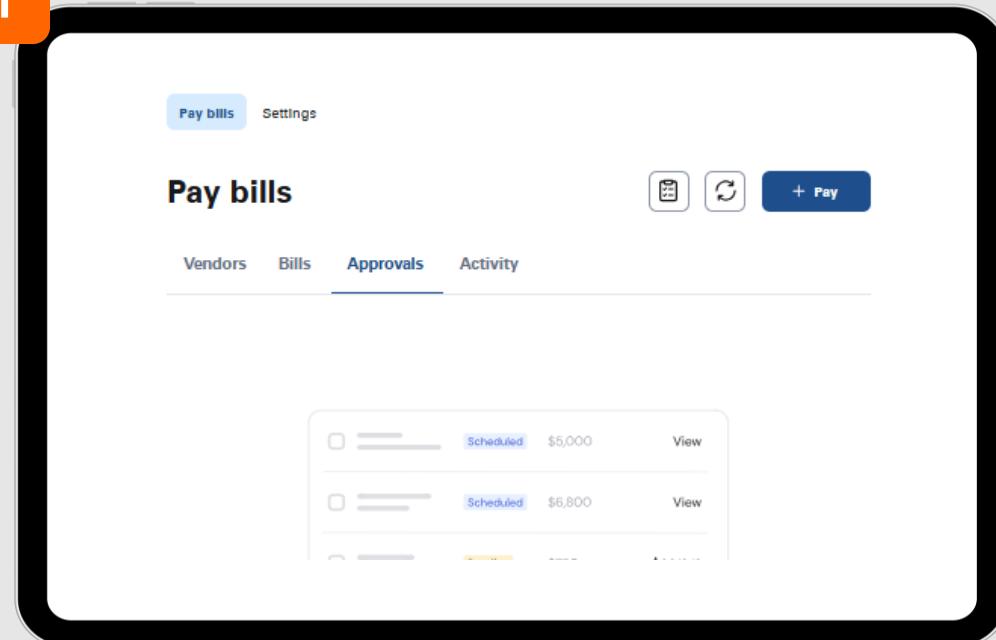


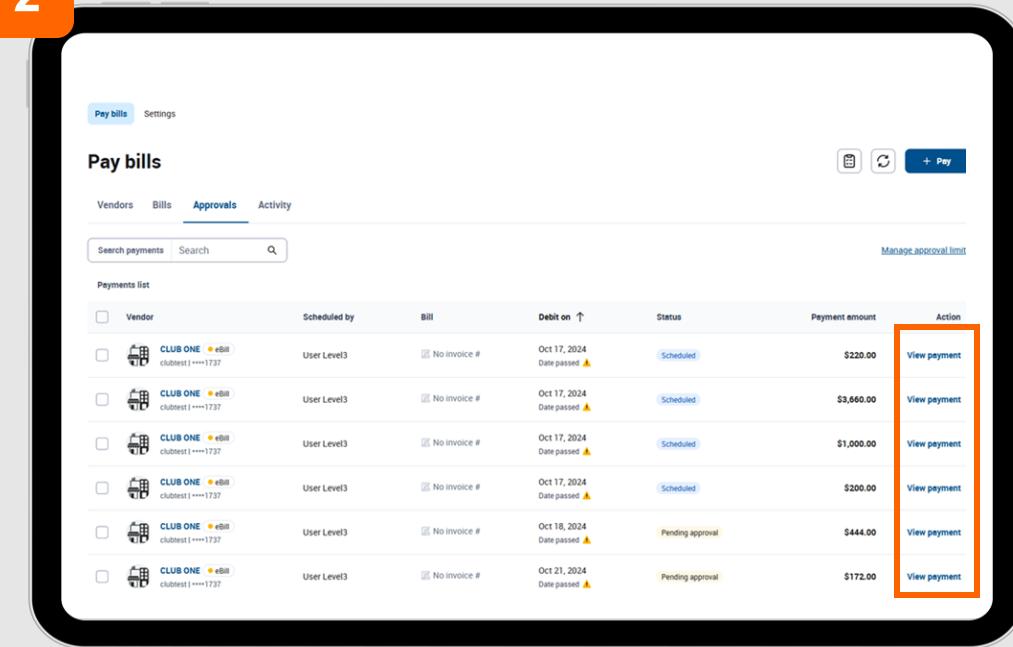
Approval Workflow

Approving a Bill – Level 1 and 2

1



2



Navigate to the "Approvals" tab.

Click "View payment" next to the bill you are approving. Review the payment details and click "Approve."