Approvals

- Approvals

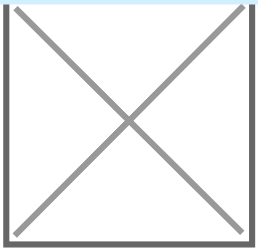
Approvals

The approvals menu is used to approve purchase orders and expenses

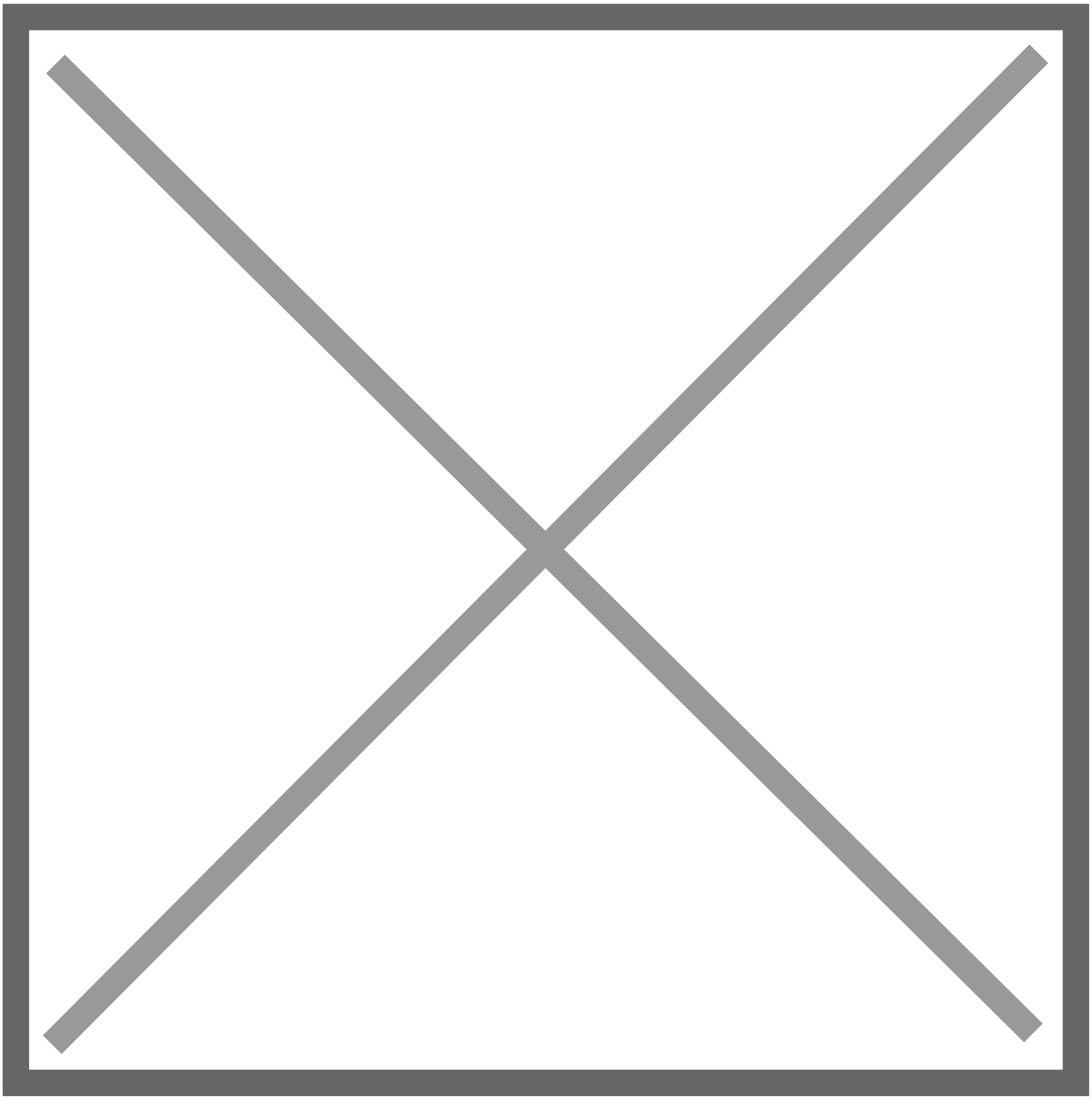
If your menu items are grouped go to

Financial> Approvals

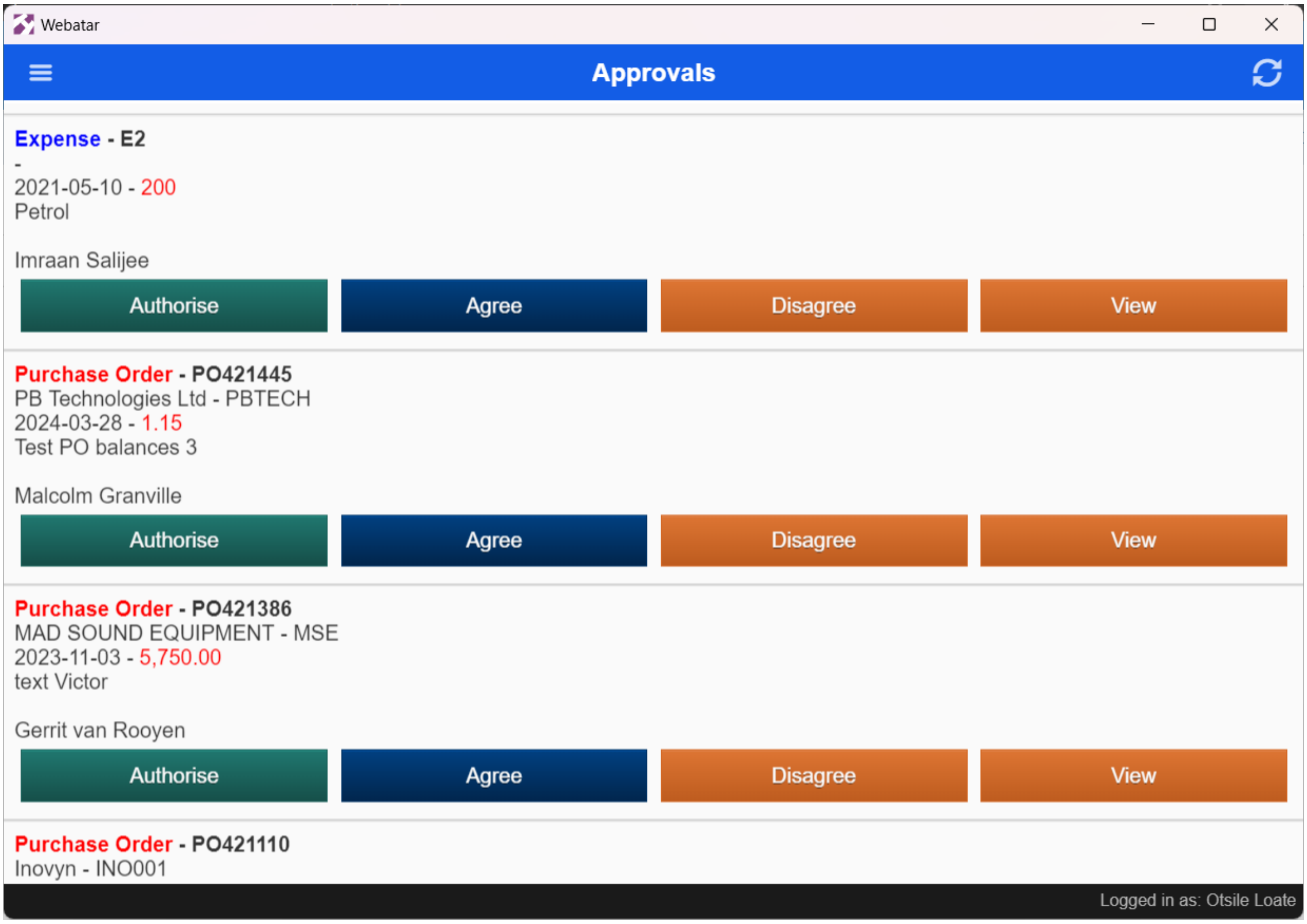
> If your menu items are not grouped then go directly to approvals



To see a list of purchase orders and expenses click on the refresh button on the screen below



After, clicking on the refresh button. The screen below will appear



Authorise	Once you have approved a purchase order or expense, you will need to mark it as authorized so that goods can be ordered or finance can process the expense for payment
Agree	Approving the purchase order or Expense
Disagree	Declining the purchase order or expense
View	An overview of the document that needs to be approved