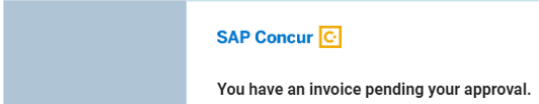


INVOICE APPROVER QUICK REFERENCE GUIDE

Step 1 Receive invoice approval email

Invoice Pending Your Approval Inbox x

AutoNotification@concur.com
to jfuhrman



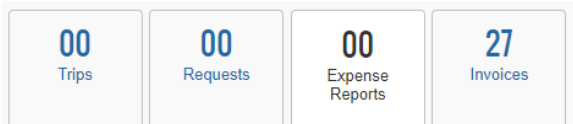
Step 2 Click the link in the email. Scroll down and click the link in the middle



Step 3 Click the Required Approvals button

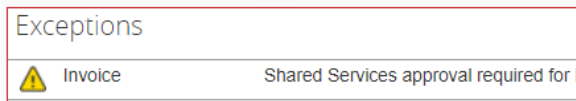


Step 4 Click the Invoices button

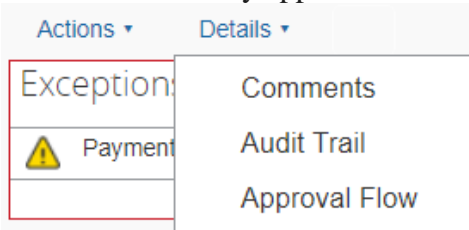


Step 5 Click on the Invoice Name link to open the Invoice

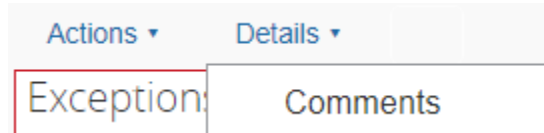
Step 6 Ignore the Shared Services Exception at the top of the screen



Step 7 Select Details -> Approval Flow to see who has already approved the Invoice



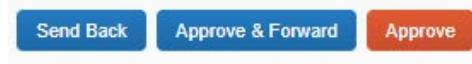
Step 8 Select Details -> Comments to review any comments on the Invoice



Step 9 Review the Invoice Details and Click View Invoice link in upper right to open the invoice image



Step 10 Take action on the Invoice



- A) If there is something wrong, Click the Send Back button and describe the problem in the Comment box

Add a comment to explain why you are returning the request. Then click OK to return the request to the employee.

Comment:

- B) If the invoice needs to be sent to another approver, Click the Approve & Forward button and enter the name in the User-Added Approver field

User-Added Approver:

Comment:

- C) If the invoice is ready for payment, Click the Approve button