BRYN MAWR | E-MARKET

# Approve Invoices/Credit Memos

Contents

Locate and Open

6. Click ▷ to expand the approval folder you wish to review.

7. Click on the *Invoice No.* in blue to open invoice/credit memo.
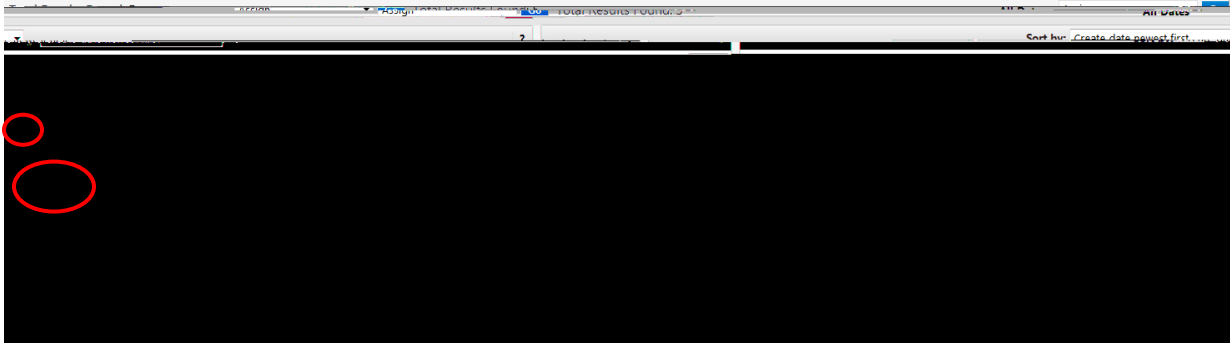
8. You will be in the invoice/credit memo document.
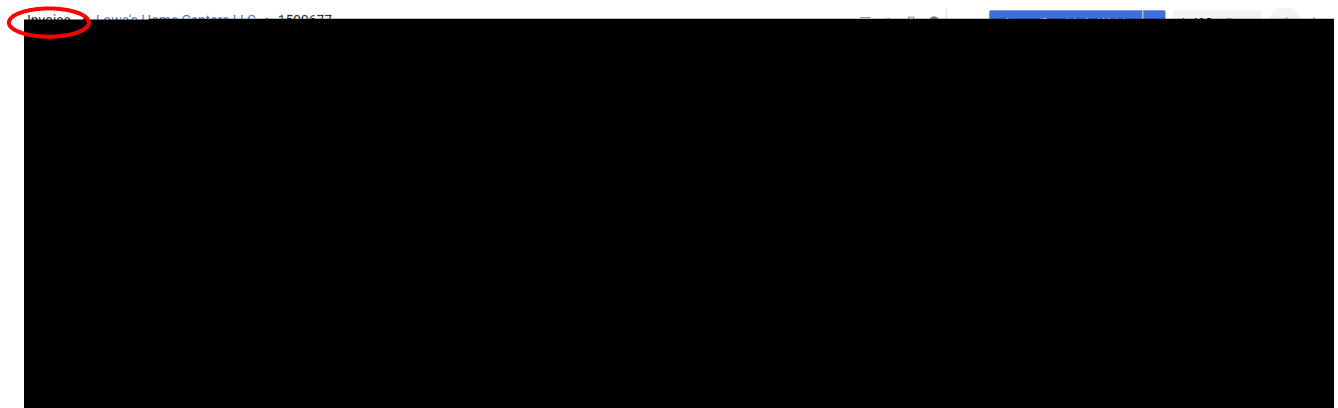
Review

1. *Attach Invoice* 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* section (bottom screen) – Review description of services rendered and invoice amount. Example of section below.

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

Return/Reject

1. Reject only if invoice/credit memo should not be paid

Approve Invoices/Credit Memos