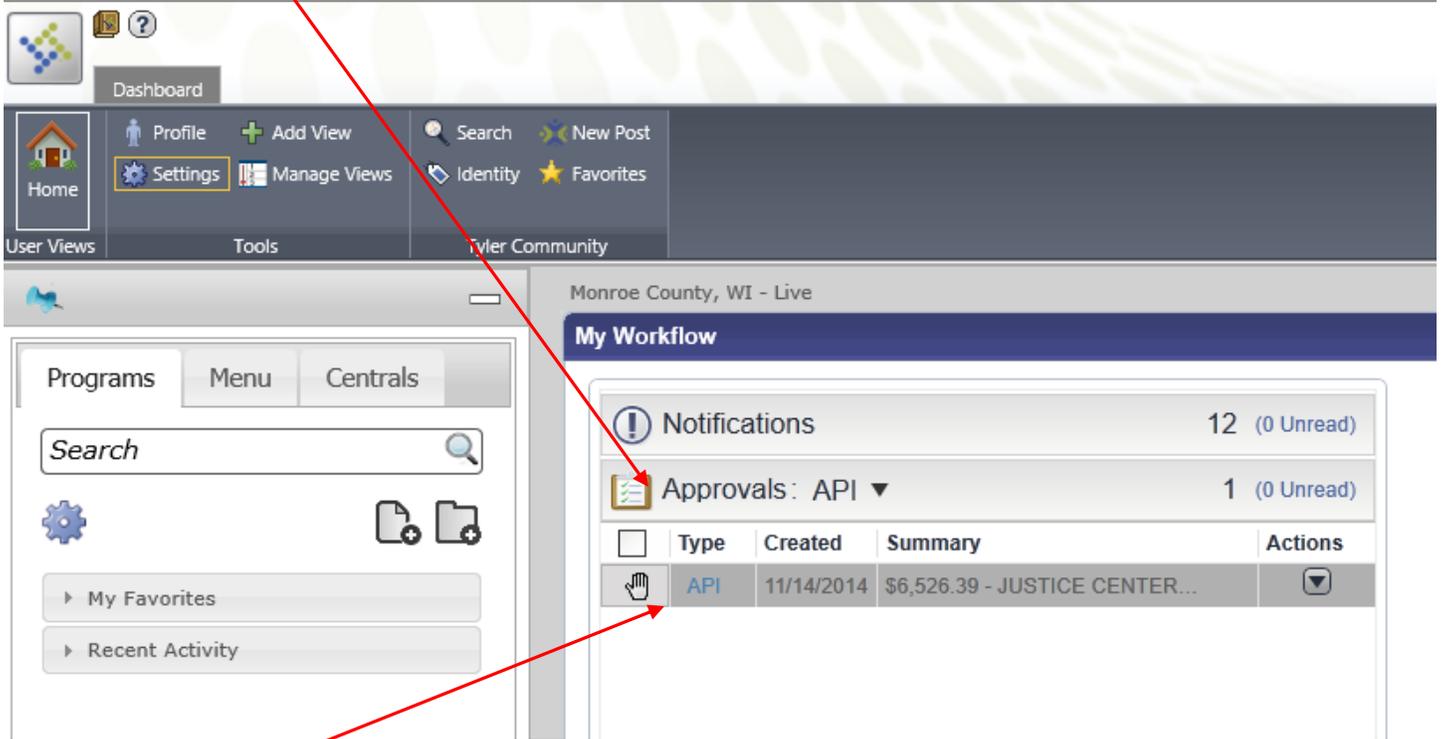


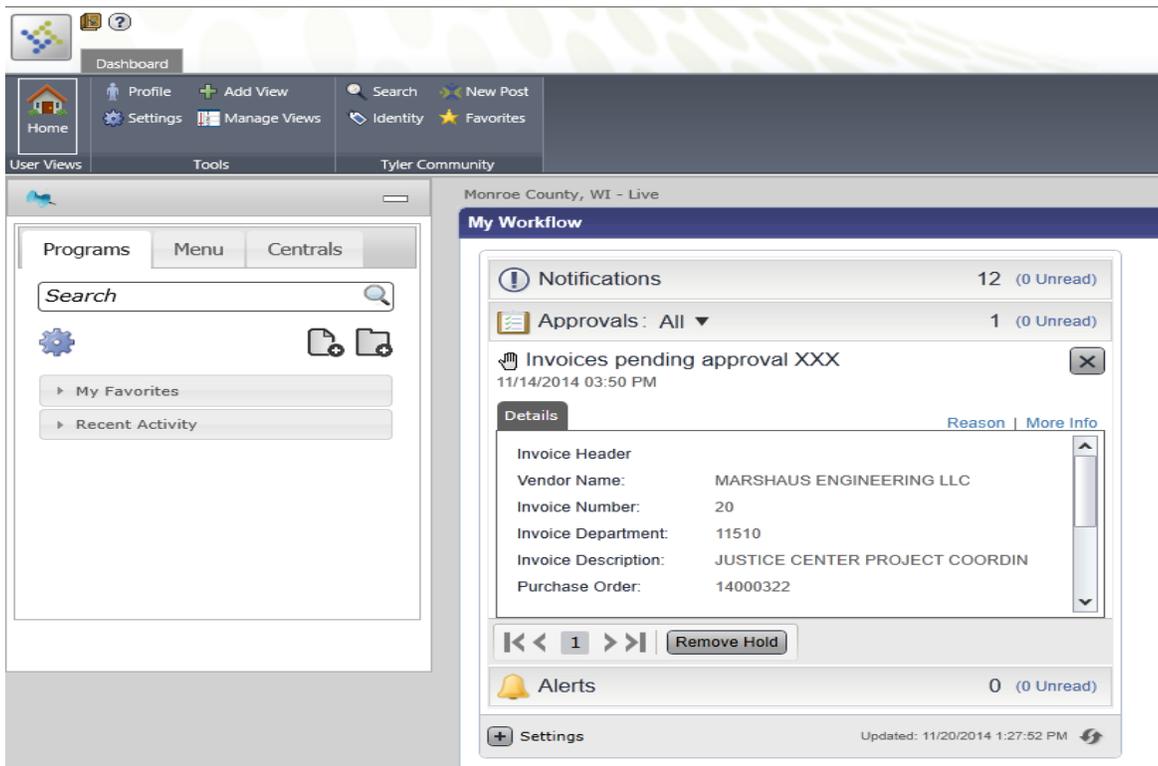
To view invoices for approval, go to **My Workflow** on your Home screen.

Open your **Approvals** tab by clicking on it. Your screen should appear similar to that below.



Form type **API** indicates you have an Accounts Payable Invoice available for review.

Click on the form type **API**. Your screen will then display similar to that below.



Click on the **More Info** hyperlink associated with the pending invoice approval.

The screenshot displays a web application interface for 'Monroe County, WI - Live'. The top navigation bar includes 'Dashboard', 'Home', 'Profile', 'Add View', 'Settings', 'Manage Views', 'Search', 'Identity', 'New Post', and 'Favorites'. The main content area is titled 'My Workflow' and contains several sections: 'Notifications' (12, 0 Unread), 'Approvals: All' (1, 0 Unread), and 'Alerts' (0, 0 Unread). The 'Approvals' section shows a pending invoice approval for 'MARSHAUS ENGINEERING LLC' with details such as Invoice Number 20, Invoice Department 11510, Invoice Description JUSTICE CENTER PROJECT COORDIN, and Purchase Order 14000322. A red arrow points to the 'More Info' link in the 'Details' section.

Your screen will then display similar to that on the following page.

To view the invoice prior to approval click on the Paperclip Attachments icon.



Invoice Entry - Munis [Monroe County]

**Invoice**

Year: 2014

PO: 14000322 ... Receiving Open amount .00

Contract: ...

