

Invoice Approvals – via E-mail

APPROVAL OVERVIEW

The first approval step for an Invoice (Non PO and Blanket-related) is the financial approval step. Each cost object (cost center or WBS element) has one or more financial approvers assigned to it. Each approver will be notified via email when an invoice has been submitted for their approval.

You can approve or reject the document directly from your email. If you need to place the invoice on hold or forward the invoice to another approver, you need to log into eSHOP to view and process it.

Fri 12/11/2015 8:21 AM
 eshopworkflowtest@nebraska.edu
 New Pending Approval for Invoice# V000001607
 To: Shannon M Poppe

Cost Object: 2105090001 (Chemistry-Operations): (0.01 - 999,999,999.00) USD Approval Request for Invoice# V000001607

Dear Shannon Poppe,

The Invoice listed below has been submitted for your approval.

Summary

| | |
|--------------------|---|
| Folder: | Cost Object: 2105090001 (Chemistry-Operations): (0.01 - 999,999,999.00) USD |
| Invoice Owner: | Abigail Accounting |
| Invoice No.: | V000001607 |
| No. of line items: | 1 |
| TOTAL: | 32.47 USD |

Details

| | |
|-----------------|----------------------|
| Item 1 Non-PO | CYL RENT CHARGE |
| Description: | MATHESON TRI GAS INC |
| Supplier: | |
| Quantity: | 1 |
| Unit Price: | 32.47 USD |
| Ext. Price: | 32.47 USD |
| Size/Packaging: | EA |
| Commodity Code: | |
| TOTAL: | 32.47 USD |

Codes

| | |
|----------------|-----------------------------------|
| Cost Object: | 2105090001 : Chemistry-Operations |
| GL Account: | 524900 : OTHER EQUIPMENT RENTAL |
| Account Group: | ALL |

User Defined:

Ready to approve, reject or assign this document to yourself? **Take Action**

The email you receive includes details of the invoice such as the lines included and the cost information.

After reviewing the details of the document, click the **Take Action** button to view the approval options.

Note: If you receive multiple email approval requests for the same document, most likely it has been split funded and you are assigned as an approver to two or more of the cost objects that have been used. **Do not delete the additional emails.** Since each email is specific to the portion of the document assigned to each cost object, you will need to process each emailed approval in order for the document to proceed.

APPROVAL OPTIONS

The Invoice Approval page appears with several action option shown.

Click on **Assign to myself** to view additional approval options and to assign the document to yourself for future action such as to place invoice on hold.

Return to Owner – Choose this option to return the invoice.

Approve – You approve of the item(s) being purchased and the amount that is being charged to the cost object you are responsible for.

Reject/Cancel – Rejecting the document will completely cancel it. So if you want a change made, it is better to choose the Return to Owner option instead.

Forward to... – Forward the invoice to another approver.

Note: this option only appears once you have assigned the invoice to yourself.

Return to Shared Folder – Choose this option to return the invoice to allow other approvers to take action.

Line Items (1)
 Codes
 Other Approvers (3)

Actions
 Comment

Return to Owner
 Approve
 Reject/Cancel
 Forward to...
 Return to Shared Folder

If you select Approve, a confirmation message will appear:

Invoice has been Approved successfully!