

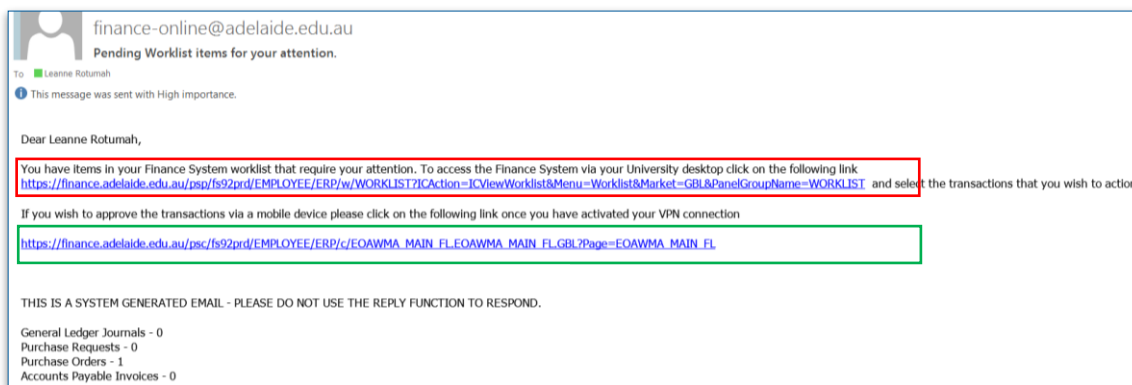
### Introduction

This guide explains the process of approving Purchase Orders or Vouchers (Supplier invoices without a Purchase Order) in the Finance System via your University desktop (classic view). If you use a mobile device to approve, then using the approvals tile (fluid view) is the best option; refer to guide below.

### How to access your worklist:

There are two ways of accessing your worklist on your desktop

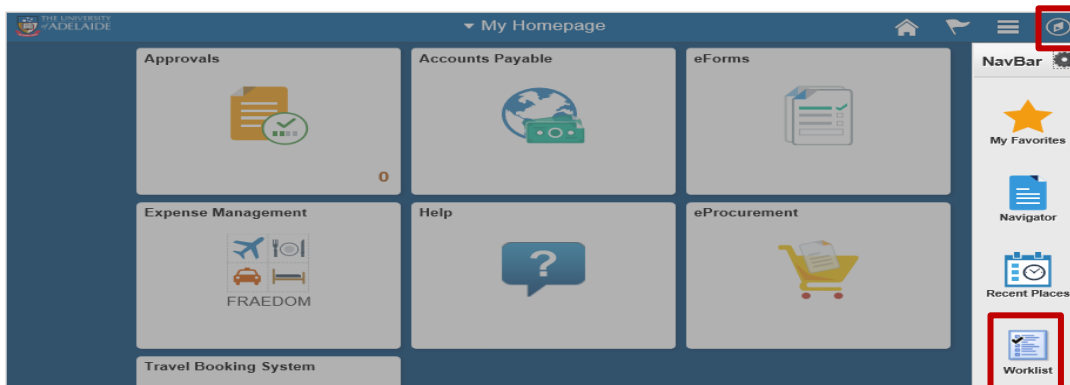
Access from the daily notification email (only received if you have pending approvals).



- The first link (red box) will take you into the Finance System via your University desktop; **read on**
- The second link (green box) will take you into the Finance System via the Approval tile (refer to [Approving via the Approvals tile – mobile device or desktop](#)), the display is a little different when approving on your mobile device or on your desktop using the Approvals Tile.

Access from the Finance System homepage **using the Nav Bar**

Once logged in, click the NavBar and the Worklist icon.



Click on the Nav Bar

Then click on the Worklist icon

From here, the steps for approving a Purchase Order and a Voucher are slightly different:

- If you are approving a Purchase Order go to **page 2**
- If you are approving a Voucher go to **page 6**

## Approving a Purchase Order

- From your Worklist Items, click on the link to the Purchase Order you want to review.

Worklist  
Worklist for a1216101: Mulhall, David

Detail View Worklist Filters [dropdown] Feed [dropdown]