Vendor: 5731 ... MARSHAUS ENGINEERING LLC

Address: 0 ... 1108 SUPERIOR AVE

Terms: ... TOMAH WI 54660

Description: JUSTICE CENTER PROJECT COORDIN

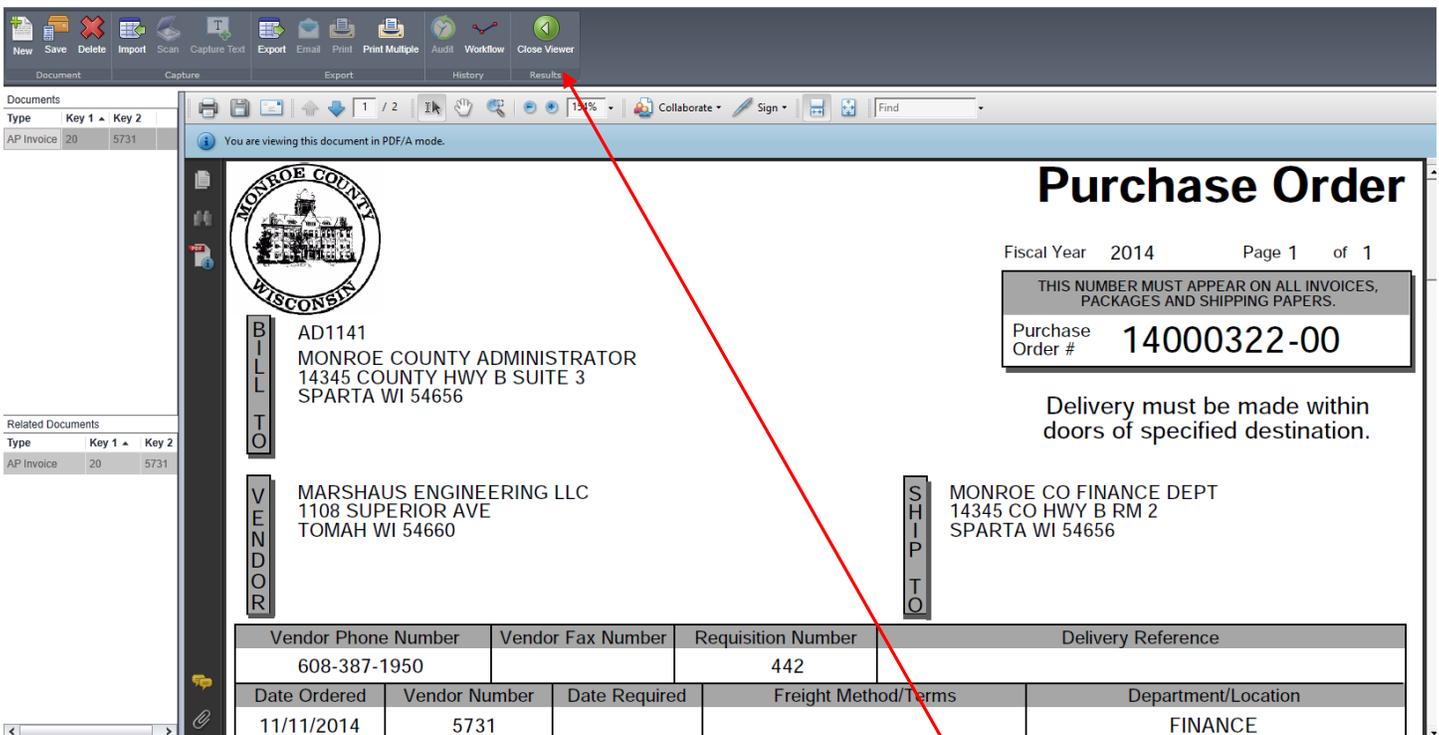
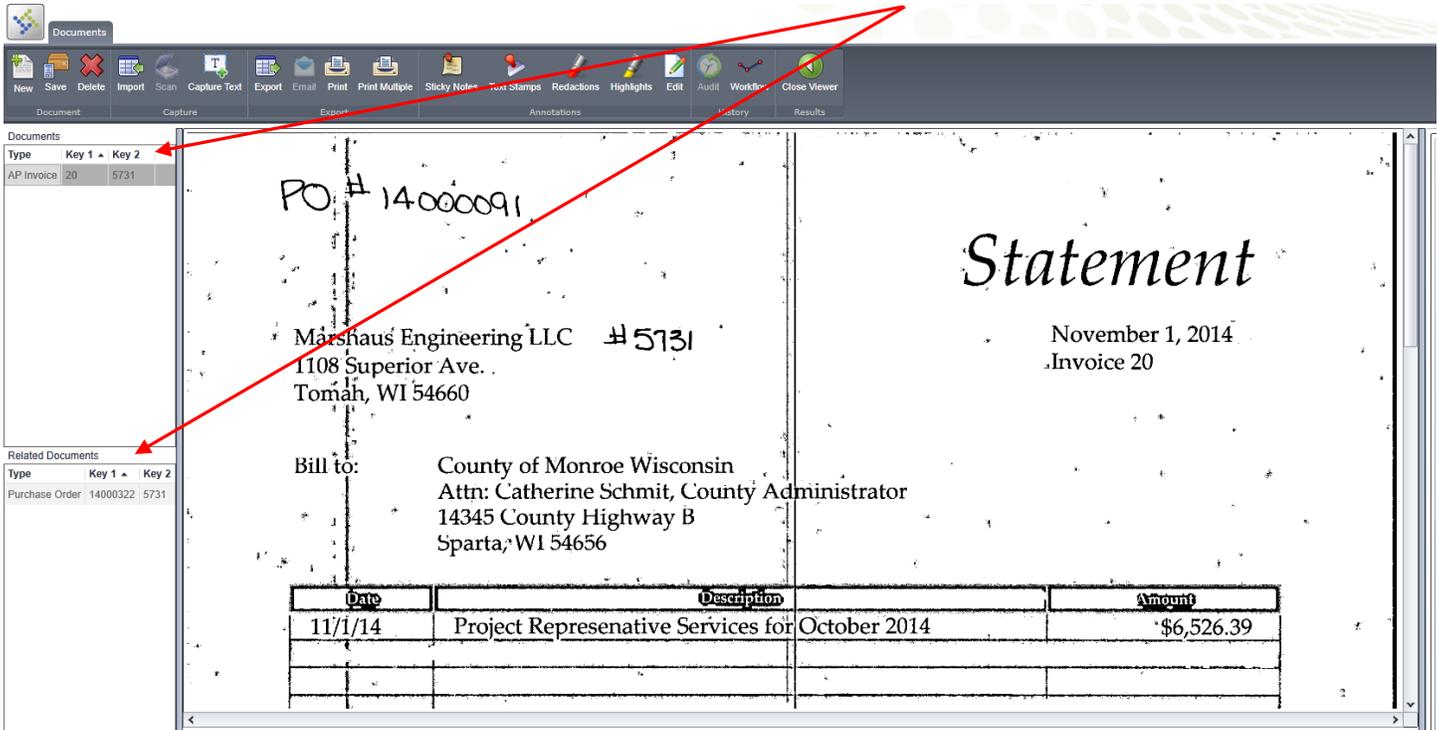
When the dialog box below appears, select **AP Invoice** and then click **View Documents**.

