

# Approve Invoices/Credit Memos

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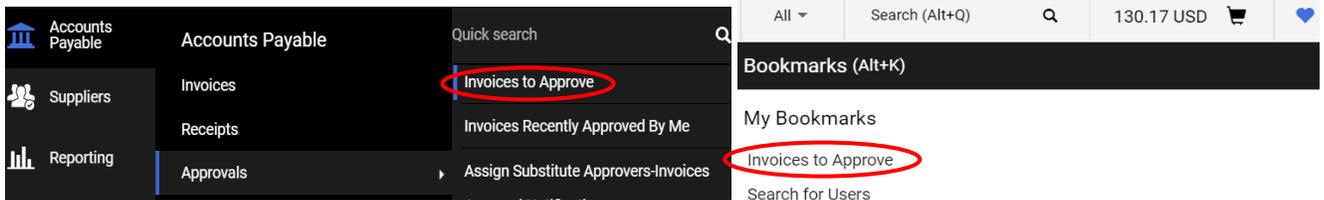
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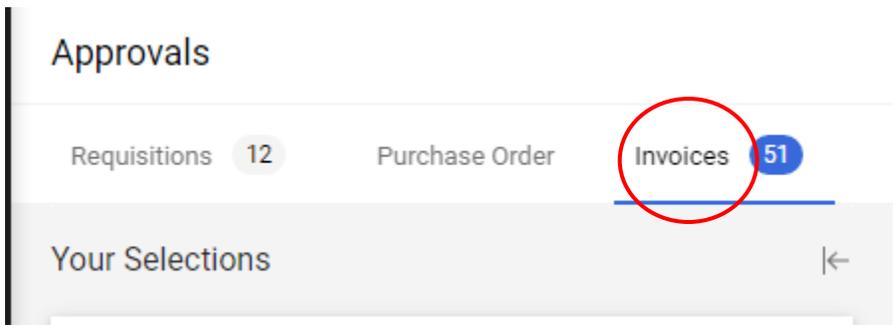
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## Locate and Open

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.
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. If not already on the *Invoices* tab, click on the *Invoices* tab. If you also have requisitions to approve you can choose *Requisition*.



## Approve Invoices/Credit Memos

- Click  to expand the approval folder you wish to review.
- Click on the *Invoice No.* in blue to open invoice/credit memo.

Total Results Found: 5 All Dates Assign Go

Sort by: Create date newest first

Hide invoice details expand all collapse all Results per folder: 20

- BMC - Account Code: 10702 (Prepaid Expenses): (All Values) [1 result]
- BMC - Dept: 00000 (Balance Sheet/Dept.Default): (All Values) [1 result]
- BMC - Dept: 01310 (Controller's Office): (500.00 - \*) USD [3 results]**

Invoice No.	Supplier Invoice No.	Supplier Name	Assigned Approver	Invoice date	PO No.	Match Status	Amount	Action
<a href="#">180901</a>	fsfsdf678888	MAIN LINE PARTY RENTALS INC	Not Assigned	3/5/2014 1:05 PM		Unmatched	501.00 USD	Assign
				Due Date: 4/4/2014	No. of Lines: 1			
				Invoice Name: 2014-03-05 bmc.cathompson 01	Folders: 0 Days in folder [BMC - Dept: 01310 (Controller's Office): (500.00 - *) USD]			
				Type: Non-PO Invoice				
				Invoice Source: Manual				
<a href="#">178285</a>	Testing 4567	WORLD BANK PUBLICATIONS	Not Assigned	2/11/2014 5:19 PM		Unmatched	5,000.00 USD	Assign
				Due Date: 3/12/2014	No. of Lines: 1			

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

**Invoice** [Lowe's Home Centers LLC](#) · 1599677

Summary Matching Comments Attachments History

Approve/Complete And Match 1 of 3 Results

### General Document Information (SKIP THIS SECTION)

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

Supplier Invoice No. 23451234 Internal Attachments Add Internal Notes no value

Invoice Date 1/7/2020

Accounting Date 1/7/2020

**Enter Accounting Codes**

LINE	BMC - Fund	BMC - Account Code	BMC - Dept	BMC - Project
1	Unrestricted	51701 Office Supplies	01310 Controller's Office	99999 Project Default

