Invoice Approval - BAR3200

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Accounts Receivable > Maintenance > Invoice Approval

This page is used to review and approve invoices that are created by other users. Only users with the permission to approve invoices can access the Invoice Approval page. You can approve invoices and return invoices to the originator for modifications. Only invoices created by users whose reviewer is the logged-on user ID are displayed.

Approve an invoice:

The first invoice to be approved is displayed on the page.

Field	Description
Retrieve an invoice.	Search for an invoice. In the **Invoice Number** field, type the invoice number to be retrieved if known. Leading zeros are not required. The field can be a maximum of six digits. If you type a partial invoice number (from one to five digits) and tab out of the field, the field is zero-filled to six digits. If alphanumeric values are entered, the field is not zero-filled. Click **Retrieve**. • If the invoice number is not known, click **Directory**. • To search for a specific invoice number, type data in one or more of the search fields. • To search through all available data, leave all fields blank. • Click **Search**. A list of invoice numbers matching the search criteria is displayed. • Select an invoice number from the list. Otherwise, click **Cancel**.

Click **Save**.

Other functions and features:

+Add	Add a row. Click to add a new row.
Retrieve	Retrieve data. The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
🗑	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.
Print Copy	Print an invoice copy. Click to print a copy of the invoice. An invoice that is printed from this page is assumed to be a convenience copy, not the real invoice. Review the report.

Notes	[Add notes.](#) Click to add notes to the selected invoice. Type the note that you want to be printed on the invoice. Click **OK** to continue and return to the Create/Modify Invoice page. Otherwise, click **Cancel** to not record notes and return to the Create/Modify Invoice page. A paperclip icon is displayed on the **Notes** button if notes exist.
Documents	[View or attach supporting documentation.](#)