GOVS SUITE
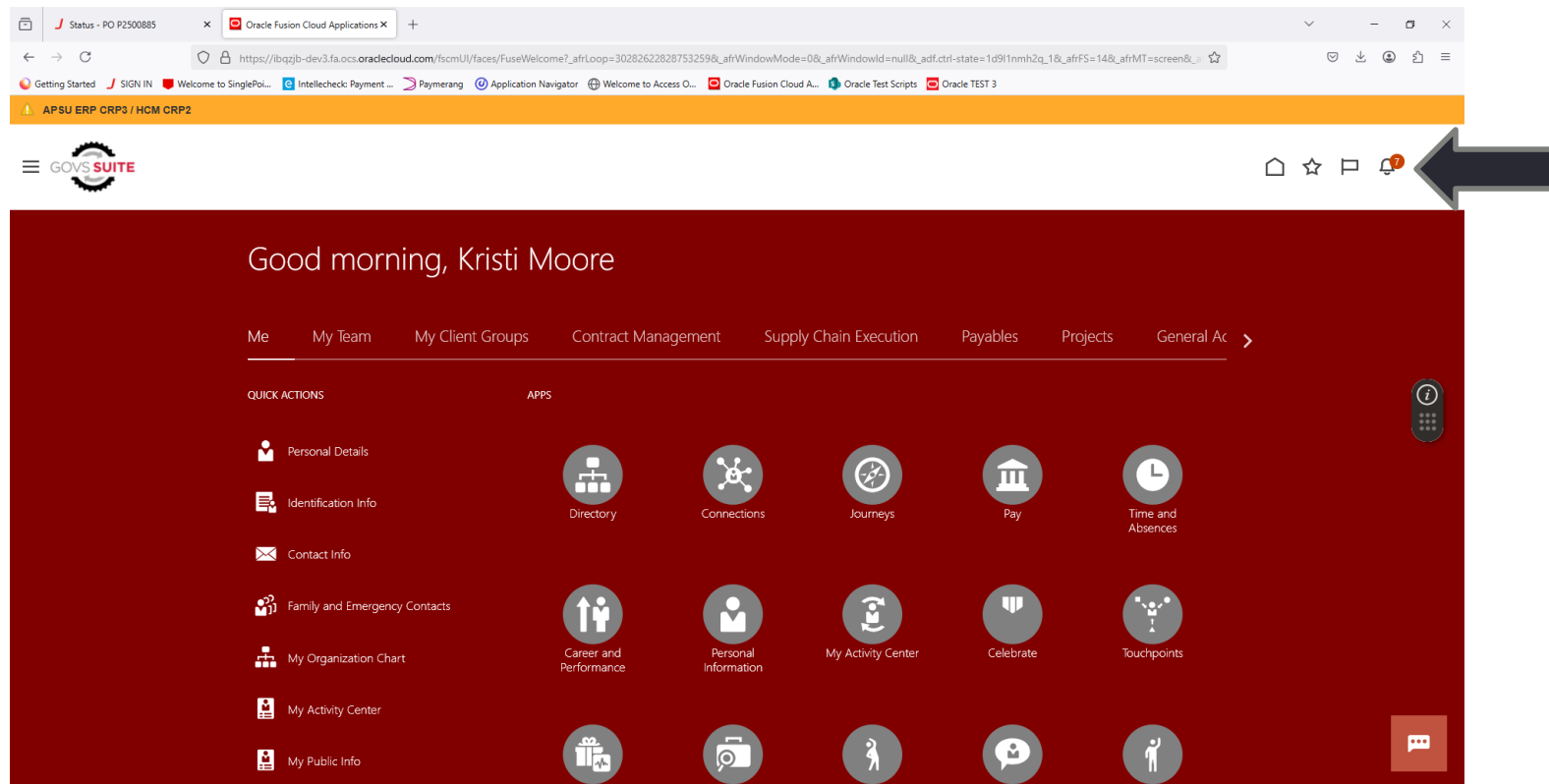
Accounts Payable Training

Approving or Rejecting a Cash Advance Request in Govs Suite

- After logging in, you should see the Govs Suite Home Page displayed.

Approving or Rejecting a Cash Advance Request in Govs Suite cont...

