Business World User Guide

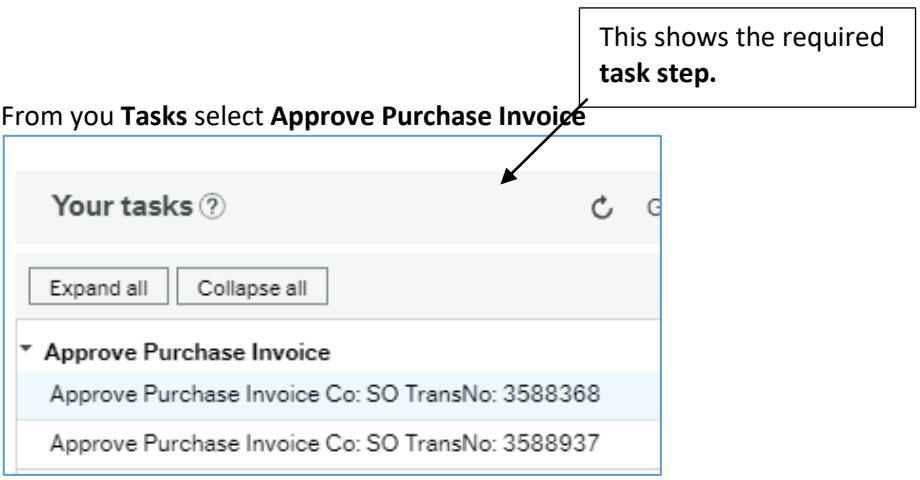
Title	Supplier and Purchase Invoice Approval
Summary	Supplier and purchase invoices are payments to suppliers. Some are with a purchase order, and some are without a purchase order. This type of approval includes the following transaction types: IR – Payment with purchase order IR – Payment without purchase order PW – Payment without an invoice OR – Opted Out invoice (Schools) RD – Refunds debtors FR – Education funding IC – Petty cash reimbursement These payments require approval from the cost centre authoriser before being posted to the General Ledger and Accounts Payable ready for payment to the supplier. Payments are made by BACS or cheque depending on the set up of the supplier on the supplier master file. The transactions are routed in the workflow and will arrive in the Business World tasks of the person who is the approver of the cost centre. This guide will show you how to approve or reject tasks that you may receive as the authoriser. Prior reading: **Business World: Getting Started** guide.
Audience	Cost Centre Authorisers
Content	1. Purchase Invoice Approval 2. Supplier Invoice Approval 3. Further information