### Pending

**Lowe's Home Centers LLC**

Supplier Invoice No. 23451234

**Total (27.14 USD)**

Subtotal	27.14
Discount	0.00
Tax1	0.00
Tax2	0.00
Shipping	0.00
Handling	0.00
<b>Total</b>	<b>27.14</b>

Related Documents

## Review

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

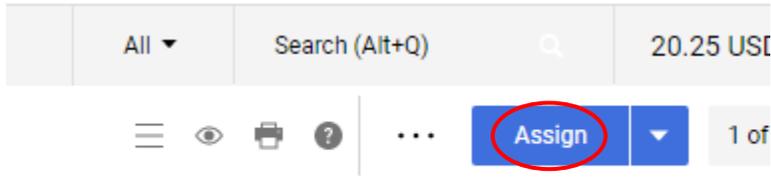
Status	PO Line	Item	Catalog No.	Unit Price	Quantity	Ext. Price
	<a href="#">1</a>	<a href="#">SHEETROCK Brand 4.5-Gallon Premixed All-purpose Drywall Joint Compound</a>	11751	13.84	Qty: 1 EA	13.84

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

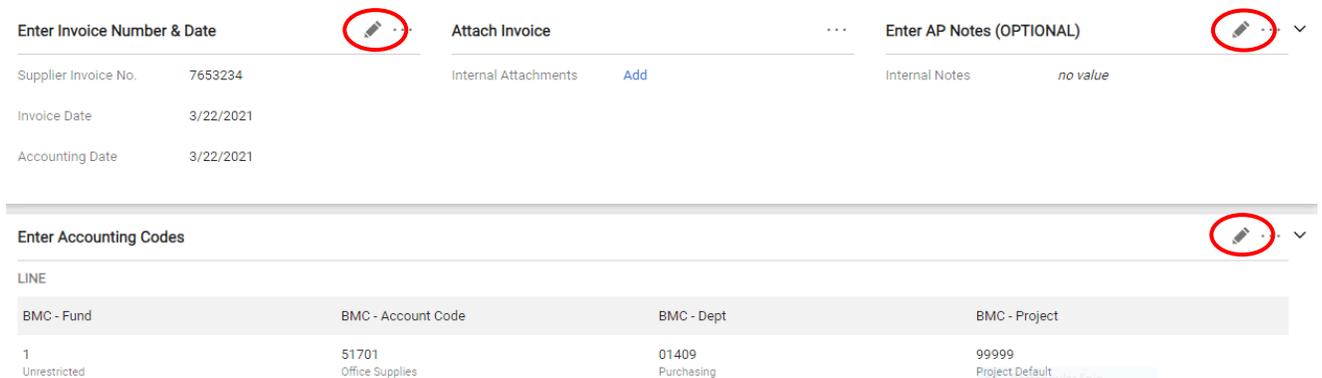
## Approve Invoices/Credit Memos

### Edit

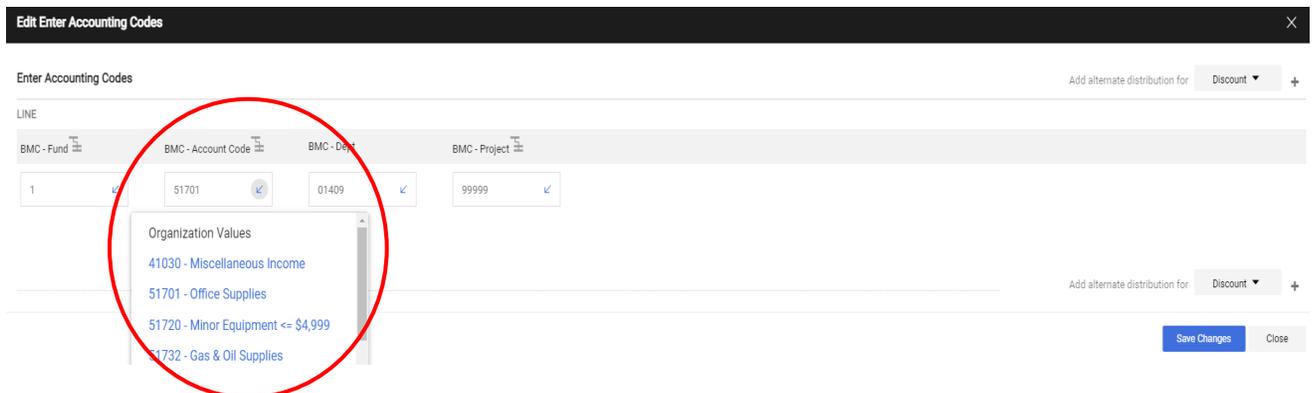
1. On the right side of the screen next to the three dots click *Assign*.



