BRYN MAWR COLLEGE | E-MARKET

Approve Invoices/Credit Memos

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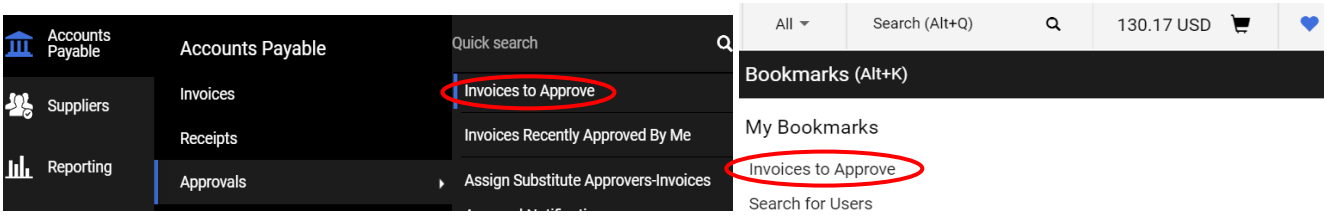
Locate and Open

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.

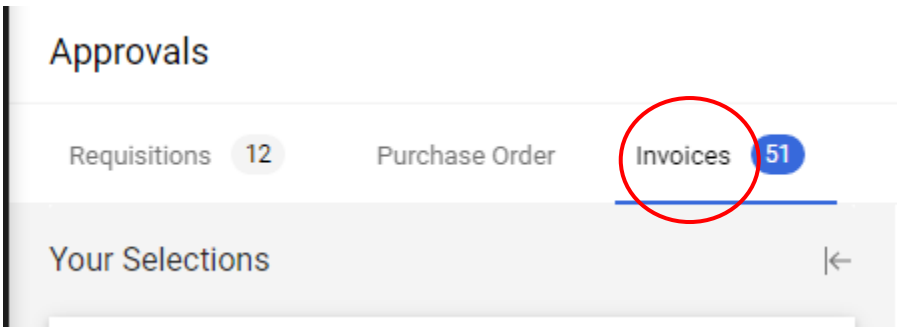
2. Login to E-Market.

3. From the Accounts Payable 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.

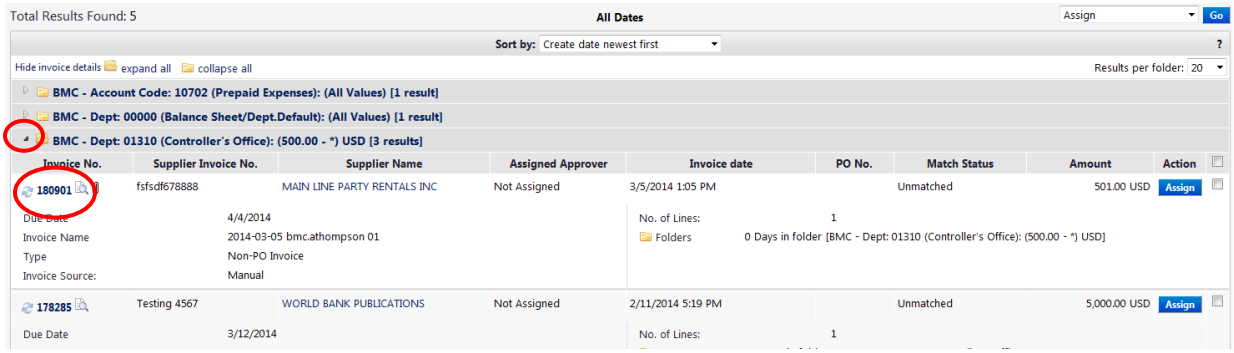
5. If not already on the Invoices tab, click on the *Invoices* tab. If you also have requisitions to approve you can choose *Requisition*.