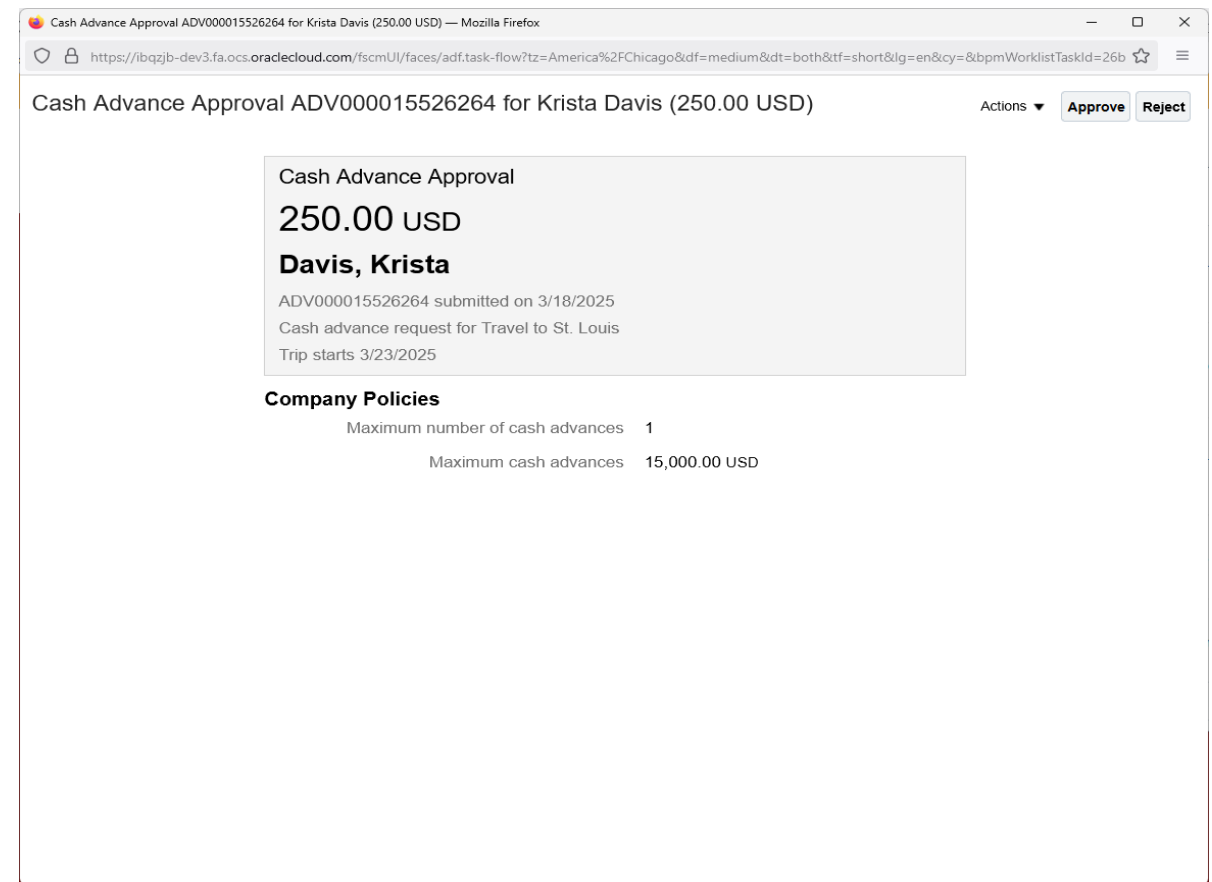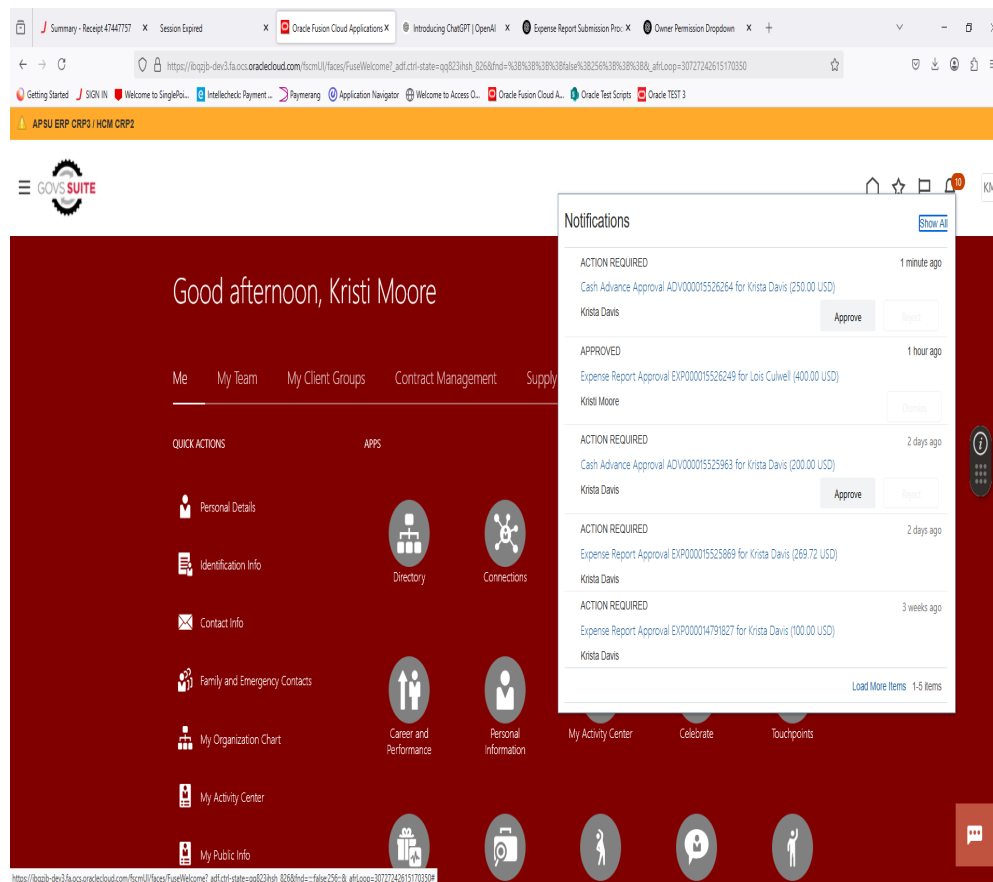- Click on the Bell icon located on the upper right side of the page.

Approving or Rejecting a Cash Advance Request in Govs Suite cont...

