## Reviewing and Approving or Rejecting an Invoice Payment by Email

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Approvers that have been designated according to the Invoice Approval Workflow will receive an email once an Invoice Payment is submitted. The Approver may choose to <strong>Approve</strong>, <strong>Reject</strong>, or <strong>Request More Information</strong> for an Invoice Payment from the email by clicking on the appropriate action. Access this task in the <a href="#">Workspace Application</a>.</td>
</tr>
</tbody>
</table>
| ![Invoice Approval](#) | **17.00 USD**  
Nike USA Inc  
TEST(CS) AWF(AP) fields available A 2  
5/24/19 |
| ![Approve](#) | ![Reject](#) | ![Request Information](#) |
| **ProTip!** Use G-mail filters to sort incoming Workflow emails to a separate folder for review. |
| 2.   | Review the **Amount**, **Description**, and **Supplier** at the top of the email notification. |
| ![Invoice Approval](#) | **17.00 USD**  
Nike USA Inc  
TEST(CS) AWF(AP) fields available A 2  
5/24/19 |
| ![Approve](#) | ![Reject](#) | ![Request Information](#) |
| **Details** |  
From: Breanna Albaugh  
Requester: Claudia Scott  
Description: Hi  
Supplier Site: 3_POB 277482  
Business Unit: IDBSU |
### Step 3
**Action**
Review the **Funding Sources** under **Lines** in the email notification.

<table>
<thead>
<tr>
<th>Invoice Line</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Hi</td>
<td>17.00</td>
</tr>
</tbody>
</table>

**Distributions**
- 3010.2600.520001.503000
- 0000000000.000000000000000000000000
- Local Albertsons Library General
- Library Phone/Fax - Local & Equipment Supplemental Default/Default
- Fund Default/Project Default/Finance

**Total** 17.00

### Step 4
**Action**
Review the **Approval Workflow** and **Attachments** under the **Approval History** in the email notification.

**Approvals**
- Assigned to Jaque Johnson 5/24/19 10:29 AM
- Assigned to Nancy Rosenheim 5/24/19 10:29 AM
- Approved by Breonna Allbaugh 5/24/19 10:39 AM
  - [image](image.png)
- Submitted by Claudia Scott 5/24/19 10:15 AM

### Step 5
**Action**
After reviewing the appropriate information, click **Approve**, **Reject**, or **Request Information**.

[Approve] [Reject] [Request Information]

### Step 6
**Action**
An email response will be generated. The approver may insert comments and add attachments in the body of the email. The approver must also click **Send**.

### Step 7
**Action**
End of Procedure.