

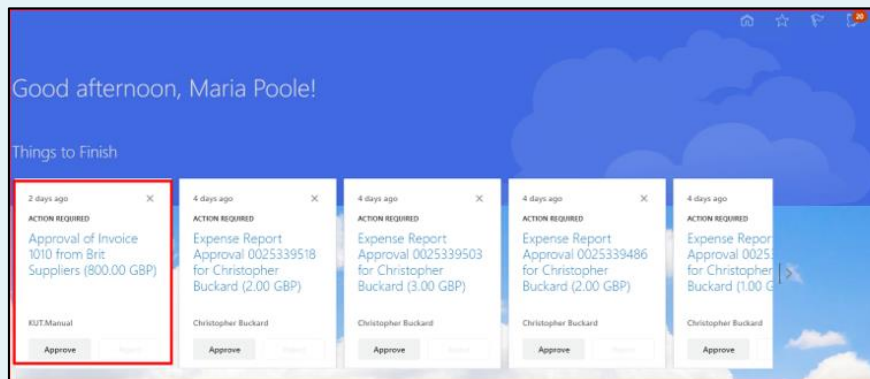
QRG – Accounts Payable – Invoice Approval

1. Launch One Source

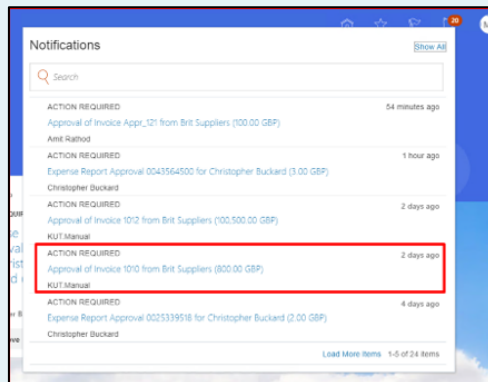
Invoices can be approved in three ways:

- Approval Notification is received in the approver's email. Approver can login into their email and approve or reject.
- Approvers also receive a notification on their welcome page under the bell symbol.
- Approvers can also view the list of invoices pending for approval at the Payables Dashboard and can approve or reject the same.

Step 1. Once invoice is initiated for approval, **Approver** will login from their user ID and can check the Notification received for the Approval by clicking on the bell symbol.



Step 2. Or Click on **Bell icon** to see the Invoice.



2. Invoice Approval

Step 3. A new window will pop up, then click on the notification to open the invoice created.

Views	Actions	Title	Number	Creator	Assigned	Priority
inbox		Approval of Invoice 1012 from Brit Suppliers (100.00 GBP)	223663	Amel Rathod	05-Aug-2019 12:01	3
		Expense Report Approval 0043564500 for Christopher Buckard (3.00 GBP)	223644	Christopher Bu...	05-Aug-2019 10:59	3
		Approval of Invoice 1012 from Brit Suppliers (100,500.00 GBP)	223224	KUT Manual	02-Aug-2019 3:22	3
Initiated Tasks		Approval of Invoice 1010 from Brit Suppliers (800.00 GBP)	223220	KUT Manual	02-Aug-2019 3:16	3
Administrative Tasks		Expense Report Approval 0025339518 for Christopher Buckard (2.00 GBP)	223024	Christopher Bu...	31-Jul-2019 7:03 PM	3
		Expense Report Approval 0025339503 for Christopher Buckard (3.00 GBP)	223020	Christopher Bu...	31-Jul-2019 7:02 PM	3
Due Soon		Expense Report Approval 0025339486 for Christopher Buckard (2.00 GBP)	223016	Christopher Bu...	31-Jul-2019 7:00 PM	3

Step 4. After checking all the information in the notification, approver will approve or reject the invoice accordingly. After the invoice gets approved, it will be available for payment.

Approval of Invoice 1010 from Brit Suppliers (800.00 GBP)

Actions Approve Reject

Details

Assignee	Supplier or Party	Invoice Number
Maria Poole	Brit Suppliers	1010

From KUT Manual Supplier Site HO Invoice Date 02-Aug-2019

Assigned Date 02-Aug-2019 3:15 PM Business Unit Walsall Council BU Description

Due Date 02-Aug-2019 3:21 PM Payment Currency GBP

Task Number 223220 Invoice Total 800.00 GBP

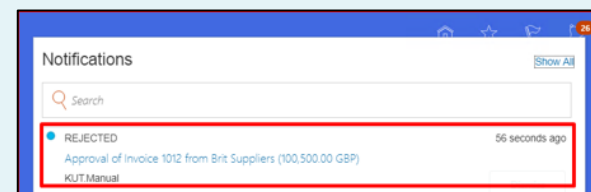
Amount Summary

Line Type	Amount	Cost Center	Amount
Item	800.00	BARCROFT PRIMARY SCHOOL	300.00
		Balance Sheet Postings	500.00
		Total	800.00

Invoice Lines Edit Distributions

Line	Line Type	Amount	Item Description	Supplier Item
1	Item	300.00		
2	Item	500.00		

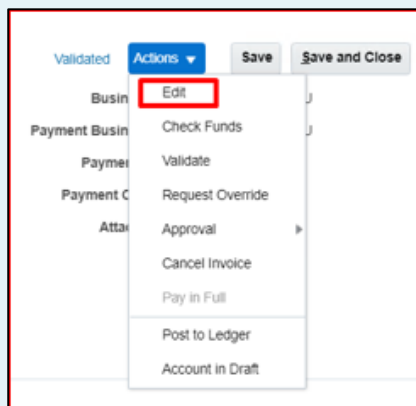
Step 5. In case of rejection of the invoice, the initiator gets the notification of rejection.



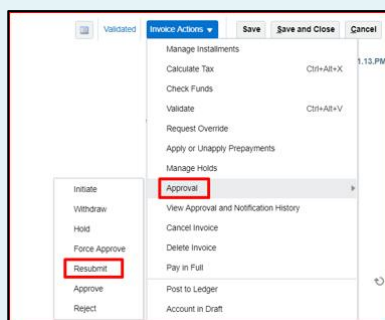
QRG – Accounts Payable – Invoice Approval

3. Invoice Amendment & Resubmission

Step 6. The initiator can amend the invoice based upon the comments of the approver.



Step 7. Once the amendments have been done, user can resubmit the invoice for approval.



Further Support

If you have any further queries, please contact the One Source helpdesk on **01922 654320**.