- Once you click the Bell icon, your Action Required Notifications will appear.
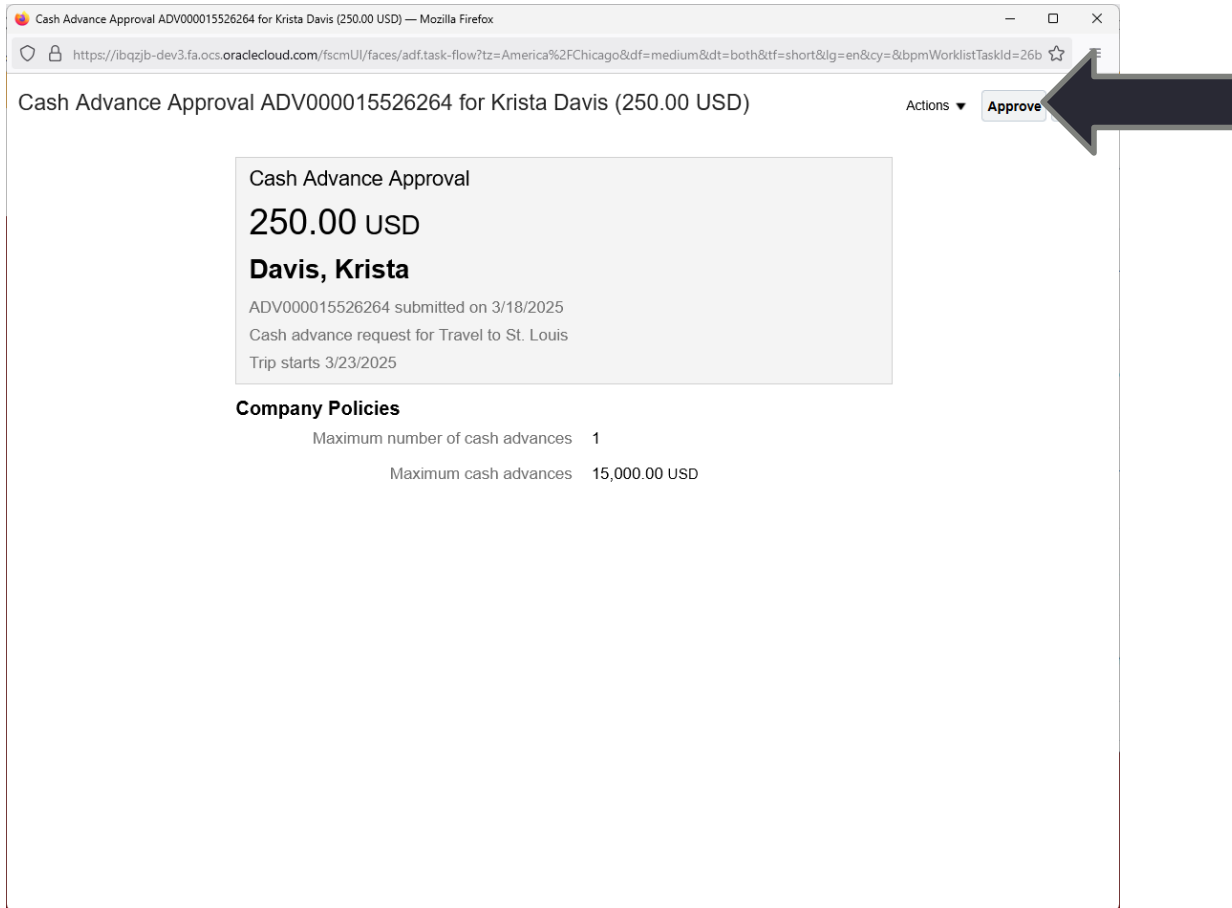
Approving or Rejecting a Cash Advance Request in Govs Suite cont...

Click on the cash advance request that you would like to view. It will open in a separate window.

Approving or Rejecting a Cash Advance Request in Govs Suite cont...

