Invoice Approvals

Once an invoice has entered Basware and the coding has been completed, each invoice needs to be approved for payment by an approver with financial delegation.

As the approver, it is your responsibility to review the expenses and coding of each invoice in your task list. You can either approve the invoice for payment, or if for any reason an invoice is deemed not ready for payment by you, there are a couple of options to manage this.

You can select 'return task' which will return the invoice to the user <u>who sent it to you,</u> please ensure you include a meaningful comment advising the user why you are returning the invoice back to them. Or, you can 'reject' the invoice, which returns the invoice to Accounts Payable admin, who will manage the invoice as per the meaningful description you have provided.

Note: Once the approval has been completed, the invoice will be cleared for payment. No further approvals will occur for the invoice.

1. Check coding and approval

1.1 Open Basware. From your homepage select the *Tasks* tab or *Click **here** to view task list* options.

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basware

1.2 Open the invoice from the list. Note: ***Do not*** click on Approve at this stage as the invoice will then go directly for payment.

1.3 Review the invoice image and the coding information to determine the expense is relevant and correct.

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1.4 Once your review is complete and you are ready to approve, click **Approve**.
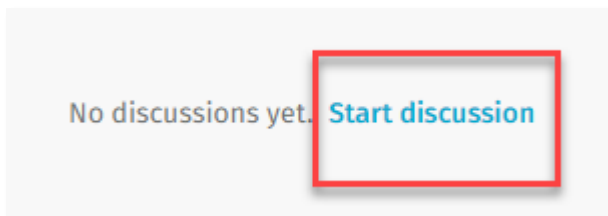

2. Discussions on an invoice

The option to hold a discussion on an individual invoice is available. Anyone with Basware access involved in the invoice process can participate in a discussion. Discussions are held on the invoice, and message notifications will be shown through the bell icon on the top of the screen Note: a notification email will also be sent to the message recipient. Open the invoice as you would for approval (see steps 1.1 – 1.2).
For example: If the invoice relates to multiple areas, you may need to seek confirmation it is ok to proceed with approval from the other interested parties.

2.1 Open the **Discussions** tab on the invoice.
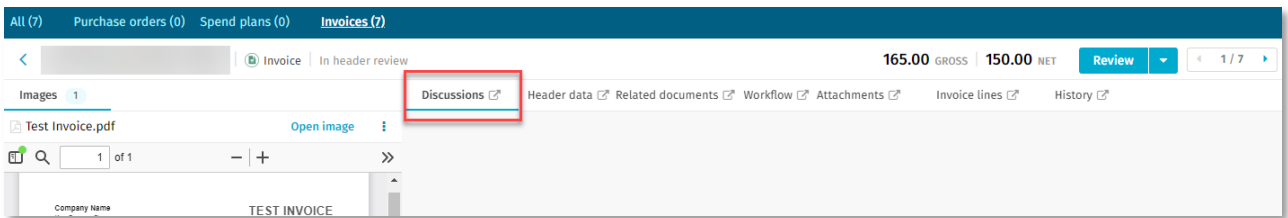
2.2 Select **Start discussion**.

2.3   Enter the name of the person you wish to discuss the invoice with.

2.4   Enter your message in ***New message.***

2.5   Click ***Post.*** Your message will then be sent via system notification 🔔 to the person selected who will also receive an email notification of the message.

2.6   While waiting for the response notification, you may wish to move on to the next invoice by selecting the right or left arrow next to the approve button, or go back to the task list.

3. Return/Reject task

As per the introduction, **As an approver**, you can select **'return task'** which will return the invoice to the user <u>who sent it to you</u>, please ensure you include a meaningful reason advising the user why you are returning the invoice. Or, you can '**reject**' the invoice, which returns the invoice to Accounts Payable team, who will manage the invoice as per the meaningful description you have provided.

