Unit4 Training Guide
Approving Requisitions & Supplier Invoices

Table of Contents

1. Introduction 2
2. Requesting Approval Access 2
3. Overview of the Unit4 P2P (Purchase to Pay) Procurement Process 2
4. Approving eMarketplace (Medius) Invoices during August & September 25 5
5. Unit4 Navigation to Approvals 5
6. How to approve a requisition 7
7. Approve, Reject or Query? 11
8. Split Coding Lines 12
9. Incoming Supplier Invoice Approval Tasks 13
10. Approving Additional Value 13
11. Approve or Query Additional Values 21
12. Approving Extra Lines 22
13. Contacts & Links 23
14. Glossary of Acronyms 24

1. Introduction

This guide is for staff who must approve requisitions & invoices for the purchase of goods or services for their School or Directorate in the University financial system, Unit4 (also known as Agresso).

This document will provide guidance on:

- How to approve, reject or query a requisition
- How to approve a supplier invoice for payment
- Query a requisition workflow

2. Requesting Approval Access

Training is no longer mandatory but it is highly recommended to refer to this guidance and to review the online training available in the University learning management system.

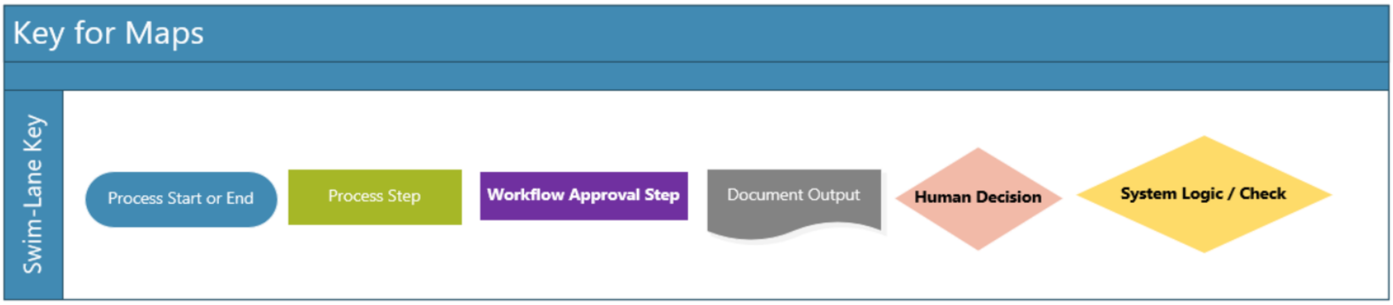
- **Existing e-Marketplace approvers** – approval access will be transferred to Unit4. Should you have access issues please raise a ticket in Topdesk.

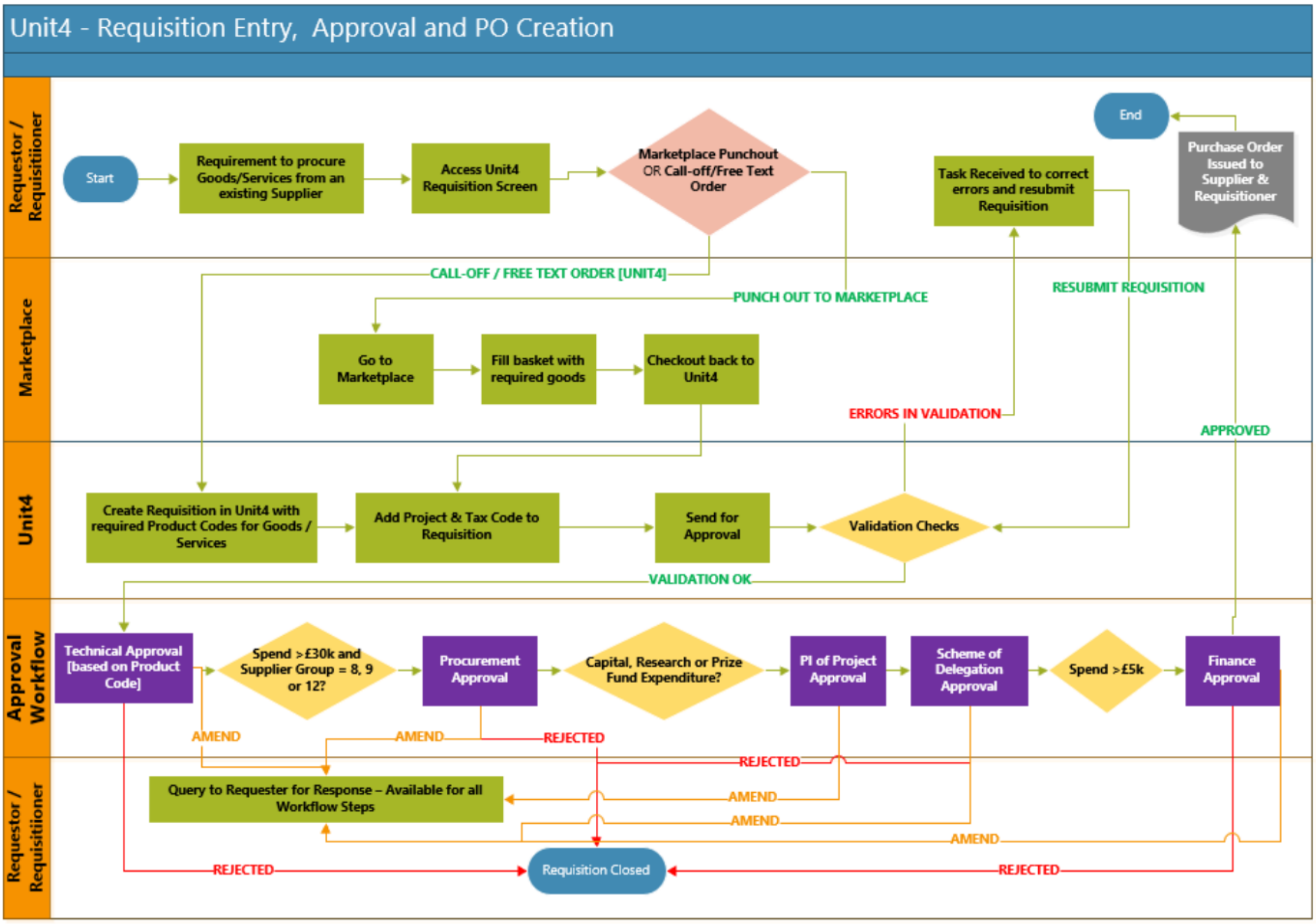
- **New Users** – request access by raising a ticket in Topdesk by selecting:

Finance & Ordering Service > Finance & Ordering Service Access > Request P2P Access

3. Overview of the Unit4 P2P (Purchase to Pay) Procurement Process

The chart below represents the swim-lanes of the University P2P Procurement process from raising a requisition to the approval requirements.





Whether you receive a notification or task to approve a requisition or supplier invoice will depend on:

For requisitions

Requisitions will flow through the following approval workflow route in Unit4.

- **Technical approval -** if the requisition relates to a specific product or tax code:
  - licensed drugs
  - radioactive chemicals
  - IT purchases, not compliant under the UoR Software Procurement Policy, including:
    - Mobiles
    - AV supplies
    - Software
    - Desktop
    - Servers
  - tax team for specific tax codes

- **Procurement approval –** Procurement to approve:
  - if the requisition value is £30,000 or greater
  - If the supplier belongs to supplier groups
    - 8 – Services, ESQ required
    - 9 - Associations & Professional memberships
    - 12 - Commercial Suppliers

- **Project code approval –** Principal Investigator (PI) approval if the requisition is coded to any of the these project codes:
    - research
    - prize fund
    - capital project

- **Scheme of delegation (SoD) approval -** relates to the value of the requisition:
    - level 1, minimum value approvers – up to £4,999.99
    - level 2, HoS/D delegates (eg., Head of Dept. or School Manager) approvers – £5k to £24,999.99
    - level 3, Head of School or Directorate approvers – £25k to £99,999.99
    - level 4, UEB approvers – £100k to £999,999.99

- **Finance approval –** Finance to approve:
    - Financial Planning & Strategy team - if the requisition value is £5,000 or greater
    - Finance Director - if the requisition value is £100,000 or greater
    - Chief Financial Officer (CFO) - if the requisition value is £1m or greater
    - CFO to obtain VC approval if the requisition is £3m or greater
    - Financial Planning & Strategy team for coding corrections

For Supplier Invoices

Tasks to approvers will be sent following receipt of a supplier invoice in the following scenarios.

- **Approve additional value**
    - Where the value of the supplier invoice is greater than the PO value and is not within the tolerance level of 2.5% up to a maximum of £100.

- **Extra financial transaction line added**
    - Where an extra financial coding line is added to the order following receipt of the supplier invoice by Accounts Payable in Finance. It would be for chargeable items on the supplier invoice but not included on the PO. For example, delivery charges. These will also be subject to the 2.5% tolerance up to a maximum of £100.

4. Approving eMarketplace (Medius) Invoices during August & September 25

From 4th August 2025, **all** invoices received from Suppliers will be processed directly into Unit4.

This will include any invoices that relate to Purchase Orders raised in our old eMarketplace system (POs numbered 350xxxxx). These eMarketplace Purchase Orders do not exist within Unit4 and so **all** these invoices will be subject to workflow approval, using the *Supplier Invoice* route detailed below.

It should be noted that eMarketplace PO invoices will only be accepted by the Transaction Team up to **12th September 2025** – so please ensure that Suppliers are aware of this deadline.

