E-Market

Approve Invoices/Credit Memos

Contents
Locate and Open ........................................................................................................................................... 1
Review ........................................................................................................................................................... 2
Edit ............................................................................................................................................................... 3
Return/Reject .................................................................................................................................................. 3
Approve ......................................................................................................................................................... 4

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 Documents menu icon, hover over Approvals then click My Approvals or if you previously bookmarked My Approvals navigate to it from (Bookmarks).

4. You will be on the My Approvals 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.

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 (Recommended) 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 (Required) section (bottom screen)** – Review description of services rendered and invoice amount. Example of section below.

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

**Edit**

1. Next to **Available Actions Assign** click **Go**.

![Image of Assign action](image1)

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

![Image of edit action](image2)

3. To change **Accounting Codes** manually enter 1 or more parts or click on **Select from…** links and then choose from dropdown lists. When finished, click **Save Values**.

![Image of Accounting Codes](image3)

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

**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. Next to **Available Actions Assign** click **Go**.

![Image of Assign action](image4)
Approve Invoices/Credit Memos

3. Click on next to *Available Actions* and choose one of the following then click .
   - **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.

5. Click or . User who entered will receive an email that their invoice/credit memo has been returned or rejected. Click *Back to Approvals* to return to *My Approvals* list.

**Approve**

1. To approve click next to *Available Actions* and choose *Approve/complete step & show next* then click .

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.