3.1 Return

3.1.1 If during your approval stage you have discovered an error, or the invoice needs to be returned to a previous user, select the **Down arrow** next to *Approve.*
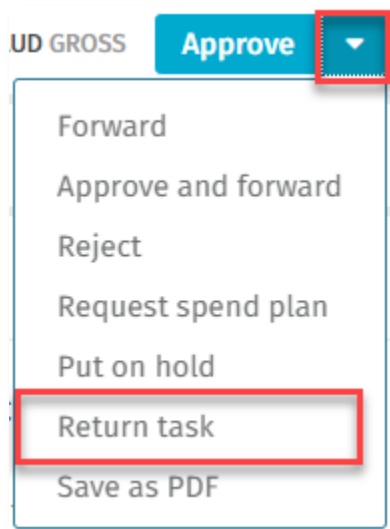
3.1.2 The Return task pop up window will appear with the previous user's name prepopulated. Enter a meaningful *Comment* for the previous user.

3.1.3 Select the *Return* icon once your comment has been entered.

3.2 Reject
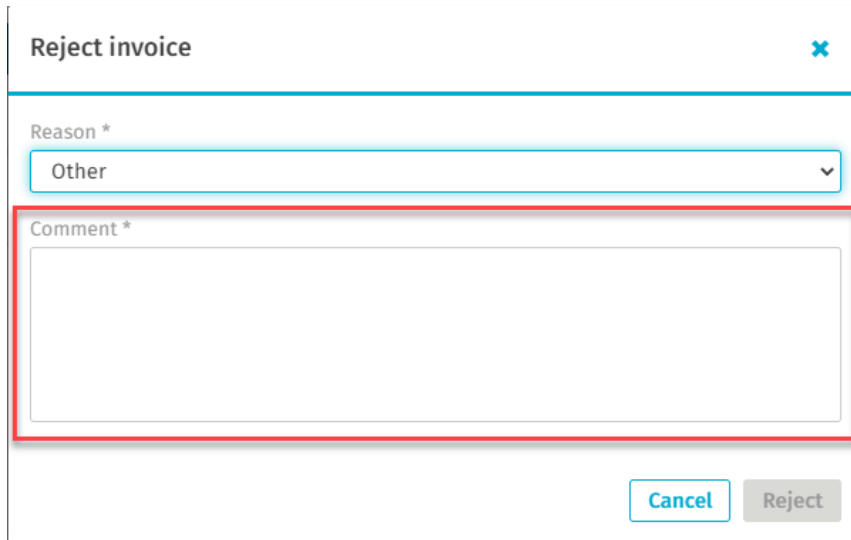
3.2.1 If during your approval stage you have discovered an error in the coding or any other issue and you need to direct the invoice to another user who isn't the user who sent the invoice to you, please select the *Down arrow* next to *Approve and select Reject.* **Note:** The 'reject' process does not cancel the invoice, it will send it back to Accounts Payable team to manage.
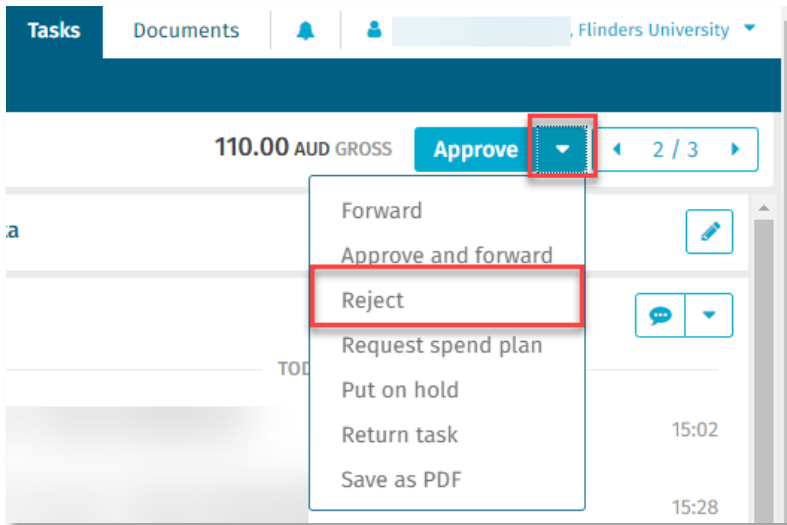
3.2.2 The *Reject invoice* pop up window will appear, select the reject *Reason.*
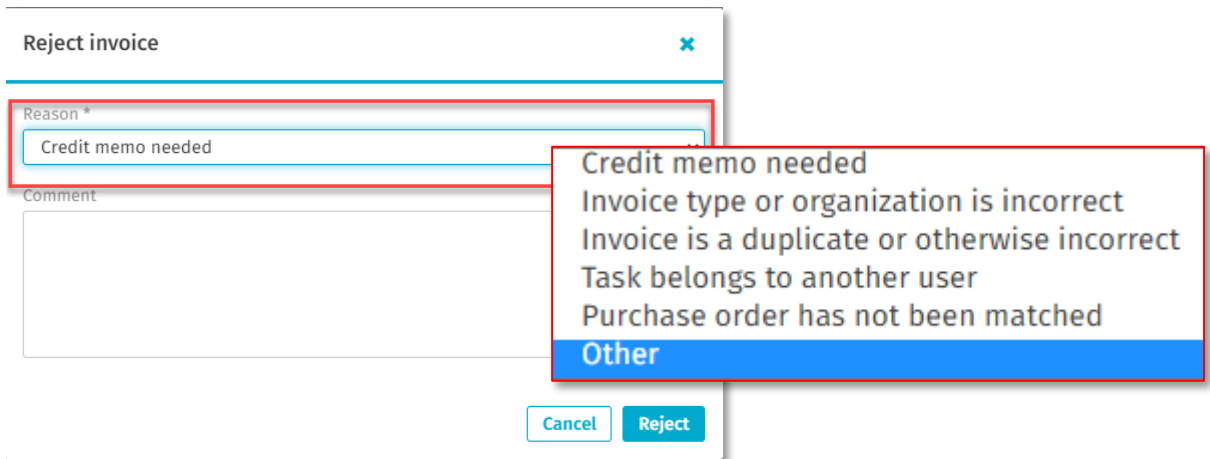
3.2.3 Provide a meaningful *Comment* for the rejection, as the invoice will go into the Accounts Payable team workflow where they will action your request as per the comment you have provided.

