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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 permission to approve invoices can access the Invoice Approval page. You can approve invoices and return invoices to the originator for modifications.

Note: The Accounts Receivable > Invoice Approval link is displayed on the Approval Summary page if the logged-on user has pending invoice approvals. However, the link will not be displayed if the approver does not have access to the Invoice Approval page in Security.

Approve an invoice:

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

Retrieve 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	Click to add a new row.

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Print 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	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.
🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.
Documents	View or attach supporting documentation.

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