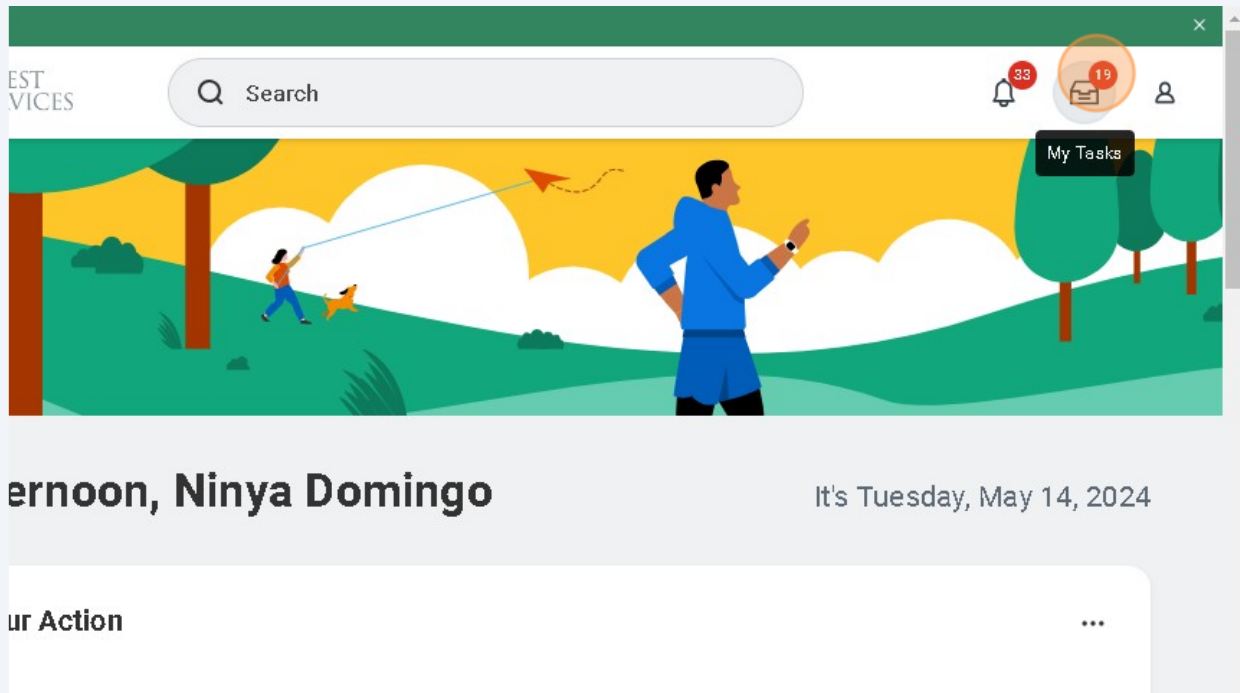


How To Approve A Supplier Invoice

- 1 Click inbox to search for the invoice to approve



2

Click "Supplier Invoice: V00000703, TRIMARK- ADAMS BURCH INC on 05/08/2024 for \$5,200.00"

My Tasks

- All Items
- Saved Searches
- Filters
- Archive
- Bulk Approve

All Items 20 items

Search: All Items

[Advanced Search](#)

Supplier Invoice: V00000703, TRIMARK- ADAMS BURCH INC on 05/08/2024 for \$5,200.00 05/14/2024 ☆

Due: 05/16/2024
Effective: 05/08/2024

Supplier Invoice: V00000684, TRIMARK FOODCRAFT LLC on 04/28/2022 for \$53.13 05/07/2024 ☆

Due: 05/14/2024
Effective: 04/28/2022

Create Supplier Invoice from Supplier Invoice Request

Supplier Invoice (empty)

Invoice Number - new -

Invoice Information

3

Click here.

20 items

Created: 05/14/2024 | Due: 05/16/2024 | Effective: 05/08/2024

Review Supplier Invoice

Invoice Amount >= \$5000.00 or Use Tax must be configured for the supplier invoice line.

Supplier Invoice Invoice Number V00000703

Payment Status Unpaid

Invoice Information

4

Click the side bar to scroll up or down to view the screen and make sure that the supplier is the correct supplier to be paid

20 items

Payment Status Unpaid

Invoice Information

Company *

Supplier *

Remit-To Connection (empty)

Currency *

Invoice Date *

Invoice Received Date

5

Click the "Freight Amount" field to check the shipping amount

Invoice Date *

Invoice Received Date

Accounting Date Override

Control Total Amount

Total Invoice Amount 5,200.00

Freight Amount

Other Charges

Worktag Split Template

Approve Send Back ...