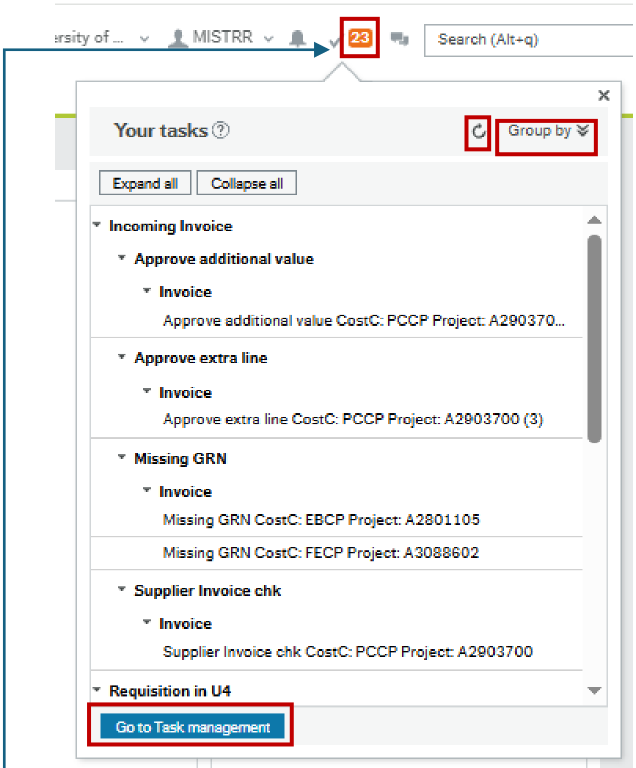
To assist with verifying the invoice for approval, the original eMarketplace Purchase Order number and the name of the Requisitioner will be entered into the text/description field and will appear in the approval task as outlined within the box below:

Approvers must ensure that these Goods/Services have been delivered **before** approving the invoice for payment.

5. Unit4 Navigation to Approvals

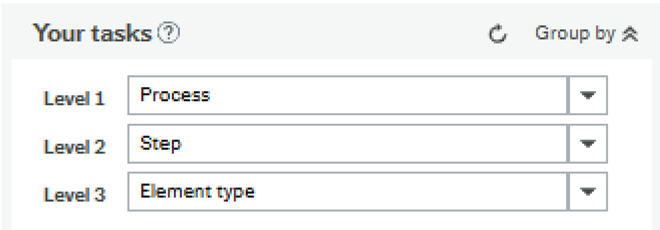
If required to approve a requisition or supplier invoice, you will receive a task notification via email. The email will provide a link to Unit4.

Click on this link or log into Unit4. Your tasks are found in the orange box containing a number in the top right hand side of the screen. Click on the orange box to reveal the tasks you have to manage.



The number in the orange box represents the number of financial coded (GL) lines to be approved. E.g., a requisition with 3 GL lines will be displayed as 3 separate lines.

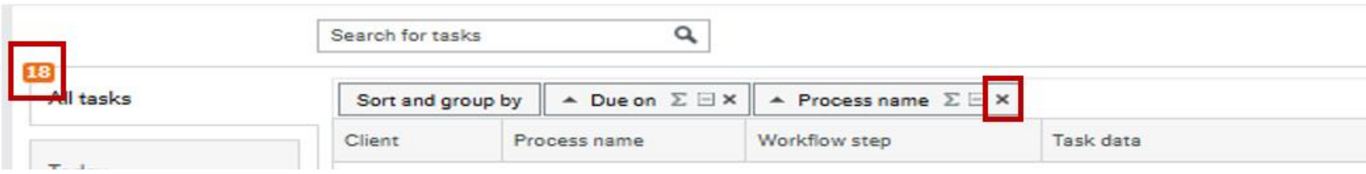
Use the refresh icon to refresh the tasks sent. Use the drop down next to Group by to group your tasks by Process, Step or Element Type.

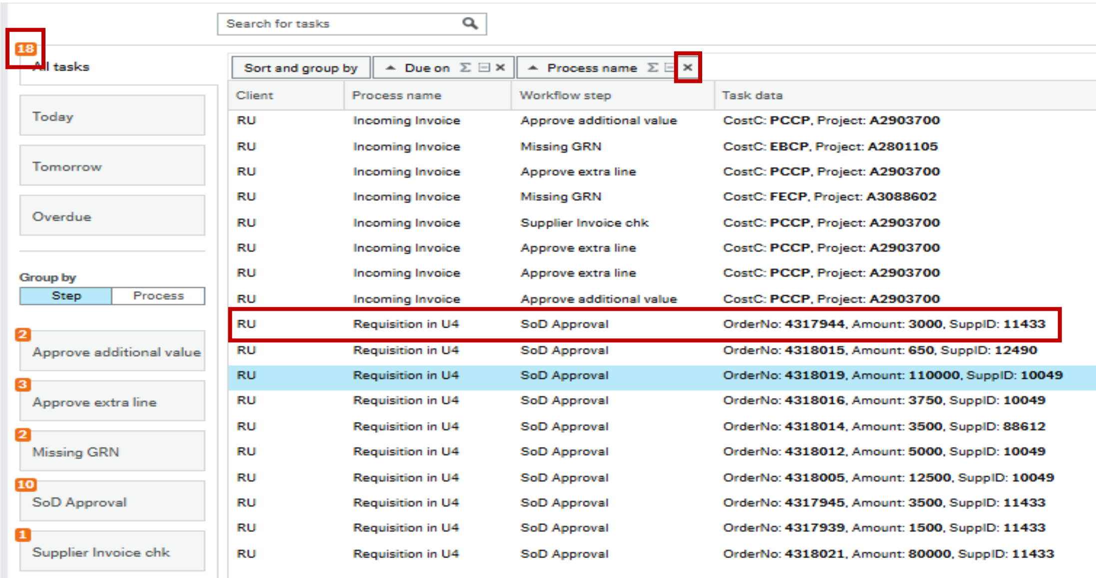


Use the Go to Task management

button to view your tasks in a different window.

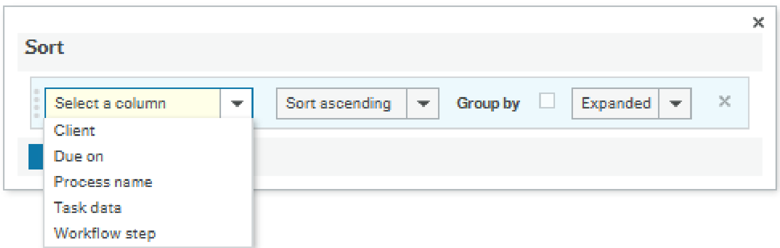
Typically, you will notice that the number showing in your tasks on the header page is greater than the number of All tasks dispalyed under Go to Task management. Under the Go to Task management option, the number represents the number of tasks to be approved, not the number of GL lines.





Use the Sort and group by 

button to sort your tasks in an order of your preference.



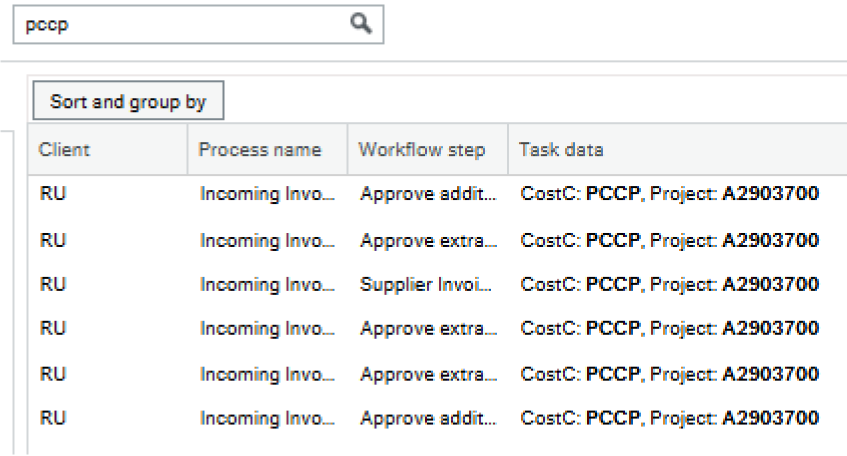
The example above has been sorted by Due on, followed by Process name. Click on the X at the end of the field to remove the the sort and group by.

Typical approval task notifications include.

- SoD Approval – approval based on the value of the requisition.
- Approve extra line – approve additional lines added to the order
- Approve additional value – approve the supplier invoice value which is above the acceptable tolerance when compared to the value of the PO.

The Search for tasks 

button is used to search specific tasks. E.g., by entering the cost code PCCP in this field, the following tasks are displayed.



pccp

Sort and group by

Client	Process name	Workflow step	Task data
RU	Incoming Invo...	Approve addit...	CostC: **PCCP**, Project: **A2903700**
RU	Incoming Invo...	Approve extra...	CostC: **PCCP**, Project: **A2903700**
RU	Incoming Invo...	Supplier Invoi...	CostC: **PCCP**, Project: **A2903700**
RU	Incoming Invo...	Approve extra...	CostC: **PCCP**, Project: **A2903700**
RU	Incoming Invo...	Approve extra...	CostC: **PCCP**, Project: **A2903700**
RU	Incoming Invo...	Approve addit...	CostC: **PCCP**, Project: **A2903700**