| From         | Date From  | Work Item        | Approval Type | Ref Number       | Link  |             |          |
|--------------|------------|------------------|---------------|------------------|---|-------------|----------|
| Piol,Orbille | 21/06/2017 | Approval Routing | PurchaseOrder | UNIAD-0000336370 | <a href="#">PurchaseOrder: 1101749, UOA Purchase Order Approval, 2014-03-01, N.O.BUSINESS UNIT,UNIAD-PO ID:0000336370</a> | Mark Worked | Reassign |
| Piol,Orbille | 21/06/2017 | Approval Routing | PurchaseOrder | UNIAD-0000336382 | <a href="#">PurchaseOrder: 1101762, UOA Purchase Order Approval, 2014-03-01, N.O.BUSINESS UNIT,UNIAD-PO ID:0000336384</a> | Mark Worked | Reassign |
| Piol,Orbille | 21/06/2017 | Approval Routing | PurchaseOrder | UNIAD-0000336338 | <a href="#">PurchaseOrder: 1101716, UOA Purchase Order Approval, 2014-03-01, N.O.BUSINESS UNIT,UNIAD-PO ID:0000336338</a> | Mark Worked | Reassign |
| Piol,Orbille | 21/06/2017 | Approval Routing | PurchaseOrder | UNIAD-0000336425 | <a href="#">PurchaseOrder: 1101805, UOA Purchase Order Approval, 2014-03-01, N.O.BUSINESS UNIT,UNIAD-PO ID:0000336425</a> | Mark Worked | Reassign |

Refresh

This will take you to the Purchase Order Approval Screen which displays the Supplier, amount and Requestor name in the approval header.

Attachments will either be in the Header or the Line (or both).

- To view attachments in the Header, click on View Comments and Attachments

Purchase Order Approval

Business Unit: UNIAD  
 PO ID: 0000336370 [View Printable Version](#)  
 PO Total: 5,850.00 AUD  
 Supplier ID: 0000070212 LRM Technologies Pty Ltd  
 Buyer: Physical\_Sciences  
 PO Reference: Richard White / Req 49315

PO Status: Pend Appr  
 PO Date: 21/06/2017  
 Budget Status: Valid  
 Justification: No justification entered by buyer.

Edit PO

**View Comments and Attachments**

Review Lines

| Select                   | Line | Item Description  | Quantity | UOM | Price       | Merchandise Amount | Currency | Original Substituted Item | Description |
|--------------------------|------|---|----------|-----|-------------|--------------------|----------|---------------------------|-------------|
| <input type="checkbox"/> | 1    | 20-W DILAS diode bar with M8 (narrow) mount. Manufacturer to make their best effort to achieve a wavelength of 1470 nm. | 2.0000   | EA  | 2,925.00000 | 5,850.00           | AUD      |                           |             |

Select All Clear All View Lines Details

To view attachments in the Line, scroll right in the Line Details and click on the icon

Review Lines

| Quantity | UOM | Price       | Merchandise Amount | Currency | Original Substituted Item | Description                               | View Req Approvals                  |
|----------|-----|-------------|--------------------|----------|---------------------------|---|-------------------------------------|
| 2.0000   | EA  | 2,925.00000 | 5,850.00           | AUD      |                           | de bar v) cturer to : effort to length of | <input checked="" type="checkbox"/> |

Select All Clear All View Lines Details

View the Purchase Order by clicking on **View Printable Version**.

**Purchase Order Approval**

Business Unit: UNIAD  
 PO ID: 0000336370 **View Printable Version**  
 PO Total: 5,850.00 AUD  
 Supplier ID: 000070212 LRM Technologies Pty Ltd  
 Buyer: Physical\_Sciences  
 PO Reference: Richard White / Req 49315

PO Status: Pend Appr  
 PO Date: 21/06/2017  
 Budget Status: Valid  
 Justification: No justification entered by buyer.

**Review Lines**

**Line Details**

| Select                   | Line | Item Description  | Quantity | UOM | Price       | Merchandise Amount | Currency | Original Substituted Item | Description |
|--------------------------|------|---|----------|-----|-------------|--------------------|----------|---------------------------|-------------|
| <input type="checkbox"/> | 1    | 20-W DILAS diode bar with M8 (narrow) mount; Manufacturer to make their best effort to achieve a wavelength of 1470 nm. | 2.0000   | EA  | 2,925.00000 | 5,850.00           | AUD      |                           |             |

Select All  Clear All

In the pop-up window asking if you want to print the Purchase Order, select **Yes**

**Message**

Do you want to print the purchase order with distribution details Yes / No. (10250,337)

Review the printable Purchase Order including, the Supplier, items being purchased, cost of the items/s, project code and department ID.

**Purchase Order** 1 of 1

**Adelaide University**  
 Wyatt House  
 Level 1, 115 Grenfell Street  
 ADELAIDE SA 5005  
 Australia

| Pending Approval/Approved |               | Dispatch Via Email |  |
|---------------------------|---------------|--------------------|--|
| Purchase Order            | Date          | Revision           |  |
| UNIAD-0000336370          | 2017-06-21    |                    |  |
| Payment Terms             | Freight Terms | Ship Via           |  |
| 30 Days                   | As Agreed     | As Agreed          |  |
| Buyer                     | Phone         | Currency           |  |
| Physical Sciences         |               | AUD                |  |

