

Accounting Core: Accounts Payable – Invoice Approval

Introduction

The Accounts Payable Invoice Approval Feature, also referred to as Payment Approval, enables the user to decide whether the chosen invoice(s) should proceed to the Payment Wizard for payment processing. This additional security step in the Accounts Payable workflow can be executed at any system level (Enterprise – Company – Property Level).

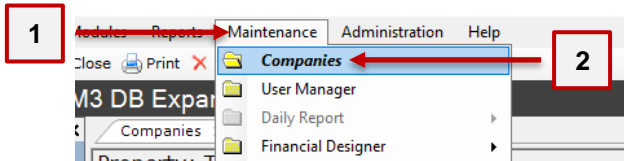
Objective

Define and select Account Payable invoices approved and sent to Payment Wizard for payment.

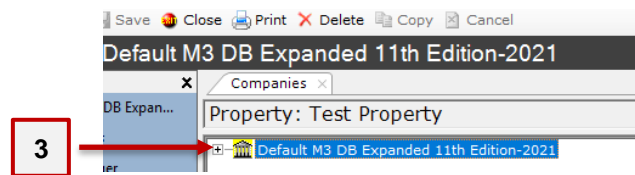
Steps

Follow the steps below to approve invoices for payment.

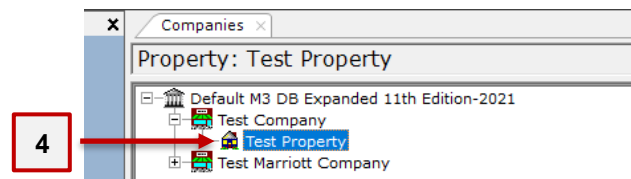
1. From the top menu bar, click on **Maintenance**.
2. Click on **Companies**.



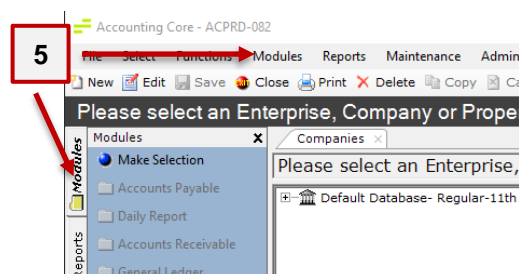
3. Expand the company / property tree by clicking on the (+) symbol.



4. Click on the **desired property**.

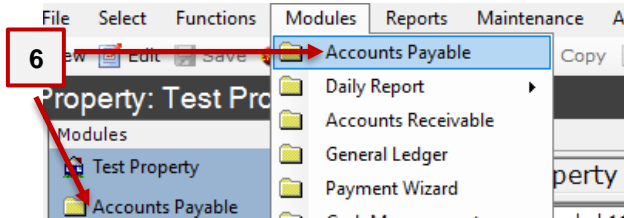


5. Click **Modules**.

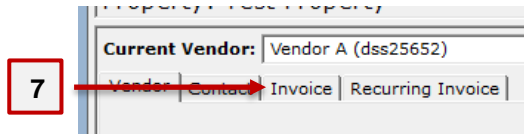


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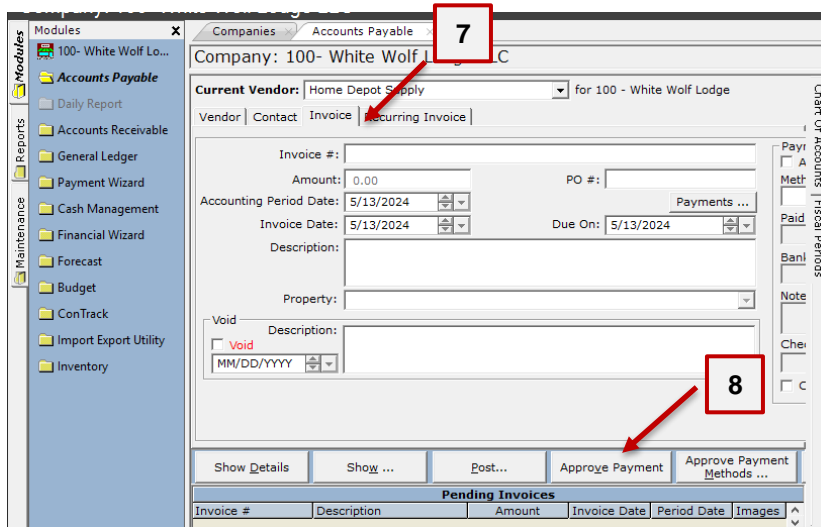
6. Click **Accounts Payable**.



7. Select the **Invoice** tab.



8. Click **Approve Payment**.



9. From the pop-up selection menu, select **Invoices to Approve for Payment**.

10. Click **Approve**. Note: If the invoice was posted, the approved invoice is now ready to be viewed and paid in Payment Wizard module. Invoices can be approved from the invoice, simply by editing the invoice and checking the Approved box.

