Introduction
This guide explains how approvers approve non-invoiced payment requests.

Audience
Level 1 budget approvers (can approve up to £2K), and invoice checkers (who are required to approve if value is >£25K).

Process

Requestor
- Submits payment request

Payments Team
- Approve or reject request

Approver (Level 1), if <£25K
- Approves or rejects request

BACS Remittance

Note: If the amount is greater than £25K there is an additional step in that the request goes to the cost centre’s Invoice Checker before the Approver.

Step | Instructions
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1 | Click the Task icon in the toolbar and select the relevant task (Budget Holder approval). The Supplier invoice approval window opens.

2 | Review the payment details in the Supplier invoice information section, and invoice image on the right.

3 | Click the Documents icon to open the Documents window and check for other attachments.

4 | Review the coding (account code, subproject) in the Supplier invoice details section.
5. Use the buttons at the bottom to **Approve** or **Reject** the request.

6. If you clicked **Reject**, enter the reason in the comment box.

7. Click **OK** to confirm.

**What happens next?**
If the request is approved the payment is posted ready for the next payment run.

If the request is rejected it goes back to the Initiator for amendment.

**Where to go for help**
Contact the Payments Team on 020 7380 3140 or email payments@bbk.ac.uk