User Guide – Admin teams processing NO PO Invoice Tasks. This relates to invoices where no Purchase Order Number was quoted by a supplier on an invoice and it has been allocated by Finance to your admin area.
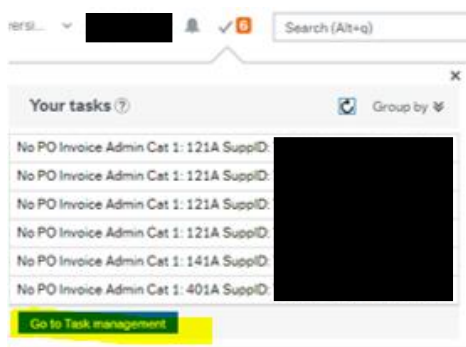
This guide covers:

1. Processing NO PO Invoice Admin Tasks
2. Viewing Invoices in Workflow

1. Processing NO PO Invoice Admin Tasks

Log into ABW in web and in the top right-hand corner, if you have tasks they will show as a number next to the search bar:

Drop down on the task list and select Go to Task Management:

This opens up your task list in an easy to view screen, you can group tasks by Steps or process in the left hand menu bar, so you can see for example goods recipt separate from invoices for processing. These tasks are called NO PO Invoice Admin
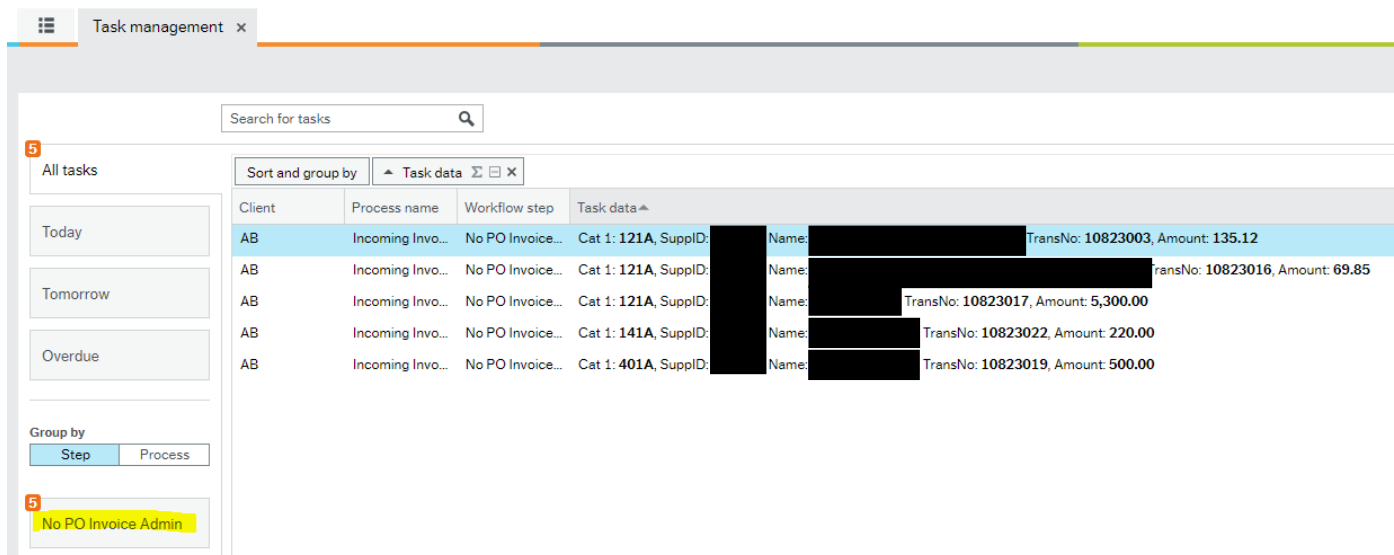
Click on a task in your list to select it, you will now see details of the invopice along with an invoice image:

Supplier Invoice Information: this gives you basic details about the invoice for action.

Workflow Log: This shows who has processed the task so far and if they have added comments they will also show here, they appear with the newsest at the top.

Image: This is the image of the invoice. If it is too small you can select options from the symbols bar above the invoice

1. Download – this shows at the bottom of screen as a download, you can then open it a full screen from there.
2. Print – Only if absolutely essential (save paper)
3. Use the plus magnifying glass to zoom in on the image
4. Use the minus magifying glas if you hav zoomed out too far.
5. The left arrow will rotate the image.

You can also use the side bar to the right to view the lower half of the invoice if it does not show on the screen.

The lower half of the screen is where you will action:

Choose from:

1. **PO Added** – select this if you have a Purchase Order number that was not quoted on the invoice. (You may retrospectively raise a requisition and add it once approved and you have a PO number).

No PO Invoice Admin - PO Added	✕
Enter your comment	20089126
PO Added	

Add the PO Number in the comment box, tab, then click on PO Added.

