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: **Transaction types table** 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

Transaction types included in the Summary:

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

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.

> This shows the required **task step.**

1.2. From you **Tasks** select **Approve Purchase Invoice**
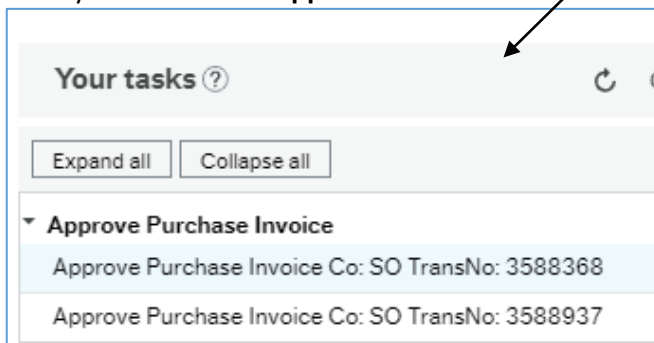
The window will open and contain information about the invoice, including the image of the invoice and the ability to drill down to the original purchase order for information. See the next page for further details.

List of invoices to approve

Invoice Details

Image of the invoice

Approve and Reject

Details as shown on the original purchase order

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)

Purchase invoice approval

ℹ The invoice is exceeding the invoice control. Please check and take action.

Purchase invoice information

Supplier	Hope Education (Findel Education Ltd)		
OrderNo	20073135		
Invoice number	98440233	Total invoice amount	143.98
Transaction number	3588368	To be approved	49.99
Invoice date	24/03/2023	Tax amount	10.00
Due date	23/04/2023	Currency	GBP
Invoice reference	0	Payment method	IP

⊼ Supplier information

Company registration number	01135827
VAT registration number	386321878
Bank account	scc
IBAN	
Swift	
Sort Code	

⤲ Payment recipient information

⊼ Supplier contact information

▲ Address type	Contact	Address	Postcode	Town	Country	Telephone	Telefax
Delivery		2 Gregory Street	SK14 4TH	Hyde	United Kingdom		
General	Hope Education	2 Gregory Street	SK14 4TH	Hyde	United Kingdom	08451 20 20 55	0161 366 29 29

Default ▾ |◄ ◄ **1** 2 3 ► ►|

⊼ Workflow log (row 1)

31/03/2023 11:36 AM I
31/03/2023 11:23 AM I
31/03/2023 12:16 AM I

(Enter a comment)

[Copy]

⤲ Recurring journal

⊼ Final invoice

Final invoice	☐	Bypass goods receipt ☐

⊼ Invoice control

|	
Source	System parameters
Amount delivered	2.5 %

Order lines

	Order line	Currency	Inv. qty.	Inv price	Inv. amt.	Order qty	Order price	Order amt.	Unit	Qty. received	Amt. received	Product	Product description
☐	1	GBP	1.00	**69.99**	69.99	1.00	59.99	59.99	Units	0.00	0.00	QA40000	HE1011438 Free Standing Fri...
☐	2	GBP	1.00	**49.99**	49.99	1.00	29.99	29.99	Units	0.00	0.00	QA40000	HE1835331 - Cauldron
Σ					119.98								

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.

Purchase invoice details

Map	Tax	Order	Status	Funds check	Currency	Curr. amount	Type	Account	Costc	Analysis	Labmat	Legentity	Tax code	Tax system
♣	%	📄			GBP	49.99	GL	A40000	AC0060		NA	SO	P1	NA
Σ						49.99								

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These buttons show to the bottom left of the page	Approve	Reject
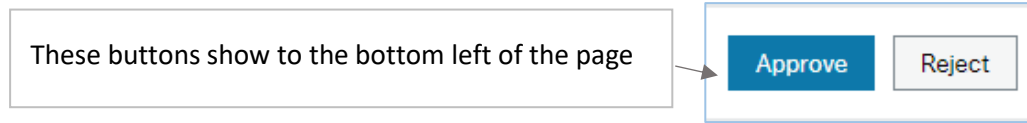
Clicking on the purchase order link will show you the original purchase order details

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Purchase invoice approval

ℹ The invoice is exceeding the invoice control

Purchase invoice information

Supplier	Hope Education (Fin
OrderNo	20073135

Order info

Order information

Order number 20073135 Supplier 101856   Hope Education (Findel Education Lt...