Reject invoice   ✖

Reason *
Other   ⌄

Comment *

┌───┐
│   │
│   │
│   │
│   │
└───┘

                                              Cancel   Reject

3.2.4 Once a comment is entered, click *Reject*.
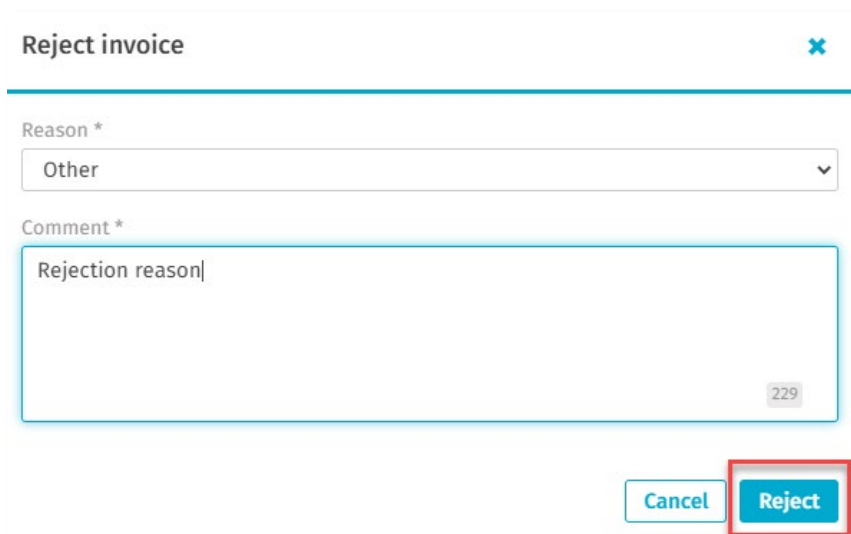
Reject invoice   ✖

Reason *
Other   ⌄

Comment *

┌───┐
│ Rejection reason   │
│   │
│   │
│   229 │
└───┘

                                              Cancel   **Reject**

Note: if/when the invoice reappears in your tasks list, comments previously added in the process will be visible to you.

This ends the guide.