



**Overview & Objective** – The purpose of this I M & U is to demonstrate the approval of 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 (upper right hand corner)
2. Select the Accounts Payable Module
3. Once in the Accounts Payable Module go to the Activities dropdown (upper left hand corner)
4. Select the Activity “Approve Payments”

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

- **Approve Payments Check-Box** – For payment approval, mark the check-box that corresponds to the payment request.

**Note:** Approval for all payments can be made by marking the check-box below “Approve Payments.”

- ⇒ When all approvals have been made click the link “Approve” (upper right hand corner)
- ⇒ To unselect all payment approvals click the link “Unapprove” (upper right hand corner)

**Further Detail** – For additional detail on the invoice, click the dollar figure presented in the “Payment Amount” field. Additional drill-downs are available from this level.

**Overview of Process** – An overview of payment entry, select to pay, approval, and check printing:  
Enter Invoices/Payments (Payment Batch) => Select to Pay => Approval => Print Checks

**Further Instruction & Use** – For further information regarding the approval of payments contact your Account Executive or call The NDH Group, Ltd. at 312.461.0505.