**Vendor:** 000070212 LRM Technologies Pty Ltd  
 22B Trade Park Drive  
 Tullamarine VIC 3043  
 Australia

**Ship To:** Badger Laboratories  
 via Gate 12 Kintore Ave,  
 North Terrace Campus  
 Adelaide SA 5005  
 Australia

**Attention:** See Detail Below

**Bill To:** Wyatt House  
 Level 1, 115 Grenfell  
 Street  
 ADELAIDE SA 5005  
 Australia

VAT Reg. ID: AU 61249878937

| Line-Sch | Item/Description  | Quantity | UOM | PO Price | Extended Amt                     | Due Date                  |
|----------|---|----------|-----|----------|----------------------------------|---------------------------|
| 1-1      | D-M8B-1470.10- 20C<br>20-W DILAS diode bar with<br>M8 (narrow) mount;<br>Manufacturer to make their<br>best effort to achieve a<br>wavelength of 1470 nm. | 2.00     | EA  | 2925.00  | 5850.00                          | 06/21/2017                |
|          |   |          |     |          | VAT Code: AUSGST10<br>(10.0000%) | 585.00                    |
|          |   |          |     |          |                                  | Attention: White, Richard |

**Tax Exempt? N**      **Tax Exempt ID:**      **Replenishment Option: Standard**

**DIST: 1**

| Chartfields |            |        |           |
|-------------|------------|--------|-----------|
| Status      | Percentage | PO Qty | Amount    |
| Open        | 100.0000   | 2.0000 | 5850.0000 |

| GLUnit | Account | Fund | Dept | Class | BudRef |
|--------|---------|------|------|-------|--------|
| UNIAD  | 2545    | 34   | 284  | 00    | 2017   |

| PCBusUnit | Project  | Activity |
|-----------|----------|----------|
| UNIAD     | 34115823 | 0001     |

| Details/Tax |              |          |                |          |
|-------------|--------------|----------|----------------|----------|
| BaseAmt     | BaseCurrency | Currency | Location       | Consiged |
| 5850.0000   | AUD          | AUD      | NTBADGR00<br>A | N        |

**Schedule Total** 6435.00

**Item Total** 6435.00

**Total VAT Code AUSGST10 (10%)** 585

Quote# 004191 v1 as attached

\*\*\*our reference: Richard White / The Braggs 4.11 / 83132354

**Total PO Amount** 6435.00

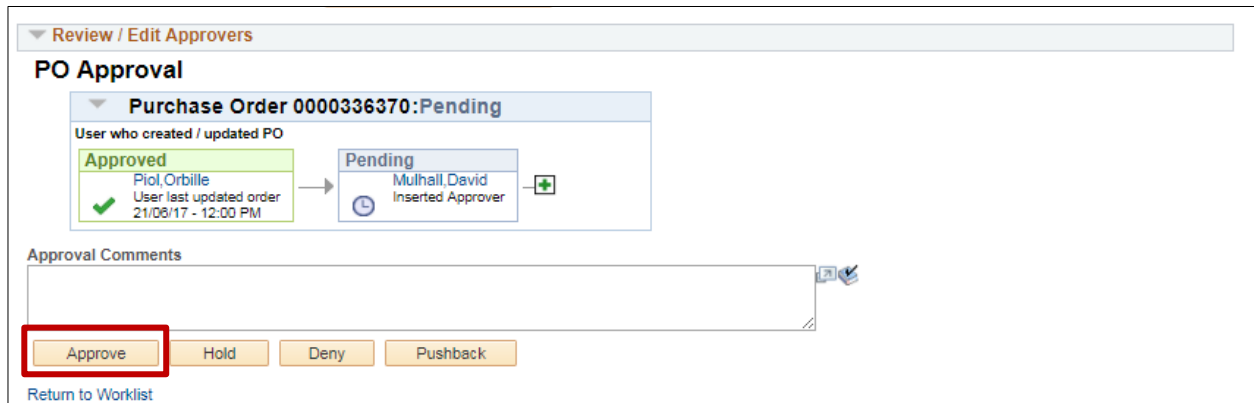
Make your decision about the Purchase Order by selecting one of the following:

**Approve** – This means that the Purchase Order will progress to its next phase

**Hold** – Select Hold if you have further investigations or information to add to the Purchase Order. You would add the reasons why in the Approval Comments field

**Deny** – Click Deny if you need more information or amendments to the Purchase Order. This will reset the approval process back to the first approver (Purchasing Team). You would add comments of why in the Approval Comments field

**Pushback** – This is the same function as Deny except instead of going to the first approver the Purchase Order will pushback to the previous approver in the approval chain. You would add comments about the further evidence you require in the Approval Comments field.



Once you have verified the information, press approve. The status of the Purchase Order is updated and if required will be workflowed to the next approver or dispatched to Supplier.

To approve a Voucher, please go to [page 5](#)

## Approving a Voucher (Supplier invoice without a Purchase Order)

- From your Worklist Items, click on the link to the Voucher you want to review.