1. PURCHASE INVOICE APPROVAL

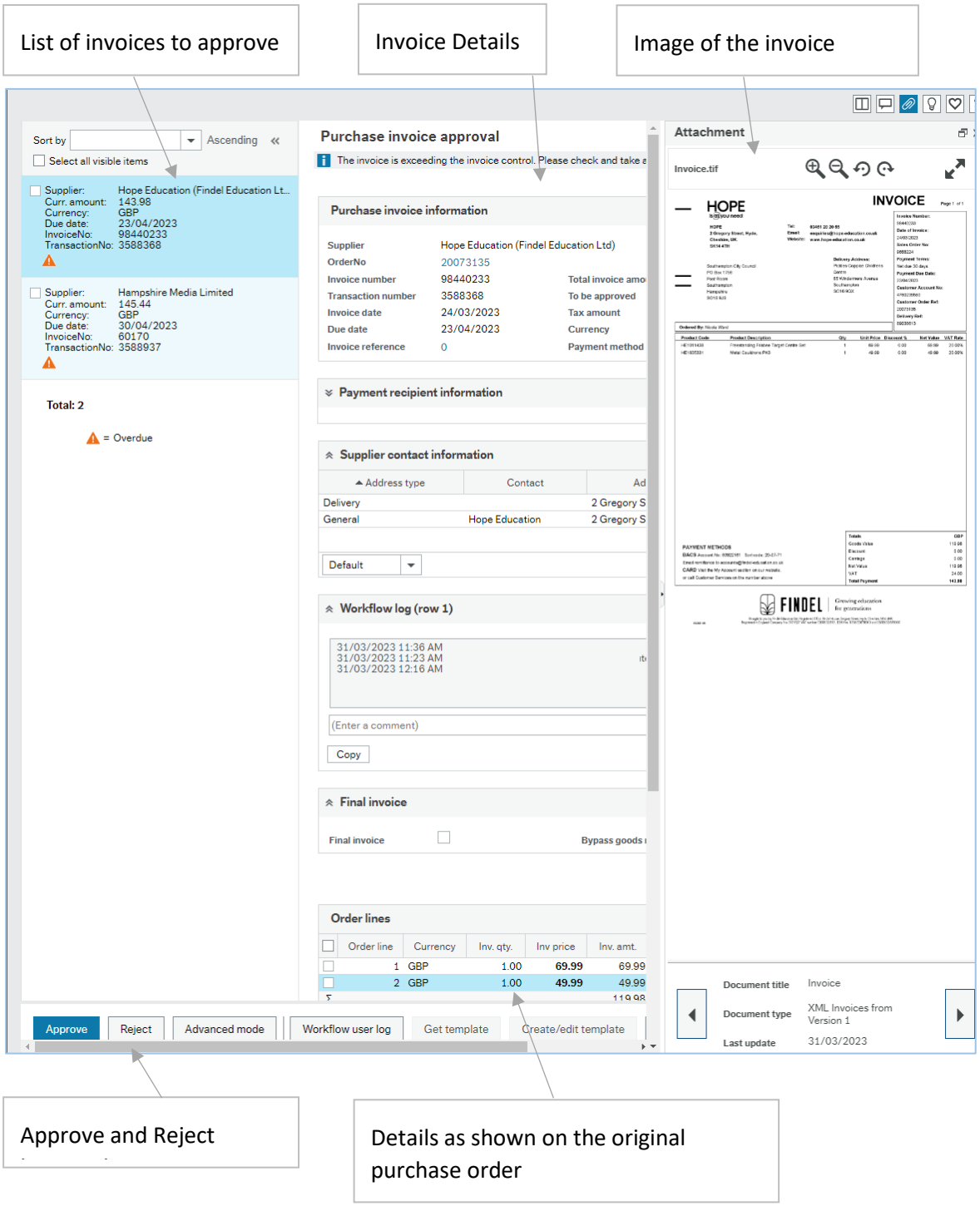
Workflow tasks that you are required to do are found in the Tasks button in the top right of your screen. This will show a number in orange if there is something to do.

1.1. To look at your tasks, click on the orange box – a **Your tasks** pop-up will appear.

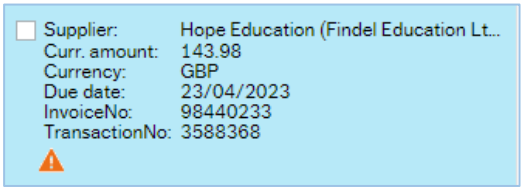
1.2. From you **Tasks** select **Approve Purchase Invoice**



The window will open and contain information about the invoice, including the image of the invoice and the ability to drill down to the original purchase order for information**.** See the next page for further details.

