

QUICK REFERENCE CARD 05 – UNCODED INVOICE APPROVALS

Approval Task

My tasks

Expand all Collapse all Home ? Help

Workflow tasks

Departmental coding

Alerts

Update task list Show options

This task is generated when Accounts Payable register a supplier invoice where there is no purchase order and they do not know the account code required.

Click the task to open the approval screen and view the image of the scanned invoice.

Invoice Image and Approval Detail

Supplier invoice approval (SL)

Documents Workflow user log Get template Create/edit template Log book Pdf Xls Reports Add to shortcuts Help

Reject Code Amended Advanced mode

1. See "Supplier Invoice Details". 2. Replace 998 with appropriate account code. Use field help or the list on FRIS website to find appropriate code. 3. Enter sub-project code. 4. Select "Code amended". 5. Task remains with you until invoice coded.

Supplier invoice information

Supplier	Crawford Scientific	Total invoice amount	138.75
Invoice number	0000151901	To be approved	118.09
Transaction number	5002897	VAT amount	20.66
Invoice date	18/10/2010		
Due date	02/11/2010		
Pay method	IP		
Currency	GBP		
RefNo	0		

Workflow log (row 1)

18/10/2010 12:03 Abi Carberry - Distributed

(Enter a comment)

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Recurring journal

Supplier invoice details

Map	Tax	Status	Currency	Curr. amount	Account	Tax code	Tax system	Description
			GBP	118.09	998	PS		ALC Sample 02
					Supplier Invoice Default	Input/Purchases - standard rate		

Image

Zoom in Zoom out

Workflow Log Messages

Workflow log (row 1)

07/04/2010 11:50 Training User2 - Distributed

(Enter a comment)

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Check here to see if there is a message from the Accounts Payable team. The workflow log is used by the **Requisitioner** to add additional information for the approver. The workflow log is used by the **Approver** to record the reason for rejection.

Coding Invoice

Supplier invoice details

Map	Tax	Status	Currency	Curr. amount	Account	Tax code	Tax system	Description
			GBP	118.09	998	PS		ALC Sample 02
					Supplier Invoice Default	Input/Purchases - standard rate		
Σ				118.09				

Task will auto-populate with Account Code 998 (Supplier Invoice Default) is due to Accounts Payable not knowing which code to allocate. Select the account code you want spend apportioned to. Select www.fris.sgul.ac.uk/project-codes to map your old expense codes to the new FRIS account codes.

Use Field Help  to search for the account code alternatively if known, type in e.g. 109 (Medical Equipment, Supplies and Services).

Supplier invoice details

Map	Tax	Status	Currency	Curr. amount	Account	Costc	Project	Subproject	Tax code	Tax system	Description
			GBP	2,555.00	109	GB	10024	10024-	PM	NR	ALC TEST
					Medical Equipment, Supplies & Serv...	BMS General	C - Gary Coulton Consultancy	C - Gary Coulton Consultancy	Input/Purchases Medical equipment	Non recoverable	
Σ				2,555.00							

Enter the Subproject code responsible for spend. Use Field Help to search if necessary. **NOTE:** Subproject code will only appear if you have entered an Account Code. Tax Code, Project and Costc will auto-populate based on Subproject. **Once complete, Approve or Reject as usual.**