

How do I approve invoices and requisitions?

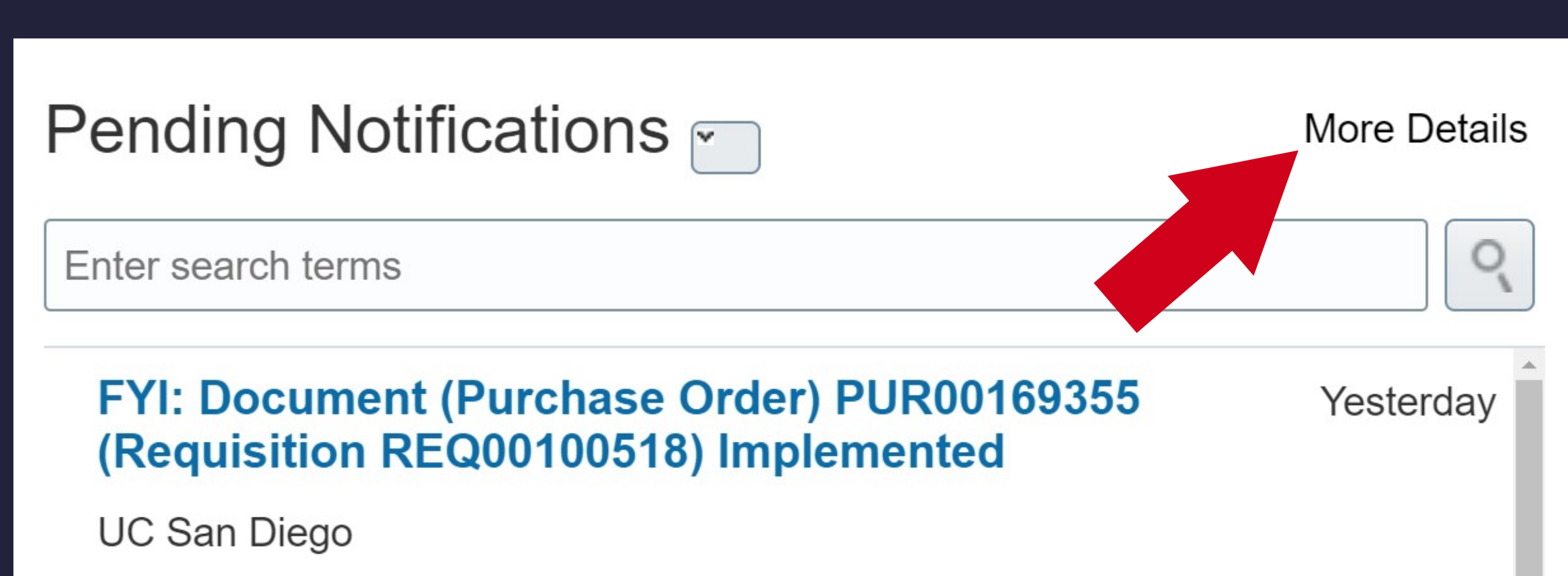
Financial Unit Approvers are responsible for approving PO invoices \$10,000 and above, nonPO invoices regardless of dollar amount, and requisitions above the purchasing authority of the PO Requisitioner. When approving requisitions or invoices, it is important to ensure POETAF information is populated correctly, when applicable.

