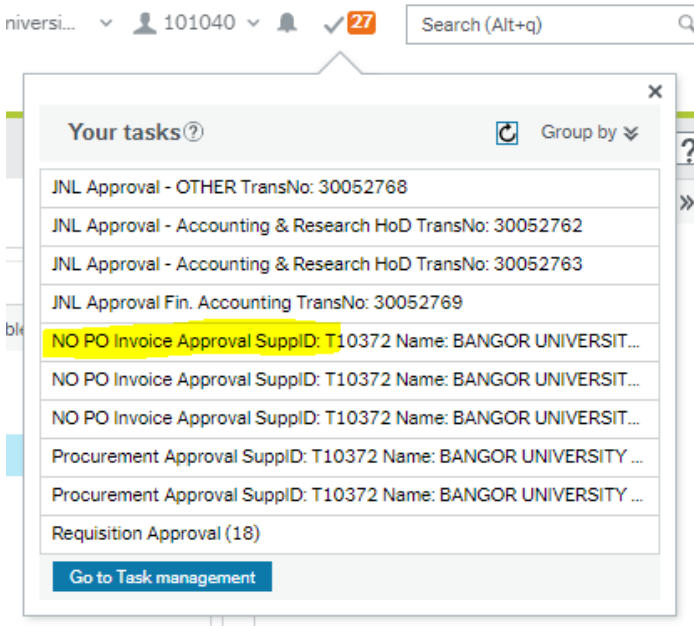
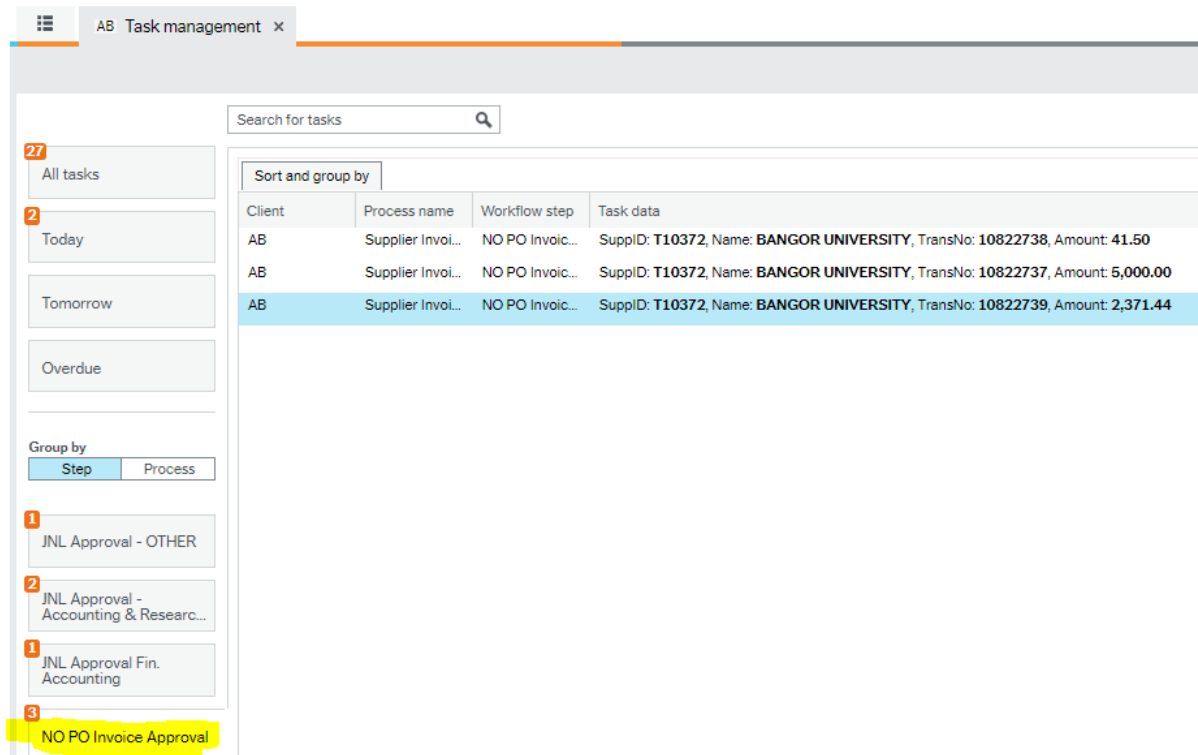


## Supplier Invoice Approval – User Guide

Invoices that relate to Purchase Invoices that are outside tolerance (i.e. the invoice amount exceeds the order amount) are sent to budget holders for approval. Invoices that do not relate to purchase orders have always been approved with a signature on a paper copy of the invoice. These invoices will now be sent for approval too avoiding the need for signature or email approvals. They will appear in task lists as No PO Invoices:



In task Management will show more details:



Click on the task to open it:

### Supplier invoice approval

This task can also be approved by substitute(s): Wendy Chapman  
 If waiting for a credit note or query with supplier, select Awaiting Resolution. If there is a coding error or reason the invoice should not be paid Reject and the task will be sent to AP. Add comments to make clear the reason for rejection.

