

Computer Services at Elliott Electric Supply

# Invoice Approval

A Guide for Users with 'Approver' Access on ElliottElectric.com

**ELLIOTT ELECTRIC SUPPLY**

We Deliver...Lower Cost, Quality Products, & Personal Service





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## *Introduction*

Invoice Approval is a new feature available to customers using ElliottElectric.com. Approvers can login to review invoices, add documents like packing slips, and approve invoices. Once approved, invoices will be updated to show who approved them, along with the approval date and time. These approved invoices will go on to your payables personnel for the remainder of the payment process.

Below we'll outline how the approval process works.

## **Contact Us**

Please contact Elliott Electrical Supply's Computer Services department if you have any questions or would like to request a new feature or ability.

### ***Our Contact Information:***

✉ email: [HelpDesk@elliottelectric.com](mailto:HelpDesk@elliottelectric.com)

📞 phone: 1-888-569-7181

## **References**

Invoice Approval Setup Guide:

[www.ElliottElectric.com/Forms/UserGuides/InvoiceApprovalSetupGuide.pdf](http://www.ElliottElectric.com/Forms/UserGuides/InvoiceApprovalSetupGuide.pdf)

User Guide for Payables Users:

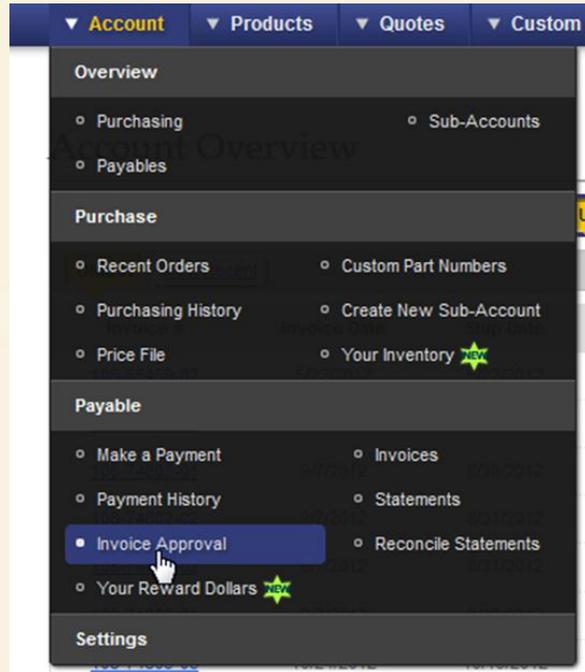
[www.ElliottElectric.com/Forms/UserGuides/InvoiceApprovalPayablesGuide.pdf](http://www.ElliottElectric.com/Forms/UserGuides/InvoiceApprovalPayablesGuide.pdf)



## The Invoice Approval Process

### Getting Started

After you log in on ElliottElectric.com, select Account and go to Invoice Approval.



*(Continued on Next Page)*



## The Invoice Approval page

When you arrive you’ll notice that all unapproved invoices assigned to you are selected by default. To see approved invoices, use the ‘Filter Invoices’ button (circled below in red).

The screenshot shows the 'Invoice Approval' interface. At the top left, the 'Filter Invoices' button is circled in red. A callout box with a blue arrow points to the 'Filter Invoices' dialog box, which is open over the table. The callout text reads: 'Using the Filter Invoices button or selecting one of these options in green will bring up the window below'. The dialog box contains radio buttons for 'All Unpaid Invoices', 'Only Approved Invoices', and 'Only UnApproved Invoices', with 'Only UnApproved Invoices' selected. It also has a 'Sub-Account' dropdown menu and an 'Apply' button.

Invoice	Shipped	Invoiced	Approved	Sub-Account	PO / Job Name	Reference #	Total
108-33333-09 John Stevens	6/7/2013	6/7/2013		CUSTOMER JOB 2	CHUCKY'S		\$14.08
108-22222-09 John Stevens	8/6/2013	8/7/2013		CUSTOMER JOB 2	BOAT FACTORY		\$1,534.12
108-55555-09 John Stevens	8/12/2013	8/13/2013		CUSTOMER JOB 2	CHUCKY'S		\$8,792.70
108-44444-09 John Stevens	8/8/2013	8/14/2013		CUSTOMER JOB 2	BOAT FACTORY		\$200.70
108-66666-09 John Stevens	8/13/2013	8/14/2013		CUSTOMER JOB 2	CHUCKY'S		\$13,646.37
108-77777-09 John Stevens	7/29/2013	8/14/2013		CUSTOMER JOB 2	18005518900		\$6,233.68

Using the default selection of all invoices, or selecting only a few, use the ‘Select for Approval’ button (circled below in red).

