

Invoice Approval-New World Systems

Approve An Invoice

- From the home screen look in the 'My Tasks' section for all items that are available to be approved.
- Click on the Approval Status of the invoice to be approved

The screenshot shows the Logos.NET Level 2 home screen. The top navigation bar includes 'myFavorites | Financial Management | Maintenance'. Below this is a red banner with 'Welcome to Logos.NET - Level 2'. The main content area is divided into several sections:

- mySearch:** Includes a search box with 'Purchase Order' selected in the 'Type' dropdown and a 'Search' button.
- myReports (0):** Includes a 'Folder List' with 'Current (0)' and 'Archive (0)'.
- mySettings:** Includes links for 'Customize Page View', 'Change Password', and 'Email Notification'.
- myCalendar:** Displays a calendar for May 2012. The text 'There are no items to show in this view' is centered in the calendar area. A red arrow points from the 'myTasks' section to this text.
- myTasks:** This section is circled in red. It shows a table with the following data:

Source	Approval Status	Transaction ID	Description	Attachments
Invoice Entry	0 of 1 at 2	2012-00000002	Parks & Rec_Parks - Parks & Recreation Par...	
- myNotifications:** Shows a notification for 'New' with a '<Source>' dropdown and '<Priority>' dropdown, and a 'Received' button.

- This screen gives all details of the invoice and allows for the approval from the same screen.
- Click on any of the yellow bars to expand for additional information
- The 'Transaction' bar will give you account numbers and/or project numbers

myFavorites | Financial Management | Maintenance (1) (0)

Home > Invoice Batch List
Invoice Batch - 2012-00000002 Prev Next

Approvals

Department Entry (1) Level 1

Department Approval (1)

Accounts Payable (1)

Analyst (1)

Finance (1)

Approve Return

Accounts Payable Invoice Batch Information Invoice 12345 - Turf Seed

Invoice 12345

Invoice Batch		Payment Information		Invoice Net Amount	
Batch Department	Parks & Rec_Parks - Parks & Recreation,Parks	Bank Account	General Checking	Invoice Amount	\$500.00
		Payment Type		Discount	

Invoice		Remittance Information		Retainage	
Status	Edit	Vendor	1288 - Pacific Coast Seed	Invoice Net Amount	\$500.00
Invoice Department	Parks & Rec_Parks - Parks & Recreation,Parks	Contact Name	Pacific Coast Seed		
Invoice Number	12345	Description	5849		
Invoice Description	Turf Seed	Address	533 Hawthorne Place		
Invoice Date	05/01/2012		LIVERMORE, CA 94550		
Due Date	05/30/2012	Email Address			
G/L Date	05/24/2012				
Received Date					
Terms					
Hold Payment Reason					

User-Defined Fields

Items

Transactions

Approvals

→ Click on the + button to show GL account numbers

myFavorites | Financial Management | Maintenance

Home > Invoice Batch List
Invoice Batch - 2012-00000002

Approvals

Invoice Department: Parks & Rec_Parks - Parks & Recreation,Parks
Invoice Number: 12345
Invoice Description: Turf Seed
Invoice Date: 05/01/2012
Due Date: 05/30/2012
G/L Date: 05/24/2012
Received Date:
Terms:
Hold Payment Reason:

Contact Name: Finance Dept 000
Description: 5849
Address: 533 Hawthorne Place
LIVERMORE, CA 94550
Email Address:

User-Defined Fields

Items

Transactions

Journal Type

GL Account	Project	Due To/Due From
+ 100-2000.01 (General Fund - Accounts Pay...		
+ 100.40.65.540-5280.10 (General Fund, Pu...		

→ To approve Click the 'Approve' button

myFavorites | Financial Management | Maintenance

Home > Invoice Batch List
Invoice Batch - 2012-00000002

Approvals

Department Entry (1) Level 1

Department Approval (1)

Accounts Payable (1)

Analyst (1)

Finance (1)

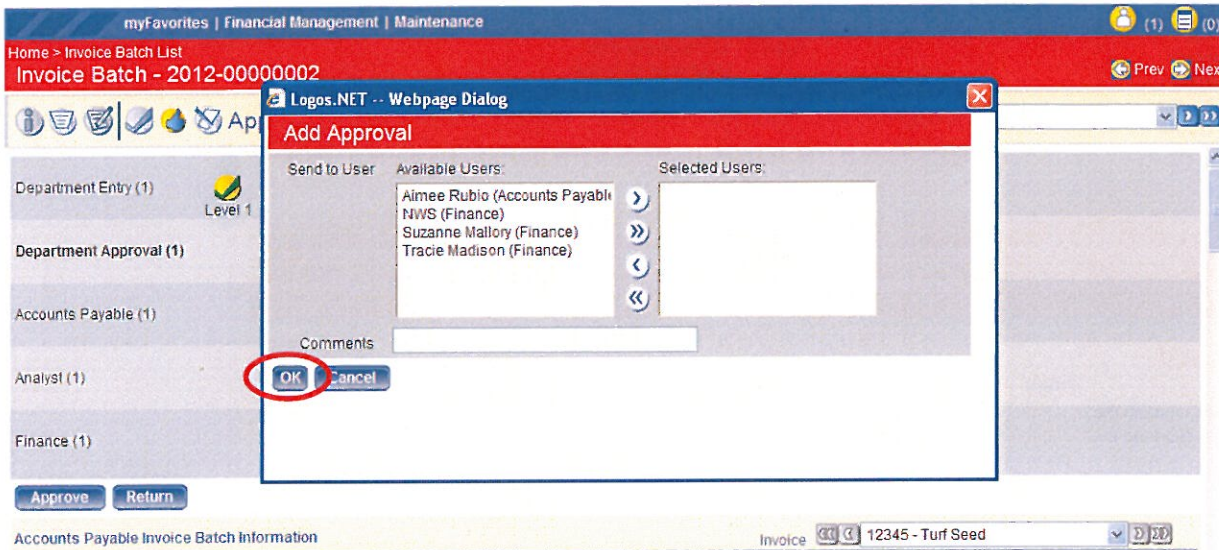
Approve Return



Accounts Payable Invoice Batch Information

Invoice 12345 - Turf Seed

Invoice Batch	Payment Information	Invoice Net Amount
Batch Department: Parks & Rec_Parks - Parks & Recreation,Parks	Bank Account: General Checking Payment Time:	Invoice Amount: \$500.00 Discount:

- This box will appear and show you who remains in the approval process. You do not need to do anything in with this box.
- Click OK



- Place your mouse over the  to see who has approved and when it was approved.
- If you have another PO to approve, click the home button  on the top right of the screen

