

# Approve Invoices/Credit Memos

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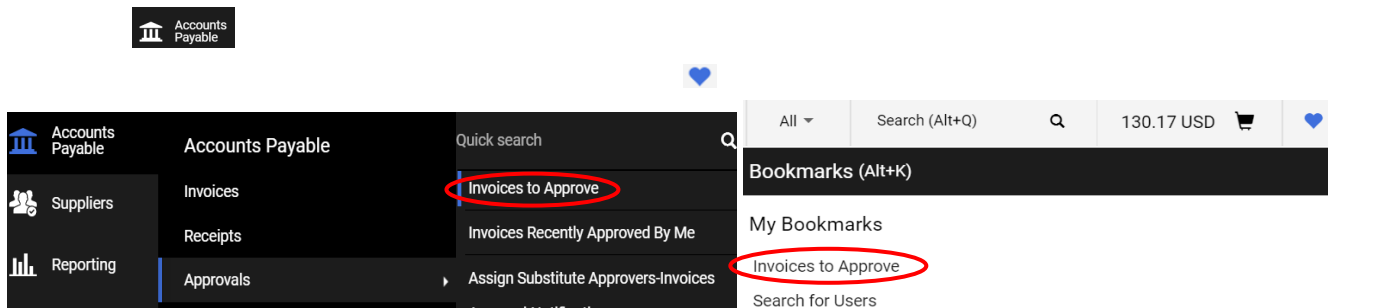
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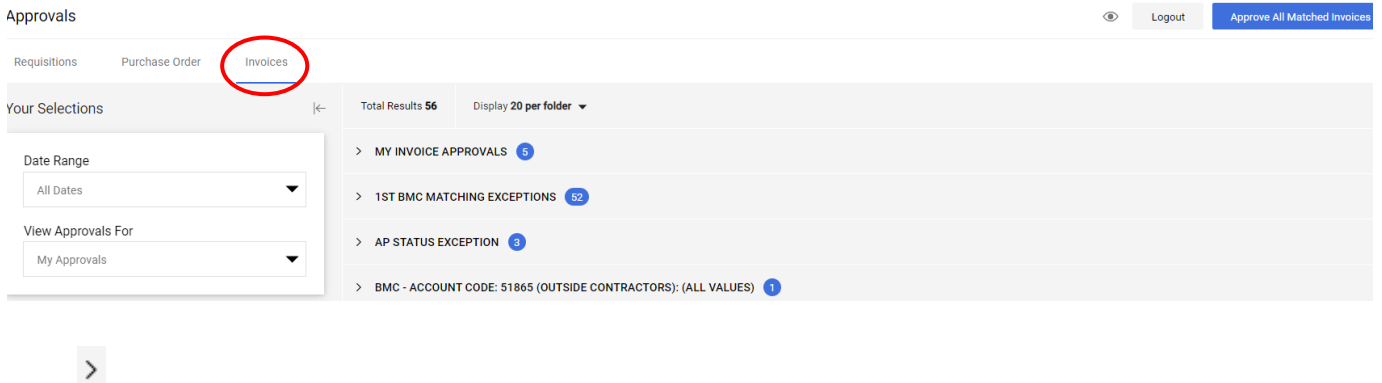
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## Locate and Open

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.



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



## Approve Invoices/Credit Memos

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

> MY INVOICE APPROVALS 5

> 1ST BMC MATCHING EXCEPTIONS 52

> AP STATUS EXCEPTION 3

▼ BMC - ACCOUNT CODE: 51865 (OUTSIDE CONTRACTORS): (ALL VALUES) 1

INVOICE NO.	SUPPLIER INVOICE NO.	SUPPLIER NAME	ASSIGNED APPROVER	CREATE DATE	PO NO.	MATCH STATUS	AMOUNT
<a href="#">2001343</a>	3647	A & W FLAGPOLE	Not Assigned	11/4/2021 11:36 AM		Do Not Match	2.00 USD

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

Invoice • 1868947

Summary Matching Comments Attachments History

The invoice contains one or more non-PO invoice lines. They are excluded from the matching.