The screenshot shows the 'Invoice Approval' interface. The 'Select For Approval' button is circled in red. The table below shows the same data as the previous screenshot, but with the 'Sub-Account' and 'PO / Job Name' columns visible.

Invoice	Shipped	Invoiced	Approved	Sub-Account	PO / Job Name	Reference #	Total
108-33333-09 John Stevens	6/7/2013	6/7/2013		CUSTOMER JOB 2	CHUCKY'S		\$14.08
108-22222-09 John Stevens	8/6/2013	8/7/2013		CUSTOMER JOB 2	BOAT FACTORY		\$1,534.12
108-55555-09 John Stevens	8/12/2013	8/13/2013		CUSTOMER JOB 2	CHUCKY'S		\$8,792.70
108-44444-09 John Stevens	8/8/2013	8/14/2013		CUSTOMER JOB 2	BOAT FACTORY		\$200.70
108-66666-09 John Stevens	8/13/2013	8/14/2013		CUSTOMER JOB 2	CHUCKY'S		\$13,646.37
108-77777-09 John Stevens	7/29/2013	8/14/2013		CUSTOMER JOB 2	18005518900		\$6,233.68



## Approve Selected Invoices

As shown below, the ‘Select For Approval’ button brings up a separate Approve Selected Invoices window. In the new window each invoice can be viewed in PDF and HTML format.

**Invoice Approval**

Filter Invoices Showing **Only UnApproved Invoices** from **All Sub-Accounts**. Email All Print All

Selected:  **Select For Approval** Export: Selection Display **10** rows

Invoice Assigned To	Shipped	Invoiced	Approved	Sub-Account	PO / Job Name View PO	Reference # View Packaging Slip	Total
<input checked="" type="checkbox"/> <a href="#">108-33333-09</a> John Stevens	6/7/2013	6/7/2013		CUSTOMER JOB 2	CHUCKY'S <a href="#">(Edit)</a>		\$14.08
<input checked="" type="checkbox"/> <a href="#">108-22222-09</a> John Stevens	8/6/2013	8/7/2013		CUSTOMER JOB 2	BOAT FACTORY		\$1,534.12



**Approve Selected Invoices**

Invoice: [999-12345-01](#) Shipped: 8/30/2012 PO/Job: ROBOT HOUSE Next

Total: \$392.86 Invoiced: 9/7/2012

**Approval** Accounting Code: 123456 Amount: \$ 256.87 More  **Approve**  **Dispute**

Invoice (PDF) Invoice (HTML) Packing Slip Attach

Page: 1 of 1 Automatic Zoom

**Duplicate Invoice**  
Ticket # 999-12345-01

8401 Westland West Blvd  
Houston, TX 77041-0000  
713-462-9901 Page: 1

<b>Ship To:</b> CUSTOMER 123 Sparky Way Lonestar, TX 77493	<b>Sold To:</b> CUSTOMER 123 Sparky Way Lonestar, TX 77493	<b>Invoice Date:</b> 09/07/2012 <b>Date Ordered:</b> 08/16/2012 <b>Date Shipped:</b> 08/30/2012 <b>Date Due:</b> 10/10/2012	<b>Customer Job/PO:</b> ROBOT HOUSE <b>Signed By:</b> N/A <b>Tracking #:</b> 1361013657361013657
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Shipping From: New New York (199) Freight: Prepaid Ship Via: UPS Ground Salesman: Philip J. Fry

Item Number	Ship Quantity	Backorder Quantity	Catalog Number	Vendor Code	Description	Price	Unit Code	Extended Price
1	75	0	TR1107LA	CWD	15A 125V DECOR RECPTACLE	\$ 280.00	C	\$ 210.00
2	40	0	7501LA	CWD	15A DECOR SW W/METAL STRP	\$ 160.00	C	\$ 64.00
3	1	0	7504LA	CWD	15A 4W DECOR SW LT ALM	\$ 1084.00	C	\$ 10.84
4	85	0	5151LA	CWD	STANDARD DECORA	\$ 40.00	C	\$ 34.00
5	14	0	5152LA	CWD	STANDARD DECORA PLATE	\$ 122.00	C	\$ 17.08
6	5	0	2163LA	CWD	3G DECOR PLT	\$ 96.00	C	\$ 4.80
7	2	0	2164LA	CWD	4 GAIN DECOR PLATE LIGHT	\$ 126.00	C	\$ 2.52
8	8	0	TRVGF15LA	CWD	15A TR LA GFI REC	\$ 19.68	E	\$ 19.68

**Sub Total: \$ 362.92**  
**Tax: \$ 29.94**  
**Total: \$ 392.86**



## Attach Supporting Documents

In addition to the invoice, you can review other documents and attach new ones, like drop-ship packing slips. Once a document is added it immediately becomes available to view.