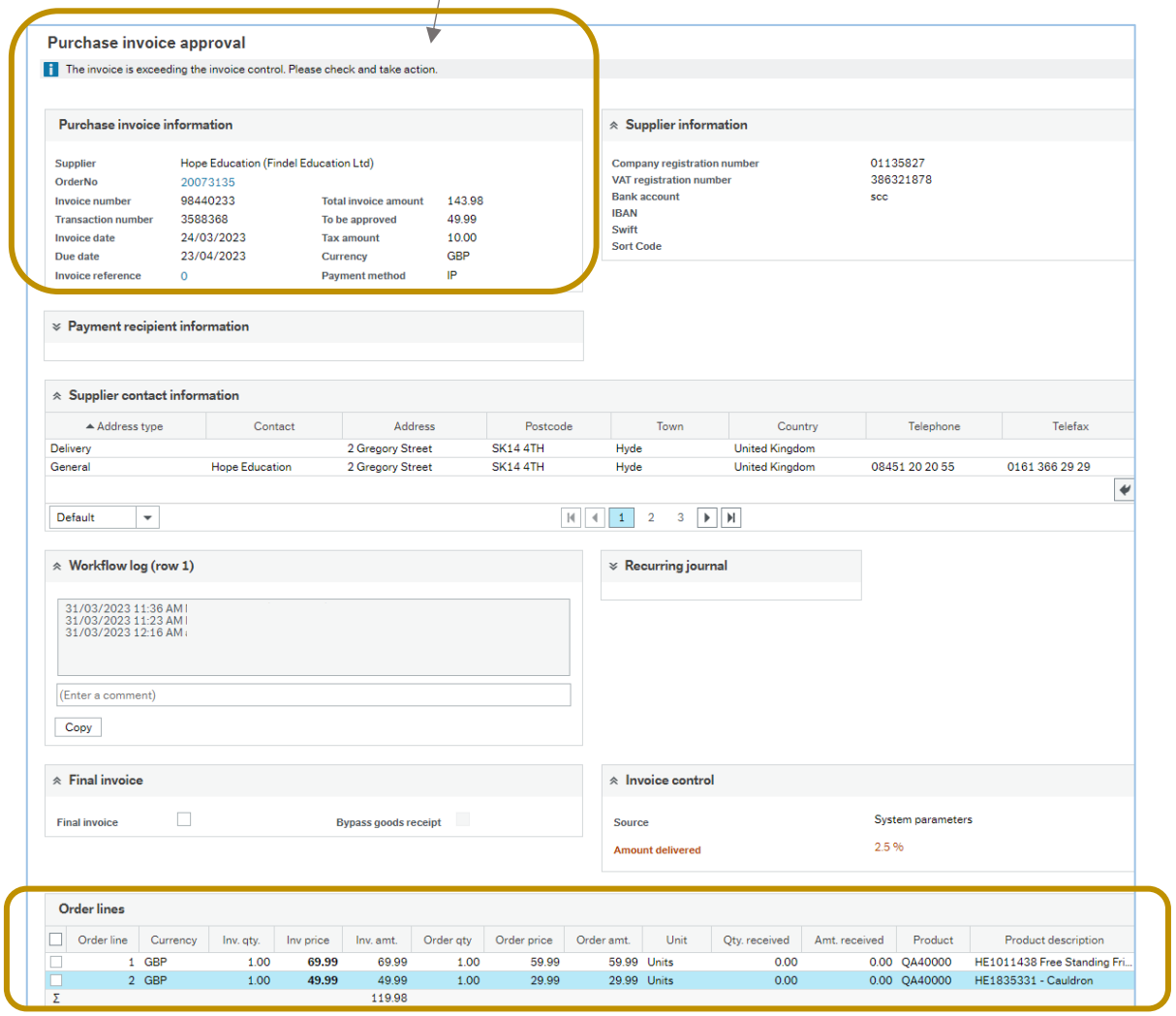


1.3. Click on the first invoice that you want to approve on the left of the page. If there is only one invoice it will take you straight to the invoice.



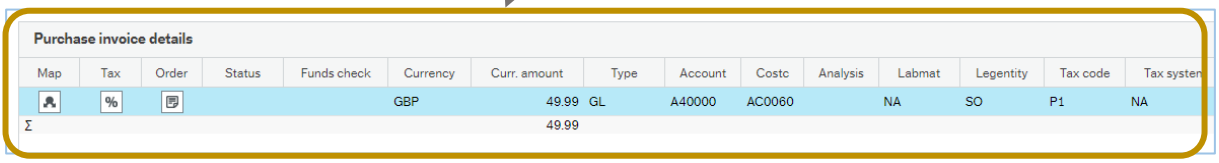
1.4. Then view the invoice details and check against the image of the invoice. The following will explain what you see on the page.

This area shows the invoice number (suppliers), purchase order number, invoice date, due date and the net, tax and gross amount of the payment which will be made to the supplier (once approved and once due date is reached)