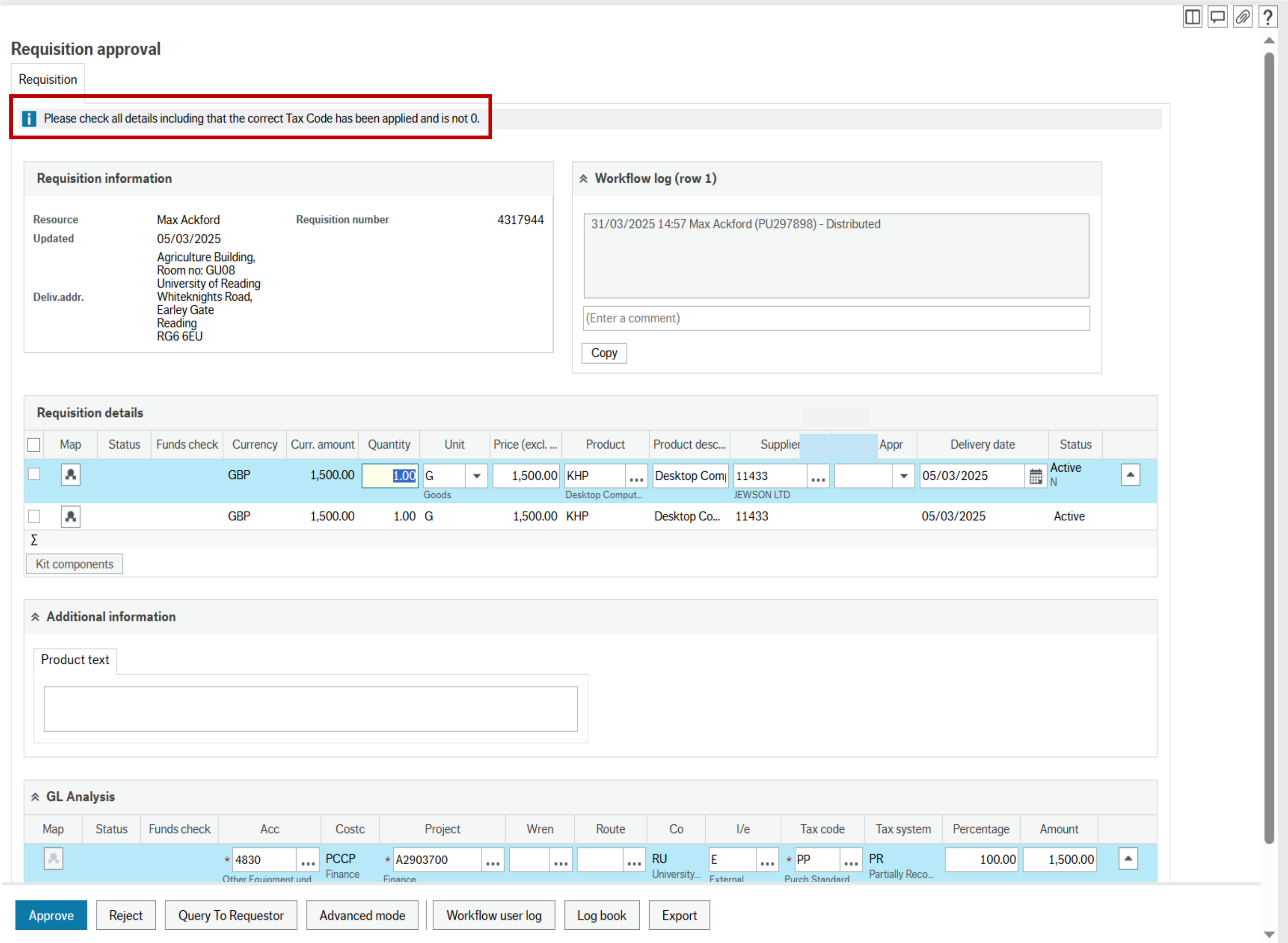
6. How to approve a requisition

To manage the approval, click on the task you wish to approve, either directly from the task box dropdown on the header page or from those listed in the Go to Task management window.

Example

Requisition number 4317944 has been clicked and selected from the tasks. The following view appears. The information icon informs you to check all details including the tax code applied is not 0.

Each area and field is described below. Check all the details before approving.



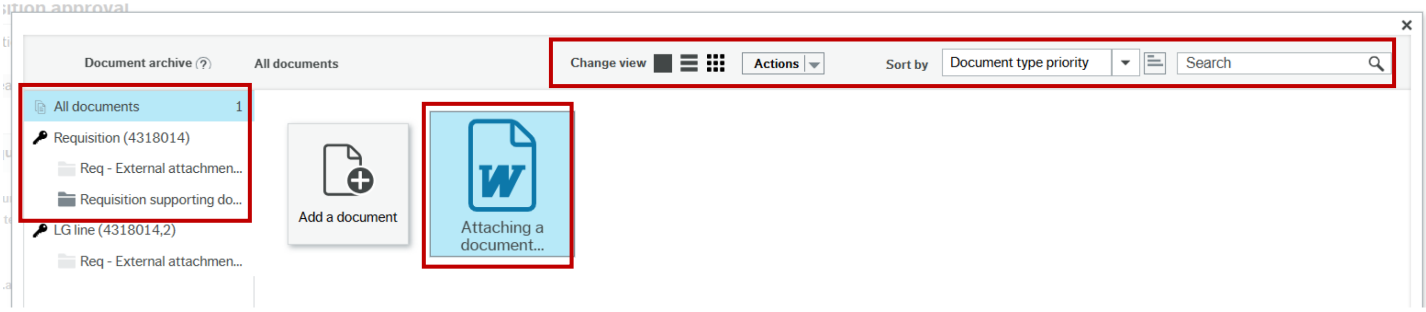
On opening an approval task, you will see all the order lines under Requisition details however, you will only see the financial coding in the GL Analysis section of the order line highlighted in blue. To view the coding of additional order lines, click on the order line to review, the financial coding for the chosen line will appear in the GL Analysis section.

Requisition information section – contains details of the:

- Resource – staff name of requisitioner
- Updated - the date the requisition was created or amended
- Deliv addr - the delivery address of the order
- Requisition number – number of the requisition to be approved.

Workflow log section – contains details of anyone who has created, amended or approved the requisition. Comments may be added to the Enter a comment field. These comments will only be available to view if users access this Unit4 form.

Attached documents - the paperclip icon, in the top right hand corner of the window, will have a blue background with a white paper clip if there is a document attached for the approver to review. Double click the icon to open the document archive window.



Hover over the text to see the full menu descriptions.

The menu states the number of documents attached and if they are:

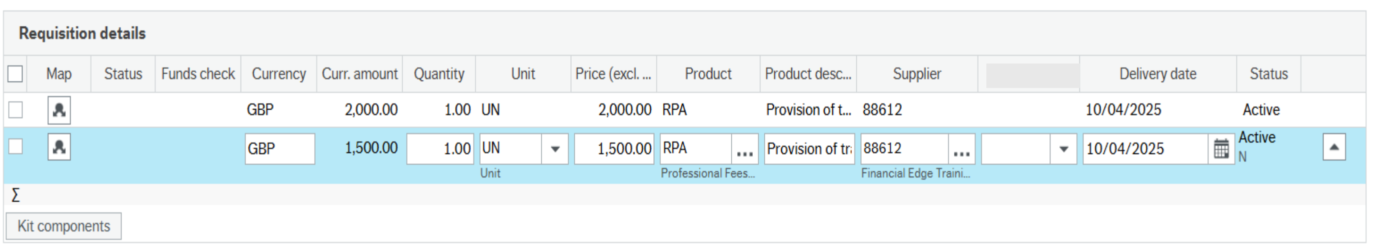
- *external* – will be sent to the supplier along with the PO
- *internal* – for internal review only and will not be sent the supplier

Click on the document to open it and review.

Use the Change view, Sort by and Search options to change the view, order and find a specific document.

Requisitions details section

This section represents the goods or services ordered from a single supplier. There may be one or more order lines. Each line must be checked. The example below shows 2 order lines. Click on each line to check the financial coding against it.



Map – click on the  icon to display the approval workflow of the orderline. (see details further on how to read the workflow map)

Currency – the currency the supplier will be paid.

Curr. Amount – the total net (excluding VAT) currency amount charged for that order line.

Quantity - number of items ordered.

- if the order line relates to the provision of a service from the supplier, where the Unit displayed is S, the quantity will always show 1.
- If the order line relates to goods, where the Unit displayed is G, the quantity can be more than 1.

Unit – will either show:

- G – goods or,
- S – service

Price (excluding VAT):

- for goods – net unit price per item

- for services – net total price of the service

Product – a 3 letter HEPA code for the goods or services ordered. This will dictate the account code used for the financial transaction posted to the School or Directorate project and cost code.

Product description – the text associated with the 3 letter Product including any additional text added by the requistioner. Hover over the text to see the full description or expand the width of the column. This description will appear on the PO sent to the supplier.

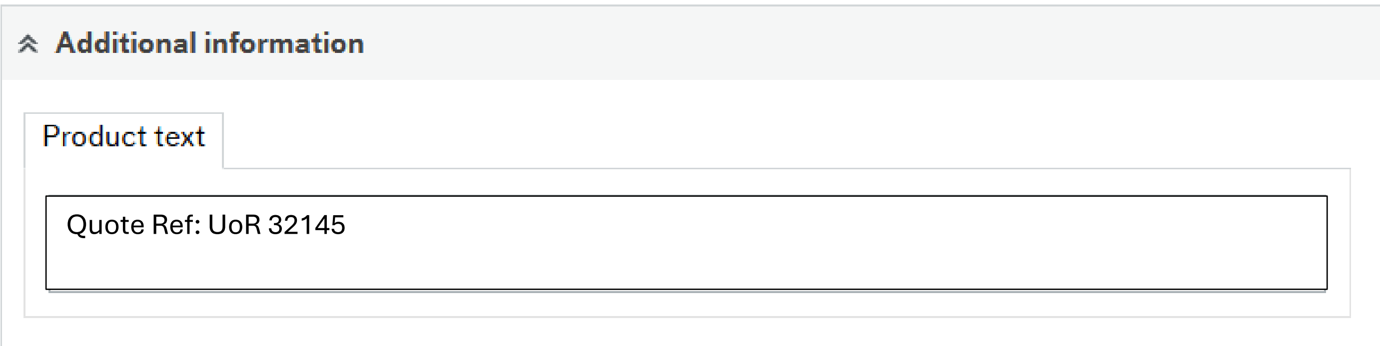
Supplier – the number represents the supplier number in Unit4. The supplier name can be seen just under the supplier number field. A preferred or contracted supplier must be used if one exists.

Delivery date – the expected delivery date of the order. This date is presumed by the requisitioner and can not be guaranteed by the supplier.

Status – shows the current status of the requisition.

Additional Information section

Product Text - additional information or order descriptions to be included on the PO will appear here.

