Please see A-Z list of Task names below to see what action is required

**Invoices for approval**

**Either:**

Approve the Invoice allowing it to continue in workflow.

Reject back to Accounts Payable with reason/s stated.

Park if you need time to review, you will then need to approve/reject once you review is completed.

>£50k: Contract INV No PO: You have received this invoice as it is for £50,000 or more and has no Purchase Order against it, it requires your approval as Director of Finance. Please Approve allowing the Invoice to continue in workflow. Procurement have already approved this and will have added comments/contract details in the workflow log. Otherwise reject back to Procurement with your reason stated, or park if under review. You can click on the paperclip icon, top right of screen, to see any attached documents.

>£50k: Contract INV Out of Tolerance: The Purchase order raised does not match the Invoice sent by the Supplier. Either the invoice line is more than £20 different to the Purchase order line or extra lines have been added for items not on the Purchase Order, i.e. delivery charge. The Invoice needs your approval as it is over £50k, the original requisition you approved may not have been. Please approve or reject back to Accounts Payable with your comments.

>£50k: INV No PO: You have received this Invoice as it is for £50,000 or more and requires your approval as Director of Finance. Please Approve allowing the requisition to continue in workflow. If for £750,000 or more, then a second approver will be required after Director has approved. Procurement have already approved this as an Invoice with No Contract in Place, see their comments in workflow log. Otherwise reject back to Procurement with your reason stated, or park if under review. You can click on the paperclip icon, top right of screen, to see any attached documents.

>£50k: INV Out of Tolerance: The Purchase order raised does not match the Invoice sent by the Supplier. Either the invoice line is more than £20 different to the Purchase order line or extra lines have been added for items not on the Purchase Order, i.e. delivery charge. The requisitioner who raised the order has already seen this and added

**Budget Holder: INV No PO number:** You have received this task as you are the assigned Budget Holder/Approver on this Sub Project. Please see below for action required. You have received this task as you are the assigned Approver on this Sub-Project and because no Purchase Order was raised against it. Please Approve allowing the requisition to continue in workflow, reject back to Accounts Payable with your reason stated, quote the purchase order number if there is one, or park if under review.

**Budget Holder: INV Out of Tol:** You have received this task as you are the assigned Budget Holder/Approver on this Sub Project. Please see below for action required. The Purchase order raised does not match the Invoice sent by the Supplier. Either the invoice line is more than £20 different to the Purchase order line or extra lines have been added for items not on the Purchase Order, i.e. delivery charge. The requisitioner who raised the order has already seen this and added
their comments to the workflow log. Please read their comments and refer any queries to them. Approve when you are happy with their reasons or Reject back to Accounts Payable with your comments.

**Budget Holder: PCARD Approval**: You have received this task as you are the assigned Budget Holder/Approver on this Sub Project. Please see below for action required. Please check each line and Approve or Reject the whole purchase card statement, if you need to reject a line in the statement select Advanced mode to reject/park/approve on a line by line basis.

**Budget Holder: SEF INV No PO number**: You have received this task as you are the assigned Budget Holder/Approver on this Sub Project and because no Purchase Order was raised against it. Please Approve allowing the requisition to continue in workflow, reject back to Accounts Payable with your reason stated, quote the purchase order number if there is one, or park if under review.

**Budget Holder: SEF INV Out of Tol**: You have received this task as you are the assigned Budget Holder/Approver on this Sub Project. The Purchase order raised on this SEF Project does not match the Invoice sent by the Supplier. Either the invoice line is more than £20 different to the Purchase order line or extra lines have been added for items not on the Purchase Order, i.e. delivery charge. The requisitioner who raised the order has already seen this and added their comments to the workflow log. Please read their comments and refer any queries to them. Approve when you are happy with their reasons or Reject back to Accounts Payable with your comments.

**Card Holder: PCARD Confirmation**: As the Card Holder, please check all coding is correct and approve this month’s purchase card transactions.

**Director/PVC: PCARD >£10k Approval**: Please Approve these Purchase Card transactions as they are over 10k. If you reject the items, please clearly state the reason for rejection. You can use the Advanced Mode button to Approve, Reject or Park the Pcard transactions line by line.

**Director/PVC: PCARD Approval**: Please Approve these Purchase Card transactions. If you reject the items, please clearly state the reason for rejection. You can use the Advanced Mode button to Approve, Reject or Park the Pcard transactions line by line.

**Finance: Check for PO Number**: This invoice has come to you as account code is XXXX. Check if Supplier has Relation POREQD Yes and Either 'Advise AP of PO number' or if no PO required 'Finance Codes added'. Add the missing Account code and Subproject. Advise Procurement if never a PO for this Supplier so they can amend relation on Supplier Masterfile.

**Finance: Estates Invoice Check**: You have received this task because the invoice has been coded to a dis-used sub-project (Estates). Please review the coding and check the sub-project selected is correct. Either 1. Correct the sub-project coding. 2. Contact the Agresso Service Desk requesting that the relation INVWFRROUTE is corrected.

