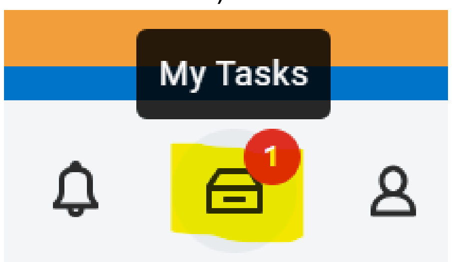
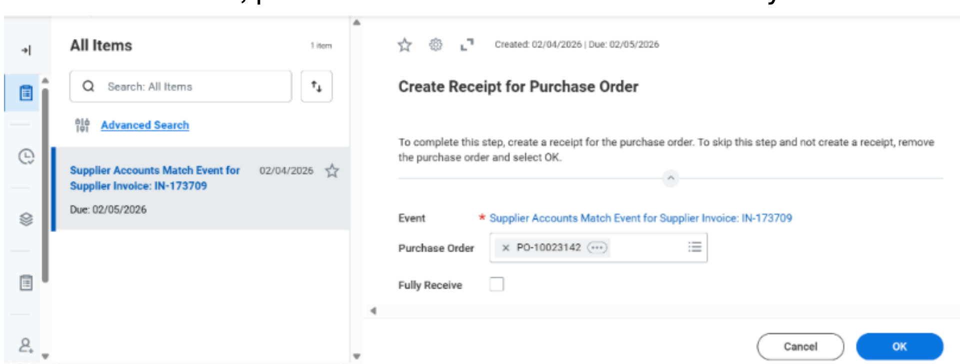
Review and Approve Invoices

For Unimarket Transactions

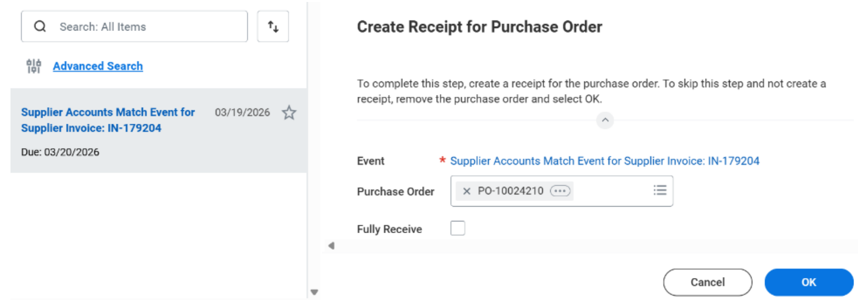
1. For Unimarket Transactions, suppliers can upload their invoices through the Unimarket portal. The invoice will be sent over to Workday for processing. If the PO is under $500, then the invoice will be automatically processed and paid against the PO. For POs exceeding $500, the invoice will route for approvals.
2. The first approval step is to review and approve the invoice. A task to review and approve will appear in the requester's **My Tasks** (top right) inbox once the invoice is sent to Workday. The task will also appear on the Workday Home page (scroll down to view).



3. Review the invoice for accuracy. Make sure the header charges (freight, tax, etc.) and the lines are correct. Click **Approve** if the invoice(s) are correct. If the invoice(s) are not correct, please alert Procurement immediately.



4. After approving the invoice, a new task will pop up in the **My Tasks** inbox: **Supplier Accounts Match Event for Supplier Invoice**. This task will prompt you to create a receipt for the invoice you just approved.



5. It is important to receive the same amount you have been invoiced for. If the invoice you just approved is for the entire order, you can check the box to **Fully Receive** and click **OK**. Otherwise, leave the box blank and click **OK**. On the next screen, you will be able to manually select how much to receive on each line.
6. Ensure the receiving amount for each line is correct and matches the invoices for this PO. You do not need to attach anything to receipts for Unimarket POs, so please do not attach anything to this receipt. When everything looks correct, click **Submit**.
7. The receipt will be sent to Procurement for approval. Once the receipt is approved by Procurement, the invoice will route for final approvals to the Budget Manager(s). After all approvals, the invoice is ready to be paid according to the Net Terms for that supplier.
8. If you have any questions, please contact Procurement procurement@sandiego.edu.