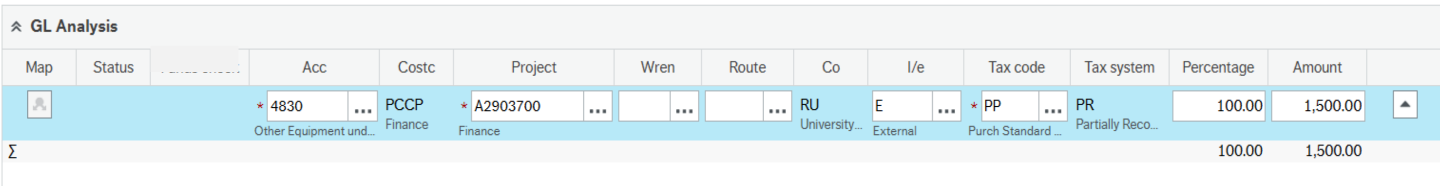


GL Analysis section

This section represents the financial coding of the requisition and where the value of your order will be committed once the requisition is fully approved. It will determine:

- where actual costs will be posted against your budget when supplier invoices are paid
- where the value of month or year-end accruals will be posted

Note: Each order line has its own GL Analysis financial coding line. The cost associated with any order line may be split or divided into many project codes. The approval workflow route for each line will be determined by how it has been coded.



Acc – the account code the expense is to be charged to. It describes what the expense has been spent on and is represented by 4 numbers. The description of the account code is displayed under the code. All expense codes must be in the range 4000 to 7999. The exception is those relating to capital projects (project codes beginning with an X) where the account code may be 8xxx. These are likely to be originated by either Estates or DTS Directorates.

Costc – the cost centre the expense is to be charged to. It will default from the project code. It describes what department, school or directorate has spent the money. It is represented by 4 letters.

Project – the project code the expense is to be charged to. It describes the activity that the expenditure relates to. It is represented by an initial letter followed by 7 numbers e.g., A1234567. The letter identifies the type of activity. The owner of the project code is referred to as the PI, Principal Investigator.

Wren/CAFM, Cat3 and/or Cat4 – the field you see will depend on the account code.

- Wren/CAFM – if populated, represents the job number provided by Estates
- Cat3 – sponsor related codes
- Cat4 – WREN/CAFM codes or salary elements

Note: CAFM will replace WREN once ready to go live.

Route – represents the workflow route the requisition will follow for approval. This will become obsolete once the account rules have been updated.

Co – the legal entity the transaction will be posted.

I/e – internal or external. All requisitions are classified as external.

Tax code – the % tax to be applied and is dependent on what has been ordered. All purchase related tax codes begin with a P. It is represented by 2 letters.

Tax System – will default depending on the project code selected. It can be either.

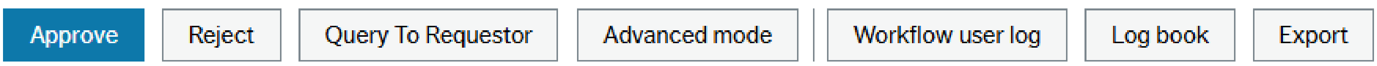
- FR – where the tax element is **fully recoverable** from HMRC.
- PR - where the tax element is **partially recoverable** from HMRC.
- IR - where the tax element is **irrecoverable** from HMRC.

Percentage – the percentage of the total cost to be charged to the project code of the order line being reviewed.

Amount – the monetary amount to be charged for the orderline being reviewed depending on the percentage.

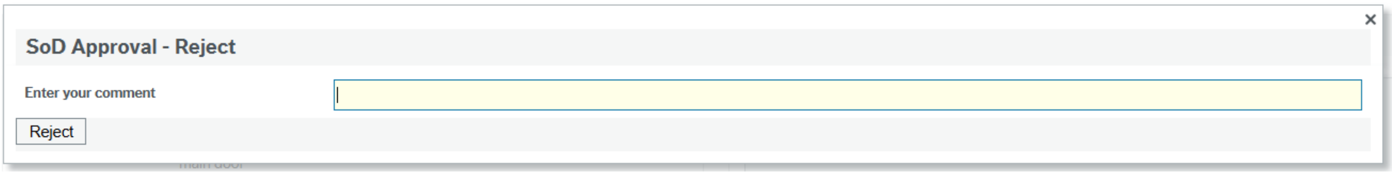
7. Approve, Reject or Query?

Once you have checked the details of the requisition you have the following options.



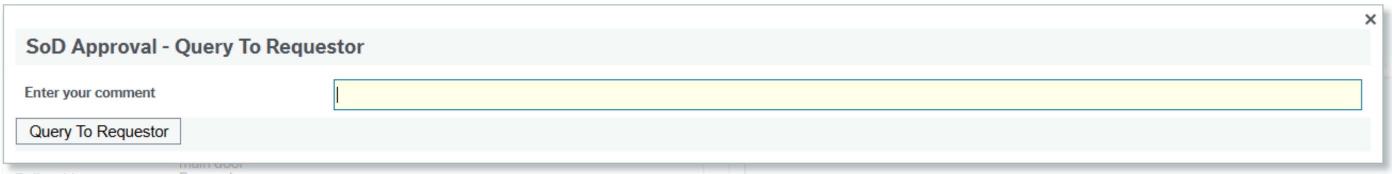
Approve – if you wish to proceed with this order, click this button. It will provide you with a success window and move you onto your next task. The requisition will be work flowed to the next stage of the approval process if required. Otherwise, it will be allocated a PO number and a PO document will be emailed to the supplier and to the requisitioner.

Reject – should you wish not to proceed with approving the requisition because the items or service is no longer required or the requisitioner has requested that you reject it, click this button. The following window will appear. Enter your reason for rejecting and click the reject button.



The reject message will be sent as a task to the requisitioner who must proceed to close the requisition.

Query To Requestor – should you wish to send a query to the requisitioner, click this button. The following window will appear. Enter your query and click the Query to Requestor button.



The query will be sent as a task to the requisitioner. **Note:** at this stage the requisition can not be amended.

Log book – provides a log of actions taken by staff associated with this requisition to date, including dates.

The other buttons displayed are not used.

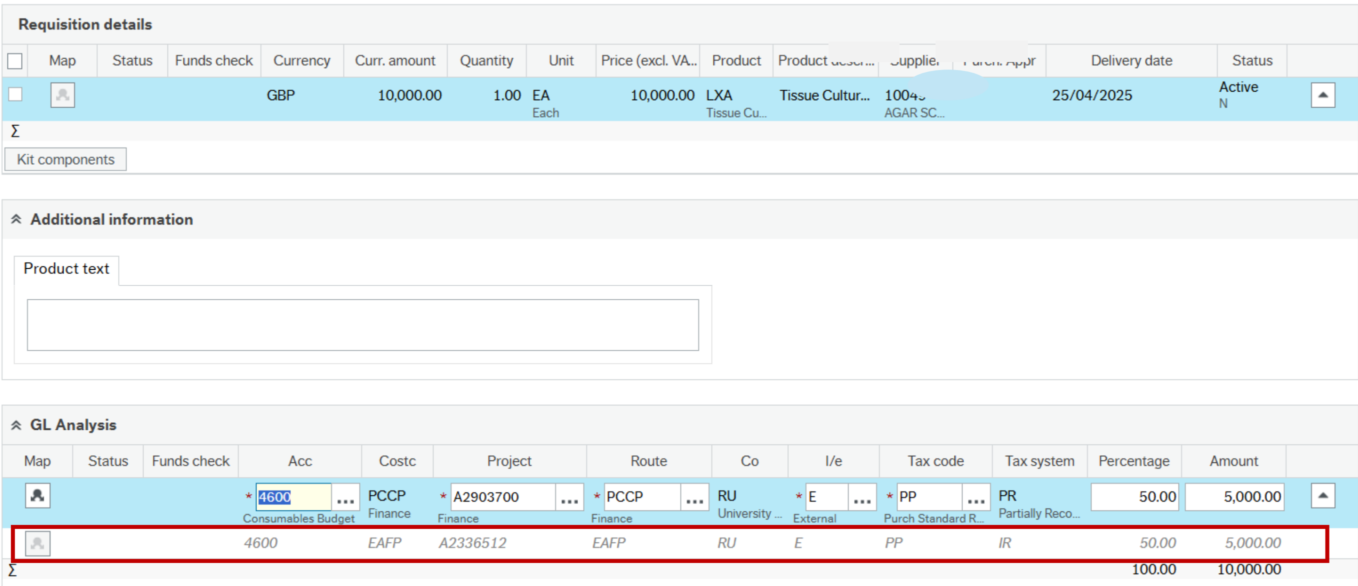
8. Split Coding Lines

There may be occassions when the requisitioner may have split the cost of a requisition between 2 or more project codes. See example below.

When reviewing an order line with split coding, you will be approving only those financial coding lines where you are part of the School or Directorate approval workflow. The remaining split lines will be tasked for approval to the relevant approvers depending on the coding. These lines will appear grey on your approval task tab. See outlined box in example below.

If you approve the requisition, it will await all other approvers of the split coding line to approve the requisition before it moves onto the next stage of the approval process.

If you reject the requisition, the whole requisition will be rejected not just the coding line associated with your approval task.



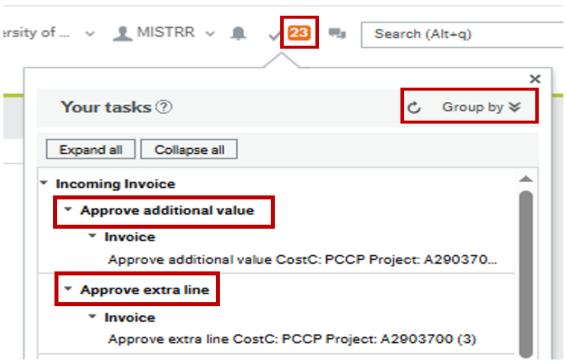
9. Incoming Supplier Invoice Approval Tasks

There are 2 scenarios where an Incoming Invoice task is received. The requisitioner will receive the task to approve first followed by.

