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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 (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**.

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

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**.

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**.
Approve Invoices/Credit Memos

3. Click on ✓ next to Available Actions and choose one of the following then click Go.
   - **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 **Return** or **Reject/Cancel**. 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 Go.

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.

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Questions? Contact bmcemarket@brynmawr.edu