



MTU

Ollscoil Teicneolaíochta na Mumhan
Munster Technological University

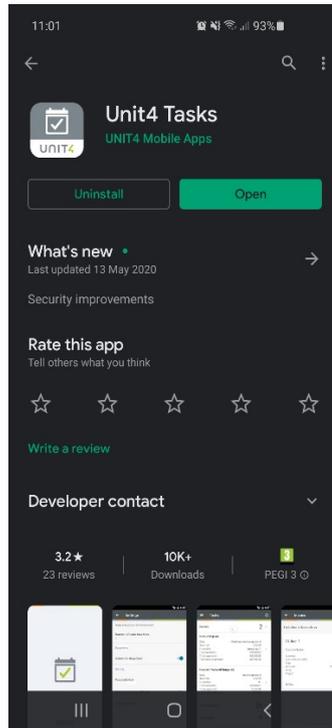
APPROVAL ON THE MOBILE APP MANUAL

Business World (M7)

This manual will allow you to approve and reject invoices on Business World (M7)

App Set-up

Download the Unit4 Tasks App from the App Store to your mobile device



Opening the Tasks App

Open the app and you will see the screen below prompting for a URL.

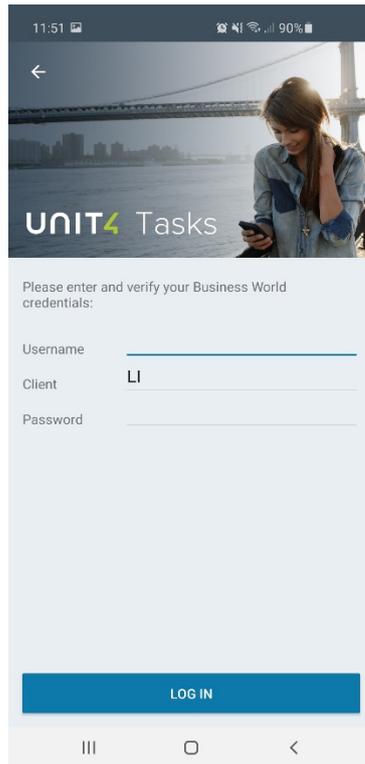


Enter the URL https://ubw.unit4cloud.com/ie_mtu_prod_webservices/service.svc and click continue.

The URL only needs to be entered one. The app will save the link for future logins.

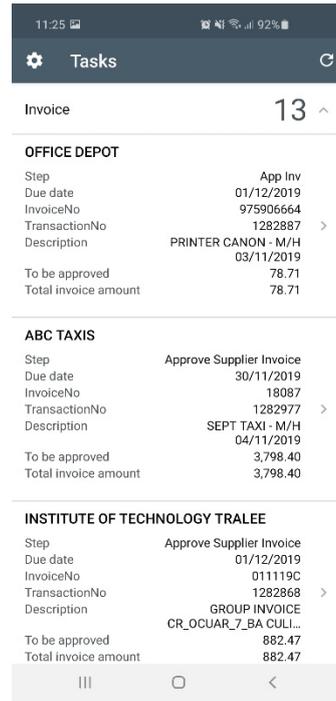
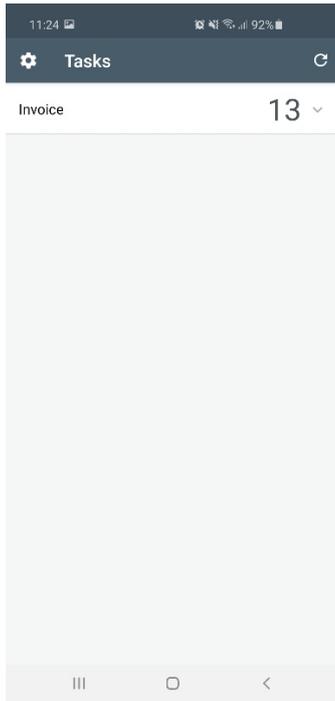
Login

You should now see the Unit4 Tasks login screen. Enter the same credentials as you would for Web Agresso.



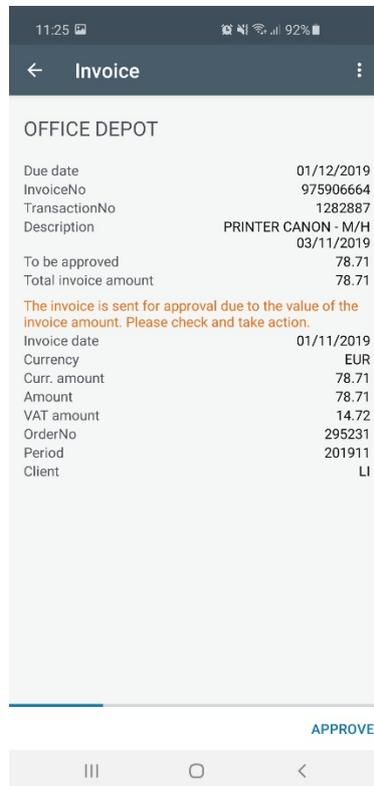
Tasks Area

When there are invoices awaiting approval, they will appear in a list on the Tasks App home screen. Invoices will be grouped together under one heading. Click to expand



Select an invoice to approve. Details such as the invoice date, supplier and amount are displayed.

**Please note, for Purchase Order Invoices, the Requisition Name and Number is not available on the App.

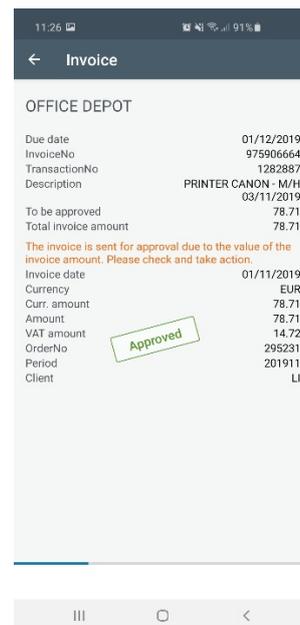
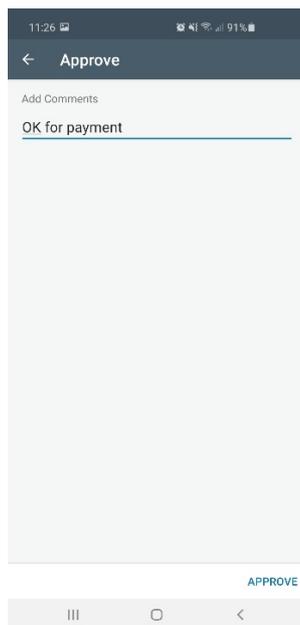


Swipe to the right to view the invoice image. You can download by clicking on the invoice image



Approve Invoice

The approve button is on the bottom right of the screen. Click to approve. You have the option of entering a comment but it is not mandatory. Once completed, the invoice will be stamped as approved.



Reject Invoice

When you have an invoice selected, but want to reject it, click on the two dots on the top right of the screen. This will display the reject option. Once selected, you are prompted to enter a comment. This is mandatory. The invoice will then be stamped as rejected.