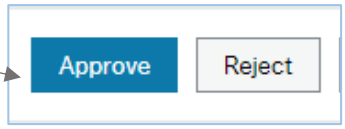


This area shows the original order lines on the purchase order

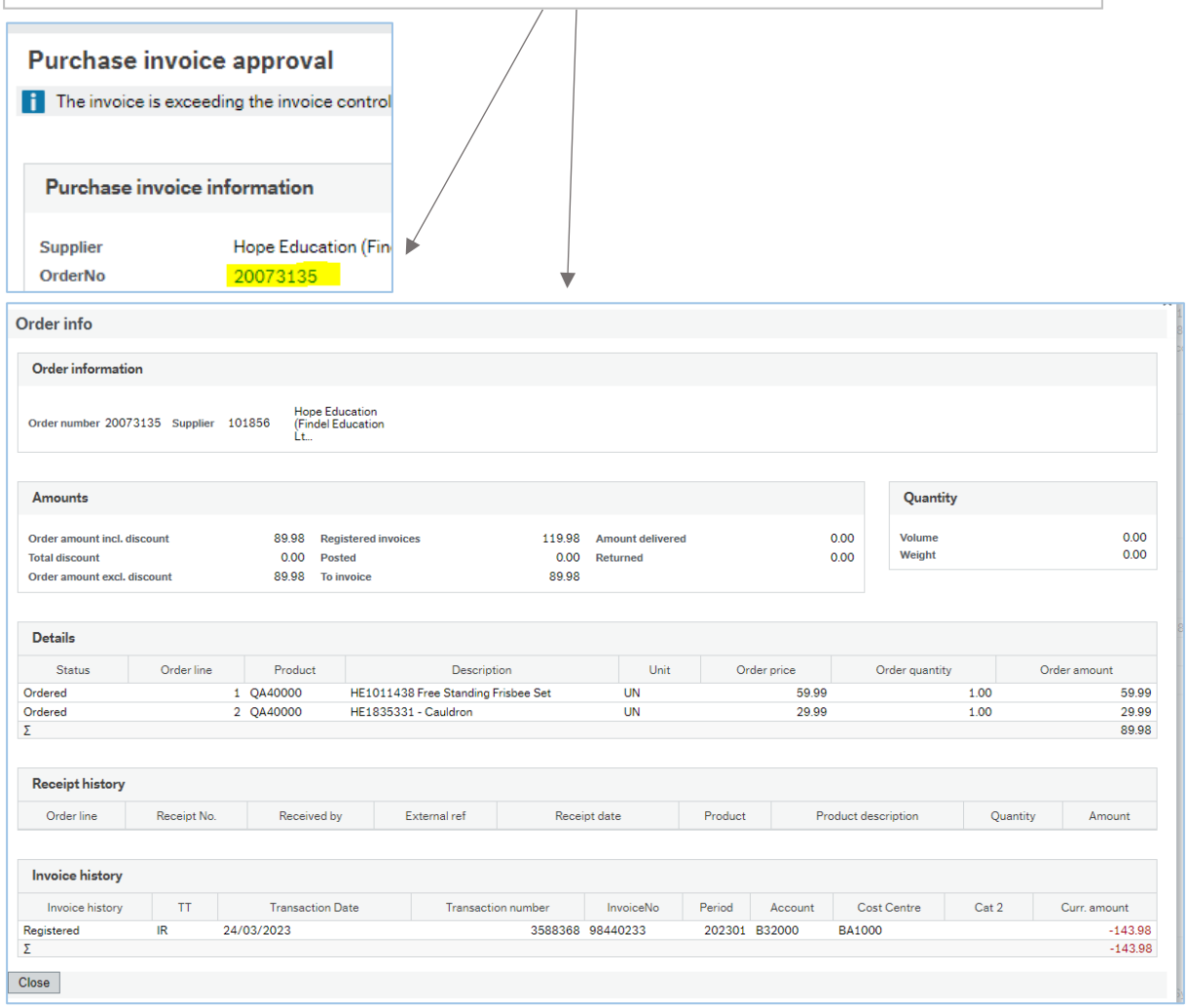
This area shows the net amount of this payment and the coding allocated which has been picked up from the purchase order.