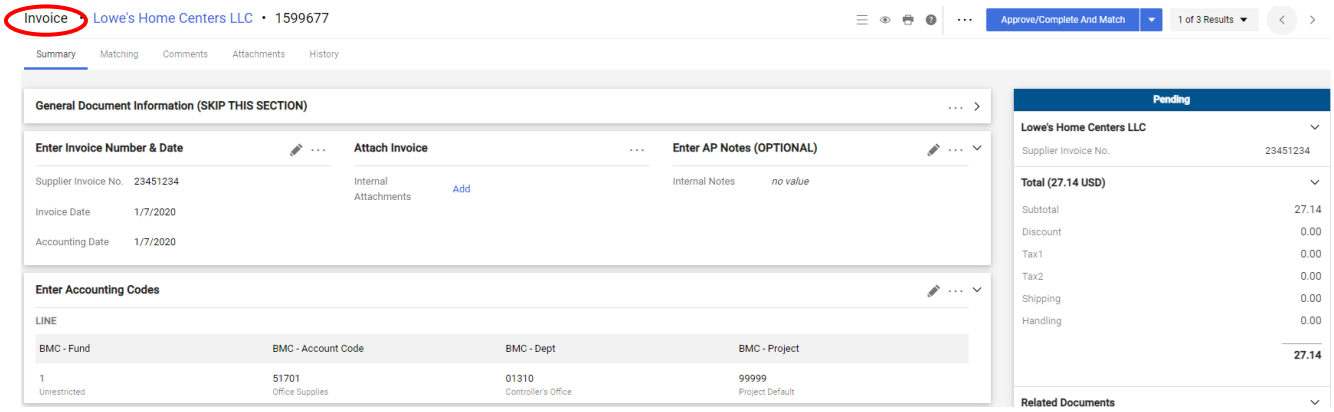
Approve Invoices/Credit Memos

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.

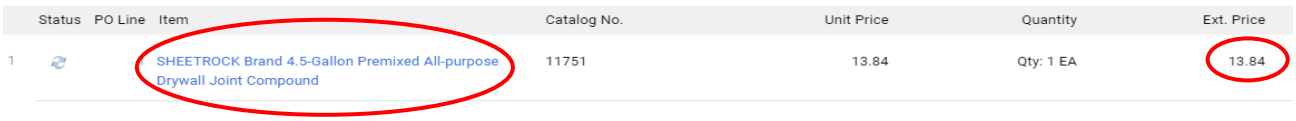


Review

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.

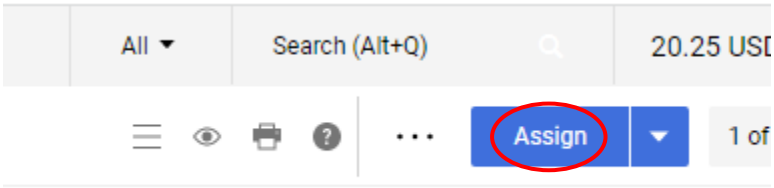


4. To approve invoice/credit memo skip to Approve.

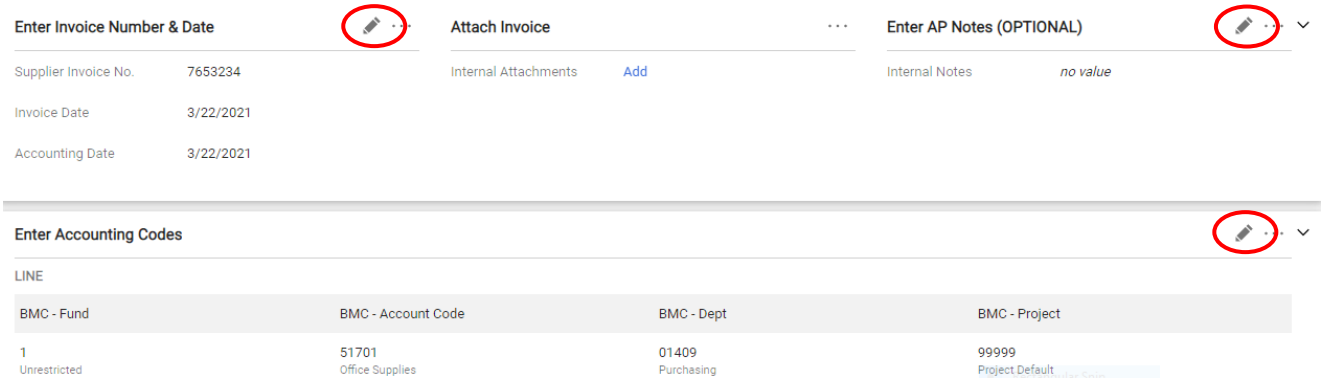
Approve Invoices/Credit Memos

Edit

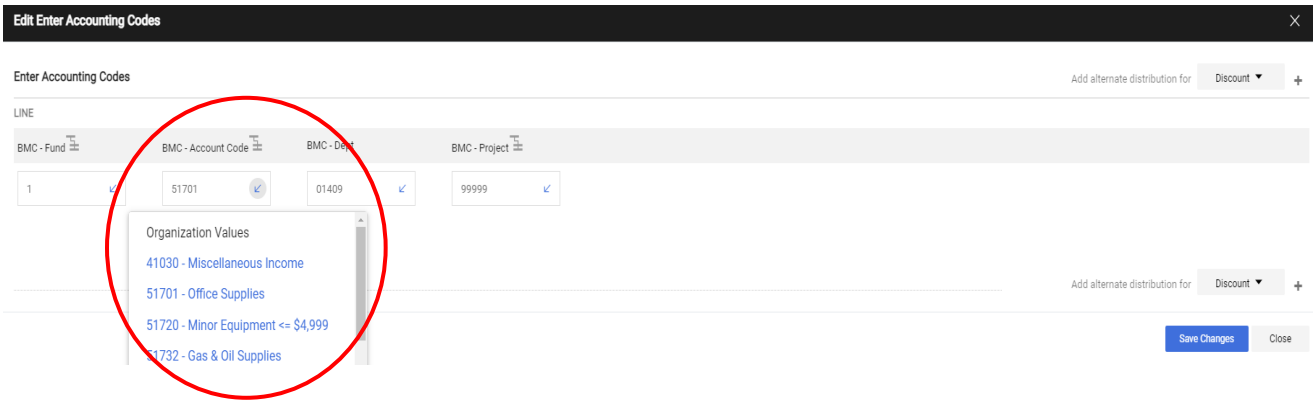
1. On the right side of the screen next to the three dots click *Assign*.



