Approving a Payment

• Disbursing inputs payment into Kuali, attaches invoice, sends to the Business Office for approval
• Business Office sends an Ad Hoc Approval to department
• Department looks over invoice and verifies goods received
  o Click on the “Action list” button
  o Look for “Payment Request” under type
  o Click on eDoc number (far left column)
  o Open “Notes and Attachments” tab
    ▪ Click on ![button to view invoice
  o Open “Vendor” tab
    ▪ Verify remit address matches with the invoice
  o Open “Invoice Info” tab
    ▪ Verify invoice number and date matches with invoice
    ▪ Input “Goods/Services Receive Date”***
  o Open “Process Items” tab
    ▪ Verify total paid amount matches with invoice
  o Click on the “Approve” button

***Determining goods/services receive date:
• Goods: Actual date received
• Airfare: Date of purchase
• Registration fee: Date of purchase
• Services for a period of time: Beginning or end of service period
  o Subscriptions, copier services, alarm monitoring services, etc.
  o Example: Xerox June 2016 bill; Date = 06/30/16
• Fee for services: Date of work completed