APPROVING AN INVOICE

The invoice approval workflow is based on a predefined process that currently supports the workflow activities and tasks. The approver receives an email notification for new approval tasks. The approver can use the link in the email message to log in and view the task.

The approval action is done for the whole invoice. When the invoice is approved, it moves forward in the process and becomes either ready for transfer or is routed for additional approval (depending on the invoice sum).

- From the Home page, go to the **Tasks** tab.

- Review the invoices that require an approval > Click the arrow next to the supplier name to review additional details of the invoice.

- Review details of the data fields, which include header data and coding. As well, address any notices within the details of the invoice (for example, the invoice must be fully coded).
  - o   To code an invoice, see *Coding an Invoice*.

- To add additional information to the invoice, click on the invoice to add a comment, attach documents, etc. (see *Invoice Header Data Tabs*).

- Click **Approve**.