If you agree with the Cash Advance request and would like to approve it, click the Approve button.
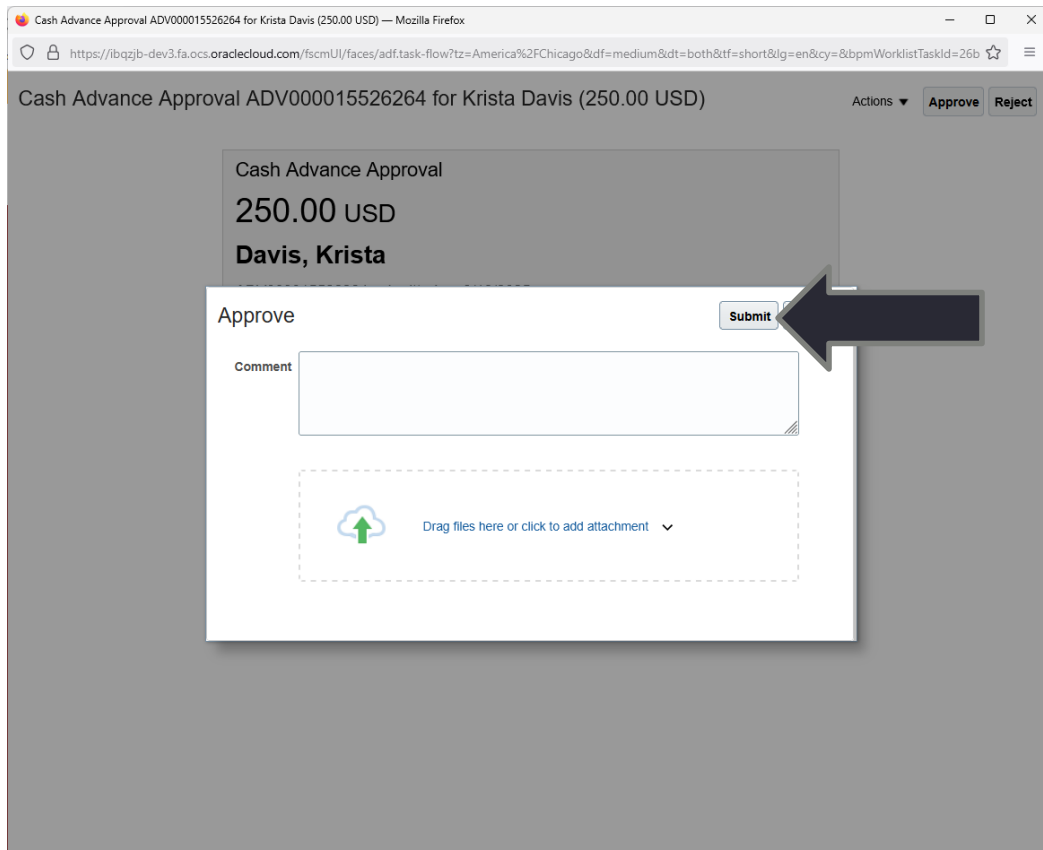
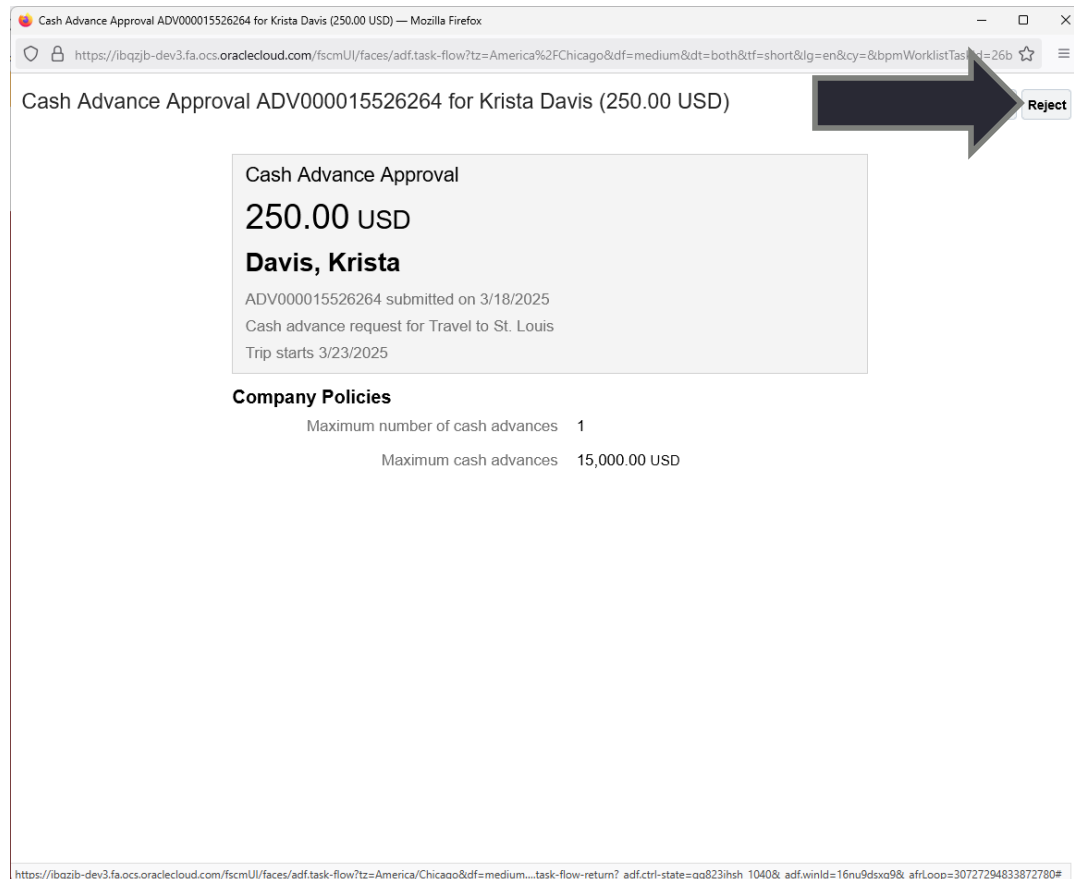# Approving or Rejecting a Cash Advance Request in Govs Suite cont…