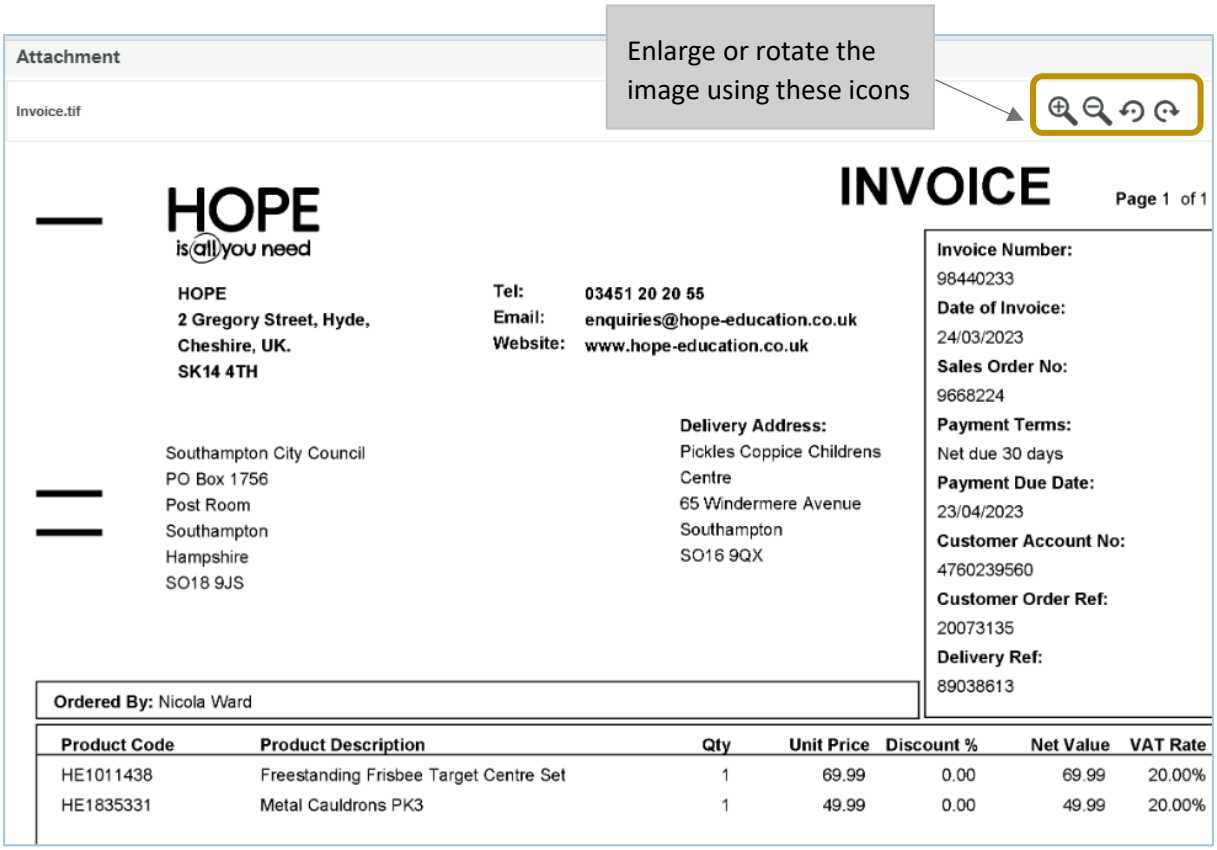
These buttons show to the bottom left of the page

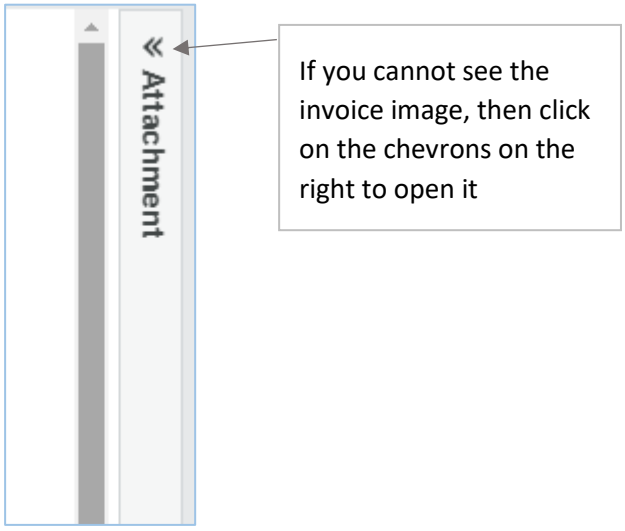


Clicking on the purchase order link will show you the original purchase order details .



Depending on the size of your monitor/screen resolution you may need to scroll and enlarge the image of the invoice.





1.5. If you are satisfied with the invoice details and want to approve the invoice, then click on the **Approve** button. The invoice will be approved and will shortly be posted to the General Ledger and Accounts Payable ready to be paid when it reaches its due date.

