

Approving a Payment

- Disbursing inputs payment into Kualu, 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
 - Click on the “**Action list**” button
 - Look for “**Payment Request**” under type
 - Click on **eDoc number** (far left column)
 - Open “**Notes and Attachments**” tab
 - Click on 📄 button to view invoice
 - Open “**Vendor**” tab
 - Verify remit address matches with the invoice
 - Open “**Invoice Info**” tab
 - Verify invoice number and date matches with invoice
 - Input “**Goods/Services Receive Date**”***
 - Open “**Process Items**” tab
 - Verify total paid amount matches with invoice
 - 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
 - Subscriptions, copier services, alarm monitoring services, etc.
 - Example: Xerox June 2016 bill; Date = 06/30/16
- Fee for services: Date of work completed