- For SoD approvers - if you were involved in the SoD of the original requisition
- For Finance approvers - if the increase in the value of the invoice takes the requisition value to £5,000 or above.

Note: If a supplier invoice is received without stating the PO number or an incorrect PO number, it will be returned to the supplier.

The incoming supplier invoice tasks will appear as follows.

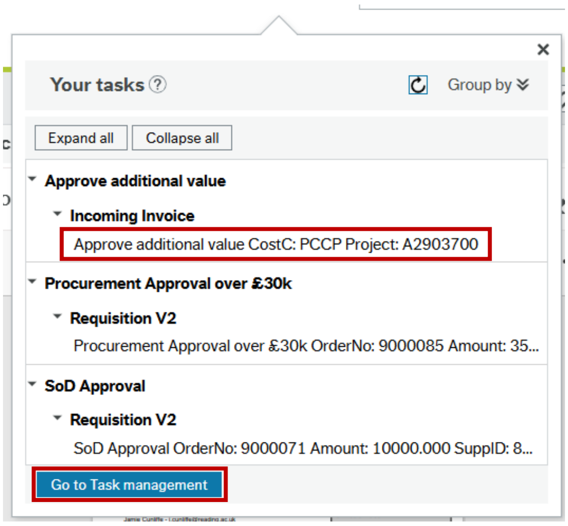


- **Approve additional value** - the value of the supplier invoice compared to the PO is above the tolerance level acceptable.
- **Approve extra line** - AP have added an extra GL Analysis (financial coding) line to the PO, the value of which takes the PO value over the tolerance.

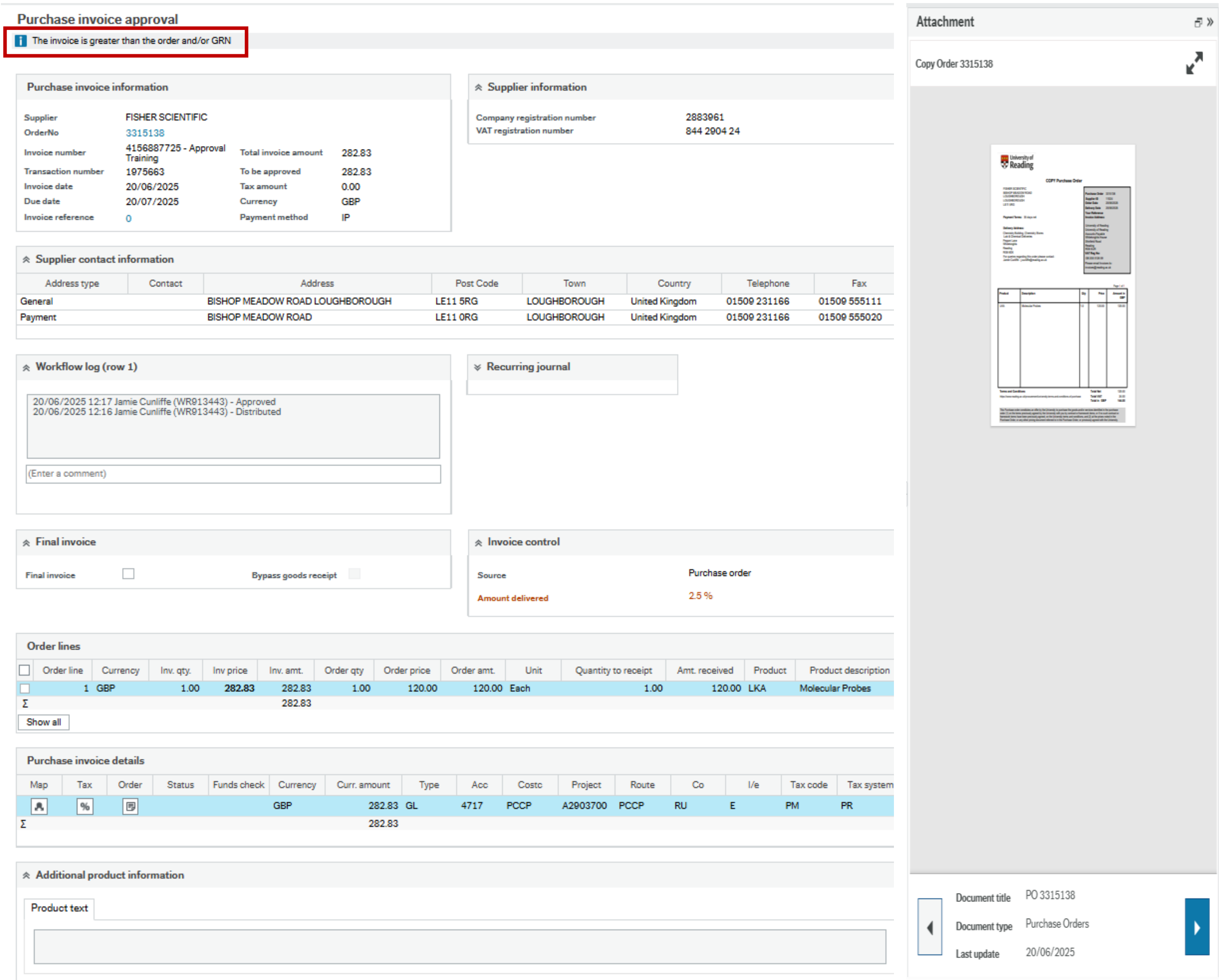
10. Approving Additional Value

This task is received when the value of the supplier invoice is above the acceptable tolerance level of 2.5% of the invoice value to a maximum of £100.

Click on the task description or select it from the Go to task Management button to open the approval tab.



The following tab will be displayed providing information why the task has been created.



Each area of the view will be considered separately below. Review each field before deciding on the next steps.

Purchase Invoice information section

Purchase invoice information

Supplier	FISHER SCIENTIFIC		
OrderNo	3315138		
Invoice number	4156887725	Total invoice amount	282.83
Transaction number	1975663	To be approved	282.83
Invoice date	20/06/2025	Tax amount	0.00
Due date	20/07/2025	Currency	GBP
Invoice reference	0	Payment method	IP

Supplier – name of the supplier invoice registered by AP based on the PO number stated on the supplier invoice.

OrderNo – purchase order number relating to the invoice. It is highlighted in blue. Click on the number to view more details about the order, the receipting details and the history of the invoice.

Order info

Order information

Order number 3315138 Supplier 11024 FISHER SCIENTIFIC

Amounts

Order amount incl. discount	120.00	Registered invoices	282.83	Amount delivered	120.00
Total discount	0.00	Posted	0.00	Returned	0.00
Order amount excl. discount	120.00	To invoice	120.00		

Quantity

Volume	0.00
Weight	0.00

Details

Status	Order line	Product	Description	Unit	Order price	Order quantity	Order amount
Ordered	1	LKA	Molecular Probes	EA	120.00	1.00	120.00
Σ							120.00

Receipt history

Order line	Receipt No.	Received by	Ref/D of B	Receipt date	Product	Product description	Quantity	Amount
1	1530998	Jamie Cunliffe		20/06/2025	LKA	Lab Consumables Sundries incl. Disposables	1.00	120.00
Σ								120.00

Invoice history

Invoice history	TT	Transaction Date	Transaction number	InvoiceNo	Period	Acc	CostC	Project	Curr. amount
Registered	RI	20/06/2025	1975663	4156887725 - Approval Training	202511	9000	BXXA	Y2200401	-282.83
Σ									-282.83

Close

Invoice number – invoice number on the supplier invoice.

Transaction number – the number allocated to the registered invoice by Unit4.

Invoice date – the date the supplier invoiced the University.

Due date – the date the supplier is expecting payment of this invoice. Pay attention to this date to prevent invoices becoming overdue for payment.

Invoice reference – unused field.

Total Invoice Amount – total amount, including any VAT, due to the supplier. **Note:** this amount will be charged to the project code and cost centre stipulated in the purchase invoice details. Tax will be excluded if it is recoverable from HMRC. When managing this task, you must take into consideration the additional amount to be charged and the impact this may have on your budget.

To be approved – total amount to be approved.

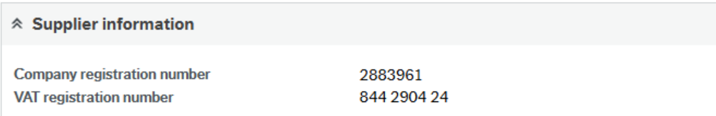
Tax amount – amount of VAT or tax included in the invoice.

Currency – the currency the invoice has been received. It is also the currency the supplier will be set up in Unit4.

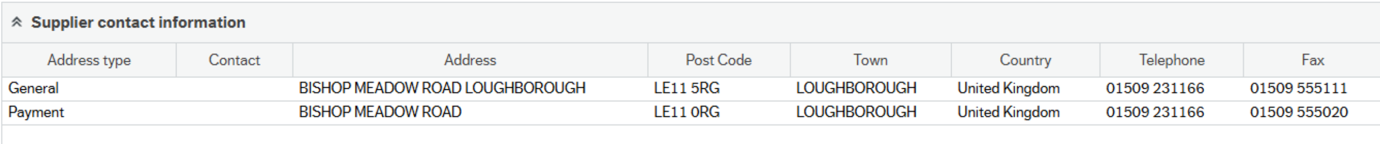
Payment method – the method by which the supplier will be paid. This will be either:

- IP – direct back transfer to the supplier bank account.
- FP – payment to a bank account based abroad either in a foreign currency or in GBP.