1.6. If you are not satisfied with the invoice details, click **Reject** and you will be asked to give a comment as a rejection reason. The task will then be rejected in the workflow to the Accounts payable team.

2. SUPPLIER INVOICE APPROVAL

2.1. From your **Tasks** select **Approve Supplier Invoice**

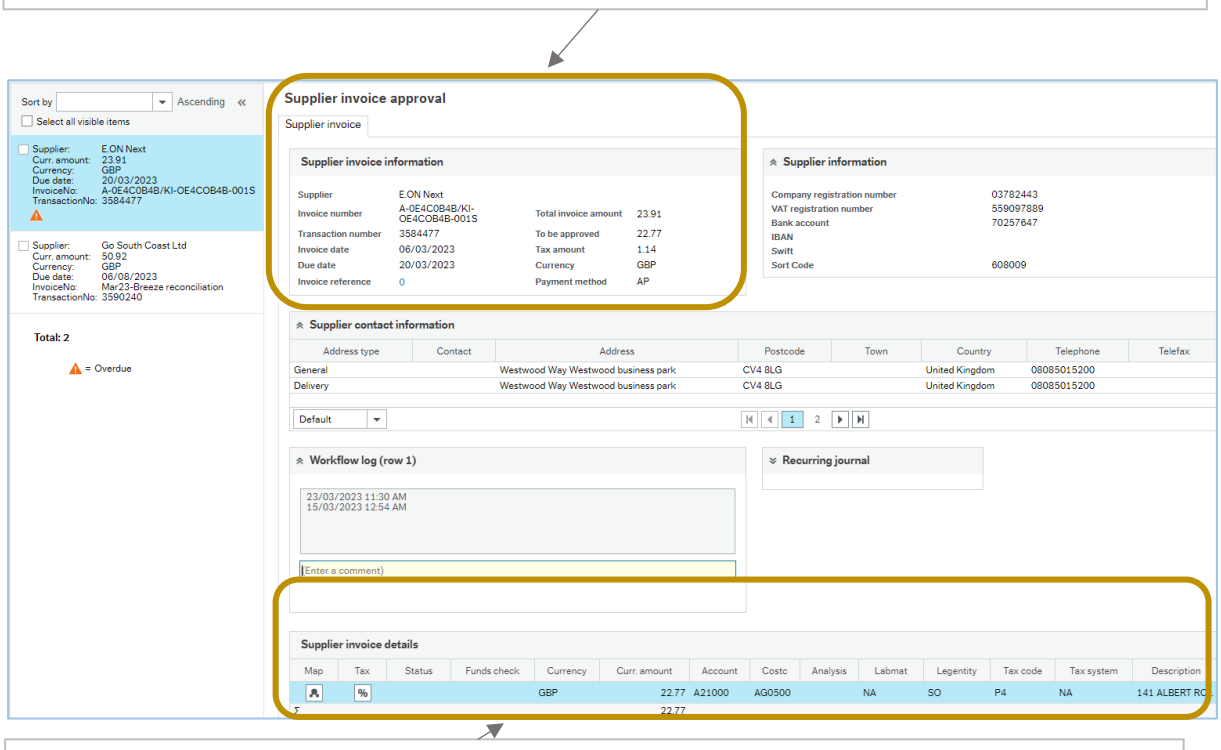
These invoices are payments without purchase orders and can include refunds, petty cash reimbursements, payment without invoice forms, refunds etc.

2.2. Click on the first invoice that you want to approve on the left of the page. If there is only one invoice it will take you straight to the invoice.

Note: If there is no image, the payment is likely to be a refund or a petty cash reimbursement

2.3. Then view the invoice details and check against the image of the invoice. The following will explain what you see on the page:

This area shows the invoice number (suppliers), invoice date, due date and the net, tax and gross amount of the payment that will be made to the supplier once approved and the due date reached



This area shows the net amount of this payment and the coding allocated by the user. It also shows the description entered which will be used in reporting (auto generated if it is a petty cash reimbursement)

Depending on the size of your monitor/screen resolution you may need to scroll and enlarge the image of the invoice.

