How To: Invoice Approval Process

1. From the Home Page in E-Builder, on the upper right there is a search box. Through there you are able to search any project you are a part of.

2. Search the project you would like to start a process on and select it.

3. Once in the within project page, you will see a Project Menu on the left side of the screen. Under this menu select Processes.

4. In the processes page of the project, on the top right corner click on the button that reads Start Process. This will trigger a pop-up with the entire list of processes available.

5. Click on the 4th option from the bottom: 70.00 Invoice Approval (INV)

6. From there, the Invoice Approval process will load.

7. Please make sure to answer all questions with a red asterisk (*) next to it; the system will not allow you to submit otherwise.

8. Once complete, make sure to click on Submit either at the bottom of the page, or at the top.

NOTE: If an error is given, search through the form and correct the error. Click on submit once again.