

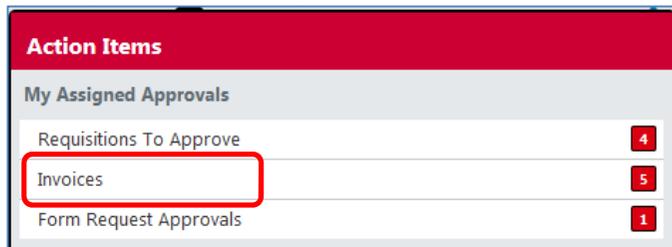


Invoice Approval

In RU MarketPlace, a \$5,000 dollar threshold dictates how invoices are processed and routed in the system. Invoices under \$5,000 do not require approval. Instead, a payment notification is routed to the individual listed as the “prepared for” of the underlying purchase order, alerting them to the impending payment. Invoices above \$5,000 in total require the approval of the “prepared for” prior to payment being released. *Please note if you receive a payment notification and wish to stop the payment from being released, contact Accounts Payable to cancel the impending payment.* This job aide provides the steps to review and approve an invoice over \$5,000.

From the RU MarketPlace homepage:

1. Access the action center by clicking the flag icon in the upper right corner of the home screen. Click on the assigned invoices action item and you are taken to a view of any of the invoices that are currently awaiting your approval.

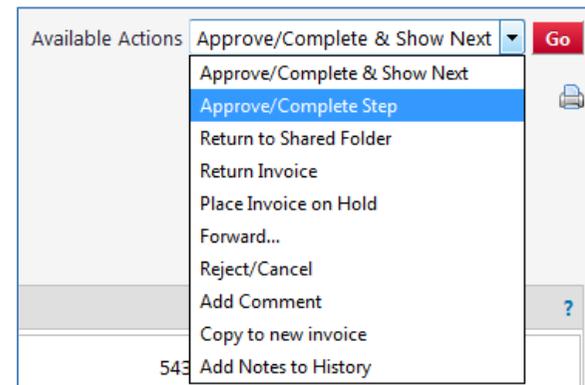


Tip: In the cases where the invoice is greater than \$5,000, the individual designated as the “prepared for” user on the corresponding purchase order is routed the invoice for approval prior to payment being made.

2. You are then able to enter an actual invoice and view more detailed information by selecting the invoice # link.

Invoice No.	Supplier Invoice No.
543805	200053INVI
Due Date	8/11/2016
Discount Date	8/11/2016

3. Verify that all the information on the screen matches the scanned invoice and make any changes as necessary.
4. In the available actions dropdown box, there are several options for how to handle this invoice.



5. If everything looks correct, select **approve/complete step** and the invoice is now approved for payment.
6. If there are other invoices awaiting your approval, select **approve/complete & show next** to move on to review the next invoice.