

## Budget Holder Tasks: Invoice Control Exceeded

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.

An out of tolerance task will be generated where an invoice exceeds the approved order amount by 5% or £500. Differences of over 5% but less than £10 will not be sent for further approval.

Click on the task to view the invoice and associated order.

**Budget Holder Approval Invoice Control Exceeded (2)**

**Purchase invoice approval**

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

**Purchase invoice information**

Supplier	EB Sports UK Ltd		
InvoiceNo	INV-0159	OrderNo	8020304
Invoice date	6/29/2021	Total invoice amount	4,468.58
Due date	7/27/2021	To be approved	3,279.82
Transaction number	29062980	VAT amount	655.96
Currency	GBP		

**Workflow log (row 1)**

6/29/2021 2:37 PM EteI Turnbull (ETURNB) - Distributed

(Enter a comment)

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**Image**

**TAX INVOICE**

Liverpool Hope University - Accounts Payable  
Attention: David Phillips  
Accounts Payable Office  
Hope Park  
Liverpool  
L16 9JD

Invoice Date: 29 Jun 2021  
Invoice Number: INV-0159  
Reference: 8020304/8020745  
VAT Number: 348831669

Description	Quantity	Unit Price
Rugby and Hockey works pitch drainage - LHU drainage scheme 30%	1.00	2,388.82
Additional cost materials	1.00	1,350.00

**Order lines**

Order line	Currency	Inv. qty.	Inv. amt.	Order qty	Order price	Order amt.	Qty. received	Amt. received	Product	Product description
1	GBP	0.27	3,279.82	1.00	7,962.75	7,962.75	0.97	7,723.87	CONTRACT...	Rugby and Hockey pitch works - LHU Dra...
1	GBP	0.20	444.00	1.00	2,220.00	2,220.00	0.65	1,443.00	GROUNDMA...	3G and Hockey Pitch Maintenance - 4 V...
Σ			3,723.82							

Show discrepancies only

**Purchase invoice details**

Map	Tax	Currency	Curr. amount	Tax amount	Account	Costc	Project	Asset
	%	GBP	3,279.82	655.96	7802	PRCW	CW000038	HCAR0030
					Contractor	Estates Capital Works	Phase III - Sport Pitches	Phase III - Sport Facilities
Σ			3,279.82	655.96				

**Invoice**

Description: Rugby and Hockey pitch works - LHU Drainage Scheme

OK

Approve Reject Advanced mode Workflow user log Get template Create/edit template Log book Export

- An image of the invoice will be displayed along with summary details at the top of the screen.
- The Order lines show the amount of the invoice and the amount of the order.
- To approve the discrepancy, click on Approve.
- Rejecting a discrepancy will send a task back to the original requisitioner to resolve.