Approve Selected Invoices

Invoice: **999-12345-01** Shipped: 5/22/2012 PO/Job: ROBOT H  
 Total: (\$2,788.62) Invoiced: 6/22/2012

✓ Approval Accounting Code: 123456 Amount: \$ -2788.62

Invoice (PDF) Invoice (HTML) Packing Slip **Attach**

Add Document

Document Type:  Purchase Order  
 Packing Slip

Document Name:

Comments:

Security Level:  Assigned Salesperson  
 All EES Employees

Upload File:  No file selected.

Approve Selected Invoices

Invoice: **999-12345-01** Shipped: 5/22/2012 PO/Job: ROBOT HOUSE  
 Total: (\$2,788.62) Invoiced: 6/22/2012

✓ Approval Accounting Code: 123456 Amount: \$ 2788.62

Invoice (PDF) Invoice (HTML) Packing Slip **New Document** Attach

**SUPPLIERS INC**  
 20 West 34th Street  
 New York NY 10118  
 Phone (212)555-5550

**PACKING LIST**

SHIP TO	DATE	STORE NO	PO NO	DEPT NO	ACCOUNT NO
0078742033938 WAL-MART DC 6069A-ASM DIS 1200 MATLOCK DRIVE ST. JAMES, MO 65559	08/22/2003	0078742033938	2550026385	00026	360052260

ROUTING	WEIGHT	# CARTONS
Roadvey	81	7

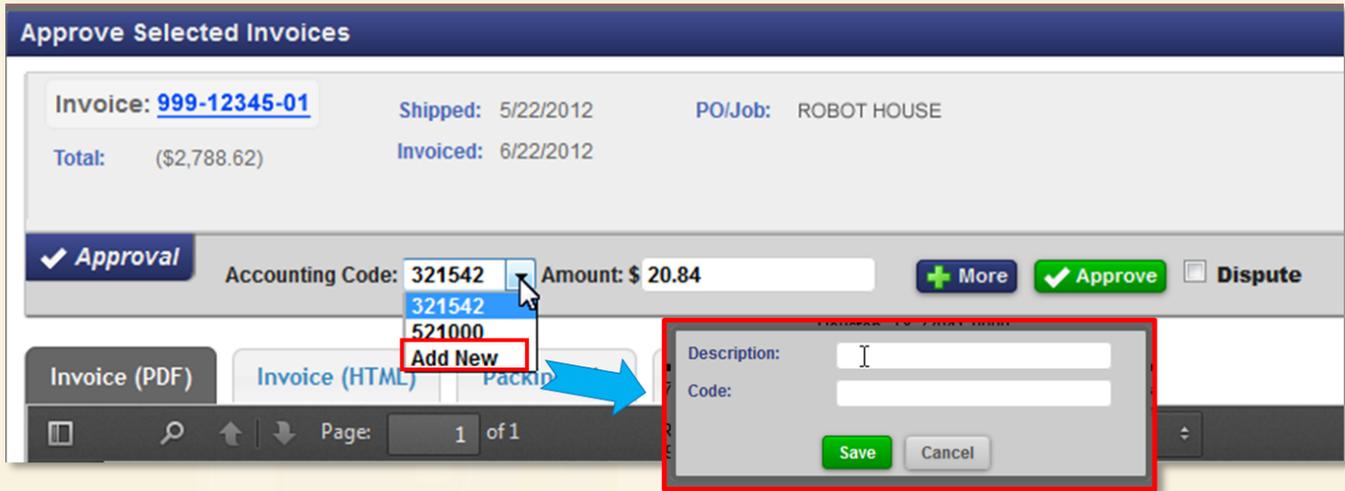
UPC Code	Buyer Code	Vendor Code	Description	Qty	Units
098801005500	002658827	00550	AP BAYHILL	2	CA
098801103701	002623404	10370	AP PINEHURST	2	CA
098801121033	002625937	12103	AP LATROBE	6	CA
098801203203	002608734	20320	GOLF SHOE	1	CA
098801203401	002609967	20340	GADGET	1	CA
098801205504	002624334	20550	AP PEBBLE BEACH	1	CA
098801400015	002648021	40001	AP AUGUSTA	1	CA
<b>TOTAL</b>				14	