General Document Information (SKIP THIS SECTION)

Enter Invoice Number & Date **Attach Invoice** Enter AP Notes (OPTIONAL)

Supplier Invoice No. 7653234 Internal Attachments [Add](#) Internal Notes no value

Invoice Date 3/22/2021

Accounting Date 3/22/2021

Enter Accounting Codes

LINE	BMC - Fund	BMC - Account Code	BMC - Dept	BMC - Project
1	Unrestricted	51701 Office Supplies	01409 Purchasing	99999 Project Default

1 Line

<No PO Number>

Status	PO Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
		Jan 2020 Water Cooler service - 5 gallon bottles		EA	3.65	Qty: 10 EA	36.50

Pending

STANDARD CHAIR OF GARDNER

Supplier Invoice No. 7653234

Total (36.50 USD)

What's next?

Submitted 3/22/2021 4:05 PM Donna MacIntosh Req/Inv LOCAL

BMC Account Code Approval Active Donna MacIntosh

BMC AP Invoice Review Future

OK to Pay Future

Auto-Close-PO Future

Finish Future

8. If you also have requisitions to approve, from here you can easily switch to your requisitions by choosing the *Requisition* tab.

Approvals Logout Approve All Matched Invoices

Requisitions Purchase Order Invoices

Your Selections

Date Range All Dates

View Approvals For My Approvals

Total Results 56 Display 20 per folder

> MY INVOICE APPROVALS 5

> 1ST BMC MATCHING EXCEPTIONS 52

> AP STATUS EXCEPTION 3

> BMC - ACCOUNT CODE: 51865 (OUTSIDE CONTRACTORS): (ALL VALUES) 1

## 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.

## Approve Invoices/Credit Memos

- Accounting Codes section (mid-screen) – Review 16-digit account number is appropriate for what is being paid. Example of section above.
- Enter Service Description, Quantity and Invoice Amount section (bottom screen) – Review description of services rendered and invoice amount. Example of section below.

Status	PO Line	Item	Catalog No.	Unit Price	Quantity	Ext. Price
1		SHEETROCK Brand 4.5-Gallon Premixed All-purpose Drywall Joint Compound	11751	13.84	Qty: 1 EA	13.84

- To approve invoice/credit memo skip to [Approve](#).

### Edit

Invoice • 966211

Invoice • 966210

- Assign
- Assign & Approve and Match
- Add Comment
- Copy to new invoice
- Add Notes to History

Capital Expense  Handling 0.00 USD 0.00 USD

Line Match Status Unmatched

External Note no value

Internal Note no value

External Line Attachments Add

Pending

Hillyard, Inc.

Supplier Invoice No. 0602866632

Save

Enter Invoice Number & Date

Supplier Invoice No. 7653234

Invoice Date 3/22/2021

Accounting Date 3/22/2021

Attach Invoice

Internal Attachments Add

Enter AP Notes (OPTIONAL)

Internal Notes no value

Save Values

Enter Accounting Codes

LINE

BMC - Fund	BMC - Account Code	BMC - Dept	BMC - Project
1 Unrestricted	51701 Office Supplies	01409 Purchasing	99999 Project Default

Save Values

Edit Enter Accounting Codes

Enter Accounting Codes

LINE

BMC - Fund	BMC - Account Code	BMC - Dept	BMC - Project
1	51701	01409	99999

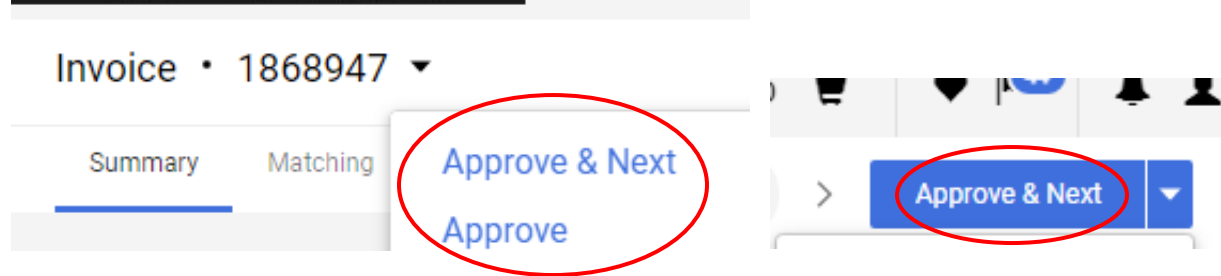
Organization Values

- 51701 - Office Supplies
- 51720 - Minor Equipment <= \$4,999
- 51722 - Books/Publctns/Subscriptions
- 51728 - Copier Supplies

