

How-to Guide: Approver

1. In your e-Payment Request notification email, there is a link to login to ePR – after logging in to ePR, you will be taken to the ePR Approvals tab, where your pending approval will be highlighted.

Create Payment Request | EM-0000000149

ATTACHMENT(S) COMMENTS

PAYEE

LINE DATA

APPROVALS

Active	Level	Role	Description	Status
	11	SELF		Approved
<input checked="" type="checkbox"/>	13	GFA	05805~TRAVEL	Pending Approval
	14	SUPERVISOR		Approval Not Ready
	50	A/P FINAL REVIEW	A/P FINAL REVIEW~A/P FINAL REVIEW	Approval Not Ready

ADD APPROVER REFRESH APPROVALS

APPROVE REJECT FUNCTIONS

2. Prior to approval, you can view attachments of receipts, necessary documentation, and comments.

3. To approve, make sure the appropriate row(s) are highlighted & select **APPROVE**.

If you select **REJECT**, the ePR will return to the preparer.

NOTE: You may approve multiple rows at once, if you fulfill multiple required approvals.