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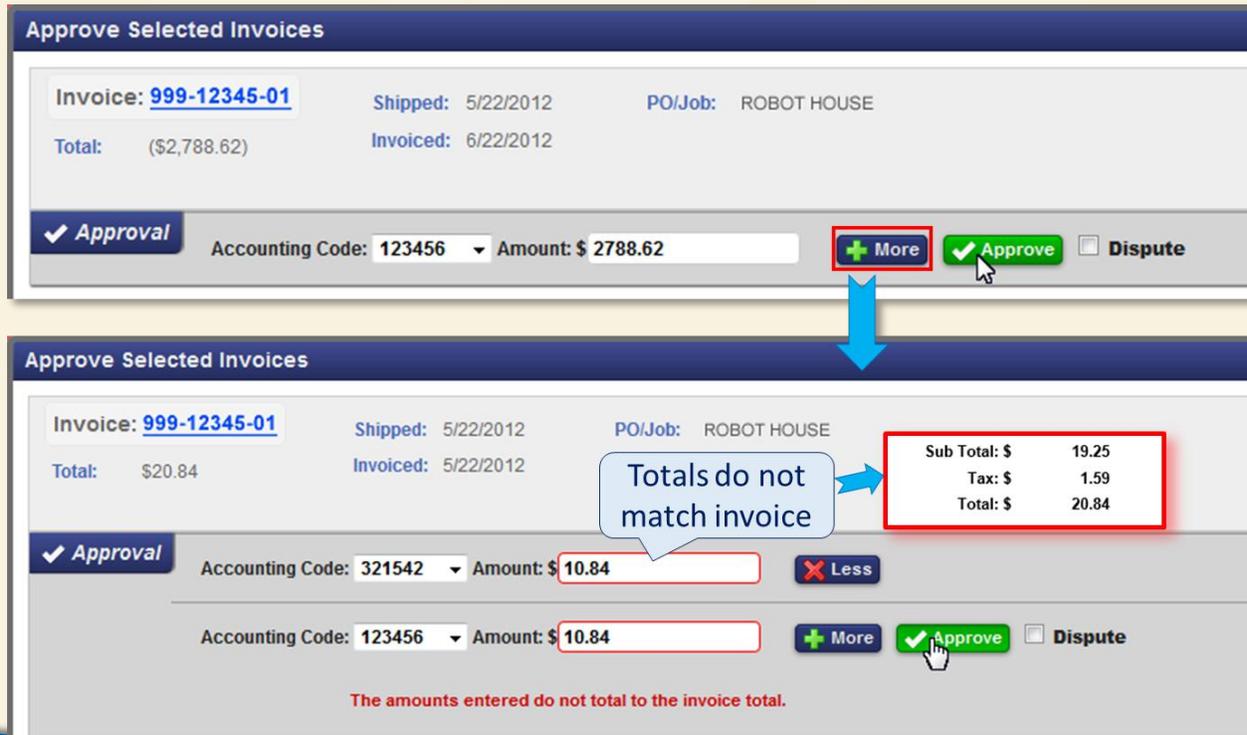
## Accounting Codes

After you have reviewed all documents and are ready to approve the invoice, select the accounting code (if your company requires the use of one) and the dollar total approved (defaults to invoice total). If needed, you can add a new accounting code.



## Splitting Invoice Totals

If the invoice total needs to be split up using different accounting codes, select the '+ More' button. The combined total from the Amount fields must match up to the invoice total in order for the approval to be successful.





## Completing Approval

When the Approval is complete for an invoice, the information on the header of that invoice will be updated to display who approved it and when. Each invoice in your selection will appear in succession until you’ve finished approving all of them.

When you’re done approving invoices, select the ‘Finished’ button. This will display a summary of everything you’ve just done, including the number of approvals completed, the total dollar amount approved for payment, and how many unapproved invoices remain.



## Other Features: Exporting Invoices

You can select certain invoices and export them. If you choose to email them, you will be asked for your email address (by default it will auto-fill using your login email address). It will then let you know when the email was successfully sent. The email that you receive will have all requested invoices as attached PDFs.

