purchase invoices which require approval prior to payment.

To enable timely payment, please approve these sundry supplier purchase invoices by accessing the undernoted link;

Agresso Web Link

If you have any queries, please do not hesitate to contact a member of the Accounts Payable team via finance-accountspayable@glasgow.ac.uk

Payee	Trans No	Invoice No	Invoice Date	Due Date	Amount	Text
Sundry Creditor - GBP	551000	LIVERPOOLDENTAL	20/07/2012 00:00:00	19/08/2012 00:00:00	77.00	BACS INVOICE REFUND

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

**APPROVE –** The person approves the Sundry Invoice Payment.

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.
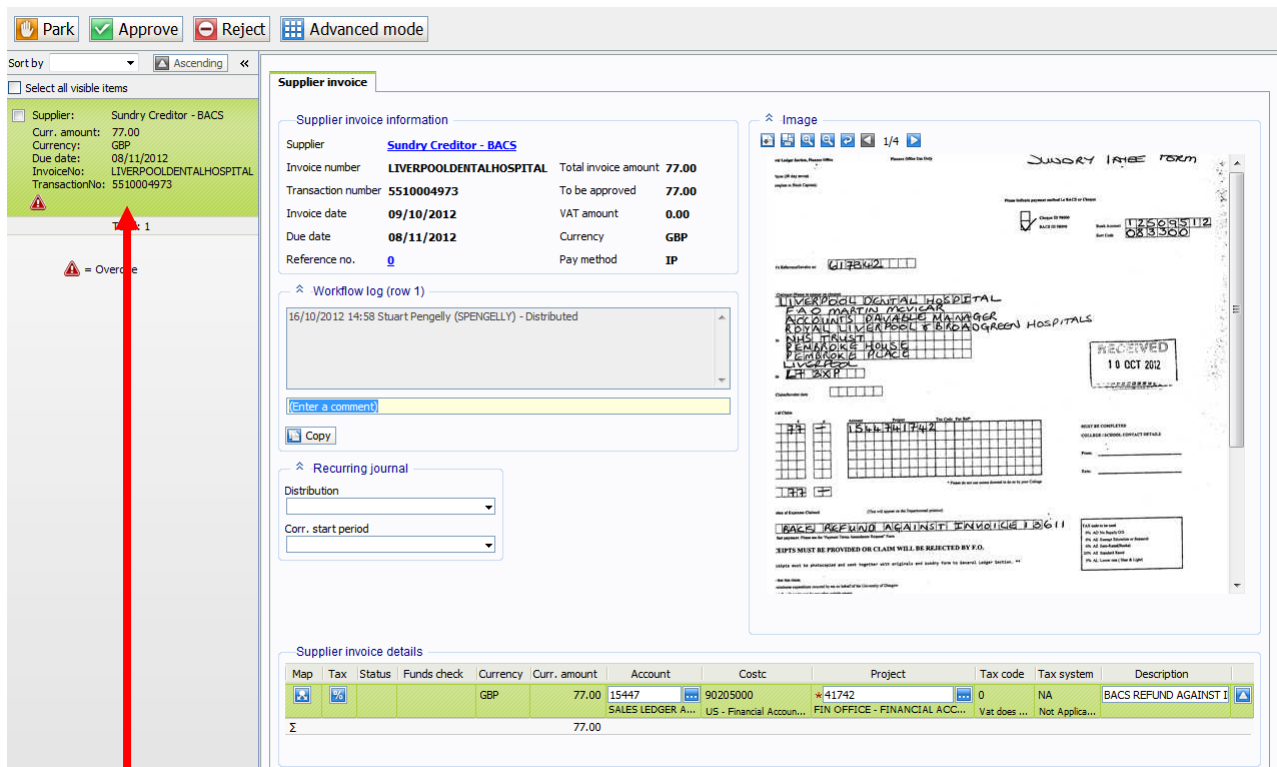
WEBAPP4.1: Invoice Approval/Rejection/Park

This allows the user to Approve, Reject, or Park individual lines with further details shown on screen
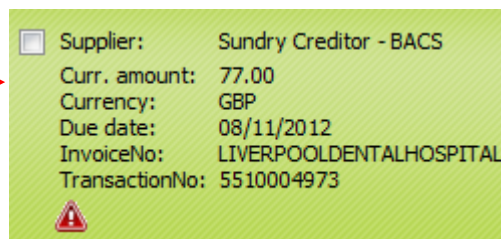
2. From the Menu Select ✓ My tasks
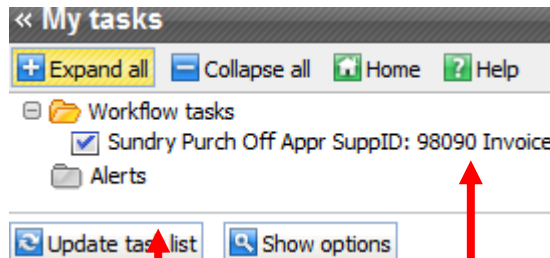
The update Task list will update your tasks

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

4. **Select the Sundry 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:	Sundry Creditor - BACS
Curr. amount:	77.00
Currency:	GBP
Due date:	08/11/2012
InvoiceNo:	LIVERPOOLDENTALHOSPITAL
TransactionNo:	5510004973

5. **The Supplier Invoice information details will be shown:**

6. **Workflow Log This will show any comments for the transaction. Additional comments can be added.**

7. **The Details of the amount to be approved and the project to be pay for the costs can be seen in the Supplier Invoice Details or by viewing the scanned invoice on the screen.**

8. **APPROVE, REJECT, OR PARK.**

Select **[✓ Approve]** **To Approve the price difference task**
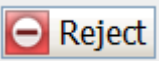
Select **[✋ Park]** The person is querying the invoice with the supplier, or/and, has requested a credit note. The School/Subject that raised the Purchase Orders will be responsible to request and chase the Credit Notes from suppliers.

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

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

WEBAPP4.2: Viewing Scanned Invoice
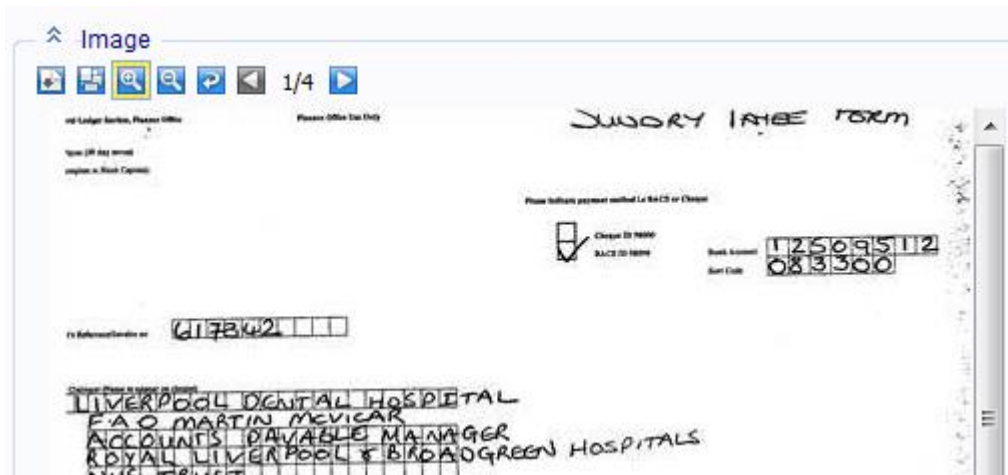
If required the user can also view the scanned registered invoice within the task .

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.