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.



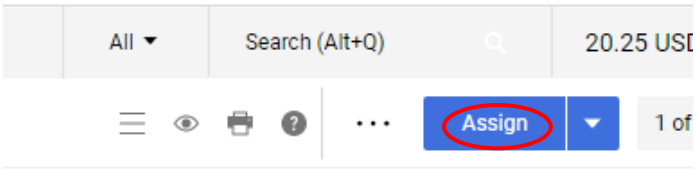
4. To approve invoice/credit memo skip to Approve.

Approve Invoices/Credit Memos

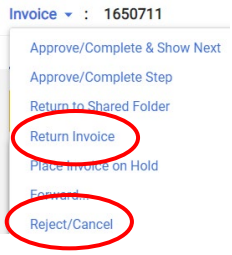
Return/Reject

1. Reject only if invoice/credit memo should not be paid. The invoice/credit memo will be cancelled so it cannot be re-submitted.

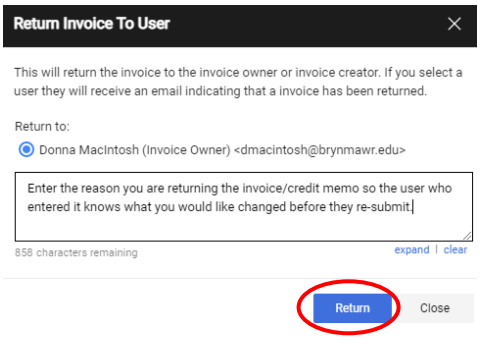
2. On the right side of the screen next to the three dots click *Assign*.

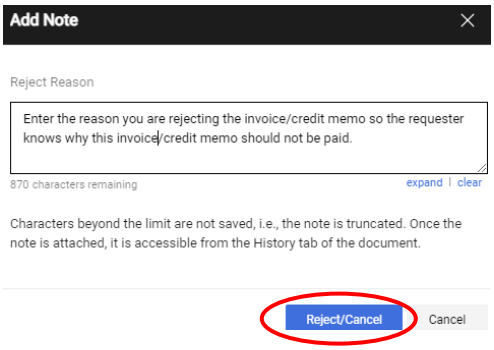


3. Once Assigned click the ▾ next to Approve/Complete & Show Next for all options. From here, you can choose one of the following options.
   - Return Invoice (Recommended) – Choose if you want the user who entered the invoice/credit memo to make changes and re-submit.
   - Reject/Cancel – Choose if invoice/credit memo should not be paid. The invoice/credit memo will be cancelled so it cannot be re-submitted.

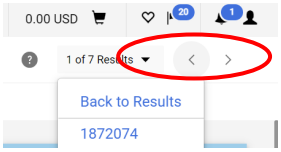


4. One of the small windows below will appear depending on your choice, enter your reason then click Return or Reject/Cancel. The user who entered invoice/credit memo will receive an email.





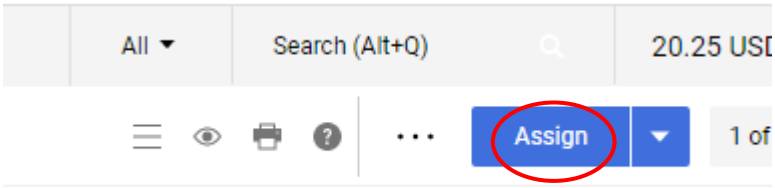
5. In top right hand corner of screen, click ▾ and select *Back to Results* or select the next invoice.



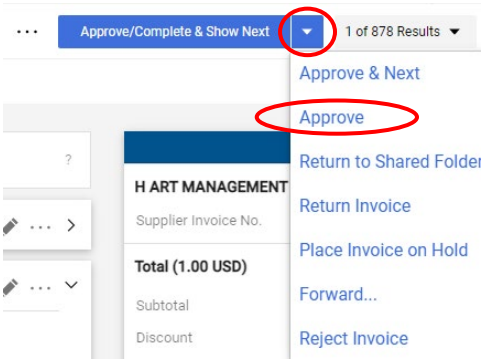
Approve Invoices/Credit Memos

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.