

WEBAPP3: Invoice Approval – Financial 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 £1000 | Between £1000 and £25K | Between £25K and £50K | Between £50K and £100K | Between £100K and £500K | Over £500K |
|------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| First APPROVER | Cost centre Purchasing Officer | Cost centre Purchasing Officer | Cost centre Purchasing Officer | Cost centre Purchasing Officer | Cost centre Purchasing Officer | Cost centre Purchasing Officer |
| Second APPROVER | | Sub project Approver | Procurement Category Manager | Procurement Category Manager | Head of Procurement | Head of Procurement |
| Third APPROVER | | * | Sub project Approver | Sub project Approver | Sub project Approver | Sub project Approver |
| Fourth APPROVER | | | | Head of College Finance | Head of School | Head of School |
| Fifth APPROVER | | | | | Head of College Finance | Head of College Finance |
| Sixth APPROVER | | | | | | Head of College |
| Seventh APPROVER | | | | | | Director of Finance |

* Head of College Finance over £10k for College of Arts and College of Social Sciences

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.

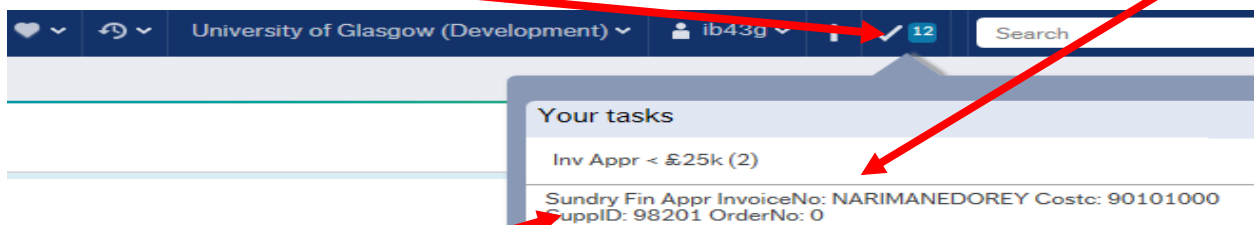
REJECT -The person rejects the workflow task as it has been sent to the wrong department and will go back to the Finance Office to amend.

