

MY INVOICES

Approvers Training Guide

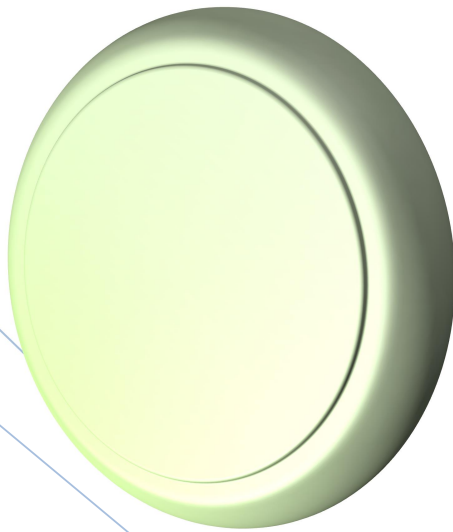


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1. Homepage

The screenshot shows the 'Barnardos Test:Task List' interface. The top bar includes the Barnardos logo and the user's name, Nasia Khan. The left sidebar has filters for 'My Tasks' (1), 'Unclaimed' (0), 'Paused' (0), and 'Completed' (4). The main content area lists invoices. The first invoice, [294/1363] Invoice — Manager Approval, is highlighted with a red box. It includes details such as Invoice Number (S-meena over £1mil), Business (Barnardos Operating Unit), Supplier (ARCIVATE LIMITED), Gross Amount (1081800.00), Date Received (03/07/2020 13:13), and Process By (05/07/2020 14:18). The second invoice, [276/1390] Invoice — Financial Approval, and the third, [170/1148] Invoice — Financial Approval, are also visible. Red circles and numbers 1 through 7 are overlaid on the screenshot to indicate key features: 1. My Tasks filter, 2. Supplier field, 3. Invoice details section, 4. Completed filter, 5. My Inbox icon, 6. Profile icon, and 7. Log out icon.

1. Invoices/credits that have been allocated to you to Approve
 2. List of invoices/credits that you have in your tasks or completed depending on what is selected from the menu bar on the left.
 3. Summary of each invoice and gives date and time by when the invoice/credit need to be processed (Approved)
 4. List of Invoices successfully approved
 5. "My Inbox" takes you to your tasks list
 6. Profile: Profile details: such as your role on the system, your activities, etc.
 7. Log out
 8. Overview of invoice/credit (Image below) including access to any attachments that could be evidence& related to the invoice, comments where a coder could be replying to your comment if you have previously rejected the invoice, holds and history. These 5 options will be available to view on your approving page as well.
- Options will be disabled.

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[294/1363] Invoice — Manager Approval

Invoice Number:	5-meena over £1mil	Business:	Barnardos Operating Unit (OU: Barnardos Operati...	Gross Amount:	1081800.00
Invoice Date:	31/03/2020	Supplier:	ARCINATE LIMITED : RG27 BAS (76730)	Date Received:	03/07/2020 13:13
Invoice Type:	Non-PO	Process By:	05/07/2020 14:18 (Overdue: 1 Day)		

[294/1363] Invoice — Manager Approval

Invoice Number:	SFCB5301
Invoice Date:	21/03/2020
Invoice Type:	Non-PO
Business:	Barnardos Operating Unit (OU: Barnardos Operati...
Supplier:	SECELEC LTD : IP31 3TJ (43241)
Net Amount:	83.90
Tax Amount:	16.78
Gross Amount:	100.68
Date Received:	19/06/2020 10:38
Process By:	24/06/2020 11:23 (Overdue: 11 Days)

Intuit 1 / 1

SECELEC
Electrical Services

Invoice

Tax Date	Invoice No.
21/03/2020	SFCB5301

e-mail info.secelec@bopenworld.com

Sceelec Ltd.
23 Cloverfields, Thurston.
Bury St Edmunds,
Suffolk, IP31 3TJ

Office: 01359 235295
Mobile: Steve Fordham - 07708 282255
Mobile: Steve Crew - 07743 917053

Barnardos
Property & Facilities Management
Barnardos House, Tanners Lane
Barkingside, Ilford.
Essex. IG6 1QG

Delivery Address
196 Hutton Road
Shenfield
Brentwood
Essex
CM15 8NR

Description	Qty	Rate	Amount	VAT
Attended Shenfield shop on the 20th November 2019 after report of cable	1	83.90	83.90	S

Customer Order: 06668 Due Date: 31/03/2020 Project Name: Shenfield

Close



DISCLAIMER

You will need an OKTA account to log in. If you do not already have one, please create an account. Please refer to the instructions on how to Connect Via Okta. Once you have registered and set up Okta, you will see an app for MI invoices in Apps.

2. How to approve/ reject an invoice

You will receive **ONE** email notification **PER INVOICE** to approve. Each email will have the format below.

The email will give you enough details for you to decide whether you wish to approve it or not. It will also give you a link to see the full invoice and a link to see the invoices in MI Invoices portal if you wish to do so.

You can Approve or Reject directly from the invoice.

Dear Avtar Boparai (XT01033184),

Please find this invoice to approve, which contains one line.

