

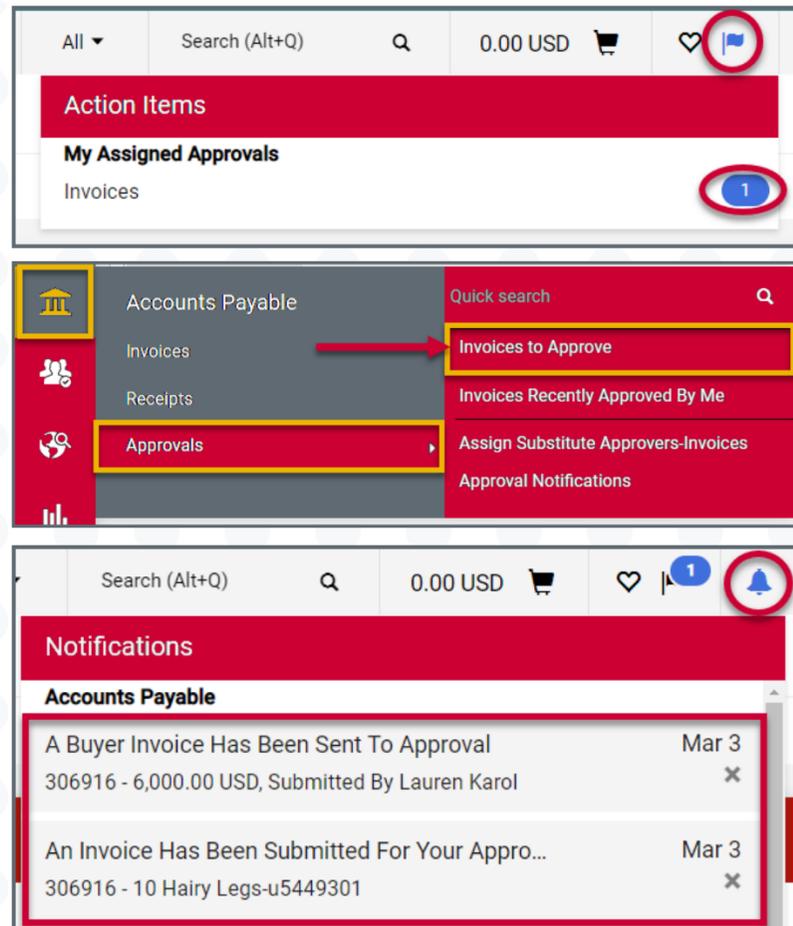
Approving An Invoice



In MarketPlace, a \$5,000 dollar threshold dictates how invoices are routed in the system for approval.

- Invoices under \$5,000 do not require approval. Instead, a payment notification is routed to the individual listed as the "prepared for" on the requisition, alerting them to the impending payment. **Please note: if you receive a payment notification and wish to stop the payment from being released, contact the [Help Desk Intake Form](#) to cancel the impending payment.**
- Invoices above \$5,000 in total, require the approval in MarketPlace, of the "prepared for" person prior to payment being released.

