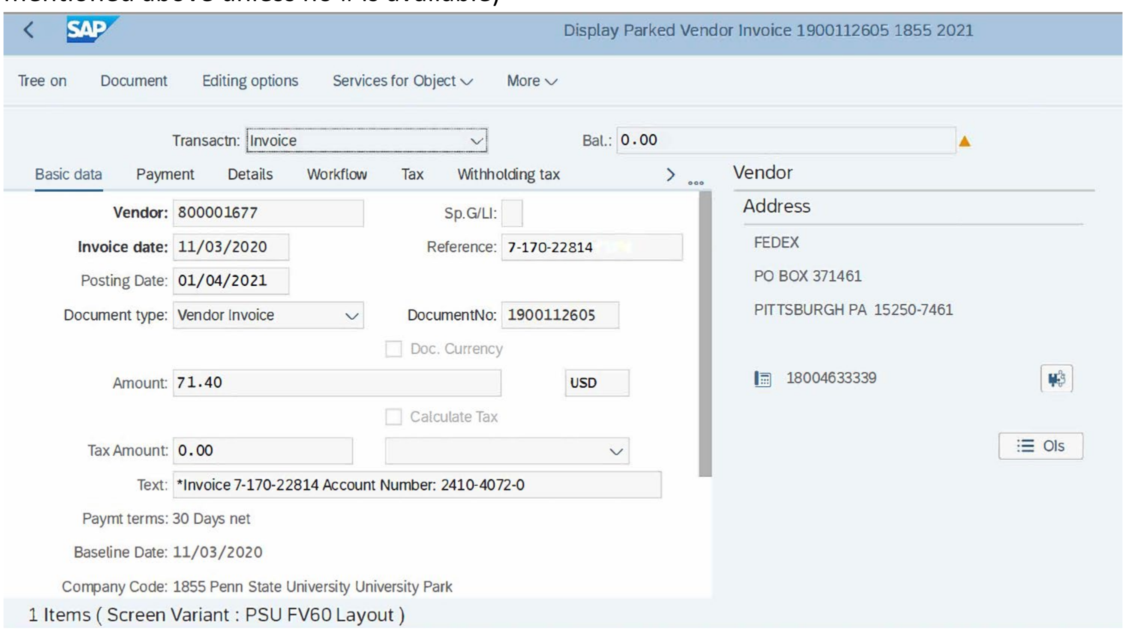
How to approve an AP Document (Non-PO)

1) In SIMBA, go to My Inbox & Outbox – click on My Inbox.
2) Select document you'd like to review/approve.
3) The Notepad Icon, will show you any comments that have been entered such as who has approved it prior and/or why it was rejected previously.
4) The Paperclip Icon, will have any attachments that were added when the document was entered.
5) The Chain Link Icon, will provide you with the link to open the entered document which will open in another window.
6) What to review in document on Basic Data Tab:
    a. Verify Vendor Address & Name match what is on the invoice
    b. Verify the Invoice Date is what is shown on the invoice, if not Accounting will reject it.
    c. The Reference Field should be the Invoice Number. If no invoice # available, can put in what charge is for.
    d. The Header Text Field can have any information you'd like. If the Invoice # or Account number is to be included on the check or on the ACH Remittance, please put an * in front of any text. Example: *Invoice 1234567 Account ABCDEFG.
    e. This is an example of the Header Information (Reference should be invoice # as mentioned above unless no # is available)



    f. Verify the G/L Account is correct for the charge.
    g. Verify the Debit/Credit is correct
    h. Text Field (would have been free space in IBIS) can be the same as entered in the Header Text or can be different.
    i. Long Text Field must be completed and include as much detailed information as possible. (Who, what, when, why, where, how)
    j. Verify Cost Center or Order are allowable to use
7) No other tabs need to be reviewed or changed unless specifically instructed to do so.

8) If all fields match and have the correct information. You will close this window which will take you back to your inbox with this document selected.
    a. You will then either Approve or Reject the document. Once you click Approve or Reject a box will pop up asking for a note. Enter "Approve" if you are approving or enter the reason why it's being rejected.

Few helpful tips:

1) The Workflow tab shows who entered the document and if the Document was completed/entered into approval flow.
2) Under Services for Object, Workflow, Workflow Overview – this shows you where the document has been previously approved and/or who it is sitting with for approval.