

## How To: Invoice Approval Process

1. From the **Home Page** in E Builder, on the upper right there is a search box. Through there you are able to search any project you are a part of.
2. Search the project you would like to start a process on and select it.
3. In the *processes* page of the project, on the top right corner click on the button that reads **Start Process**. This will trigger a pop up with

the entire list of processes available.

5. Click on the 4<sup>th</sup> option from the bottom: **70.00 Invoice Approval (INV)**

6. From there, the Invoice Approval process will load.

7. **Approve** or **Submit** the process. **Approve** is used to submit otherwise.

re to click on **Submit** either at the bottom of the page, or at the top.

NOTE: If an error is given, search through the form and correct the error. Click on submit once again.