Navigate to Approvals

- 1 Click the bell icon on any page in Oracle

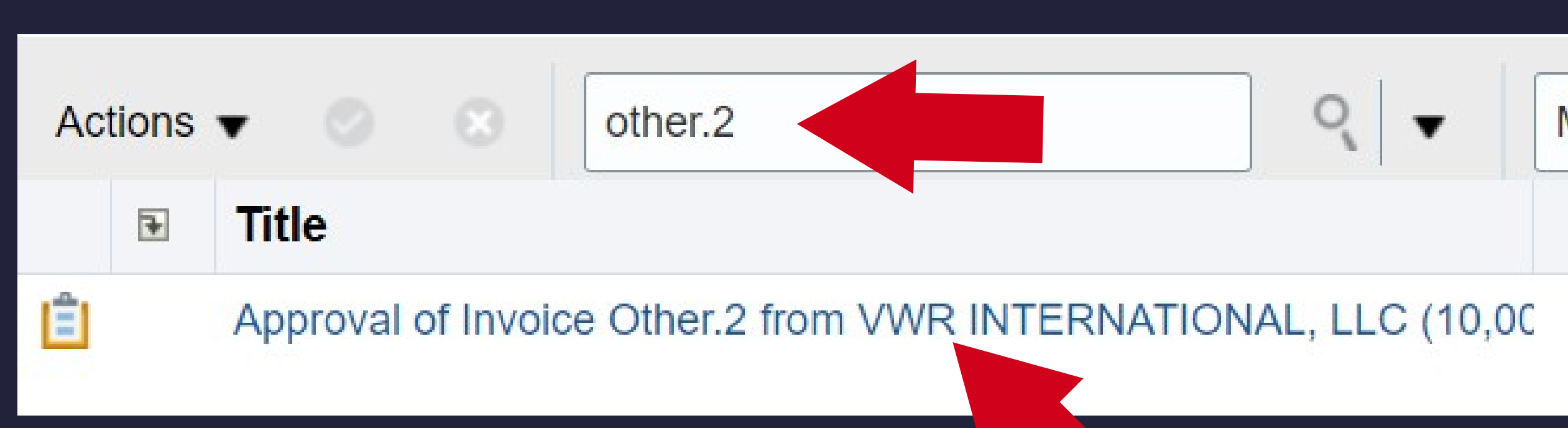


- 2 Click More Details



- 3 Click on the invoice or requisition you would like to review

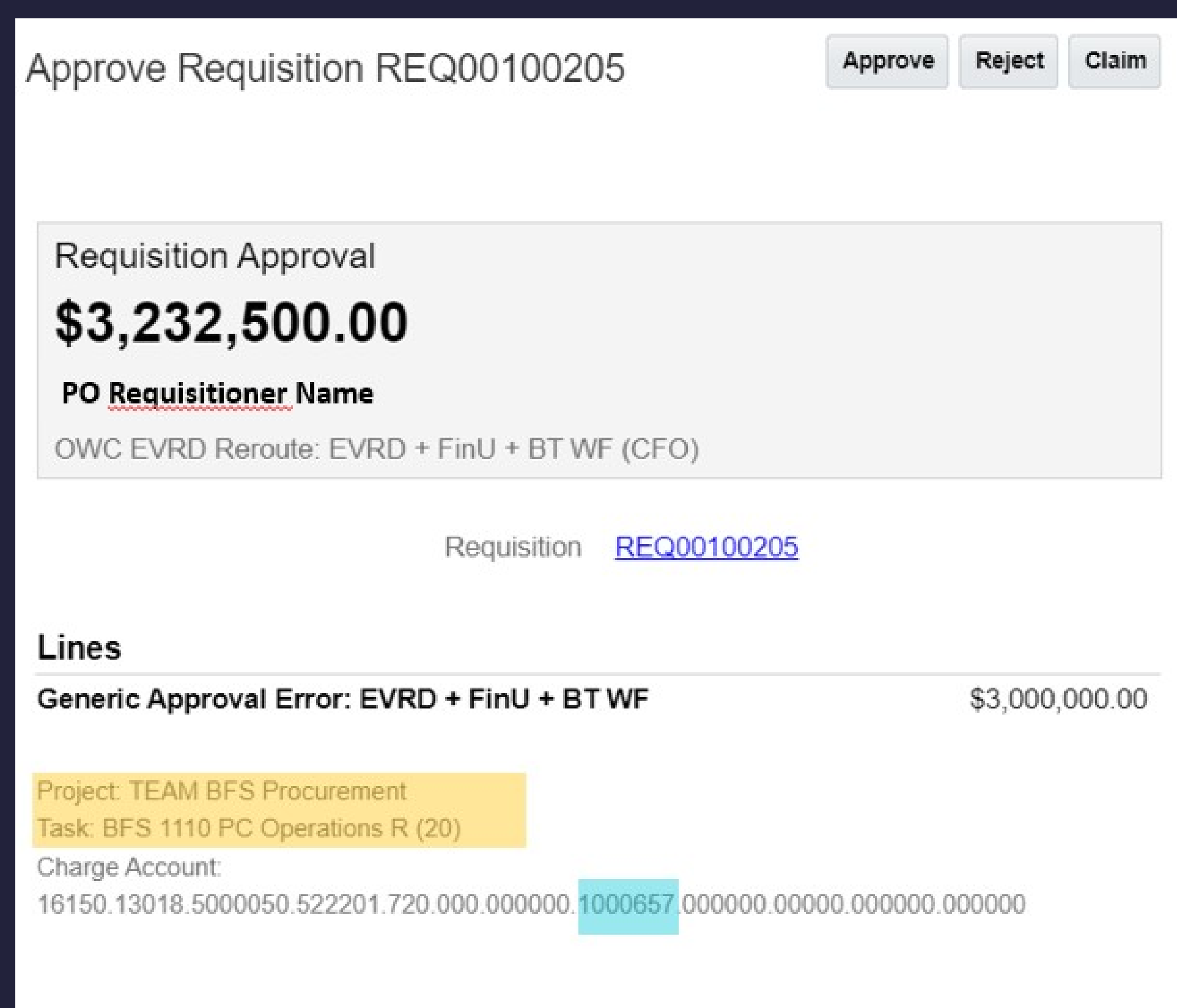
TIP: Use the search bar to find a particular requisition or invoice