Suppler Information & Supplier contact information sections


Supplier information

Company registration number	2883961
VAT registration number	844 2904 24

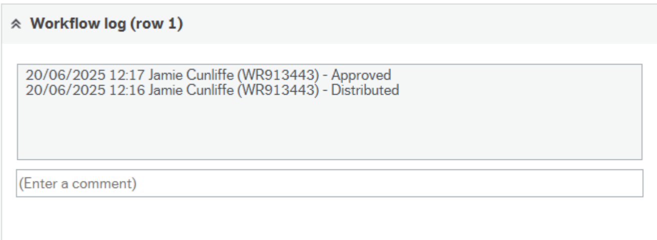

Supplier contact information

Address type	Contact	Address	Post Code	Town	Country	Telephone	Fax
General		BISHOP MEADOW ROAD LOUGHBOROUGH	LE11 5RG	LOUGHBOROUGH	United Kingdom	01509 231166	01509 555111
Payment		BISHOP MEADOW ROAD	LE11 0RG	LOUGHBOROUGH	United Kingdom	01509 231166	01509 555020

These provide:

- The company & VAT registration numbers.
- The contact details set up for the supplier in Unit4. The General address details will always appear but you may also see one or both of a Payment & Remittance address.

Workflow log section


Workflow log (row 1)

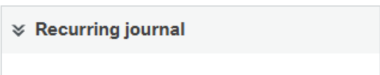
20/06/2025 12:17 Jamie Cunliffe (WR913443) - Approved
20/06/2025 12:16 Jamie Cunliffe (WR913443) - Distributed

(Enter a comment)

Provides an audit trail of actions taken by staff against the task. Any comments added here will only be seen if the forms relating to this order are viewed in Unit4.

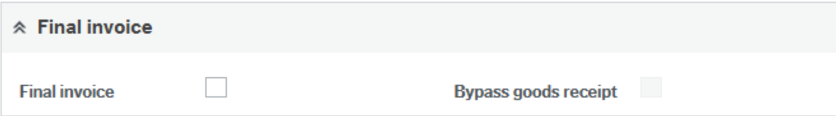
Recurring journal section

Used only by AP if required to split a cost. E.g., rent paid 6 months in advance to split the cost over the 6 months.


Recurring journal

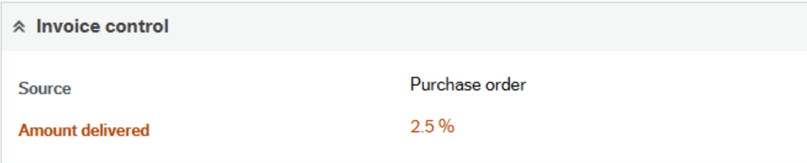
Final Invoice section

Used only by AP. It will be ticked if this is the last invoice to be received from the supplier against this PO.



Final invoice			
Final invoice	☐	Bypass goods receipt	☐

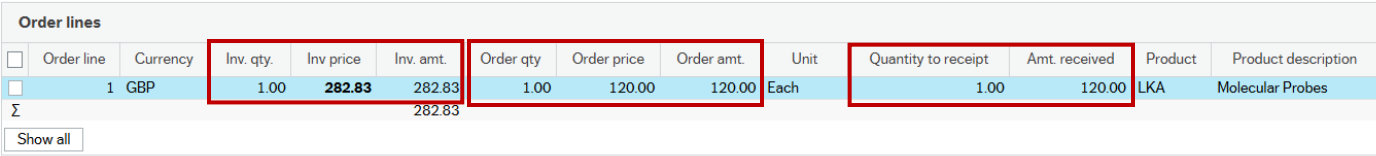
Invoice control section



Invoice control	
Source	Purchase order
Amount delivered	2.5 %

Shows the reason why the task is generated. In this instance the value of the invoice is above the tolerance level of 2.5%.

Order lines section



Order lines

☐	Order line	Currency	Inv. qty.	Inv price	Inv. amt.	Order qty	Order price	Order amt.	Unit	Quantity to receipt	Amt. received	Product	Product description
☐	1	GBP	1.00	**282.83**	282.83	1.00	120.00	120.00	Each	1.00	120.00	LKA	Molecular Probes
Σ					282.83								

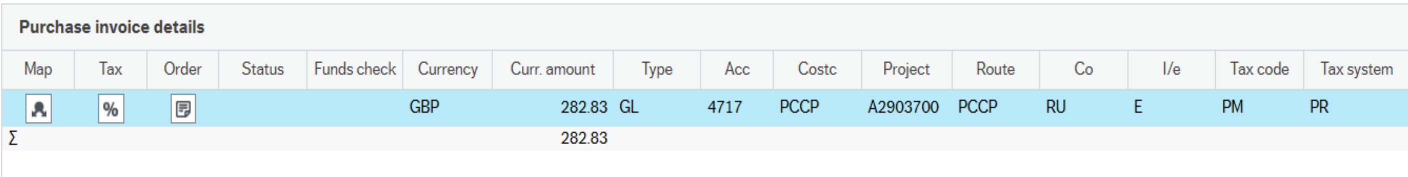
Show all

The Order lines provide the following additional information for you to compare and approve.

- Inv qty, price & amount – the quantity, price & amount on the supplier invoice registered by AP.
- Order qty, price & amount - the quantity, price & amount on the PO sent to the supplier when ordering these items.
- Quantity to receipt & Amt. received – the quantity and amount receipted by the requisitioner following delivery of the items ordered.

In this example, the requisitioner has receipted the PO to show that 1 item was received at the expected amount of £120. This is also reflected in the order qty., price and amt fields. However, the supplier invoice has been registered with an amount of £282.83.

Purchase invoice details section, including how to read an approval workflow map



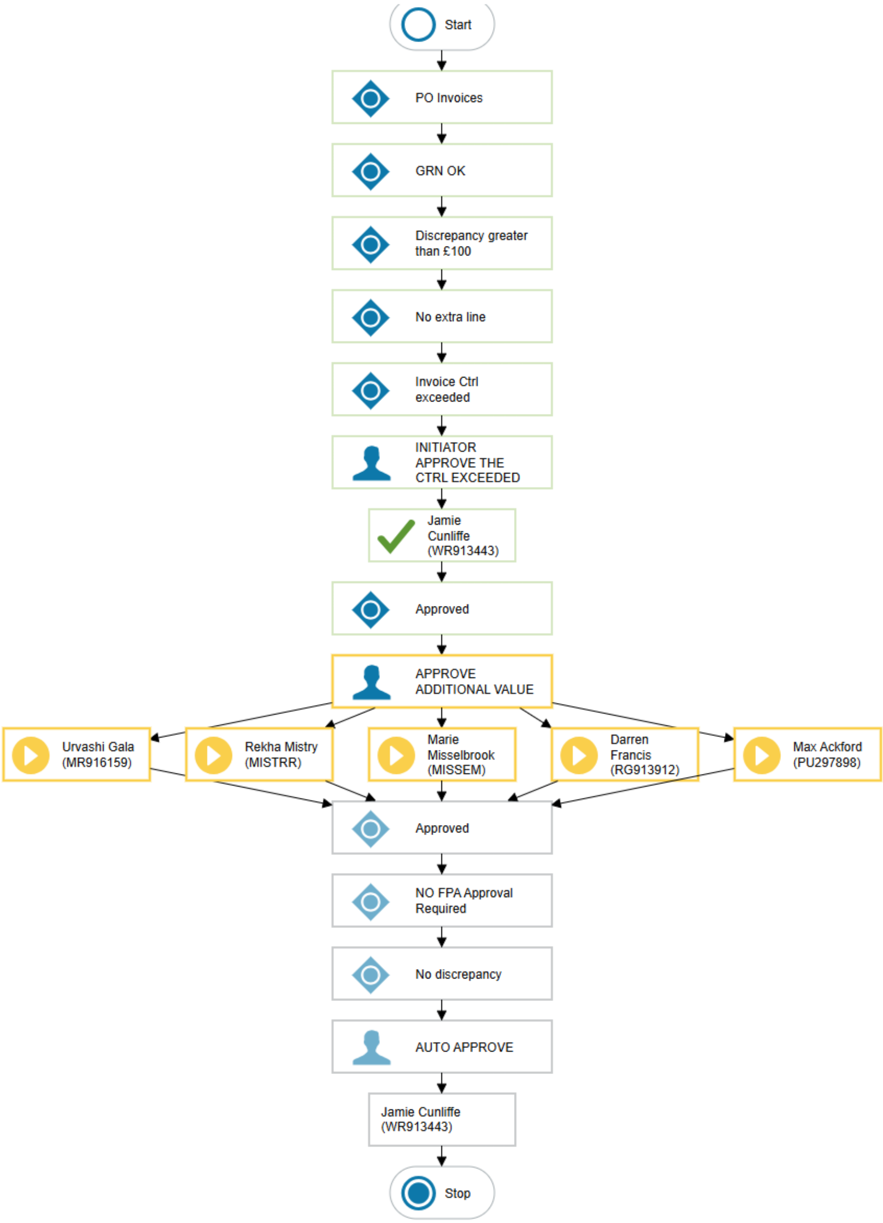
Purchase invoice details

Map	Tax	Order	Status	Funds check	Currency	Curr. amount	Type	Acc	Costc	Project	Route	Co	I/e	Tax code	Tax system
	%				GBP	282.83	GL	4717	PCCP	A2903700	PCCP	RU	E	PM	PR
Σ						282.83									

This section provides the financial coding of the orderline. Should you have more than one orderline, click on each line to view its financial coding.

Additional information available include:

Map – click on the icon to display the workflow map of this task.



Unit4 will conduct system checks first relating to the 3-way check, PO to GRN (receipting of PO) to Supplier Invoice.

If there are discrepancies beyond the tolerance levels, AP will initiate a task.

Task will be sent to:

- the requisitioner
- SoD approvers
- Finance, if above £5k or if additional value takes it to £5k or above.