Save Values Close

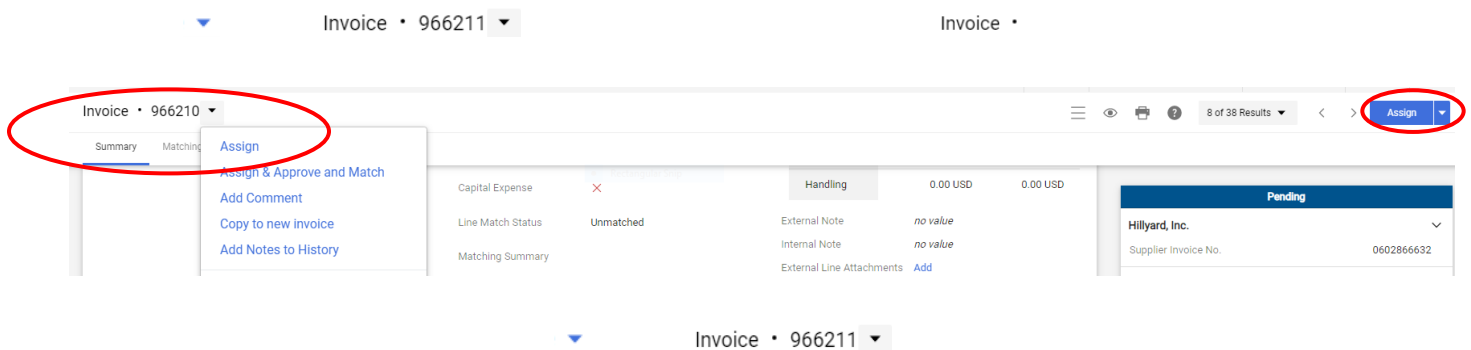
## Approve Invoices/Credit Memos

- To approve invoice/credit memo skip to [Approve](#).

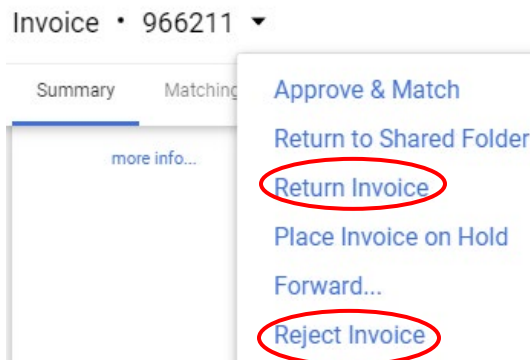


## Return/Reject

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



- **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.



## Approve Invoices/Credit Memos

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.

**Return Invoice To User**

This will return the invoice to the invoice owner or invoice creator. If you select a user they will receive an email indicating that a invoice has been returned.

Return to:  
 Donna MacIntosh (Invoice Owner) <dmacintosh@brynmawr.edu>

Enter the reason you are returning the invoice/credit memo so the user who entered it knows what you would like changed before they re-submit

858 characters remaining [expand](#) | [clear](#)

**Return** Close

**Add Note**

Reject Reason

Enter the reason you are rejecting the invoice/credit memo so the requester knows why this invoice/credit memo should not be paid.

670 characters remaining [expand](#) | [clear](#)

Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

**Reject/Cancel** Cancel

0.00 USD

1 of 7 Results

Back to Results

1872074

## Approve

Invoice • 966211

Invoice • 1868947

Summary Matching

Approve & Next

Approve

Approve & Next

- The invoice/credit memo will be approved and you will automatically be on the next invoice/credit memo if there are more than one in the folder otherwise you will be brought back to *My Approvals*.
- Repeat process for each invoice/credit memo in each folder.