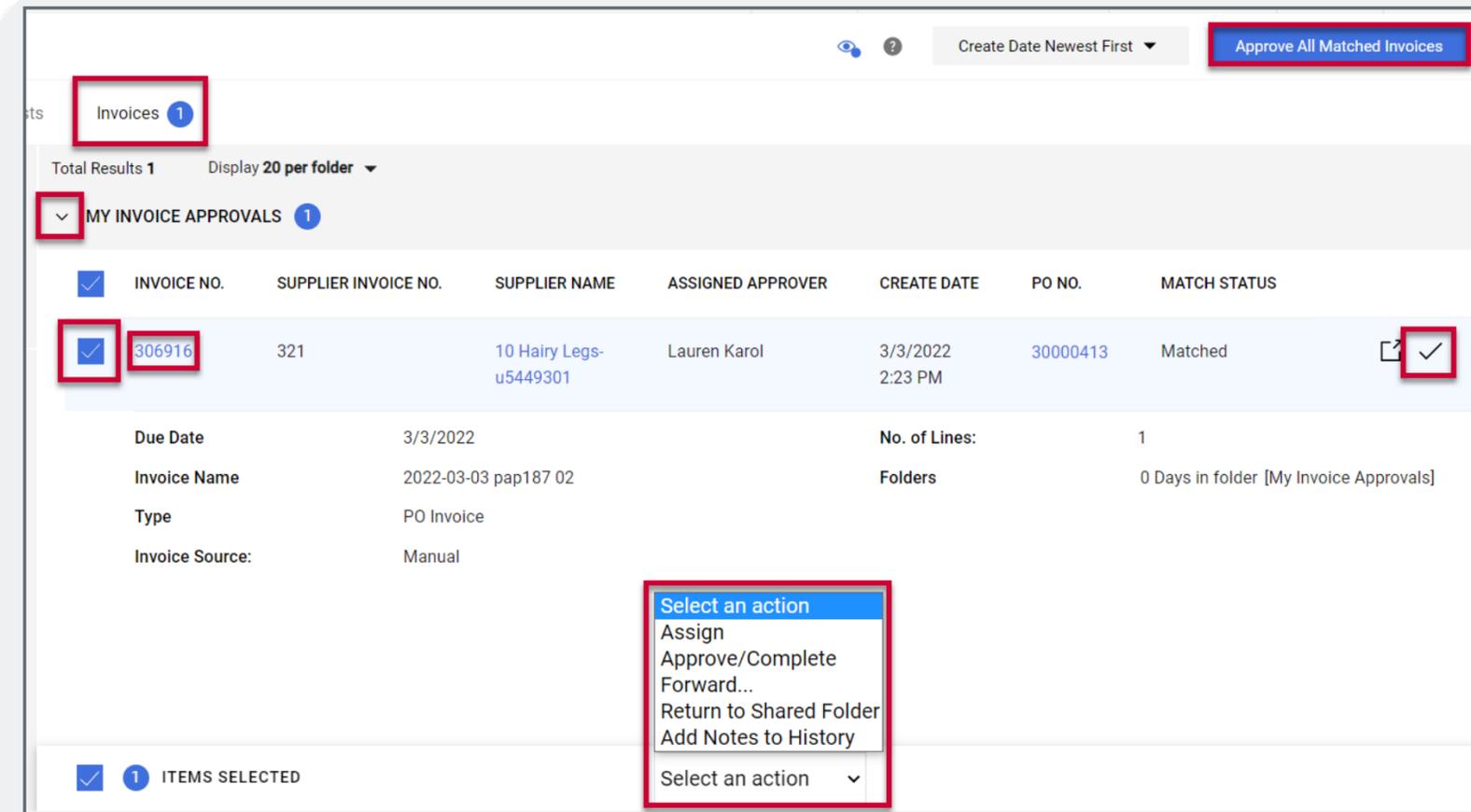
1 Access the action center by clicking the **flag icon** in the upper right corner of the home screen. Click on the invoices action to view invoices awaiting your approval. You can also find approvals under **Accounts Payable > Approvals > Invoices to Approve** or in the top right corner under **Notifications** if enabled.



2

Under the **Invoices** tab you can view all invoices pending approval by clicking on the carrot to the left of **'My Invoice Approvals'**.

- If needed, you can click the Invoice number in blue to view the invoice information to ensure everything matches. Make any changes as necessary.
- If everything looks correct, click the **check mark** to the right of the line item to approve the individual invoice.
- You can also select an invoice using the **check box** to the left of the line item and use the **action drop down** seen below for more options.
- You may also mass approve all matched invoices by clicking **'Approve All Matched Invoices'** in the top right hand corner.



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.

Forwarding An Invoice



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The screenshot shows the MarketPlace home screen. At the top right, there is a 'flag icon' (action center) circled in red. Below it, a navigation menu is shown with 'Invoices to Approve' highlighted in red. At the bottom, a 'Notifications' section is visible, containing two notification cards: 'A Buyer Invoice Has Been Sent To Approval' and 'An Invoice Has Been Submitted For Your Appro...'. Both notification cards have a red box around them.

2

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The screenshot shows the 'MY INVOICE APPROVALS' table. The first row is selected, and an action dropdown menu is open, showing options like 'Assign', 'Approve/Complete', 'Forward...', 'Return to Shared Folder', and 'Add Notes to History'. The 'Forward...' option is highlighted in red.

INVOICE NO.	SUPPLIER INVOICE NO.	SUPPLIER NAME	ASSIGNED APPROVER	CREATE DATE
306916	321	10 Hairy Legs-u5449301	Lauren Karol	3/3/2022 2:23 PM

Select the invoice by checking off the box to the left of the line item and use the action drop down at the bottom of the screen to select **'Forward'**.

3

Search for the appropriate RU Marketplace user by utilizing any one of the search fields, then hit **'Select'** to confirm your choice. **Please note that the search results will contain only those individuals who are authorized to review and approve invoices.**

The screenshot shows the 'User Search' form with the 'Last Name' field containing 'Perrone'.

Name	User Name	Email	Phone	Action
Perrone, Patricia	pap187	pap187@finance.rutgers.edu		[select]

4

In the note field, add context around why you are forwarding the invoice. Click **'Forward'** to send the invoice to the selected user for review and approval.

The screenshot shows the 'Forward...' dialog box. It contains a 'To' field with 'Patricia Perrone' and a 'Test Note' field. The 'Forward' button is highlighted in red.