

## AP Bill Approval Process

1. Purchase order created by the Project Manager (this step may not apply if no PO is issued)
2. The following steps will be performed by the project administrator (PA)
  - a. From the open PO, select “Enter AP Bill” from the menu.
  - b. Complete all bill details on the “Bill” screen according to the vendor invoice received.
    - i. If any of the costs entered are not assigned to a project, select the “Non-Project Bill” box and assign the appropriate approver in the upper section of the page.

\* Date: 9/15/2023 \* Due Date: 10/30/2023  
\* Post Period: 09-2023 \* Cash Discount: 9/25/2023 ☐ Pay by Line  
\* Vendor Ref.: Test Partial Bill ☐ Joint Payees  
☒ Non-Project Bill Approver: \_\_\_\_\_

- ii. Attach a copy of the invoice either as a “File” from the upper right of the page or by clicking on the paperclip in the line detail. However, for consistency, it is recommended to add to the first line of the details section.
    - iii. Save
3. The bill will be Removed from Hold, and saved.
4. Project Manager (PM) or Other Approver Step. The assigned Approver will now have the bill listed on their approval section of their respective dashboard.
  - a. Double click on the line to review for approval. This will open the billing detail in a separate window.
  - b. Open the attached bill file to compare to the billing details in Acumatica.
  - c. If everything is correct, click “Approve” from the top of the page.

APPROVE REJECT

Type: Bill
  - d. If vendor bill is incorrect, add a note to the individual line(s) that need fixed and then click “Reject”
5. If approved, the bill is now ready to be posted to project costs (unless non-project cost) and be posted to Accounts Payable for payment scheduling.
6. NOTE: If PM or Other Approver rejects the vendor bill, the PA will put the bill on Hold and then make the necessary corrections. The bill will then be Removed from Hold and saved. This will put it back into the approval process.