

## REFERENCE GUIDE FOR APPROVING AN INVOICE

This document guides you as to how to approve an invoice in your role as an approver.

After login the following screen is displayed. All invoices awaiting your approval will be displayed.

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Click on the highlight box and you will get the following screen:

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Click the Invoice tab

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Select the invoice you wish to review/approve by clicking on the invoice name (blue hyper link). The invoice details screen will be displayed:

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Select the View Invoice icon in the upper right portion of the screen. The uploaded invoice/image will be displayed.

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Compare the invoice to the invoice details screen to verify and ensure entry accuracy.

## Audit the screen for accuracy:

Do all elements "match"? Supplier name, payment address, invoice number, invoice date, invoice amount, charged to the correct organization, expense type or award?

Is a PO required? Is the correct PO number referenced? If non-PO is the exemption in the comments section?

If an award is involved is the expenditure item date correct? Does the service period field contain correct information? Is the expenditure date entered, and correct?

If a non-domestic expense type is involved are the 'Type of Activity' and 'Regions' fields properly populated?

Make note of how the payment will be made by reviewing the 'Payment Method' field.

If you need to need to enter a comment for review by AP, you may enter it in the Comments (Message to AP field) window and save.

Once you are satisfied you will exercise your approval decision option:

Concur Approvals V							(?) RW
Approvals Home Requests Reports Invoic	es						
Invoice						Status: Pending AP Invoice Mgmt Revi	ew - \$250K Approval - Waple, Rache
DCAUG2024						Send Back Recall Invoice To Processo	r Approve & Forward Appro
Actions 🔻 Details 👻							Clear Jons Hide Ex
Exceptions							
A Invoice Shared Services approval required for FD Gr	oups : Budget ,Finance ,Operations, Human	Resources , CIO-DIT , EVPT -Admin					
AP Supervisor approval required for Invoices	greater than \$75k and less than or equal to	) \$250k					
Vendor Information (C Involce Details							view Invoic
DC TREASURER Policy	Invoice Name	Invoice Number §?	PO Number	Invoice Date	Currency	Payment Method	

Send Back – Send back to the request originator for corrective action or additional supporting documentation- selecting this the system will prompt you to provide the reason the invoice is being sent back in the 'Comments' window and then click 'OK'. The invoice is then returned to the originator.
 Approve & Forward – Affix your approval and forward to other requisite approvers – select this the system will let you add an extra level of approval, perform a search for the individual to whom you wish to forward the invoice by first entering the employee's last name. Then click on the name to select it.

**Approve** – Affix your final approval - selecting this option when you indicate 'Approve' for your final approval the invoice is cleared from your queue and forwarded to AP for review.