Check for POETAF

If there is a **project referenced** in the charge account (chart string), then there should also be a **Project and Task referenced**. If a Project and Task are not referenced, then the requisition needs to be edited or returned.

REQUISITION

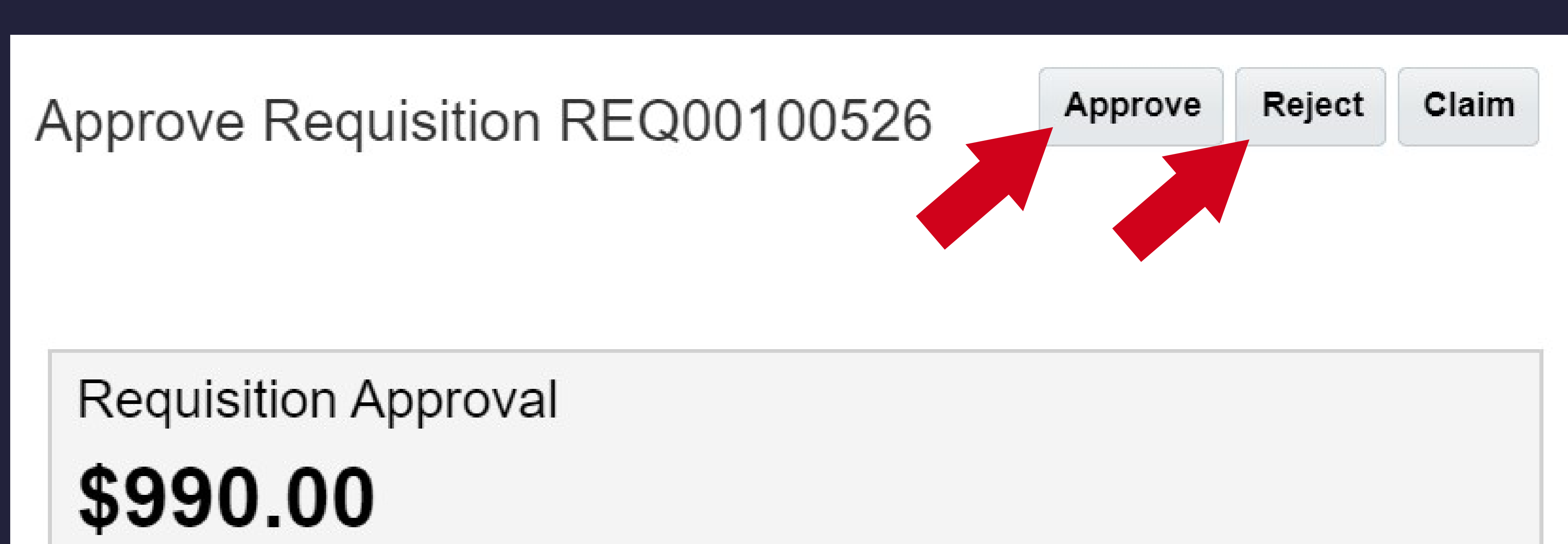


INVOICE

Invoice Line	Amount
1. Replacement PO for #92216607, Do Not Duplicate Seabird as Indicators of Non-linear Ecosystem	10,461.75
Purchase Order	PUR00188261-1-1
Project	SP M Ohman LTER 1017932.16, 12/31/2020, 530101 - Professional Services, UC San Diego
Distributions	16120.20000.2000012.530101.440.000.000000.1017932.000000.000000.000000.000000
2. Tax	0.00
UNITED STATES - State Sales/Use	
Total	10,461.75

Check for POETAF

Approve the invoice or requisition if POETAF is populated correctly. Reject if POETAF is not populated correctly on the requisition, or [refer to our KBA](#) if POETAF is not populated correctly on the invoice.



RELATED RESOURCES

[How to Change the POETAF or Chart String on a PO Invoice](#)

[Research 360 Chart String Identification](#)

[Learn More About the Chart of Accounts](#)

[Oracle COA Lookup](#)