A new window will open, where you can add additional attachments or a comment. Once you are finished, click submit. You have now approved the Cash Advance request.
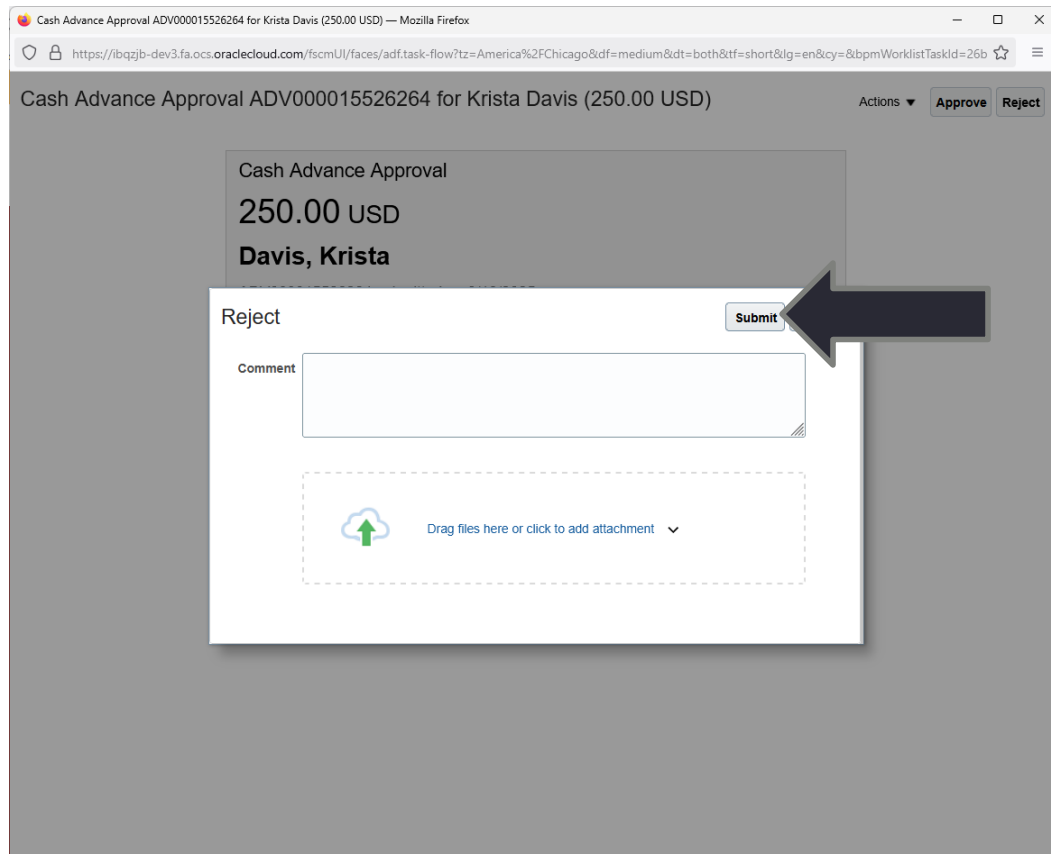
Approving or Rejecting a Cash Advance Request in Govs Suite cont...

If you disagree with the Cash Advance request and would like to reject it, click the Reject button.

Approving or Rejecting a Cash Advance Request in Govs Suite cont...

A new window will open, where you can add additional attachments or a comment. Once you are finished, click submit. You have now rejected the Cash Advance request.
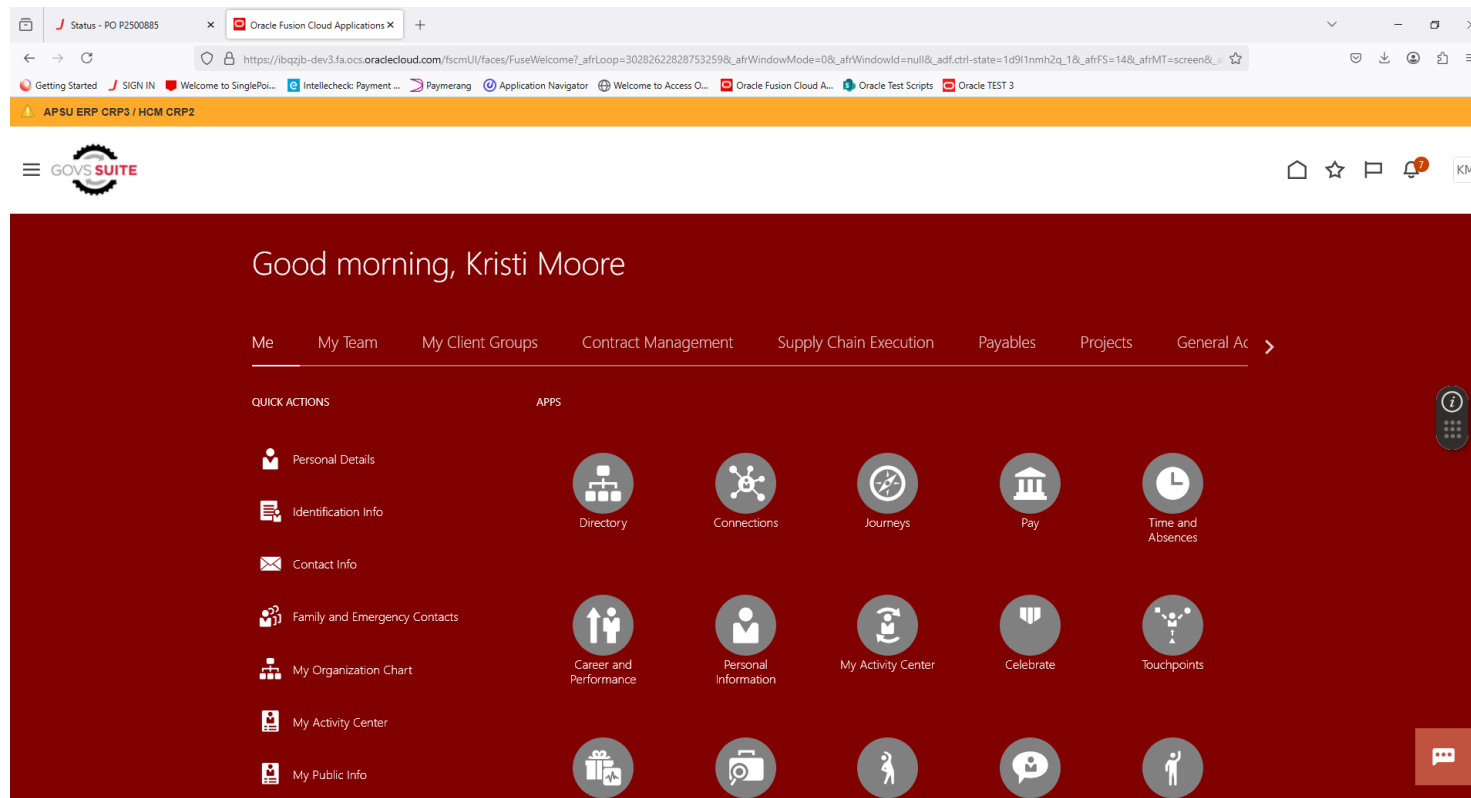
GOVS SUITE