Amounts

Order amount incl. discount	89.98	Registered invoices	119.98	Amount delivered	0.00
Total discount	0.00	Posted	0.00	Returned	0.00
Order amount excl. discount	89.98	To invoice	89.98		

Quantity

Volume	0.00
Weight	0.00

Details

Status	Order line	Product	Description	Unit	Order price	Order quantity	Order amount
Ordered	1	QA40000	HE1011438 Free Standing Frisbee Set	UN	59.99	1.00	59.99
Ordered	2	QA40000	HE1835331 - Cauldron	UN	29.99	1.00	29.99
Σ							89.98

Receipt history

Order line	Receipt No.	Received by	External ref	Receipt date	Product	Product description	Quantity	Amount

Invoice history

Invoice history	TT	Transaction Date	Transaction number	InvoiceNo	Period	Account	Cost Centre	Cat 2	Curr. amount
Registered	IR	24/03/2023	3588368	98440233	202301	B32000	BA1000		-143.98
Σ									-143.98

Close

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

Enlarge or rotate the image using these icons

If you cannot see the invoice image, then click on the chevrons on the right to open it

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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Enlarge or rotate image here

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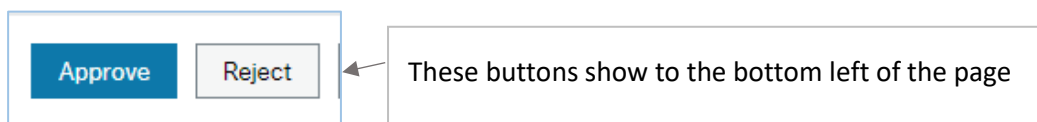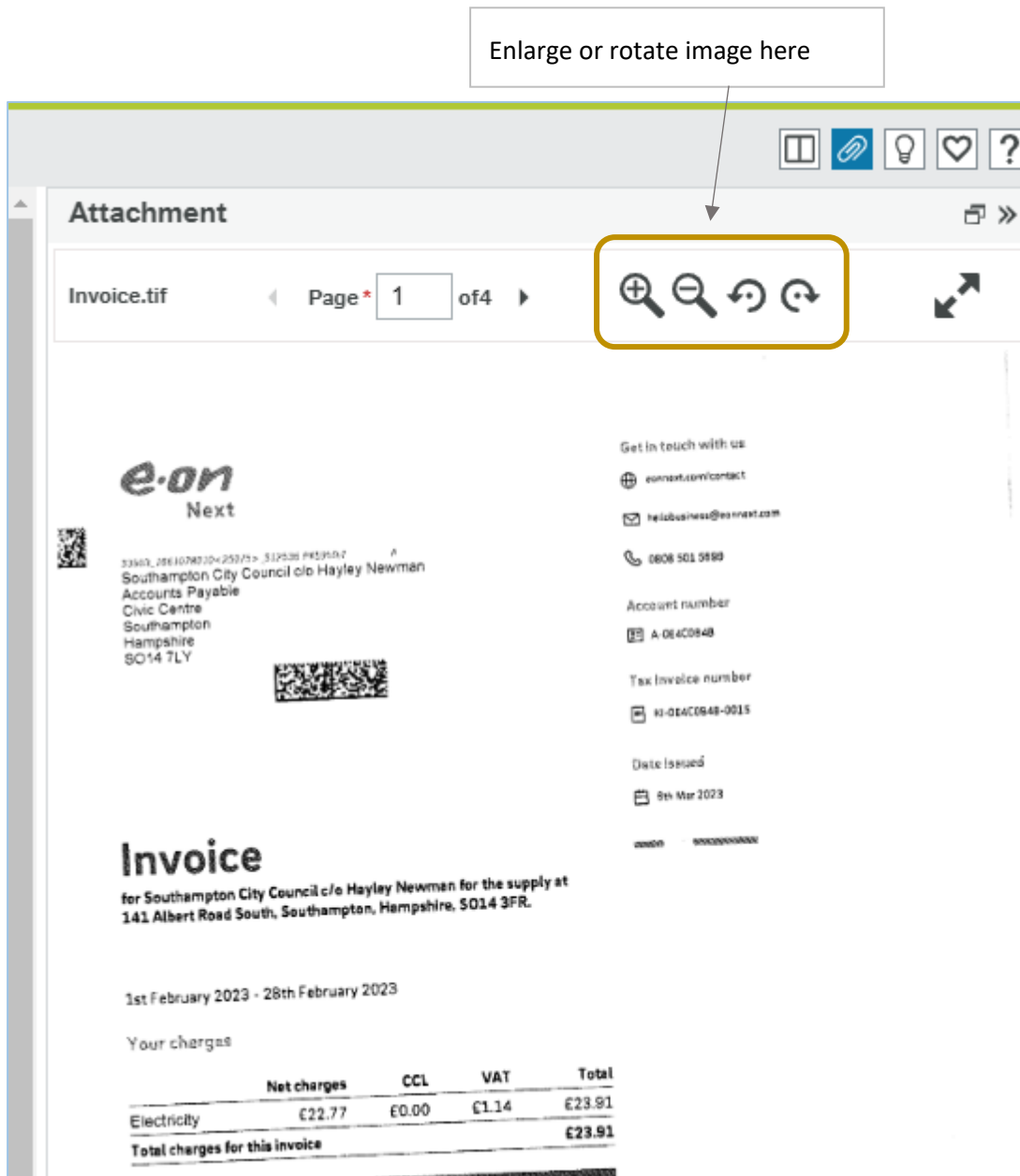
2.4. If you are satisfied with the invoice details and want to approve the invoice, then click on the **Approve** button. The invoice will be approved and will shortly be posted to the General Ledger and Accounts Payable ready to be paid when it reaches its due date.

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.