Approval Process -Standard Approval

Approval Process #1: Standard Approval

Pre-Processing (E-Review, Audit, Data Extraction)

Manager Approval

AP Approval

Final Release

Payment Authorized

PreApproval Routing

Payment Type = BankDraft, go to AP then Pmt Auth

Vendor Type = RECURRING, go to AP

Accrual – Download at Final Release

Manager
Approve
Copy
Hold
Reject – Inv Rej
Update

Invoice Rejection Approval

AP
ApplyCredit
Approve
Copy
Delete
Hold
Image
MarkAsCredit
MarkAsPaid
Reject
Update
ViewBalance

AP
Approve
Copy
Hold
Image
Reject - Manager
Update
ViewBalance

Board Reviewer

AP
ApplyCredit
Approve
Hold
MarkAsCredit
MarkAsPaid
Reject-Manager
ViewBalance