Accounts Payable Training

APPROVING OR REJECTING A TRAVEL AUTHORIZATION REQUEST
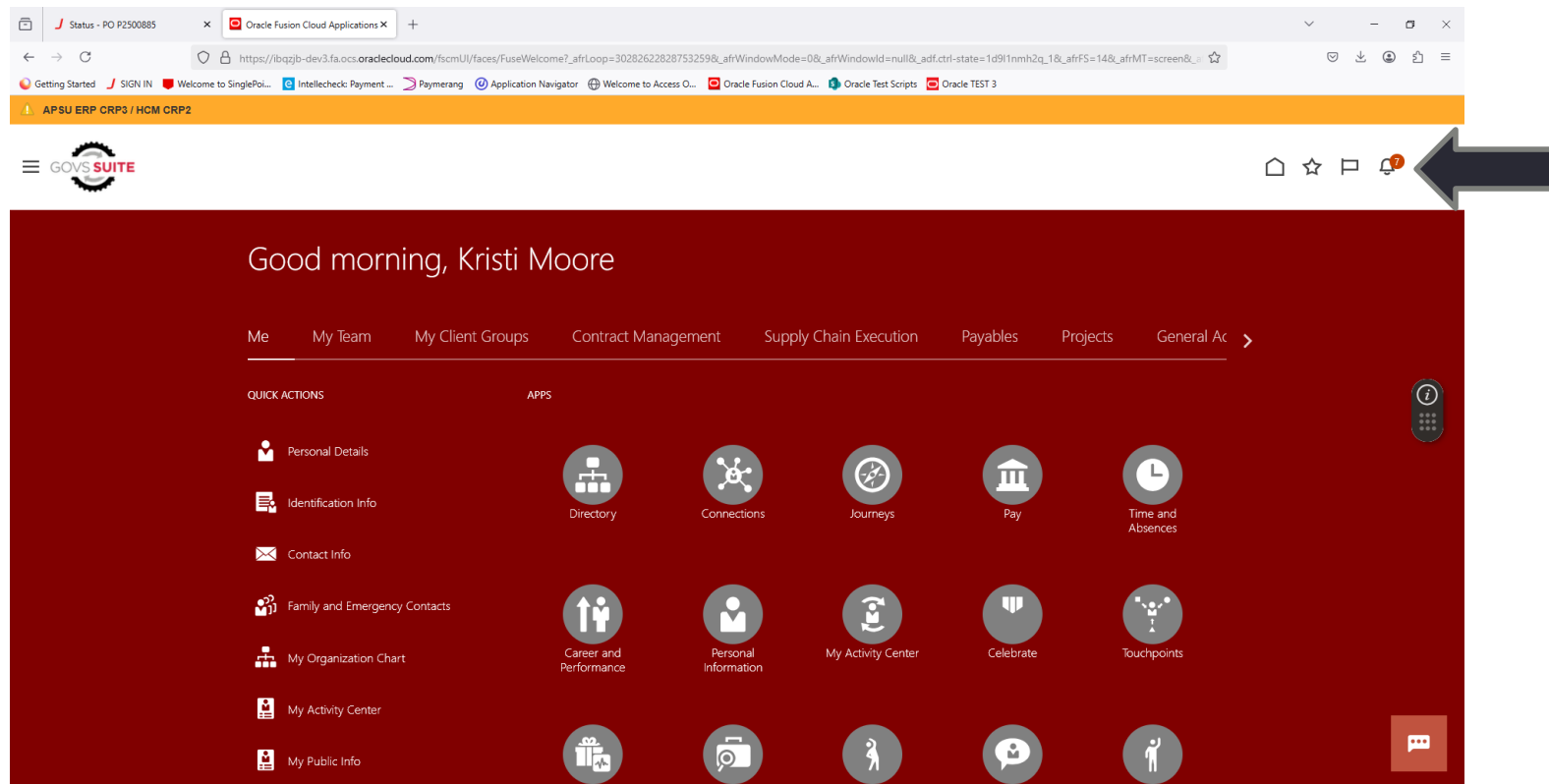
In Govs Suite

Approving or Rejecting an Authorization Approval Request in Govs Suite

- After logging in, you should see the Govs Suite Home Page displayed.

Approving or Rejecting an Authorization Approval Request in Govs Suite cont...

• Click on the Bell icon located on the upper right side of the page.

Approving or Rejecting an Authorization Approval Request in Govs Suite cont...

- Once you click the Bell icon, your Action Required Notifications will appear.

Approving or Rejecting an Authorization Approval Request in Govs Suite cont...

Click on the authorization approval request that you would like to view. It will open in a separate window.

Approving or Rejecting an Authorization Approval Request in Govs Suite cont…

If you agree with the Authorization Approval request and would like to approve it, click the Approve button.

Approving or Rejecting an Authorization Approval Request in Govs Suite cont...

