Locate and Open

1. Approvers will receive an e-mail with a subject of New Pending Approval for Invoice# XXXXXX for each invoice/credit memo they need to approve.

2. Login to E-Market.

3. From the menu icon, hover over Approvals then click Invoices to Approve or if you previously bookmarked Invoices to Approve navigate to it from (Bookmarks).

4. You will be on the Invoices to Approve page.

5. The approval Type may need to be changed if it is not already on Invoice. If necessary, click under Type and choose Invoice. If you also have requisitions to approve you can choose Requisition.

6. Click to expand the approval folder you wish to review.
Approve Invoices/Credit Memos

7. Click on the Invoice No. in blue to open invoice/credit memo.

8. You will be in the invoice/credit memo document.

Review

1. **Attach Invoice** section (mid-screen) – Click on link in blue to open attachment (if there is one) and review. Example of section above.

2. **Accounting Codes** section (mid-screen) – Review 16-digit account number is appropriate for what is being paid. Example of section above.

3. **Enter Service Description, Quantity and Invoice Amount** section (bottom screen) – Review description of services rendered and invoice amount. Example of section below.

4. To approve invoice/credit memo skip to Approve.
Edit

1. On the right side of the screen in *Pending* section scroll down and click *Assign* or on the top left side of screen click the ▾ next to *Invoice* and click *Assign*.

![Invoice screenshot]

2. To edit a section, click 🏷️ in that section, make changes then click 📋 *Save Changes*.

3. To change *Accounting Codes* manually enter 1 or more parts or click on the ✓ and then choose from dropdown lists. When finished, click 📋 *Save Changes*.

![Accounting Codes screenshot]

4. To approve invoice/credit memo skip to *Approve*.

![Invoice Approval screenshot]
Approve Invoices/Credit Memos

Return/Reject

1. Reject only if invoice/credit memo should not be paid. The invoice/credit memo will be cancelled so it cannot be re-submitted.

2. On the right side of the screen in Pending section scroll down and click Assign or on the top left side of screen click the ▼ next to Invoice ▼ and click Assign. Selecting the Invoice ▼ on the top left side of the screen offers more options.

3. From the top left side screen click the ▼ next to Invoice ▼ for all options. From here, you can choose one of the following options.
   - Return Invoice (Recommended) – Choose if you want the user who entered the invoice/credit memo to make changes and re-submit.
   - Reject/Cancel – Choose if invoice/credit memo should not be paid. The invoice/credit memo will be cancelled so it cannot be re-submitted.

4. One of the small windows below will appear depending on your choice, enter your reason then click Return or Reject/Cancel. The user who entered invoice/credit memo will receive an email.

5. In top right hand corner of screen, click ▼ and select Back to Results or select the next invoice.
Approve

1. To approve, on top left side of screen click ▼ next to Invoice ▼ and choose Approve/complete step & show next or on right side of screen click Approve & Show Next.

2. The invoice/credit memo will be approved and you will automatically be on the next invoice/credit memo if there are more than 1 in the folder otherwise you will be brought back to My Approvals.

3. Repeat process for each invoice/credit memo in each folder.