

## approver · APPROVE INVOICE

- 1 Search for invoices with a status of Prepared. Using the left hand results panel, click on supplier to expand list of invoices, click on invoice to view.
- 2 Review invoice document by clicking on the attachments button.  
(Refer to next page for steps 2a, 2b, 2c.)
- 3 To view lines in detail click anywhere on the line.
- 4 Click Show Invoice Detail to view invoice tax details.
- 5 View comments and history if required.
- 6 Dispute invoice if necessary.
- 7 Reject invoice back to preparer if necessary.
- 8 Click Approve when finished reviewing details.

GL Details	Account	Amount	Narration
3	10.1660	579.56	software



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- 2 Review invoice document by clicking on the attachments button.
- a Click the paperclip icon next to the document you wish to view.
- b The document will load in a new window (you can leave this window open).
- c To return to the invoice screen click back to invoice document button.

Document Attachments  
attach an image or a document

back to invoice document

Available attachments:

Delete View Edit

Invoice

Invoice Number: 9834562  
Invoice Date: 02-14-03  
Purchase Order No: 20031234-1  
Sales Order Number: 154135798  
Shipment Date: 02-14-03

To: Bills Microdevices  
413 Spring St.  
Elgin, Ill 60123

From: Joes Office Supply  
32 W. Lakeshore Dr  
Chicago, Ill 60022

Billing Contact: Melanie Farber (312) 865-2199

Shipped to: 413 N Spring St.  
Elgin, Ill 60123

Line Num	Part Number	Description	Qty	Unit Price	Extended Amount
1	32145-12	Pencils, box #2 red	5	\$2.50	\$12.50
2	78-697-24	Xerox Paper- case	12	\$30.00	\$360.00
3	091356-3	Pens, box, blue finepoint	10	\$5.00	\$50.00
4	543-165-1	Tape, 1in case	3	\$12.50	\$37.50
5	984567-12	Staples, wire, box	10	\$1.00	\$10.00

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