



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

Framework – *Approval of Expense Reports* is different than the *approval of payments* for ER related items.

Approval of Expense Reports

See IM&U “Approval & Unapproval of Exp Reports”

Approval of Payments for Expense Reports

This I M & U

Initial Navigation – To navigate to the Approve Reimbursements Screen (from the Accounting Console):

1. Go to the Applications dropdown (upper right hand corner)
2. Select the Time & Expenses Module
3. Once in the Time & Expenses Module go to the Activities dropdown (upper left hand corner)
4. Select the Activity “Approve Reimbursements”

Approval Selection – The title “Approve Reimbursements” 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 Reimbursements.”

⇒ 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 expense report, click the dollar figure (link) presented under the column header, “Reimbursement Amount.” Attached documents can also be viewed by clicking on the “Yes” (link) under the right hand column header “SupDoc.”

Overview of Process – An overview of the employee expense **enter-to-pay process**:

Enter Expense Report ⇒ Report Approval ⇒ Select to Reimburse ⇒ Payment Approval ⇒ Print Checks

Further Instruction & Use – For further information regarding Approval & Unapproval of ER Payments contact The NDH Group, Ltd. at 312.461.0876 or on the web: <http://www.intacctmanagement.com/>.