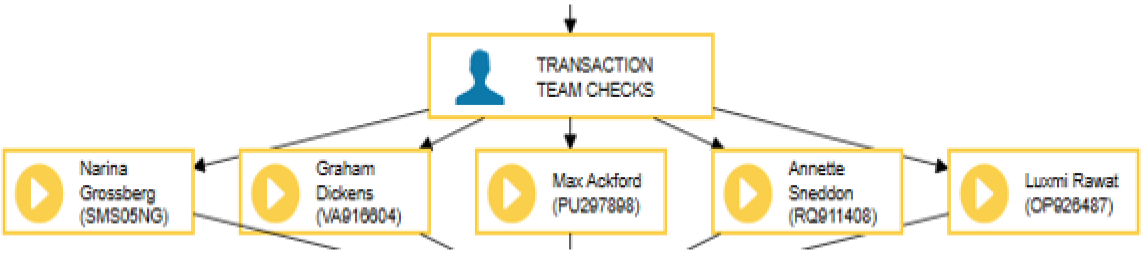
See below for further details on the colour coding against approvers on a approval workflow map.

If approved, AP will place the invoice on a payment run closest to its due date.

Colour coding on a workflow map.

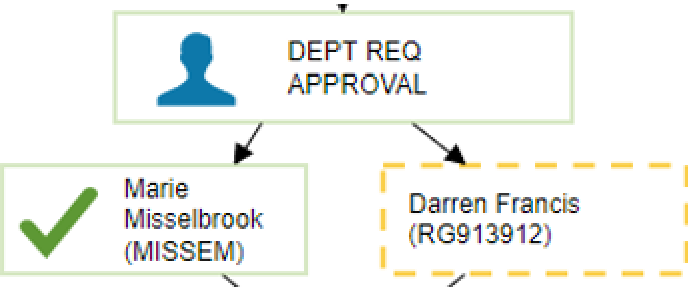
All workflow maps in Unit4 follow the same colour coding rules.

Yellow:



Any process or name in a yellow solid line indicates the process of approval reached and the names of the individuals who are able to approve, reject or query with the requisitioner by creating a task.

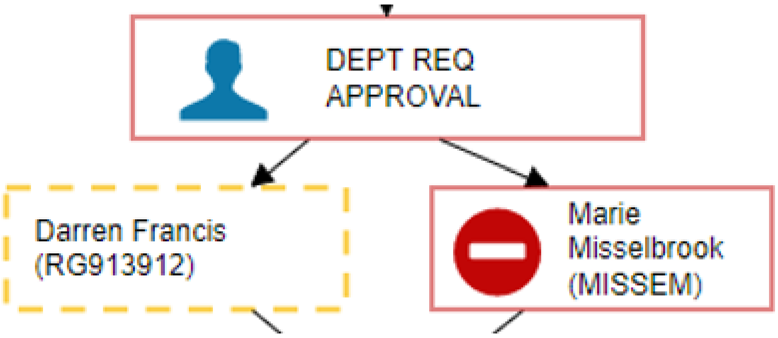
Green:



If approved, the process has a green box around it. The person who has approved it will have a green box around their name and a green tick next to their name.

The broken yellow line around a name indicates that the process has been dealt with by someone other than the named person in that box.

Red:



If rejected, the process has a red box around it. The person who has rejected it will have a red box around their name and a red stop sign next to their name.

The broken yellow line around a name indicates that the process has been dealt with by someone other than the named person in that box.

End of a workflow

If the workflow has reached it's end, you will see the stop sign.

Tax – click on the % icon to view the tax charged to your project code. In the example below, non of the taxable amount is charged to the project code. If there is a value in the Amount field, it will be charged to the project code displayed in the Project field.

Tax information

Tax information

Acc	Costc	Project	Co	I/e	TC	Tax system	Amount	Base amount
9110	PCCP	A2903700	RU	E	PM	PR	0.00	282.83

Close

Order – click on the icon to view the the order lines and the amount to be charged by the supplier compared to the PO.

Order lines

Order line	GRN Numb...	Product	Product desc...	Supplier pr...	Supplier prod...	(not used)	Currency	Unit	Order qty	Inv.value	Delivery	Del qty	Unit price	Amt. receiv...	Number	Price (excl. ...	To be invoic...
1	1530998	LKA	Molecular Pr...	LKA	PAPERWAR...		GBP	Each	1.00	0.00	20/06/2025	1.00	120.00	120.00	1.00	282.83	282.83

Close

Currency - the currency the supplier will be paid.

Curr. Amount – the net total (excluding VAT) currency amount charged for that order line.

Type – Unit4 transaction type.

Acc - the account code the expense is to be charged to. It describes what the expense has been spent on.

Costc - the cost centre the expense is to be charged to. It will default from the project code. It describes what Department, School or Directorate has spent the money.

Project - the project code the expense is to be charged to. It describes the activity that the expenditure relates to.

Route - represents the workflow route the requisition will follow for approval.

Co - the legal entity the transaction will be posted.

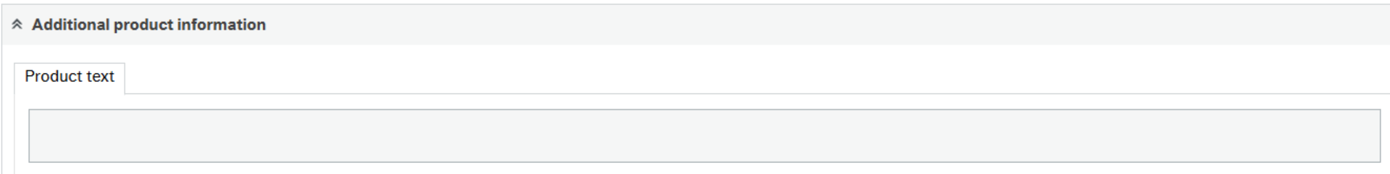
I/e - internal or external. All requisitions are classified as external.

Tax code - the % tax to be applied and is dependent on what has been ordered. All purchase related tax codes begin with a P.

Tax System - will default depending on the project code selected. It can be either.

- FR – where the tax element is **fully recoverable** from HMRC.
- PR - where the tax element is **partially recoverable** from HMRC.
- IR - where the tax element is **irrecoverable** from HMRC.

Additional product information section



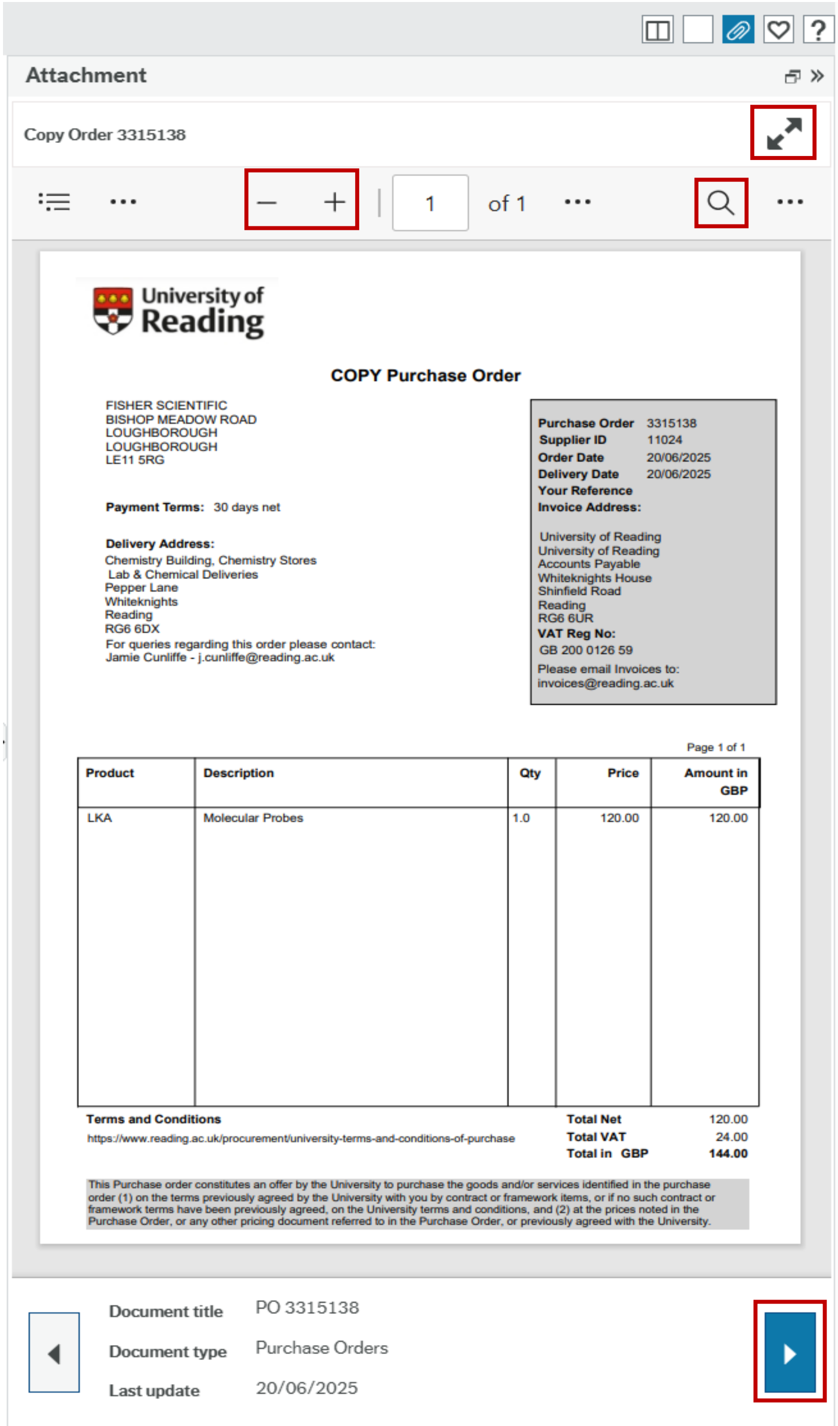
Displays any additional text the requisitioner would have added when raising the requisition.

Attachment section

This section allows you to view all the documents associated with this task, including.

- the PO
- the supplier invoice registered by AP
- any documents attached when raising the requisition

Having visibility of these documents allows you to compare the PO sent to the supplier with the invoice received from them with the increased value.