Business Barnardos Operating Unit (OU: Barnardos Operating Unit) Supplier PARCELFORCE WORLDWIDE : S49 1HQ (3488)
 Invoice Number 9060757112 Invoice Date June 11, 2020
 Invoice Amount 140.82 (GBP)

Description GL Coding	Amount
01.77409.05902.00000.00000.00000.000	
UK Parcels 01 : Barnardo's.77409 : Legacies.05902 : Couriers.00000.00000.00000.000	117.35

Approve

[Click here to Approve](#)

Reject

[Click here to Reject](#)

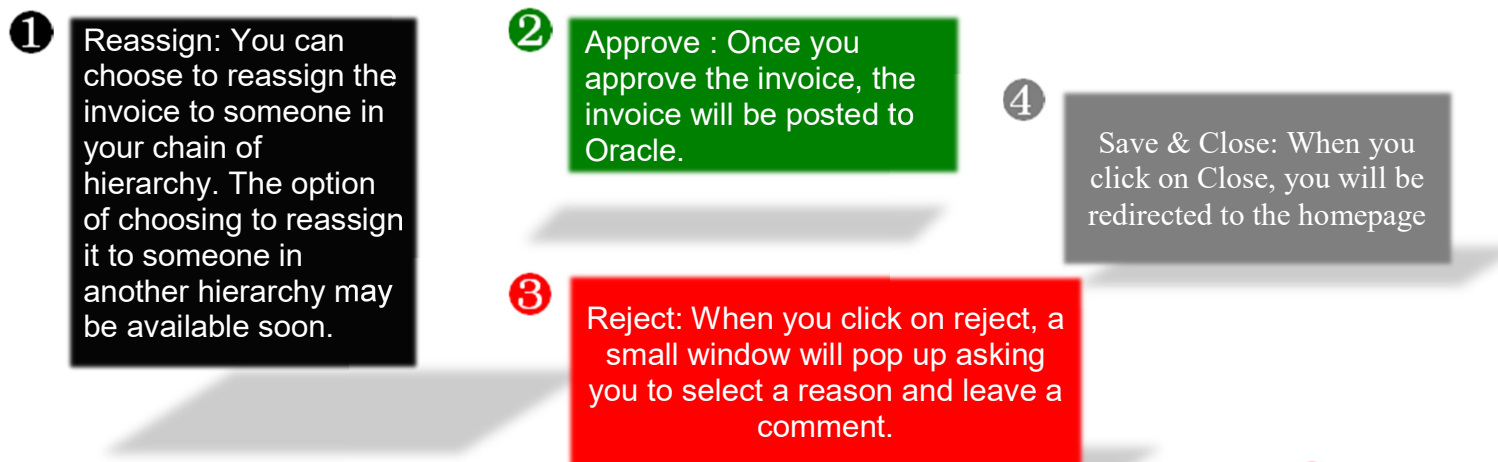
Open Image: [Image URL](#)

Direct Log On: [Task URL](#) Click on the URL to approve/reject the invoice within the portal

Regards,
 The AP Team
 Powered by
 MiInvoices

When you click on **reject**, you will be redirected to the screen above where you will be asked to select a reason and add a comment

3. Get to know your approving screen on MI invoices



The screenshot shows the Oracle Financial Approval interface for an invoice. The top bar includes the 'Believe in children Barnardo's' logo and the invoice details: '[107/587] Invoice — Financial Approval', 'Task Claimed | Overdue: 1 Day | No Errors | Up to date'. The main area displays the invoice details, including the invoice number (9060757112), date (13/04/2020), and supplier (PARCELFORCE WORLDWIDE). A pop-up window titled 'Assignment' is open, showing a 'Choose Assignment' search bar with the text 'You will have a list of your chain of hierarchy here' and a 'No results found' message. The pop-up also has 'Cancel' and 'OK' buttons. The background interface includes tabs for 'Invoice', 'Attachments', 'Comments', 'Holds', and 'History', and a table for 'Line Items'.

4. Dual Approval

For invoices above 50k, they will need dual approval. The process is the same. The only difference you should see is the heading.

When an invoice above 50k comes to your tasks, the heading should come as Manager Approval which means that it will need a second approval after yours. Once you have approved the invoice, it will be automatically routed to the manager in your chain of hierarchy, who has the needed approval limit to approve it.

Approval Type	Invoice ID	Invoice Description	Business	Supplier	Gross Amount	Date Received	Process By
DUAL APPROVAL	[294/1363]	Invoice — Manager Approval	Barnardos Operating Unit (OU: Barnardos Operati...	ARCHATE LIMITED : RG27 BAS (76730)	1081800.00	02/07/2020 13:13	05/07/2020 14:18 (Overdue: 1 Day)
SINGLE APPROVAL	[276/1390]	Invoice — Financial Approval	Barnardos Operating Unit (OU: Barnardos Operati...	MDA : 881 ZLG (85994)	12.95	02/07/2020 09:13	08/07/2020 17:43 (On Time: Due Tomorrow)

5. Contact information

If you have any questions, please contact Nasia Khan Nasia.khan@barnardos.org.uk or tony Blackett tony.blackett@barnardos.org.uk