2. **Code Added** – select this if there is no Purchase Order and one is not required to be raised retrospectively. In the Supplier Invoice Details:

Supplier invoice details

Map	TT	Status	Currency	Curr. amount	Account	Costc	Project	Workord	Product	Tax code	Tax system
🧑	GL		GBP	102.60	4639	121A	G1000	G1000-01	CR001	PS	PRG
🧑	GL		GBP	12.00	* 4639 ... Catering Supplies and Services	121A Finan...	G1000 Finance	* G1000-01 ... Finance - General Costs	* CR001 ... CAT-Watercoolers Services & Cons	* PZ ... Purchases Zero Rated (0%)	PRG PR GEN (General VAT Sector - Undefine...
🧑	AP		GBP	-135.12	8300	900A	99999	99999		0	NA
Σ				-20.52							

a. Overtype account code 4997 with the correct account code for the product invoiced and Tab
b. Overtype the work order 99999 with the correct work order and Tab
c. Enter the product Code and Tab
d. Amend the tax code if required. If the invoice is partly subject to VAT and partly zero rated/exempt, you will get a line for each.
e. If the invoice needs split coding, this cannot be enetered here, see 3 below
f. Once you have entererd the coding, click on the CODE added Button. The task will confirm it has been processed and drop from your task list.

3. **Split Coded** – Select this if the invoice needs coding over more lines than it has available in the GL section. In

No PO Invoice Admin - Split Coded	✕
Enter your comment	Code as follows £200 account 4639, work order G1000-01, Product CR001, £50 to 4639, Work order G1000-02, product CR001
Split Coded	

In the comments box, add the coding informtion. If this is a long list, then attach the list as a separate document to the invoice using document archive (instructions at end of document) and refer to this in the comments box.

4. **Reject** – Use this option if the task has been sent to you in error.

No PO Invoice Admin - Reject	
Enter your comment	I think this may be Estates
Reject	

In the comments box add any other information you can provide. Tab then click on the Reject Button. The task will be returned to Finance to reallocate.

5. **Add Workflow Notes** – Use this button to add notes if you are waiting for some information before you can process the task.

No PO Invoice Admin - Add workflow Notes

Enter your comment | Waiting for a requisition from John Smith

Add workflow Notes

In the comments box add your notes then tab and click on the Add Workflow Notes Button. The task will then reappear on your list in a couple of minutes. You will then be able to see the notes you added at the top of the Workflow log:

≫ Workflow log (row 1)

15/06/2020 17:55 ██████████ - Add workflow Notes - "Waiting for a requisition from John Smith"

2. Viewing Invoices in Workflow

Open the Procurement menu on the left-hand side, click on the double arrow next to enquiries and select Workflow Enquiry - Incoming Invoices.

Enter Selection Criteria to narrow down the results then click on search. Or leave blank for all.

The "Active" box selected will bring back invoices that are still in worklfow, i.e. not ready for payment. To view all invoices, tick the "Historical" box, but add some other selection criteria, i.e. Supplier ID so that you do not bring back all invoices for all suppliers.

#	Process	Step	Task owner	Task owner (T)	Workflow status (T)	SuppID	SuppID (T)	InvoiceNo	OrderNo	TransNo	Trans.date	Amount
											📅	
1	Incoming Invoi...	HoD Approval (or LM if HOD)			Workflow in progr...			123	0	10823020	12/06/2020	100.00
2	Incoming Invoi...	AP Match to PO			Rejected			5454	0	10823021	12/06/2020	500.00
3	Incoming Invoi...	AP Match to PO			Rejected			5454	0	10823021	12/06/2020	500.00
4	Incoming Invoi...	AP Match to PO			Rejected			5454	0	10823021	12/06/2020	500.00
5	Incoming Invoi...	HoD Approval (or LM if HOD)			Workflow in progr...			123	0	10823020	12/06/2020	118.57
6	Incoming Invoi...	No PO Invoice Admin			Workflow in progr...			76.	0	10823022	12/06/2020	220.00
7	Incoming Invoi...	AP Match to PO			Rejected			12	0	10823023	12/06/2020	200.00
8	Incoming Invoi...	AP Match to PO			Rejected			12	0	10823023	12/06/2020	200.00
9	Incoming Invoi...	AP Match to PO			Rejected			12	0	10823023	12/06/2020	200.00
10	Incoming Invoi...	No PO Invoice Admin			Workflow in progr...			1234	0	10823024	16/06/2020	500.00
11	Incoming Invoi...	No PO Invoice Admin			Workflow in progr...			1234	0	10823024	16/06/2020	500.00
12	Incoming Invoi...	No PO Invoice Admin			Workflow in progr			1234	0	10823024	16/06/2020	500.00

The Task Owner shows who the invoice is currently with for proccessing/approval. If there is more than one perosn who can action the task there will be a row for each user.

Click on the Workflow Status to view the workflow map to show who else may need to process/approve the invoivce before it can be paid and who has already processed it. This predicts the path based on positive outcomes and is not necessarily the route it will follow.

Map

If you hover the mouse over a step, you can view any comments added by the person who processed the task at that step.