A new window will open, where you can add additional attachments or a comment. Once you are finished, click submit. You have now approved the Travel Authorization request..
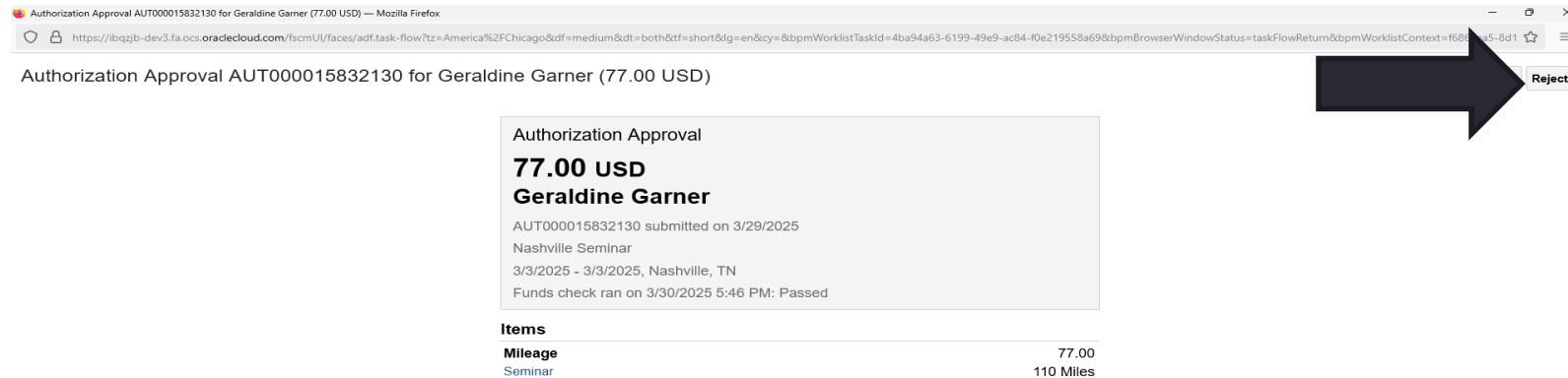
Approving or Rejecting an Authorization Approval Request in Govs Suite cont…

If you disagree with the Travel Authorization request and would like to reject it, click the Reject button.

Approving or Rejecting a Cash Advance Request in Govs Suite cont...

