How to Approve a Payment Request
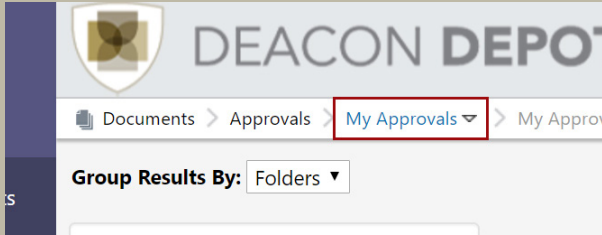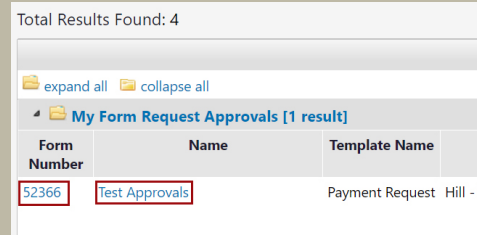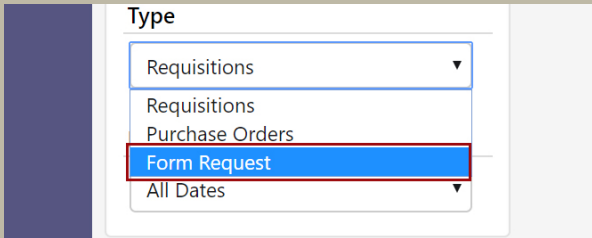
1. Please navigate to My Approvals.


5. Click the Form Number or Name links to view the various pages on the payment request.
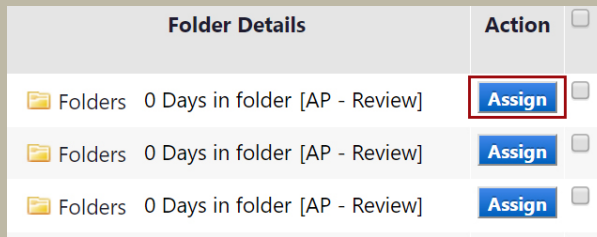
Total Results Found: 4

expand all   collapse all

My Form Request Approvals [1 result]

Form Number	Name	Template Name
52366	Test Approvals	Payment Request Hill - S

2. Change or confirm that your Type is Form Request.

Type

Requisitions ▼

- Requisitions
- Purchase Orders
- **Form Request**
- All Dates ▼

6. To review the different pages on the payment request form please click on following links Details, Supplier, Questions, Codes, Additional Information and Attachments. After you have reviewed all items click Save Progress (if you made changes) and Next.
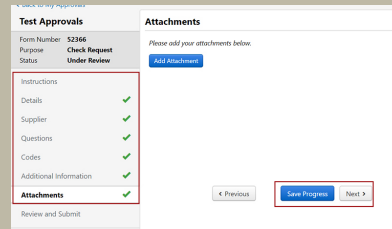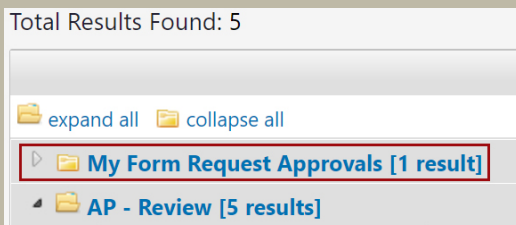

3. Select the payment request you would like to approve and click the Assign button found under the Action header.

Folder Details	Action
📁 Folders 0 Days in folder [AP - Review]	**Assign**
📁 Folders 0 Days in folder [AP - Review]	**Assign**
📁 Folders 0 Days in folder [AP - Review]	**Assign**

7. Click on the Form Approvals link. This link brings you to the Forms Approval page.

Questions	✔	**Codes**
Codes	✔	**Additional Information**
Additional Information	✔	**Attachments**
Attachments	✔	
Review and Submit		
Form Approvals		
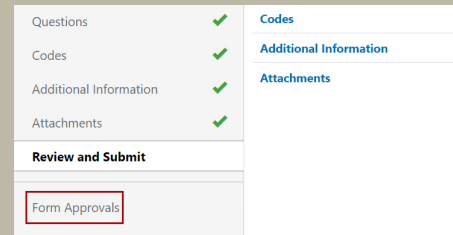
4. After you assign the payment request, you can find the request in My Form Request Approvals. Click the folder to see it.

Total Results Found: 5

expand all   collapse all

▷ 📁 **My Form Request Approvals [1 result]**

◢ 📁 **AP - Review [5 results]**

8. Click on Forms Request Actions and select what action you would like to do. _Please Note whatever action you choose, the action will be completed immediately._ You will not have to click any button for the action to occur. If you have multiple items to approve, please click the Back To My Approvals link.

Form Request Actions ▼   History

- Add to Favorites
- **Approve/Complete**
- Forward to...
- Reject
- Return to Requester
- Return to Shared Folder

Auto Invoice

Future ➡

Finish 🏁