Approve a Non-PO Payment Request

Each Approver is assigned by their School/Center to an Approving ORG and a level in the 3-level Non-PO Payment Approval Hierarchy. Level 1 <$5,000; Level 2 <$50,000; Level 3 <$250,000

From the Penn Marketplace Homepage

- Under Supplier Requests, click on Documents>Approvals>My Approvals.
  Approvers will receive an email indicating there is a Request(s) awaiting their approval.

- The ‘Shared Folder’ lists Requests awaiting Action.
  A ‘Shared Folder’ is one in which all Approvers assigned to an Approving Org have access to the Request(s) until an Approver assigns it to their own Folder, i.e. selects the ‘Assign to Myself’ Action.

Reviewing a Request – Level 1 Approver

- The Level 1 Approver reviews the five (5) sections of the Request before taking a Request Action:
  1. Supplier
  2. Questions
  3. Codes
  4. Additional Information
  5. Review and Submit

- Once all sections are reviewed, click on [Submit].

Guidelines for Reviewing

- Validate Invoice Details match supporting documentation.
- Review the ‘Note to Approver’.
  The business purpose and program supporting this activity and any additional approval needed, i.e. Dean, Chair, PI, Program Director, etc.
- Ensure the ‘Chart of Accounts’ (COA), i.e. ‘Codes’ is accurate
  The Request must be in the My Approvals Folder to Edit ‘Codes’ or return the Request to the Preparer.

Approver Request Actions

<table>
<thead>
<tr>
<th>Action</th>
<th>Approver Org Level 1 Folder (Shared Folder)</th>
<th>My Form Request Approvals Folder</th>
<th>Invoice (If Assigned to Me)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add to Favorites</td>
<td>YES</td>
<td>N/A</td>
<td>YES</td>
</tr>
<tr>
<td>Approve/Complete</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Assign to Myself</td>
<td>YES</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Forward to...*</td>
<td>N/A</td>
<td>YES</td>
<td>N/A</td>
</tr>
<tr>
<td>Put Request on Hold</td>
<td>N/A</td>
<td>Not used at Penn</td>
<td>Not used at Penn</td>
</tr>
<tr>
<td>Reject*</td>
<td>N/A</td>
<td>N/A</td>
<td>YES</td>
</tr>
<tr>
<td>Return to Preparer*</td>
<td>N/A</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Return to Shared Folder</td>
<td>N/A</td>
<td>YES</td>
<td>YES</td>
</tr>
</tbody>
</table>

More Information for Approver

- Requests can be reviewed and acted upon from your Approving Org Folder or the My Approvals Folder.
- Assigning a Request to the My Approvals Folder ‘checks’ the Request out and prevents another Approver from working on it.
Reviewing an Invoice – Level 2 or 3 Approver or Individual Invoice was ‘Forwarded To’ for Supplemental Approval

From the Penn Marketplace Homepage

- Under Action Item, click on My Unassigned Approvals> Invoices.
  - Approvers will receive an email indicating there is a Request(s) awaiting their approval.

Click on the Invoice No. link.

- An Invoice has many tabs available. The screen opens to the Buyer Invoice>Summary Tab.
- An ‘edit’ button is available in every section.
  - Only a few sections on an Invoice can be edited. DO NOT EDIT Invoice and Payment Overviews, or the Address!
- Approving Org, COA and Note to Approver can be ‘edited’.
- Scroll down and click on link to open initial Request to review supporting documentation.
- Able to ‘edit’ Grand Total of Requested Payment. Must also update COA to equal new amount and add a Note to History.

Forms Approvals – Level 1 Approver View the Workflow

- Form Approvals show where the Request is in the workflow process.
- Form Approvals shows past and future steps.
- ‘view approvers’ shows Approvers assigned to that Org Approver Level and their contact information.
  - Note: For Level 2 or 3, the Invoice workflow process is found in the Buyer Invoice>Approval tab

Comments, Supplier Messages and History tabs are used to document notes as needed during the review of an Invoice.
- Comments are internal to Penn users and can be emailed.
- Supplier Messages are sent by the Supplier to Penn.
- History notes are visible to both the Supplier and Penn users.

After completing the Invoice review, take an Invoice Action to approve and authorize payment.

<table>
<thead>
<tr>
<th>Action</th>
<th>Approver Org Level 2/3 Folder (Shared Folder)</th>
<th>My Invoices Approvals Folder</th>
<th>Invoice (If Assigned to Me)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Comment*</td>
<td>N/A</td>
<td>N/A</td>
<td>YES</td>
</tr>
<tr>
<td>Assign to Myself</td>
<td>YES</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Approve/complete step</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Approve/complete &amp; show next</td>
<td>YES</td>
<td>N/A</td>
<td>YES</td>
</tr>
<tr>
<td>Add Notes to History*</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Forward to...*</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Reject/Cancel*</td>
<td>N/A</td>
<td>N/A</td>
<td>YES</td>
</tr>
<tr>
<td>Return to Shared Folder</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
</tbody>
</table>

Note: Invoices only have 1 line, the Grand Total Amount.