View Incoming Invoice Users' Approval Limits

1. Open report from Global reports → Procurement Reports → Incoming Invoice User Approval Limits
2. Complete the Selection criteria using wild cards around the cost centre code. Then click Search to see the results (example shown below)

UNIT4 Business World On! ♥ ∨ ↻ ∨ University of York ∨ 👤 sjp23 ∨ 🔔 ✓ 🗨 Search (Alt+q) 🔍

UY Incoming Invoice User Approval Limits ✕

Incoming Invoice User Approval Limits

☆ Selection criteria

CC or Dept like	
Cost Centre / Department like	"0082"
User Id like	
User Name like	

Results

Search | Detail level | All levels | Copy to clipboard

#	CC or Dept	Operator	Cost Centre / Department	Route Op	Values	Routing Role	User Id	User Name	Rule Description	Rule Status
1	Department	Equal	0082	Less Than Or Equal	300	WFFINANCE1	AL21	A Lawrenson	0082 Finance Purchasing	N
2	Department	Equal	0082	between	300.01;5000	WFFINANCE2	AL21	A Lawrenson	0082 Finance Purchasing	N
3	Department	Equal	0082	between	5000.01;25000	WFFINANCE3	AS2056	ANDREW SHARP	0082 Finance Purchasing	N
4	Department	Equal	0082	between	5000.01;25000	WFFINANCE3	NJB547	BROOKS, NICK	0082 Finance Purchasing	N
5	Department	Equal	0082	between	25000	WFSNRACC	GS13	Gary Sheen	0082 Finance Purchasing	N
6	Department	Equal	0082	between	25000	WFSNRACC	MC849	Mike Clark	0082 Finance Purchasing	N
7	Department	Equal	0082	between	25000	WFSNRACC	MRD535	DYE, MARK	0082 Finance Purchasing	N
8	Department	Equal	0082	between	25000	WFSNRACC	SNR500	Sian Mountain	0082 Finance Purchasing	N
Σ	0	0		0						

Choose columns | Create widget | Export

UNIT4 Business World On! ♥ ∨ ↻ ∨ University of York ∨ 👤 sjp23 ∨ 🔔 ✓ 🗨 Search (Alt+q)

UY Incoming Invoice User Approval Limits ✕

Incoming Invoice User Approval Limits

☆ Selection criteria

CC or Dept like	
Cost Centre / Department like	
User Id like	GS13
User Name like	

Results

Search | Detail level | All levels | Copy to clipboard

#	CC or Dept	Operator	Cost Centre / Department	Route Op	Values	Routing Role	User Id	User Name	
1	Cost Centre	Equal	0009	between	25000	WFSNRACC	GS13	Gary Sheen	000!
2	Cost Centre	In List	0009;0137;0189	between	25000	WFSNRACC	GS13	Gary Sheen	HYM
3	Cost Centre	Equal	0048	between	25000	WFSNRACC	GS13	Gary Sheen	004:
4	Cost Centre	Equal	0050	between	25000	WFSNRACC	GS13	Gary Sheen	005(
5	Cost Centre	Equal	0052	between	25000	WFSNRACC	GS13	Gary Sheen	005:
6	Cost Centre	Equal	0053	between	25000	WFSNRACC	GS13	Gary Sheen	005:
7	Cost Centre	Equal	0054	between	25000	WFSNRACC	GS13	Gary Sheen	005-
8	Cost Centre	Equal	0057	between	25000	WFSNRACC	GS13	Gary Sheen	005:
9	Cost Centre	Equal	0058	between	25000	WFSNRACC	GS13	Gary Sheen	005t
10	Cost Centre	Equal	0059	between	25000	WFSNRACC	GS13	Gary Sheen	005!
11	Cost Centre	Equal	0062	between	25000	WFSNRACC	GS13	Gary Sheen	0062

Choose columns | Create widget | Export