

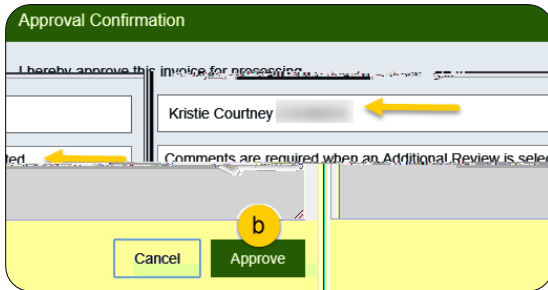
Invoice Approval/Return

Approve via Email

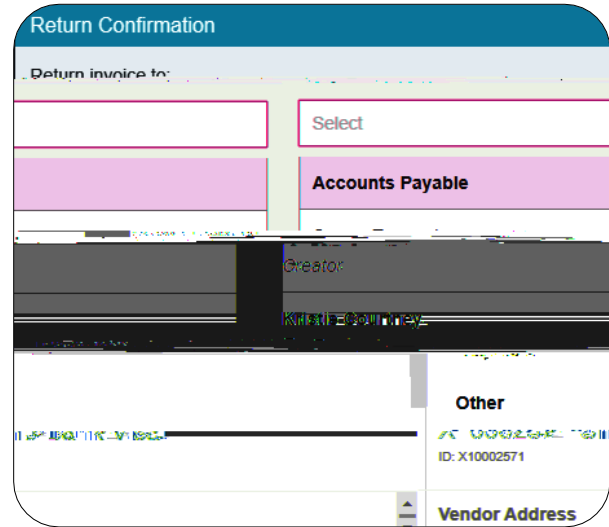
Approve via Chrome River

5. On the landing page, locate the **Approvals** swim lane. In the **Approvals Needed** section, tap the number list

- b. Insert an **Additional Reviewer** into the approval process and **Approve** the invoice.

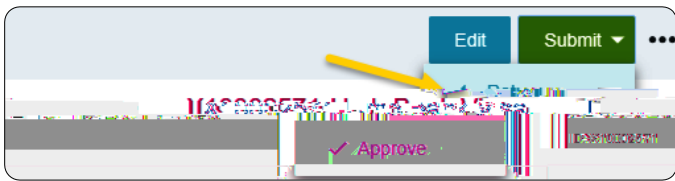


- 15. Click the Select box to display the available options.

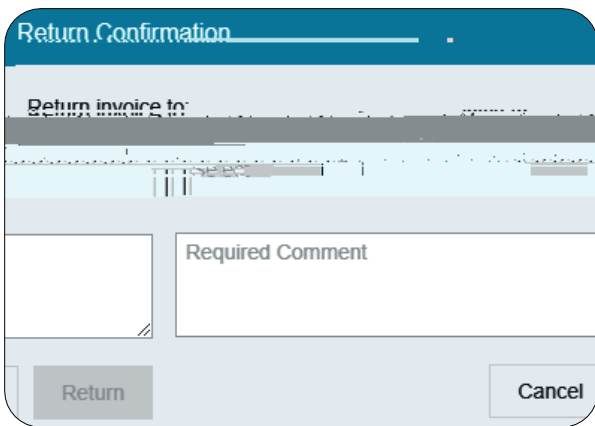


Option 2 - Return Invoice

- 13. To deny the invoice and return it for modification, select **Return**.



- 14. The **Return Confirmation** screen will display.



- 16. Choose the person or group to return the invoice to for correction, enter the required comment and click the Return button

