Invoice Acknowledgement Process

An Invoice Acknowledger can approve, return, or forward invoices within their approval queue. This role will be only acknowledge invoices with line items over $5,000 on vendors set up with e-invoicing.

Actions via New Pending Approval E-mail Notification:

NOTE: You must first set up your E-mail Approval Code in your user profile under **Change Email Approval Code** under **Update Security Settings** section (refer to Profile Settings job aid).

Step	Task
1.	Verify all of the information on the invoice.
2.	Click **Take Action**.
3.	Select the action to perform in the **Select an Action** section: • Approve • Assign to myself • Reject/Cancel • Return to owner **NOTE**: You cannot edit or make any changes to the invoice.
4.	Enter a comment in **Comment** (optional).
5.	Enter your established **E-mail Approval Code**.
6.	Click **Submit**.

Access the Approvals – Invoices Screen:

Step	Task
1.	Click **Accounts Payable** on the task bar.
2.	Click **Approvals**.
3.	Select **Invoices** to approve.
4.	Select the invoice that needs approval.
5.	Click **Assign** next to the invoice.

Approve/Complete (Acknowledge):

Step	Task
1.	Verify invoice information: Line Item Details (quantity and price).
2.	Select **Approve/Complete Step** from **Available Actions**. **NOTE**: Other options include: Approve/Complete & Show Next, Return to Shared Folder, Place Invoice on Hold, Forward, Reject/Cancel, and Add Comment & Add Notes to History.
3.	Click **Go**.

Return to Shared Folder:

Step	Task
1.	Select **Return to Shared Folder** from **Available Actions**.
2.	Click **Go**.

Place Invoice on Hold:

Step	Task
1.	Select **Place Invoice on Hold** from the **Available Actions**.
2.	Click **Go**.
3.	Enter the note.
4.	Click **Place Invoice on Hold**.

Forward:

Step	Task
1.	Select **Forward…** from **Available Actions**.
2.	Click **Go**.
3.	Enter the search criteria (example, **First Name, Last Name**).
4.	Click **Search**.
5.	Click **[Select]**.
6.	Enter the note.
7.	Click **Forward**. **NOTE**: The invoice will now appear in the recipient's queue.

Reject/Cancel:

Step	Task
1.	Select **Reject/Cancel** from **Available Actions**.
2.	Click **Go**.
3.	Enter the **Reject Reason**.
4.	Click **Reject/Cancel**.

Add Comment:

Step	Task
1.	Select the invoice to edit.
2.	Select **Add Comment** from the **Available Actions** drop-down.
3.	Click **Go**.
4.	Select an email recipient (optional).
5.	Enter the comment.
6.	Attach a file or link (optional).
7.	Click **Add Comment**. **NOTE:** Comment is accessible from the **Comments** tab of the invoice.

Add Notes to History:

Step	Task
1.	Select the invoice to edit.
2.	Select **Add Notes to History** from **Available Actions**.
3.	Click **Go**.
4.	Enter the note.
5.	Click **Attach**. **NOTE**: Once the note is attached, it is accessible from the **History** tab of the invoice.