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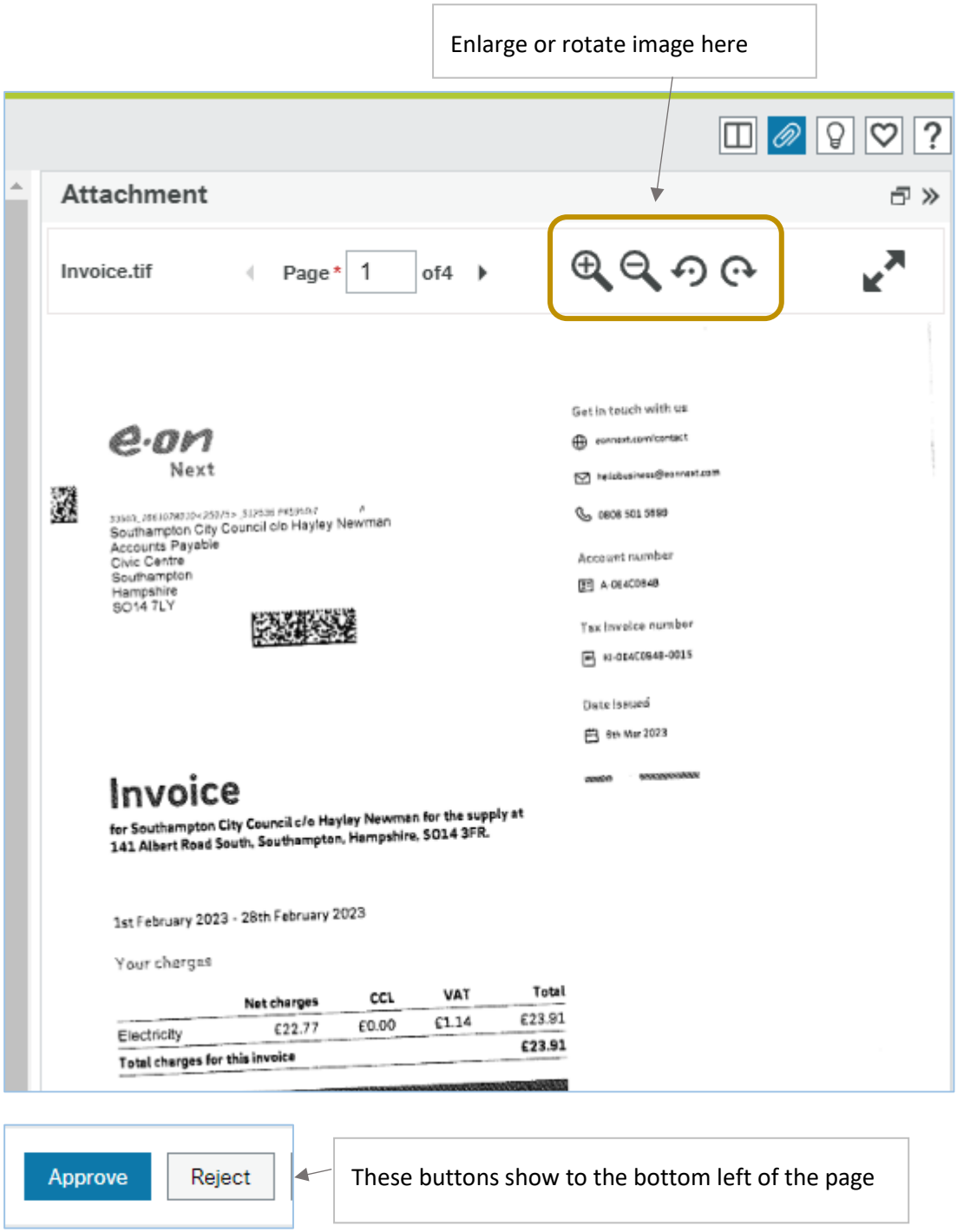

2.4. If you are satisfied with the invoice details and want to approve the invoice, then click on the **Approve** button. The invoice will be approved and will shortly be posted to the General Ledger and Accounts Payable ready to be paid when it reaches its due date.

2.5. If you are not satisfied with the invoice details, click **Reject** and you will be asked to give a comment as a rejection reason. The task will then be rejected in the workflow to the Accounts payable team.

FURTHER INFORMATION

If you have any questions regarding the approval of supplier or purchase invoices, please contact the Business World inbox at BW.help@southampton.gov.uk.