As an approver (a validator reviewing the coding or the financial delegate approving the expenditure) you are able to see all the Voucher details including the Accounting Charge Information and the Voucher Approval chain on the one screen.

**Worklist**

Approval

Business Unit: REQST Invoice Number: SI00858972  
 Voucher: 00097019 Supplier: Coregas Pty Ltd  
 Invoice Date: 15/09/2016 ID: 0000001302

**Voucher Details**

Transaction Currency: AUD Terms: 30 Days EOM  
 Total: 1,488.97 Approval Status: Pending  
 Misc Amt: 0.00 Added By: a1222354  
 Freight: 0.00 Wang,Xin  
 Sales Tax: 0.00 Attachments (1)  
 Use Tax: 0.00  
 Entered VAT: 133.54

Line Number From: 1 To: 1 Of: 1 Fetch

**Line Details** Find | View All First 1 of 1 Last

Voucher Line: 1 Quantity: 0.0000  
 Description: GAS Merchandise Amt: 1,335.43

**Accounting Charge Information** Personalize | Find | View All | First 1 of 1 Last

| Merchandise Amt | GL Unit | Account | Fund | Dept | Campus | Program | Class | Bud Ref | PC Bus Unit | Project  |
|-----------------|---------|---------|------|------|--------|---------|-------|---------|-------------|----------|
| 1335.43         | UNIAD   | 2817    | 15   | 121  | 00     |         |       | 2016    | UNIAD       | 15013910 |

**Voucher Approval**

BUSINESS\_UNIT=REQST, VOUCHER\_ID=00097019:Pending

Voucher Approval Speedchart

Pending: Shipway,Bruce for Wang,Xin (Last Opriid to update voucher)

Not Routed: Baldwin,Jo (Speedchart Approver)

Submit Approve Deny Pushback Add Comments Hold

Return to Search Notify

- Click on the Attachments link to access a copy of the invoice to review invoice details against the voucher details.

**Approval**

Business Unit: REQST Invoice Number: 6612041  
 Voucher: 00124869 Vendor: Hays Specialist Recruitment  
 Invoice Date: 31/05/2017 ID: 0000010155

**Voucher Details**

Transaction Currency: AUD Terms: 7 Days  
 Total: 769.23 Approval Status: Pending  
 Misc Amt: 0.00 Added By: a1222676  
 Freight: 0.00 Deans, Karina  
 Sales Tax: 0.00 Attachments (1)  
 Use Tax: 0.00  
 Entered VAT: 69.93

Line Number From: 1 To: 1 Of: 1 Fetch

- The Accounting Charge Information (coding) is displayed on the approval screen. If changes are made, comments should be included to explain the reason for the change of coding.

**Line Details** Find | View All First 1 of 1 Last

Voucher Line: 1 Quantity: 0.0000  
 Description: A BEZUIDENHOUT WE 280517 Merchandise Amt: 699.30

**Accounting Charge Information** Personalize | Find | View All | First 1 of 1 Last

| Merchandise Amt | GL Unit | *Account | Fund | Dept | Campus | Bud Ref | Project  | Program | Class |
|-----------------|---------|----------|------|------|--------|---------|----------|---------|-------|
| 699.30          | UNIAD   | 2343     | 15   | 810  | 00     | 2017    | 15017200 |         |       |

- Make your decision about the Voucher by selecting one of the following:

**Approve** – This means that the Voucher will progress to its next phase

**Deny** – Click Deny if you need more information or amendments to the Voucher. This will reset the approval process back to the first approver (Accounts Payable team). You would add comments of why by clicking on “Add Comments” and “Submit”

**Hold** – Select Hold if you have further investigations or information to add to the Voucher. You would add the reasons why clicking on “Add Comments” and “Submit”

**Pushback** – This is the same function as Deny except instead of going to the first approver the Voucher will pushback to the previous approver in the approval chain. You would add comments about the further evidence you require by clicking on “Add Comments” and “Submit”.

**Voucher Approval**

BUSINESS\_UNIT=REQST, VOUCHER\_ID=00124869:Pending

Voucher Approval Initial

```

    graph LR
      A[Approved: Deans, Karina  
Last Oprid to update voucher  
01/06/17 - 4:32 PM] --> B[Approved: Baldwin, Jo  
Inserted Approver  
05/06/17 - 11:51 AM]
      B --> C[Pending: Tylor, Michael  
Inserted Approver]
  
```

Buttons: Submit, Approve, Deny, Pushback, Add Comments, Hold

Return to Search, Notify

Once you have verified the information, press approve. The status of the Voucher is updated and if required will be workflowed to the next approver or will progress to the payment stage.

## Need help?

For further support or questions, contact Finance & Procurement Services on +61 8 8313 3414 or [finprosupport@adelaide.edu.au](mailto:finprosupport@adelaide.edu.au)