



Overview & Objective – The purpose of this I M & U is to demonstrate the approval of bill payments from the Accounts Payable Module. These procedures are completed by the A/P Manager or Officer(s).

Initial Navigation – To navigate to the Approve Payments screen (from the Accounting Console):

1. Go to the Applications dropdown
2. Select the Accounts Payable Module
3. Under Activities, click on the Approve Payments (link)

Approval & Unapproval Selection – The title “Approve Payments” should appear in the upper left hand corner, proceed as follows:

- **Approve** – For payment approval, mark the checkbox adjacent to the Bill for approval.
Note: Approval for *all* payments can be made by marking the checkbox below “Approve Payments.”
⇒ When all approvals have been made click the [Approve] (button) (upper right hand corner)
- **Unapprove** – For payment unapproval, mark the checkbox adjacent to the Bill for unapproval.
Note: Unapproval for *all* payments can be made by marking the checkbox below “Approve Payments.”
⇒ When all unapprovals have been made click the [Unapprove] (button) (upper right hand corner)

Attachments Detail – Attached documents can be viewed by clicking on the “Yes” (link) under the right hand column header “Attachments.”

Further Detail – For additional detail on the Bill, click the dollar figure (link) presented under the column header, “Payment Amount.” From here, attached documents can be viewed by clicking on the [View Attachments] (button) under the left hand column header “Bills.”

Overview of Process – An overview of the A/P **enter-to-pay process**:

Enter Bills/Payments ⇒ Select Bills to Pay ⇒ Approve Payments ⇒ Print Checks

Further Instruction & Use – For further information regarding the Approval of Bill Payments contact The NDH Group, Ltd. at 312.461.0505 or on the web: <http://www.ndhcpa.com>.