**Goods Receipt Required**: An invoice has been received and matched against your order but you have not receipted the goods in Agresso so the invoice cannot be paid. You need to approve that the goods have been received and that the value proposed in the task has been received and can therefore be paid to the supplier. Please open the task and review the detail, either: 1. Approve the task: Confirming that the proposed amount/value of goods have been delivered and therefore the
invoice can be paid. 2. Reject: If the amount/detail/matching of the purchase order is not correct please reject the task and update the workflow log with comments explaining why it is incorrect and what should be done to correct the error. This will allow the rejection to be processed correctly by Accounts Payable and save you time.

**Goods Returned Required**: A credit note has been received and matched against your order but you have not returned the goods in Agresso so the credit cannot be applied to the account. You need to approve that the goods were returned to the value proposed in the task. Please open the task and review the detail, either: 1. Approve the task: Confirming that the proposed amount/value of goods have been returned and therefore the credit note from the supplier is correctly matched and can be applied to the account. 2. Reject: If the amount/detail/matching of the purchase order is not correct please reject the task and update the workflow log with comments explaining why it is incorrect and what should be done to correct the error. This will allow the rejection to be processed correctly by Accounts Payable and save you time.

**HoS/D: INV No PO number** : You have received this task as you are the assigned Head of School/Division for this Sub Project. Please see below for action required. You have received this task as you are the assigned Approver on this Sub-Project and because no Purchase Order was raised against it. Please Approve allowing the requisition to continue in workflow, reject back to Accounts Payable with your reason stated, quote the purchase order number if there is one, or park if under review.

**HoS/D: INV Out of Tolerance** : You have received this task as you are the assigned Head of School/Division for this Sub Project. Please see below for action required. The Purchase order raised does not match the Invoice sent by the Supplier. Either the invoice line is more than £20 different to the Purchase order line or extra lines have been added for items not on the Purchase Order, i.e. delivery charge. The requisitioner who raised the order has already seen this and added their comments to the workflow log. Please read their comments and refer any queries to them. Approve when you are happy with their reasons or Reject back to Accounts Payable with your comments.

**HoS/D: PCARD >£10k Approval** : Please Approve these Purchase Card transactions as they are over 10k. If you reject the items, please clearly state the reason for rejection. You can use the Advanced Mode button to Approve, Reject or Park the Pcard transactions line by line.

**HoS/D: PCARD Approval** : You have received this task as you are the assigned Head of School/Division for this Sub Project. Please see below for action required. Please Approve these Purchase Card transactions. If you reject the items, please clearly state the reason for rejection. You can use the Advanced Mode button to Approve, Reject or Park the Pcard transactions line by line.

**HoS/D: SEF INV No PO number** : You have received this task as you are the assigned Head of School/Division for this Sub Project. Please see below for action required. You have received this task as you are the assigned Approver on this SEF Sub-Project and because no Purchase Order was raised against it. Please Approve allowing the requisition to continue in workflow, reject back to Accounts Payable with your reason stated, quote the purchase order number if there is one, or park if under review.

**HoS/D: SEF INV Out of Tolerance** : You have received this task as you are the assigned Head of School/Division for this Sub Project. Please see below for action required. The Purchase order raised on this SEF Project does not match the Invoice sent by the Supplier. Either the invoice line is more than £20 different to the Purchase order line or extra lines have been added for items not on the
Purchase Order, i.e. delivery charge. The requisitioner who raised the order has already seen this and added their comments to the workflow log. Please read their comments and refer any queries to them. Approve when you are happy with their reasons or Reject back to Accounts Payable with your comments.

**Line Manager: PCARD Approval:** Please Approve these Purchase Card transactions. If you reject the items, please clearly state the reason for rejection. You can use the Advanced Mode button to Approve, Reject or Park the Pcard transactions line by line.

**PCARD Coding Required:** Please check & code the purchase card transactions. 1. Any Account codes starting with 9 must be overtyped with correct account/expense code. 2. Please amend all Tax Codes, use Tax Code PG if you have a VAT receipt, if not PE. 3. Please ensure the last 8 digits of the card is held in the PA/CH field.

**Procurement: INV No PO Number:** This Invoice does not have a Purchase order to match it against, so has not been approved through the normal requisition workflow. Please Approve allowing the Invoice to continue in workflow, if a Contract is in place please put Contract details in the comments and attach any necessary documents using paperclip icon, top right of screen. Otherwise reject back to Accounts Payable with your reason stated, or park if under review. You can click on the paperclip icon, top right of screen, to see any attached documents.

**Procurement: INV Out of Tolerance:** The Purchase order raised does not match the Invoice sent by the Supplier. Either the invoice line is more than £20 different to the Purchase order line or extra lines have been added for items not on the Purchase Order, i.e. delivery charge. The Invoice needs your approval as it is over £15k, the original requisition you approved may not have been. Please approve or reject back to Accounts Payable with your comments.

**Requisitioner: Invoice Approval:** The Order you raised does not match the Invoice sent by the Supplier. Please look at the task which will show where the discrepancy is. Approve if you are happy for the Invoice continue to the approver, please put your comments in the workflow log explaining why there is a difference, or Reject back to Accounts Payable with a comment. If you forgot to add a delivery line for example, please remember for this Supplier in future orders.

For a user guide on approving tasks please follow this link

Please do not reply to this email as this is an automated message