Supplier invoice

**Supplier invoice information**

Supplier	<b>BANGOR UNIVERSITY</b>	Total invoice amount	2,400.00
Invoice number	03065948	To be approved	2,371.44
Transaction number	10822739	VAT amount	400.00
Invoice date	22/04/2020	Pay method	IP
Currency	GBP		
Pay rec			

**Workflow log (row 1)**

22/04/2020 10:35 Wendy Chapman (109104) - Distributed

(Enter a comment)

Copy

**Image**

**Supplier invoice details**

Map	Status	Currency	Curr. amount	Account	Costo	Project	Workord	Product	Tax code	Tax system
		GBP	2,371.44	4100	121A	G1000	G1000-01	AA001	PS	PRG
			Σ	2,371.44						

Approve   Awaiting Resolution   Reject   Advanced mode   Workflow user log   Get template   Create/edit template   Log book   Export

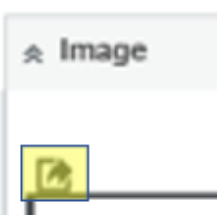
<b>Is-Gyfanswm Sub-total</b>	2,000.00
<b>TAW VAT</b>	400.00
<b>Cyfanswm Total</b>	2,400.00

wir 14 diwrnod   TERMS net 14 days

Here you should check against the invoice image that it has been correctly input with particular regard to:

1. The supplier name at the top left of the screen matches that on the invoice.
2. "To be approved" amount – this shows the net amount of the invoice plus non-recoverable VAT. In this example, the VAT is partially recoverable, hence the odd number. This can be identified by a tax system that starts with "PR" at the end of the table.
3. The account code and work order are as expected
4. That you have received the goods or service, or the amount is other appropriate to be paid.

If the invoice image is too small to read, you can either click on the + button that appears when you hover over the image or click on the arrow at the top of the image which will flip it into a new screen:



You have three options to process the invoice:

1. If everything is Ok with the invoice and it can be authorised, click on the Approve button at the bottom of the screen. If the invoice is for more than £10,000 it will go onto the second level approver, and if over £25,000 will then go to Procurement for final approval before being released for payment.
2. If you are waiting for the goods to be received, waiting for a credit note or want to park the invoice whilst you are checking details with the supplier or a colleague, click on Awaiting Resolution. You will be prompted to add a comment, this is for your reference, so you know why you have held the invoice:

**NO PO Invoice Approval - Awaiting Resolution**

Enter your comment

This will move the task into a separate task in your own task list so that you know you have looked at it but are awaiting further information before you are ready to approve it.

Supplier invoice

**Supplier invoice information**

Supplier	BANGOR UNIVERSITY		
Invoice number	030065948	Total invoice amount	2,400.00
Transaction number	10822739	To be approved	2,371.44
Invoice date	22/04/2020	VAT amount	400.00
Currency	GBP	Pay method	IP
Pay rec			

⌵ Workflow log (row 1)

22/04/2020 11:24 Nansi George (101040) - Awaiting Resolution - "Waiting for credit note as only partially delivered" 22/04/2020 10:35 Wendy Chapman (109104) - Distributed

To process the task when you are ready simply open the task now held under "Awaiting Resolution" and click Approve. Keep an eye on this section of your task list, the supplier is expecting to be paid so you should not leave invoices here for too long.

3. If you think the invoice has been processed against the wrong supplier, has some incorrect coding or another input error the click on Reject. You will be prompted to add a reason why you are rejected the task, add as much useful information as possible. This will return the invoice to Finance who will adjust it accordingly based on the instructions you added on rejecting the task.

**NO PO Invoice Approval - Reject**

Enter your comment

If a second level approver rejects the task it will be returned to the budget holder, and if rejected by Procurement will be returned to the second level approver so that anyone who has already approved the task knows it has been rejected.