

Administrator Tasks: No Order for Invoice

Tasks can be found in the top right corner of the screen:



When you click on the Tick, a list of outstanding tasks will be displayed. This example shows the user has three tasks to action.

A **Create Requisition for Invoice** task will be generated if Finance enters an invoice onto U4ERP but they cannot find the associated Purchase order.

Click on the task to see further details

Create Requisition for Invoice (5)

UNIT4 ERP

Create Requisition for Invoice x

Sort by Ascending <<

☐ Select all visible items

☐ Supplier: Randstad HR Solutions Ltd
Curr. amount: 309.53
Currency: GBP
Due date: 5/20/2021
InvoiceNo: 5778899
TransactionNo: 29081752

☐ Supplier: Barry Bennett Ltd
Curr. amount: 805.24
Currency: GBP
Due date: 7/14/2021
InvoiceNo: NMM800968
TransactionNo: 29082583

☐ Supplier: Barry Bennett Ltd
Curr. amount: 145.99
Currency: GBP
Due date: 7/14/2021
InvoiceNo: NMM800961
TransactionNo: 29082588

☐ Supplier: Barry Bennett Ltd
Curr. amount: 955.77
Currency: GBP
Due date: 7/14/2021
InvoiceNo: NMM800962
TransactionNo: 29082587

☐ Supplier: Barry Bennett Ltd
Curr. amount: 495.75
Currency: GBP
Due date: 7/14/2021
InvoiceNo: NMM800963
TransactionNo: 29082589

Total: 5

⚠️ = Overdue

Purchase invoice approval

Please create a requisition for the attached invoice. Once it has been approved enter the PO number (a 7 digit number beginning with 8) in the workflow log.

Purchase invoice information

Supplier: Randstad HR Solutions Ltd
InvoiceNo: 5778899 OrderNo: 0
Invoice date: 4/22/2021 Total invoice amount: 309.53
Due date: 5/20/2021 To be approved: 257.94
Transaction number: 29081752 VAT amount: 51.59
Currency: GBP

Workflow log (row 1)

4/23/2021 8:38 AM Jamie Maguire (JM) - Distributed

(Enter a comment)

Copy

Image

Invoice To: Liverpool Hope University
Hope University
Liverpool
L16 9JH

Invoice From: Randstad HR Solutions Ltd
Randstad HR Solutions Ltd
100, 100, 100
100, 100, 100

Date	Due Date	Account Number	Invoice Number	INVOICE
22/04/2021	05/05/2021	A030001	5778899	
		DESCRIPTION	AMOUNT	
		02010 Partnership Team		
		PeriodEnd 15/03/21 To: 05/04/2021 Reference: MENTAL HEALTH ADVISER KIM ROG		
		Kimberly Rogers Basic Hours	3.00 HOURS @ 28.99 / HOUR	85.98
		Cost Centre: LIVERPOOL HOPE UNIVERSITY		
		Liverpool Hope University - Wellbeing team -		
		PeriodEnd 15/03/21 To: 05/04/2021 Reference: MENTAL HEALTH ADVISER KIM ROG		
		Kimberly Rogers Basic Hours	3.00 HOURS @ 28.99 / HOUR	85.98
		Cost Centre: LIVERPOOL HOPE UNIVERSITY		
		Liverpool Hope University - Wellbeing team -		
		PeriodEnd 17/03/21 To: 05/04/2021 Reference: MENTAL HEALTH ADVISER KIM ROG		
		Kimberly Rogers Basic Hours	3.00 HOURS @ 28.99 / HOUR	85.98
		Cost Centre: LIVERPOOL HOPE UNIVERSITY		
		Liverpool Hope University - Wellbeing team -		

Order lines

Order line	Currency	Inv. qty.	Inv. amt.	Order qty.	Order price	Order amt.	Qty. received	Amt. received	Product	Product description
Show discrepancies only										

Purchase invoice details

Map	Tax	Currency	Curr. amount	Tax amount	Account	Costo	Project
UK	%	GBP	257.94	51.59	X000X	X000X	GEN00001
I			257.94	51.59			

Order Created Not My Invoice Advanced mode Workflow user log Get template Create/edit template Log book Export

Summary invoice information will appear in the **Purchase invoice approval** section along with an image of the invoice.

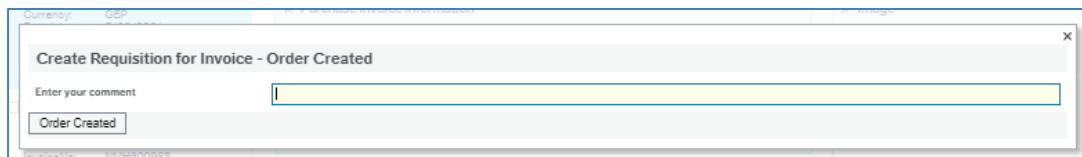
The information further down the screen (order lines and Purchase Invoice Details) is not required to complete the task.

There are 2 options for this task:

Not My Invoice: use this button if you believe the invoice does not relate to your department and has been wrongly distributed. This will send the task to Accounts Payable to be re-allocated. If you choose **Not My Invoice**, you will need to enter a reason, please make this as informative as possible.

Order Created: Use this button to inform Finance of the **Purchase Order number** for the attached invoice. If no order exists then raise a requisition, in the Requisition Entry screen, in the usual way. When the requisition is approved, and an order number created, return to the task to enter the PO number in the workflow log, and click on **Order Created**.

If the order number is not entered in the workflow log before clicking **Order Created**, a comments box will appear, as below, and the order number can be entered here. You cannot complete the task without entering the Order number. Having entered the order number, click the **Order Created** button.

A screenshot of a software window titled "Create Requisition for Invoice - Order Created". The window has a light gray background and a standard Windows-style title bar. Inside the window, there is a text input field with the placeholder text "Enter your comment". Below the input field is a button labeled "Order Created". The window is framed by a blue border, and there is a small "x" icon in the top right corner of the window's title bar.

After completing the task, as shown above, you will not need to send any paperwork to Finance. They will be automatically alerted to the order number and can continue to process the invoice.

Remember to goods receive your order.