A GFA approver is required to approve any invoice greater than or equal to $50,000.00. GFA Approval is also required if "Hold for Invoice Approval" is selected in the Billing Options when placing the order.

1. The GFA approvers will receive an email notification to inform them of the need to approve an invoice.

Details about the order are provided in the email, including the:
1. Activity or project number,
2. Invoice number,
3. Invoice amount,
4. PO number, and
5. Product Description.
2. Near the bottom of the email you will find a link to View Invoice Approvals. This link will take you into UShop to approve the invoice for payment.

3. In UShop you will find the invoices needing approval grouped in folders according to the "Acct Dist Shortcut", or the activity/project number used.

In the example below, you can see that:
1. The invoice numbers and,
2. PO numbers are the same in both folders, or lines. There are two separate lines because,
3. Two different activity numbers were used on this order. They may both be approved by a single individual with GFA on both activities, or by two separate individuals, each with GFA on a single activity.
4. You may approve the Invoice while it is still in a folder:

1. Check the Assign box on the far right end of the line.
2. Open the dropdown menu of Available Actions and select Approve/Complete.

5. Or, you may open the Invoice and approve it there:

1. Click on the Invoice number to open the document.
2. When you have opened the Invoice, click on the Available Actions drop down menu, and select Approve/complete. Click Go.