Document Mappings

Document Map Title	Document Type
Generic Attachment	Attachment (no searchable metadata)
AP Check	AP Check
<b>AP Invoice</b>	<b>AP Invoice</b>
AP Invoice Affidavit	AP Invoice Affidavit
Purchase Card Transaction	Purchase Card Transaction
Purchase Order	Purchase Order

Buttons: View Documents, Show Counts, Maintain

A screen similar to that below should pop up. Here, you can select to view either your Invoice or the associated Purchase Order by clicking the corresponding item here.



You can close the document viewer by clicking the **Close Viewer** icon.



When you have returned to the Invoice Entry screen.

You can **Approve** or **Reject** or **Forward** or **Hold** the invoice by clicking the corresponding option from the menu here.

Invoice Entry - Munis [Monroe County]

**Invoice**

Year: 2014  
PO: 14000322  
Contract:   
Vendor: 5731 ... MARSHAUS ENGINEERING LLC  
Address: 0 ...  
Terms:   
Description: JUSTICE CENTER PROJECT COORDIN  
Status: P  
Invoice: 20  
Gross: 6,526.39  
Discount date: 15  
Discount basis: .00  
Discount %: .000  
Net amount: 6,326.39  
Payment method: Normal  
Check/Wire: +1 15  
Department: 11510  
Work Order:   
WO Task: 0  
Allocation: 0  
Requisition: 442  
Liq Method: Line  
Separate check:   
Include documentation:   
PA applied:   
Comments:   
Retainage ( .00)

Line	Org	Object	Proj	PO	Inv amount	1099	A	Bud	Work order	WO task
1	47200000	521340		14000322	6,526.39		N	1		0

Total: 6,526.39

**Workflow**

My Approvals Approve Reject Forward Release Hold Approvers

(In this example, the invoice has been Held and is pending release for further processing.)

**My Workflow**

🔔 Notifications 12 (0 Unread)

📄 Approvals: API ▼ 1 (0 Unread)

<input type="checkbox"/>	Type	Created	Summary	Actions
	API	11/14/2014	\$6,526.39 - JUSTICE CENTER...	⌵

⏪ 1 ⏩ | Accept Reject Forward Hold

🔔 Alerts 0 (0 Unread)

You may also **Approve** or **Reject** or **Forward** or **Hold** the invoice by clicking the corresponding option from the menu here from your **My Workflow** on your Home page tab.