**Invoice Approval**

Showing **Only UnApproved Invoices** from **All Sub-Accounts**. Email All Print All

Selected:  **Select For Approval** Export:  **Selection**

Using the Export: Selection button will bring up the Export Selected Invoices window

Invoice	Shipped	Invoiced	Approved	Total
<input checked="" type="checkbox"/> <a href="#">108-33333-09</a> John Stevens	6/7/2013	6/7/2013		\$14.08
<input checked="" type="checkbox"/> <a href="#">108-22222-09</a> John Stevens	8/6/2013	8/7/2013	CUSTOMER JOB 2 BOAT FACTORY	\$1,534.12
<input checked="" type="checkbox"/> <a href="#">108-55555-09</a> John Stevens	8/12/2013	8/13/2013		\$8,792.70
<input checked="" type="checkbox"/> <a href="#">108-44444-09</a> John Stevens	8/8/2013	8/14/2013		\$200.70
<input checked="" type="checkbox"/> <a href="#">108-66666-09</a> John Stevens	8/13/2013	8/14/2013		\$13,646.37
<input checked="" type="checkbox"/> <a href="#">108-77777-09</a> John Stevens	7/29/2013	8/14/2013		\$6,233.68

**Export Selected Invoices**

Please select an export format for your selection.

**Email**  Print  Fax  Download

**Email Invoice**

Enter in email address(es) separated by semicolons: (e.g., "name@gmail.com; name@webmail.net")

Your email has been successfully sent. Depending on network traffic, it may take a few minutes for your email to arrive.

**Invoice Approval**

Showing **All Unpaid Invoices** from **All Sub-Accounts**. Email All Print All

Selected:  **Select For Approval** Export:  **Selection**



On the main Invoice Approval page, we also offer an 'Email All' feature. This button will bring up the same email address prompt but the email will include an Excel attachment listing all invoices assigned to you.

**Invoice Approval**

Filter Invoices Showing **Only UnApproved Invoices** from **All Sub-Accounts**. Email All Print All

Selected:  **Select For Approval** Export:  Selection Display 10 rows

Invoice	Shipped	Invoiced	Approved	Sub-Account	PO / Job Name	Reference #	Total
<input checked="" type="checkbox"/> <a href="#">108-33333-09</a> John Stevens	6/7/2013	6/7/2013		CUSTOMER JOB 2	CHUCKY'S <a href="#">(Edit)</a>	<a href="#">View Packaging Slip</a>	\$14.08
<input checked="" type="checkbox"/> <a href="#">108-22222-09</a> John Stevens	8/6/2013	8/7/2013		CUSTOMER JOB 2	BOAT FACTORY		\$1,534.12
<input checked="" type="checkbox"/> <a href="#">108-55555-09</a> John Stevens	8/12/2013	8/13/2013		CUSTOMER JOB 2	CHUCKY'S <a href="#">(Edit)</a>		\$8,792.70
<input checked="" type="checkbox"/> <a href="#">108-44444-09</a> John Stevens	8/8/2013	8/14/2013		CUSTOMER JOB 2	BOAT FACTORY		\$200.70

Account Products Quotes Custom Lists **Support** About Us Search GO

**Email Invoice**

Enter in email address(es) separated by semicolons: (e.g., "name@gmail.com, name@webmail.net")

Send Email Close

Your email has been successfully sent. Depending on network traffic, it may take a few minutes for your email to arrive.

**Invoice Approval**

Filter Invoices Showing **All Unpaid Invoices** from **All Sub-Accounts**. Email All Print All

Selected:  **Select For Approval** Export:  Selection Display 10 rows

File Home Insert Page Layout Formulas Data Review Developer Add-Ins Acrobat Team

Clipboard Font Alignment Number Conditional Formatting

	A	B	C	D	E	F	G	H	I
1	Invoice Number	Date Shipped	Date Invoiced	Sub-Account	PO / Job Name	Invoice Sell	Invoice Tax	Invoice Total	
2	111-22222-02	5/22/2013	5/22/2013	Example	PO Example	\$10.25	\$0.85	\$11.10	
3	111-22222-03	5/22/2013	6/22/2013	Example	PO Example	\$22.25	\$1.84	\$24.09	
4	111-22223-01	6/23/2013	7/2/2013	Example	PO Example	\$103.18	\$8.51	\$111.69	
5	111-22223-02	7/1/2013	7/8/2013	Example	PO Example	\$27.54	\$2.27	\$29.81	
6									
7							Invoice Total:	\$176.69	
8									
9									