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



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**.

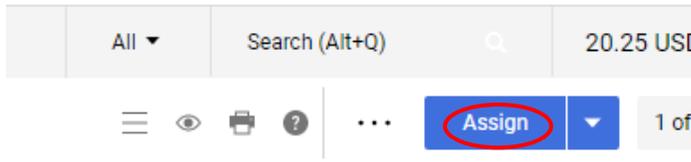


4. To approve invoice/credit memo skip to [Approve](#).

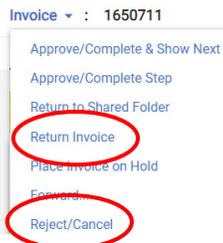
## Approve Invoices/Credit Memos

### Return/Reject

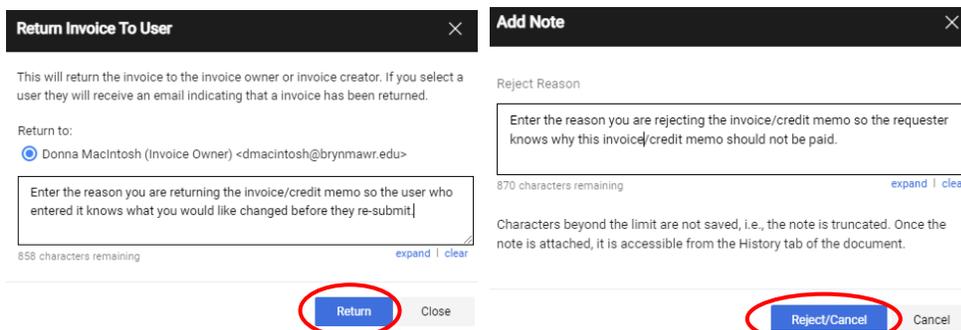
1. Reject only if invoice/credit memo should not be paid. The invoice/credit memo will be cancelled so it cannot be re-submitted.
2. On the right side of the screen next to the three dots click *Assign*.



3. Once Assigned click the ▼ next to **Approve/Complete & Show Next** ▼ 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.



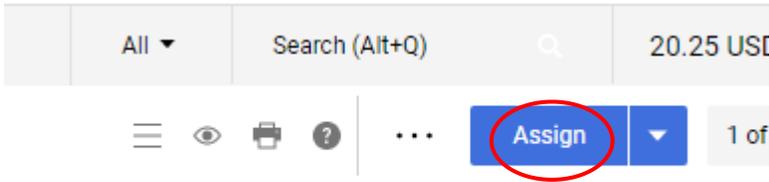
5. In top right hand corner of screen, click ▼ and select *Back to Results* or select the next invoice.



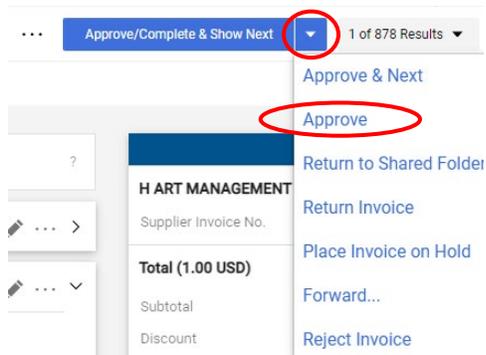
## Approve Invoices/Credit Memos

### Approve

1. On the right side of the screen next to the three dots click *Assign*.



2. To approve, on the right side of the screen next to the three dots click **Approve/Complete & Show Next** or click the **▼**.



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