WEBAPP3.1: Invoice Approval Price Difference

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

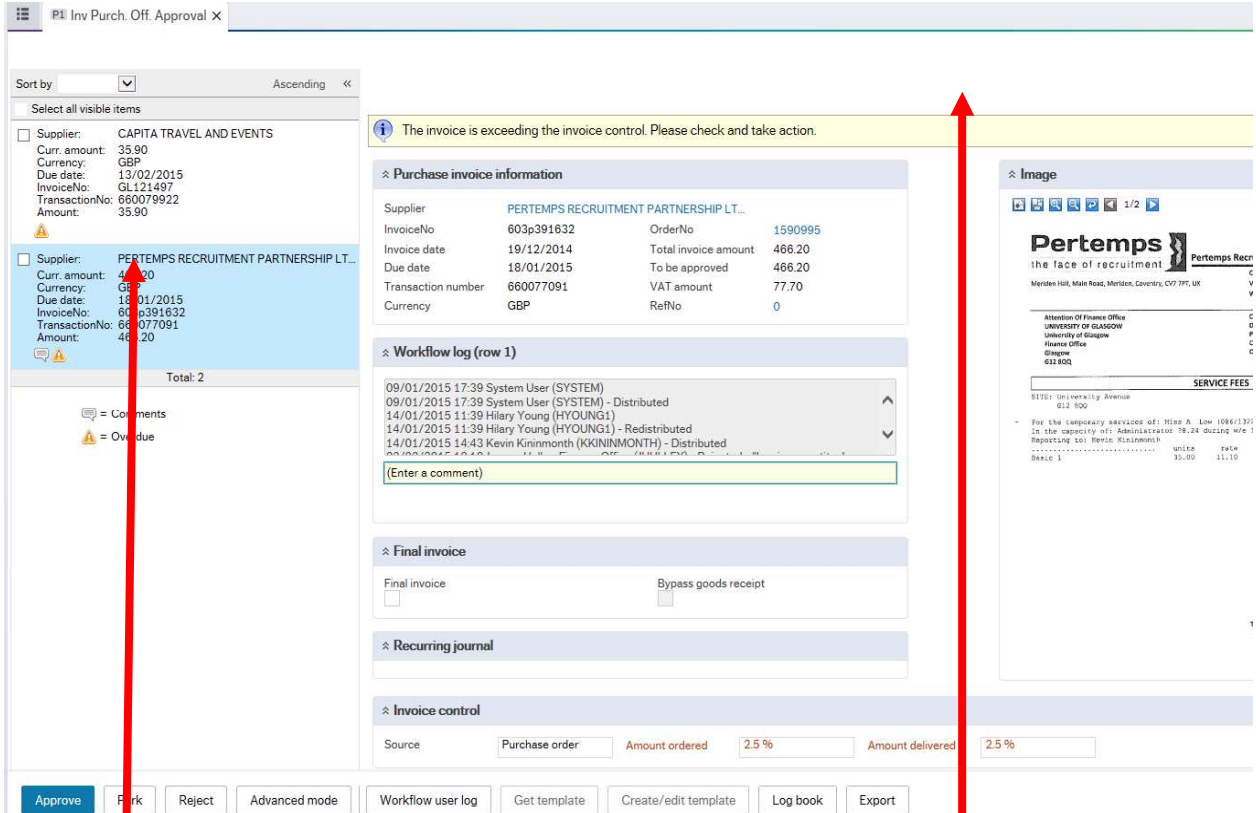
1. To access the Invoice task:

 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 your tasks 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

Supplier: PERTEMPS RECRUITMENT PARTNERSHIP LT...
 Curr. amount: 466.20
 Currency: GBP
 Due date: 18/01/2015
 InvoiceNo: 603p391632
 TransactionNo: 660077091
 Amount: 466.20

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 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 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.

Inv Appr < £25k - Park

Enter your comment

Select

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 Appr < £25k - Reject

Enter your comment

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 | 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 | | | | | | | | |

| 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.

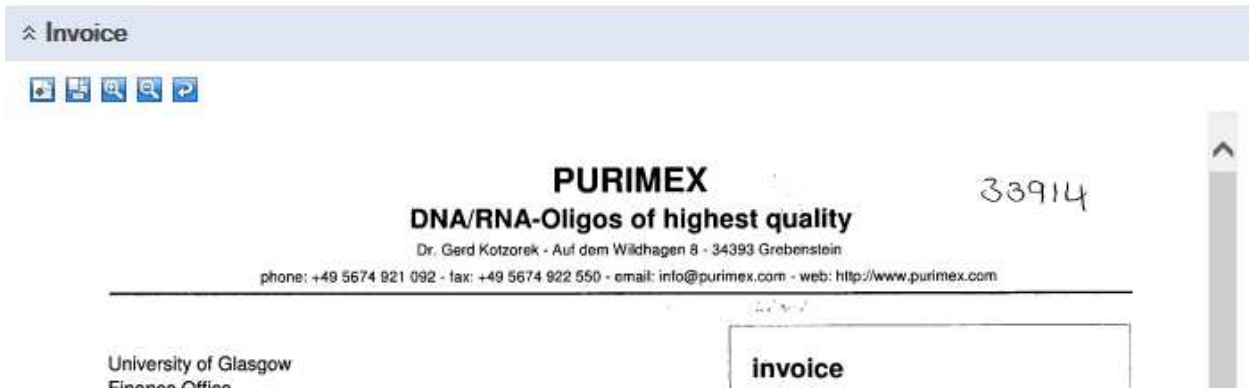
5. The user will then select to








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.