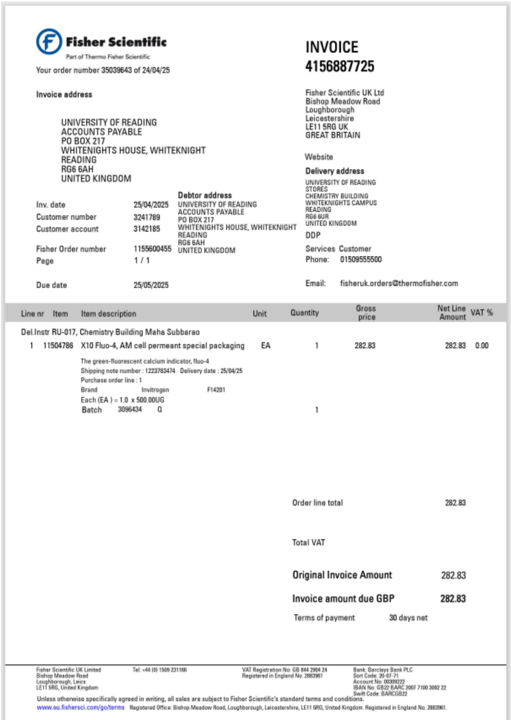
- click this icon to display the document on a full screen.

Use the + and – buttons to increase or decrease the size of the document displayed.

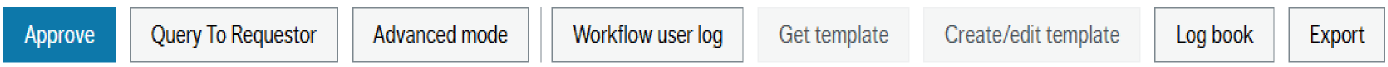
icon - use to search specfic text in the window. The items will be highlighted in a different colour if found.

All details contained in the copy PO document originate from the requisition raised to order these items.

- use this icon to move onto the next document (see below). In this instance it is the invoice received from the supplier.



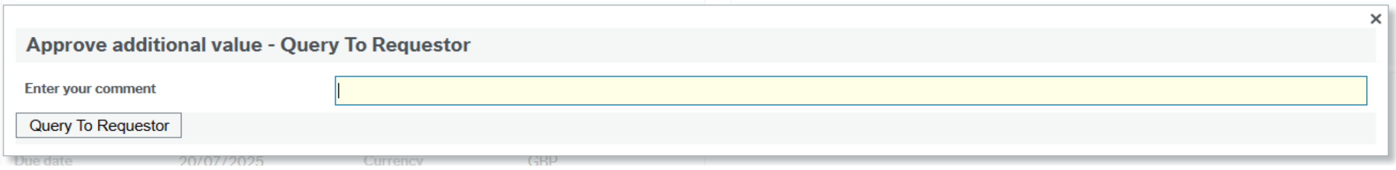
11. Approve or Query Additional Values



After reviewing the task, select either:

Approve – if you wish to proceed with payment to the supplier click this button. It will provide you with a success window and move you onto your next task.

Query To Requestor – click to send a query to the requisitioner. The following window will appear. Type your message in the Enter your comment field then click Query to Requestor. This message will be sent to the requisitioner via a task. The requisitioner will be able to respond to your query after which point you may go back into your approval task to approve it.



Log book – provides a log of actions taken by staff associated with this order, including dates.

The other buttons displayed are not used. Please ignore.

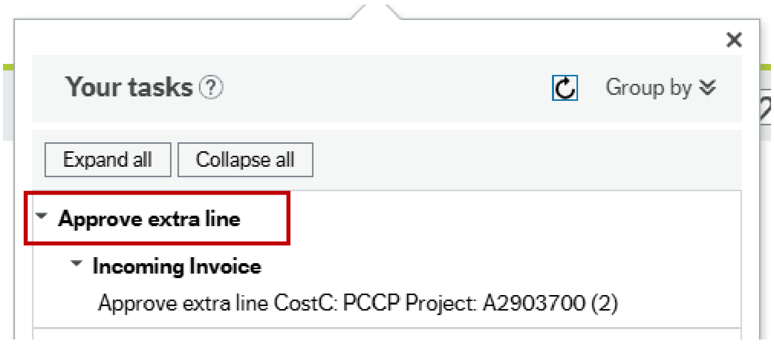
Decision not to approve.

Should you decide not to pay the supplier, you will be in dispute with them. It is the responsibility of the School or Directorate to inform the supplier and obtain a credit note from them. The credit note must be sent to AP so that it can be posted against the registered invoice.

12. Approving Extra Lines

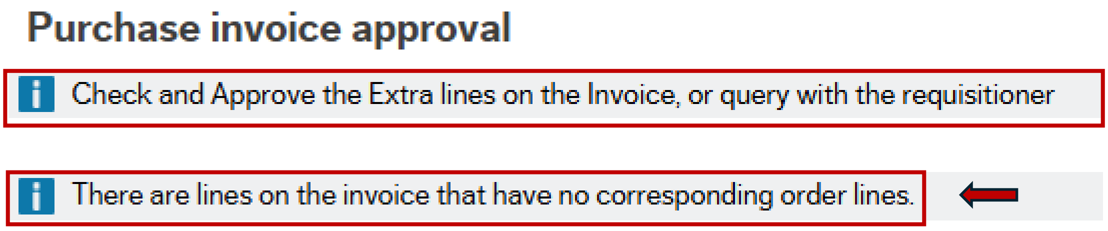
This task is received when AP have added an extra GL Analysis (financial coding) line to approve, the value of which takes the PO value over the tolerance of 2.5% upto a maximum of £100.

Click on the task description or select it from the Go to task Management button.



The differences between this task and approving the additional value are as follows.

The information why the task has been sent. **Note**: the second line which stipulates that you will NOT see the corresponding order line if any extra financial coding lines have been added by AP.



Example Extra Line task

The example below shows the order line and the corresponding Purchase invoice details (financial coding line) highlighted in blue which were added to the original requisition and approved. This item would have been included in the PO sent to the supplier.

The Purchase invoice (financial coding line) detail which is **not highlighted in blue**, is the extra line added to the task. This line represents the net cost added by the supplier on their invoice which was not ordered by the University. This cost will be charged to the project code noted on this line should you approve this task.

The original PO and the supplier invoice will be available in the attachments section. You may view these to compare with the order lines and purchase invoice detail (financial coding lines).

Order lines

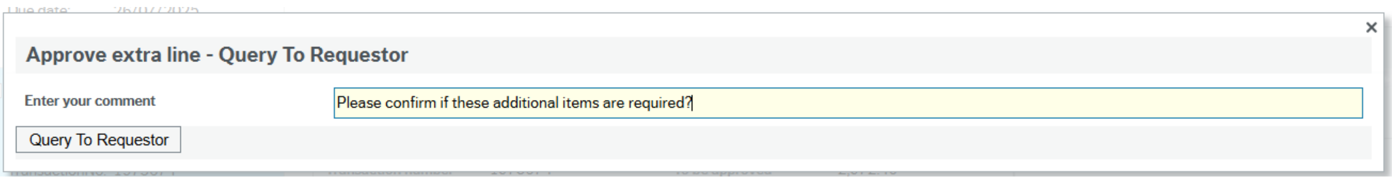
	Order line	Currency	Inv. qty.	Inv price	Inv. amt.	Order qty	Order price	Order amt.	Unit	Quantity to re...	Amt. received	Product	Product description
	1	GBP	1.00	1,627.00	1,627.00	1.00	1,627.00	1,627.00	Service	1.00	1,627.00	PKA	Printing Equipment Services...
Σ					1,627.00								

Show discrepancies only

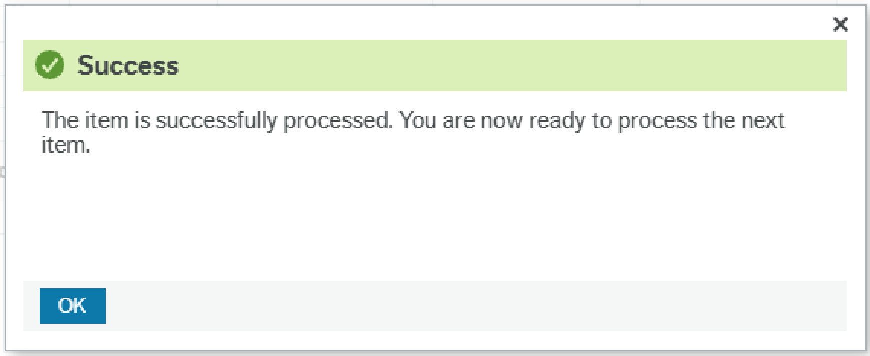
Purchase invoice details

Map	Tax	Order	Status	Funds check	Currency	Curr. amount	Type	Acc	Costc	Project	Route	Co	I/e	Tax code	Tax system
	%				GBP	1,952.40	GL	4865	PCCP	A2903700	PCCP	RU	E	PP	PR
	%				GBP	1,020.00	GL	4865	PCCP	A2903700	PCCP	RU	E	PZ	PR
Σ						2,972.40									

The decision made following review of the task are the same as noted above under Approve or Query. Either Approve or Query to Requestor.



To query extra lines with the requisitioner, add your comments then click the Query to Requestor button. The success window will appear to confirm the query has been sent to the requisitioner.



If approved, a Success window will appear and you will moved onto your next task.

13. Contacts & Links

Topdesk – Unit4 system or access issues

Cost Centres - Finance Business Partners by cost centre

Procurement Policy

14. Glossary of Acronyms

AP – Accounts Payable

CFO – Chief Financial Officer

GL – General Ledger

HEPA – Higher Education Procurement Association

P2P – Purchase to Pay

PI – Principal Investigator

PO – Purchase Order

SOD -Scheme of delegation

VAT – Value Added Tax

P2P-02 Version Control

Version	Prepared by	Date
1.0	Rekha Mistry	23/07/25

Version	Approved by	Date
1.0	Marie Misselbrook	23/07/25