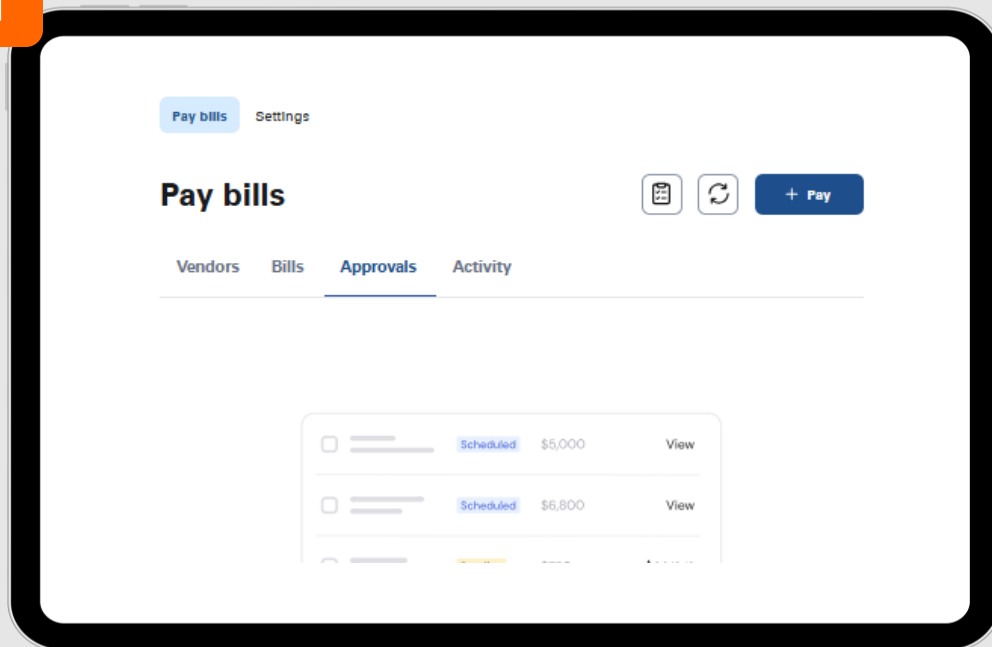


Approval Workflow

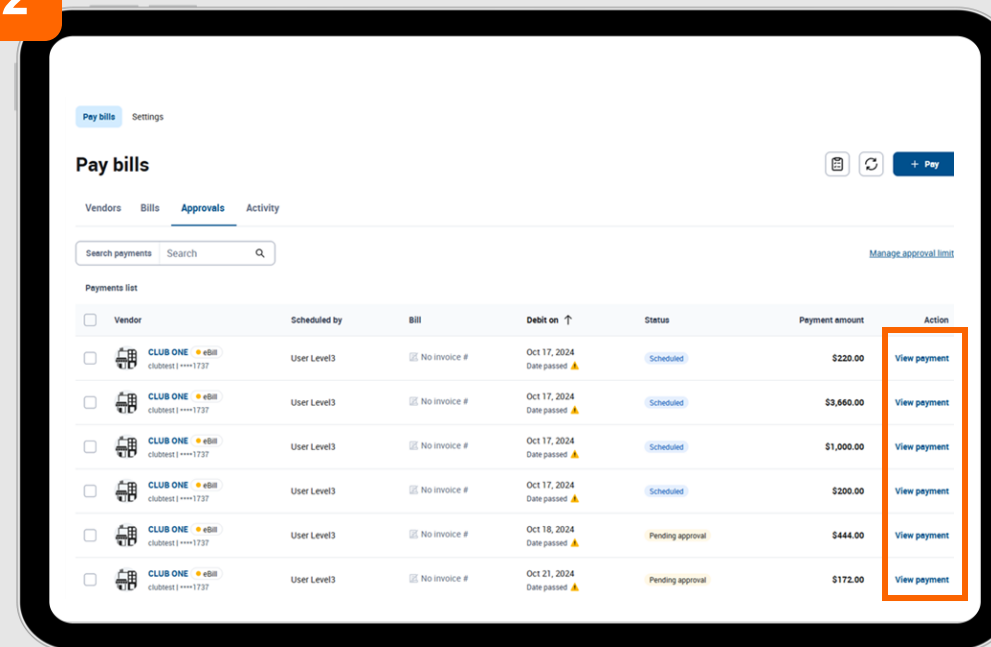
Approving a Bill – Level 1 and 2

1



Navigate to the "Approvals" tab.

2



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