6

Check the total amount to be paid against the invoice attached

20 items

05/14/2024 ☆

05/07/2024 ☆

Supplier * TRIMARK- ADAMS BURCH INC

Remit-To Connection (empty)

Currency * USD

Invoice Date * 05/08/2024

Invoice Received Date MM/DD/YYYY

Accounting Date Override MM/DD/YYYY

Control Total Amount 5,200.00

Total Invoice Amount 5,200.00

7

Click the "Tax Amount" field to check if the tax amount is equivalent to the sales tax amount on the invoice

05/14/2024 ☆

05/07/2024 ☆

05/07/2024 ☆

Override Payment Type

Reference Type

Default Tax Option Enter Tax Due to Supplier

Default Tax Code

Default Withholding Tax Code

Tax Amount 100.00

Withholding Tax Amount 0.00

Update Tax

Invoice Reference Information

Ship-To Address 3055 Prosperity Ave Fairfax, VA

8 Click here to scroll left to right of the screen

Invoice: V00000703, 05/14/2024 ☆
- ADAMS BURCH INC on
24 for \$5,200.00
1/2024
05/08/2024

Invoice: V00000684, 05/07/2024 ☆
FOODCRAFT LLC on
22 for \$53.13
1/2024
04/28/2022

Invoice: V00000682, FAS 05/07/2024 ☆
Supplier on 03/24/2022
39
1/2024
03/24/2022

| Order | *Company | Item |
|-------|--------------------|------|
| | Guest Services Inc | |

Approve Send Back ...

