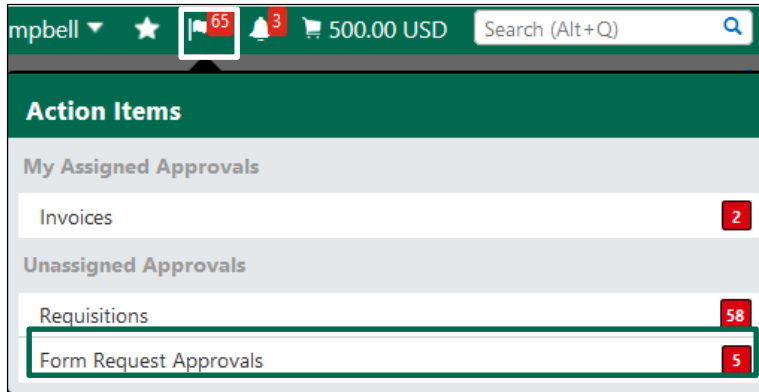




Approver Notification and Action

Once the Payment Request form has been submitted by the user, the Department Approver will receive notification in their Action Items that the Payment Request Form is awaiting approval. The Action Items list (located in the top banner) displays all action items assigned to you and may include price files to review, pending user registrations and forms that require your approval. The number of action items is indicated to the right of the menu. Action items are grouped together by task. Clicking on the task group takes you to the appropriate area of the application to complete the action items..

Click directly on the Action Flag and then click the task group "Form Request Approvals" to open up all Payment Request Forms awaiting approval.



Review Payment Request for Accuracy

Click the Payment Request Form Number to open the form.

| Form Number | Name | Template Name | Requester | Assigned Approver | Request Date/Time | Folder Details |
|-------------|-----------------|-----------------|------------------|-------------------|--------------------|--|
| 70126 | Payment Request | Payment Request | Shroyer, William | Not Assigned | 8/29/2017 11:36 AM | Folders 23 Days in folder [Account code Missing] |

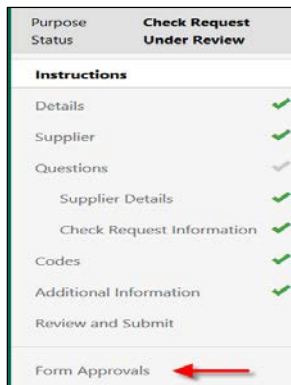
Navigate through each tab to confirm all information entered is correct (such as correct supplier, correct amount to be paid, correct accounting codes, correct payment request type and correct documents are attached i.e., invoice and supplier documentation if applicable).

- Details
- Supplier
- Supplier Details
- Check Request Information
- Codes
- Natural Account

Approve, Forward, Return or Reject the Payment Request Form

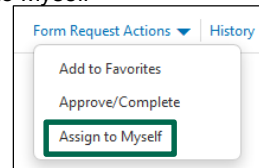
To approve the Payment Request form:

1. Click on Form Approvals on the bottom left of the Payment Request Form.



1. In the upper Right Corner Click Form Request Actions

3. Click Assign to Myself



4. Select Form Request Actions and select from the list your desired action to either Approve/Complete, Forward to..., Put Request on Hold, Reject or Return to Requester, or Return to Shared Folder.

