



Invoice Approval - BAR3200

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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.

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.
Path	Click to display the Approval Path page, which allows you to insert an approver. Under Insert Approver: Click Before or After to indicate where to insert the approver. In the Approver field, click ▼ to select an approver. Click OK to save the inserted approver and close the dialog box. Otherwise, click Cancel to close the page without inserting an approver. Note: A user who is listed in the autosuggest drop down has been previously set up on the Security Administration > Manage Users page with an employee number.
Return	Click to return the invoice to the originator for modifications. The status of the invoice is marked as Returned. The originator can modify the returned invoice and resubmit it. The invoice is removed from the page.
Skip	Click to continue to the next invoice without returning or approving it.
Approved	Click to approve the completed invoice. The status of the invoice is marked as Approved. The invoice is removed from the page.

Other functions and features:

+Add	Add a row. Click to add a new row.
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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.