9 Click here to review the attached invoice

33 20

Total Contract Amount 0.00

Memo

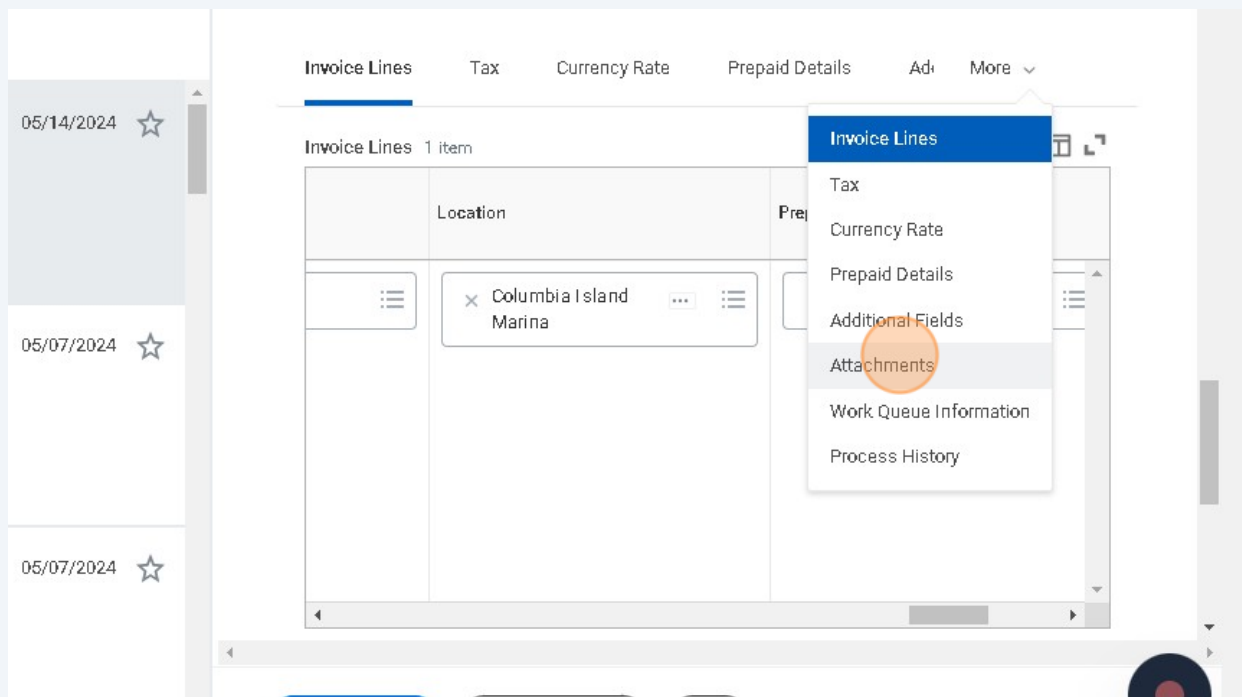
Approver

Invoice Lines Tax Currency Rate Prepaid Details Ad More

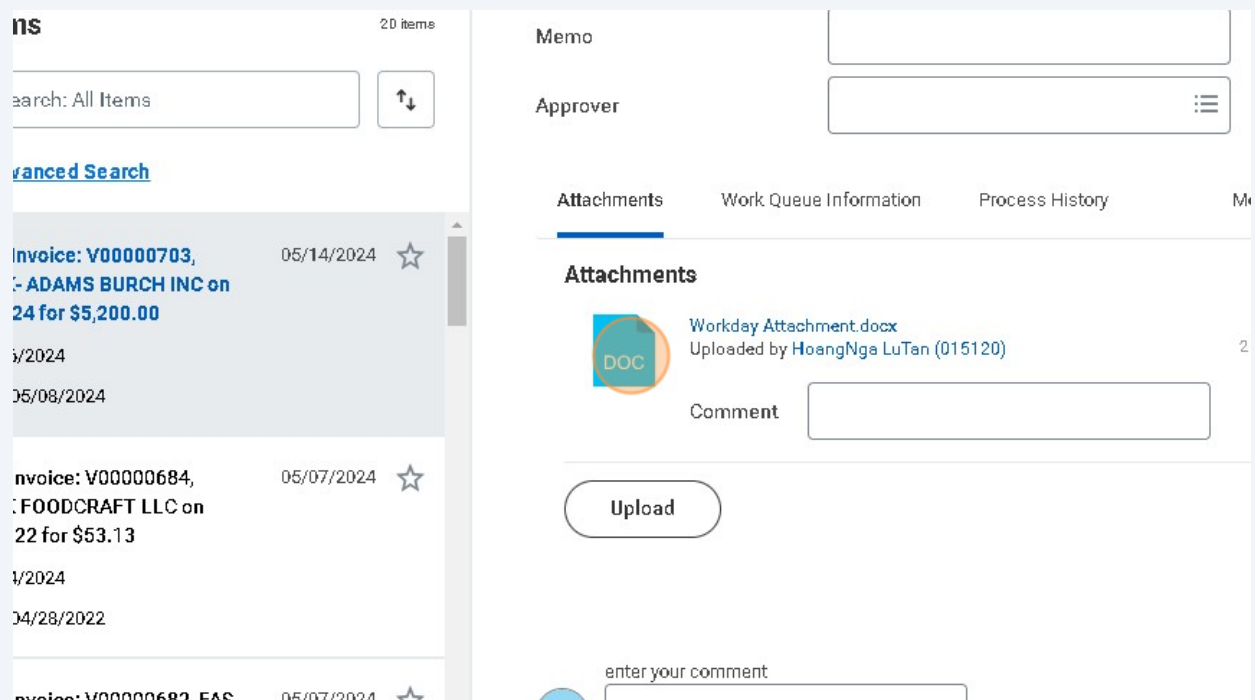
Invoice Lines 1 item

| Location | Prepaid Expense |
|------------------------|-----------------|
| Columbia Island Marina | |

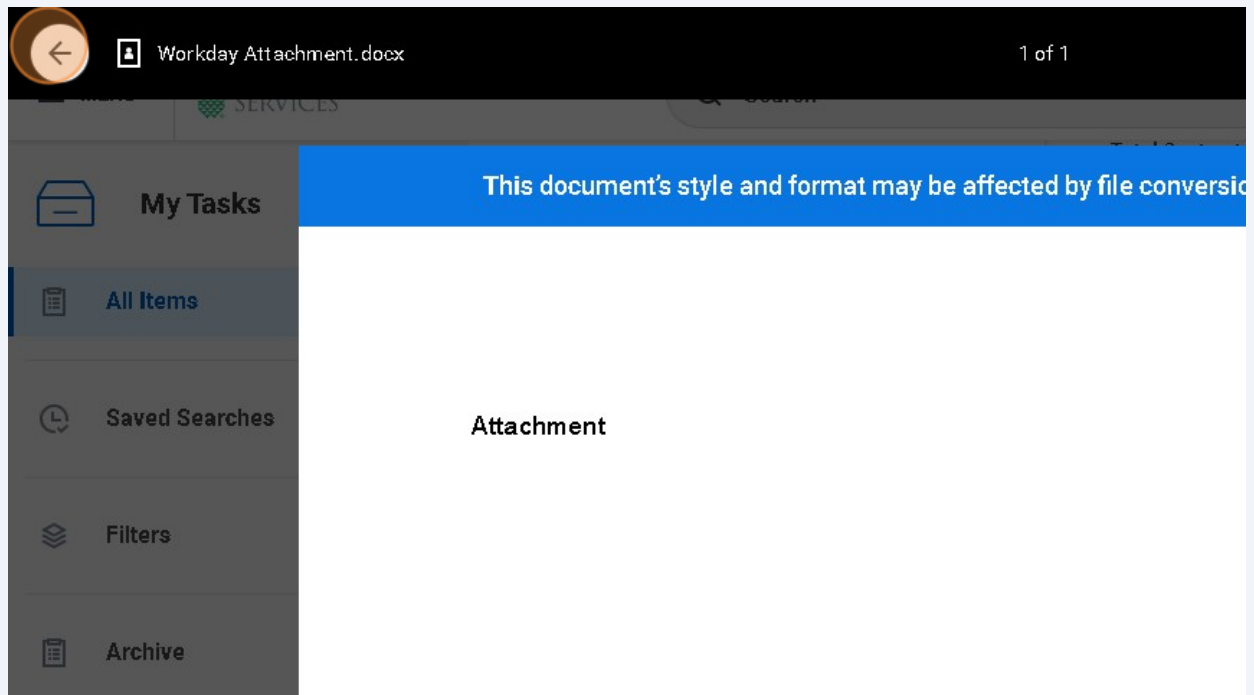
10 Click "Attachments"



11 Click this image to open the attachment



- 12 Click this icon to go back to previous screen if finished reviewing the attachment



- 13 Click "Approve" if entry is correct or Click "Send Back" if there is some discrepancy