A new window will open, where you can add additional attachments or a comment. Once you are finished, click submit. You have now rejected the Travel Authorization request.
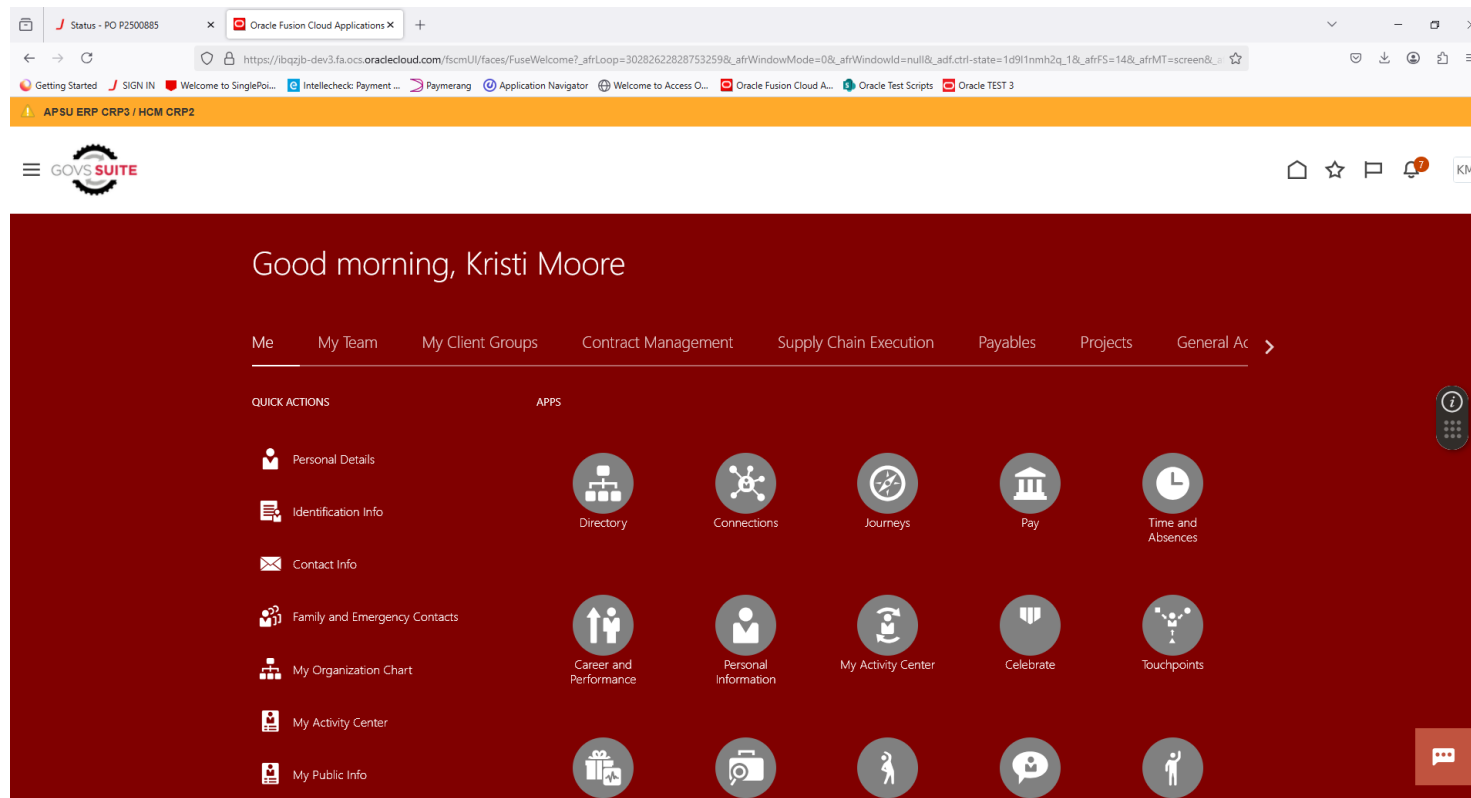
GOVS SUITE
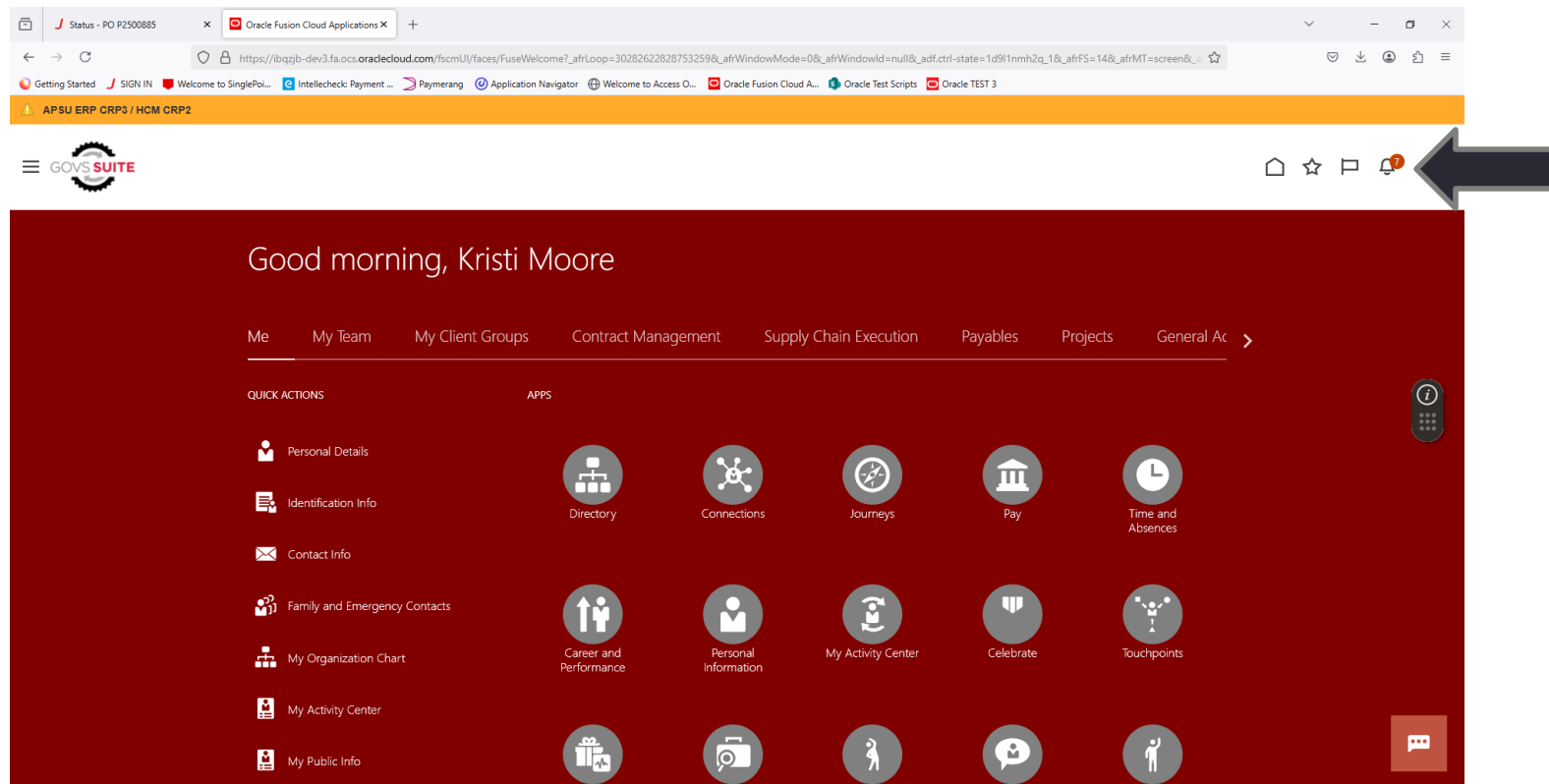
Accounts Payable Training

APPROVING OR REJECTING AN EXPENSE REPORT

In Govs Suite

Approving or Rejecting an Expense Report in Govs Suite

- After logging in, you should see the Govs Suite Home Page displayed.

Approving or Rejecting an Expense Report in Govs Suite

- Click on the Bell icon located on the upper right side of the page.

Approving or Rejecting an Expense Report in Govs Suite

- Once you click the Bell icon, your Action Required Notifications will appear.

Approving or Rejecting an Expense Report in Govs Suite

Click on the expense report that you would like to view. It will open in a separate window.

Approving or Rejecting an Expense Report in Govs Suite

Click on View Expense Report to open the report you are approving or rejecting.

Approving or Rejecting an Expense Report in Govs Suite

After reviewing the attached documentation, if you agree with the expense report and would like to approve it, click the Approve button.

Approving or Rejecting an Expense Report in Govs Suite

A new window will open, where you can add additional attachments or a comment. Once you are finished, click submit. You have now approved the expense report.

Approving or Rejecting an Expense Report in Govs Suite

After reviewing the attached documentation, if you disagree with the expense report and would like to reject it, click the Reject button.

Approving or Rejecting an Expense Report in Govs Suite

A new window will open, where you can add additional attachments or a comment. Once you are finished, click submit. You have now rejected the expense report.