

## Approving Payment of a PO

When Chris receives invoices Sungard generates an email that is sent to the requisition writer so that payment can be approved and she can pay the bill.

 Reply  Reply All  Forward



Wed 7/19/2017 9:30 AM

WFAAdmin@mcoecn.org

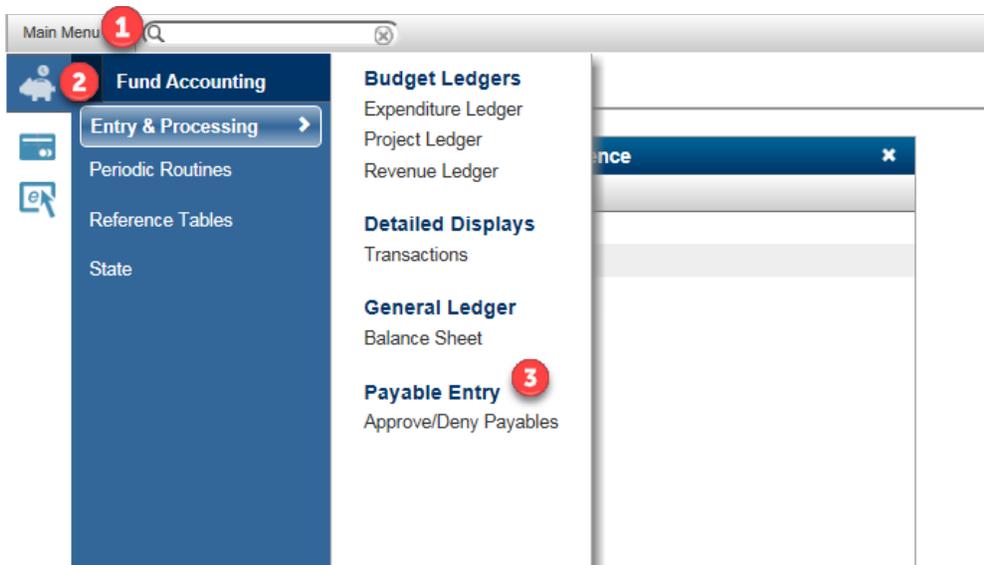
Accounts Payable Needs Approval

To Leslie Kamenik

This accounts payable request needs approval. To review this request, please click on the following link. [https://efinance.mcoecn.org/wkf51/ap/finplus51\\_045468?Arg=finplus51\\_045468&Arg=1&Arg=A&Arg=Y](https://efinance.mcoecn.org/wkf51/ap/finplus51_045468?Arg=finplus51_045468&Arg=1&Arg=A&Arg=Y)

Login to Sungard

- Main Menu
- Fund Accounting
- Approve / Deny Payables



I had a huge list needing approval so I thought I'd approve all of them- then the ones that I wasn't ready to approve I'd deny. Bad idea! I had to put reasons why I was denying. It was a pain. I found an easier way that I'll show in a bit.

Approve Deny Approve All Deny All Clear

Date: 07/20/2017 Period 1/18

### Approval Criteria

Approval Criteria \*

Required

PO Number

APPROVAL GROUP

Vendor

Due Date

Invoice

Control Number

Status	PO Number	Line	Invoice	Vendor	Due Date	Amount	Description
Open	18000271	2	4446219365	APPLE INC	07/18/2017	300.00	ITUNES GIFT CARD \$100
Open	18000271	2	4446937595	APPLE INC	07/18/2017	0.00	ITUNES GIFT CARD \$100

You'll notice that every individual line item listed in each requisition will need approval. The yellowish line is the active line. If I press Approve then a green checkmark will appear in the box next to the Status column of that item.

Approve Deny Approve All Deny All Clear

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Status	PO Number	Line	Invoice	Vendor
	18000271	2	4446219365	APPLE INC
Open	18000271	2	4446937595	APPLE INC

If you have multiple line items for a PO, you just need to hold down the Ctrl button on your keyboard and click on each item. All the lines you selected while holding down Ctrl will turn yellow (active)

Due Date	<input type="text"/>
Invoice	<input type="text"/>
Control Number	<input type="text"/>

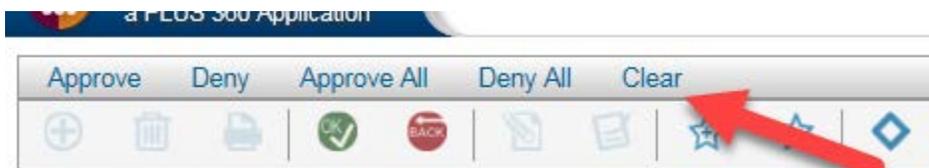
  

	Status	PO Number	Line	Invoice
	Open	18000271	2	4446219365
	Open	18000271	2	4446937595

Once you click Approve, the green check will appear next to each one.

	Status	PO Number	Line	Ir
✓	Approved	18000271	2	4
✓	Approved	18000271	2	4

If you accidentally select a line for approval and want to remove the checkmark.....select that line so that it is yellow (active) and press Clear.

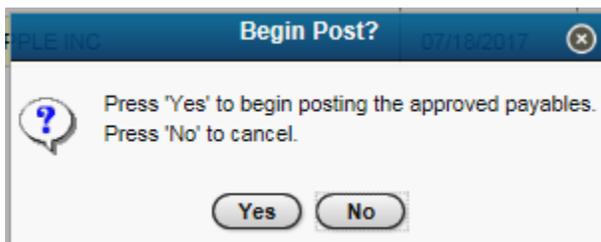


The check mark will disappear and you won't have to give any reason.

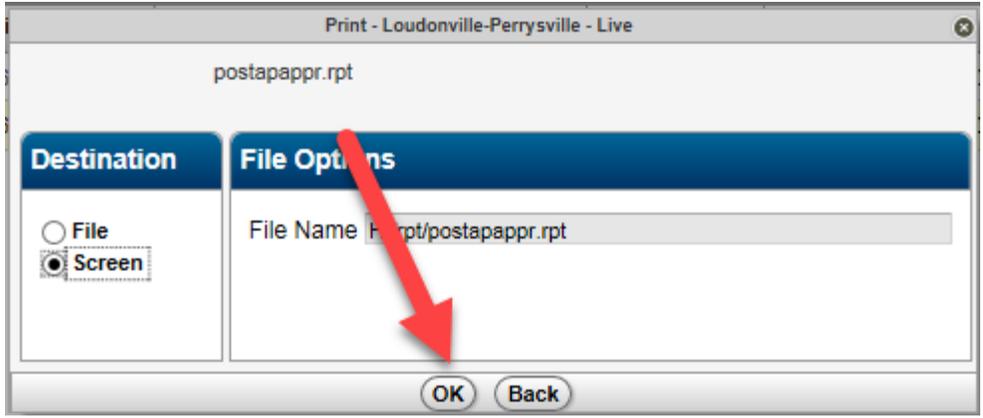
The important thing you need to do next is press the OK button at the top of the screen. I forgot to do that and couldn't figure out why all my items needing approval remained on the screen.



Press Yes that items can post.



The next screen confused me initially. But if you click OK you'll be able to Open a file that lists everything you just approved and the dollar amounts.



After you press OK this message will appear at the bottom of your screen.



Press Open. A pdf document will open. At this point you can print it, save it, or do both.

Close out of Sungard.