Invoice Approval

1. Click on the Invoice Payment link to start the form.
    a. You will be prompt to log in to Adobe Sign.
    b. In the *email address line*, type in your full saclink email address, including @csus.edu (ex. xxxxx@csus.edu) *(see figure 1. for the Adobe Sign-In screenshot).*
    a. Click the **Continue** button.
    b. You will see an Adobe Sign splash screen as it routes you to the *Adobe Sign Send* page.

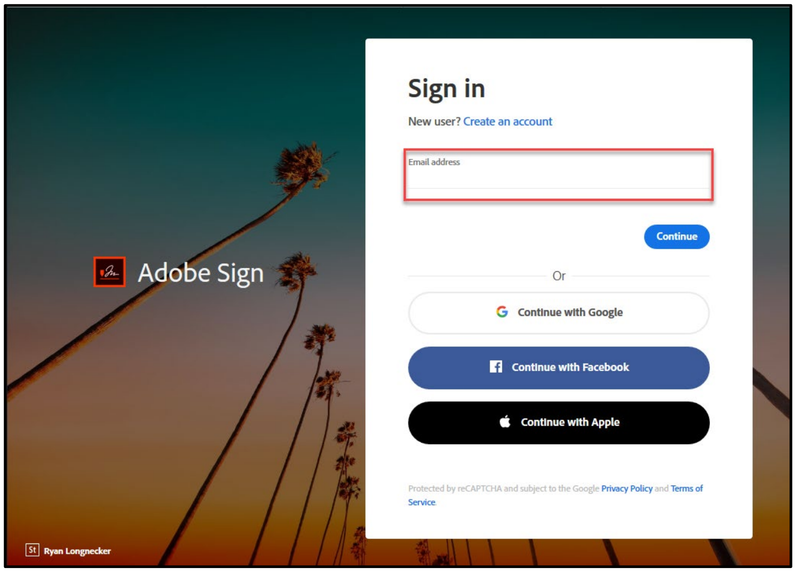

Figure 1. Adobe Sign-In screenshot

2. Once on the *Adobe Sign Send* page *(see figure 3. for the Send page screenshot)*
    a. Click **More** for instruction on this form.
    b. Navigate to the *Recipient* fields and enter the primary email address for the Approver. To ensure you are using the primary email address, navigate to directory.csus.edu
        i. **Optional**- Preapproval by a designated staff may be required by your department or VP, please input the staff's email below if applicable.
        ii. **REQUIRED FIELD**- *Department Approving Official (Signature must be on file in Delegation of Authority list in CFS)*
    c. The *Accounts Payable* email address auto-populates and you will not be able to change this.
    d. In the CC field, enter email(s) if applicable.
    e. In the Document Name field, after Invoice Approval, enter the vendor name (e.g. Invoice Approval – ABC Company).
    f. Navigate to the *Invoice* fields. Click on *Add File* to attach the invoice. Each invoice should be complete on it's own template for approval.
    g. Click the **Send** button to route the form for signature.

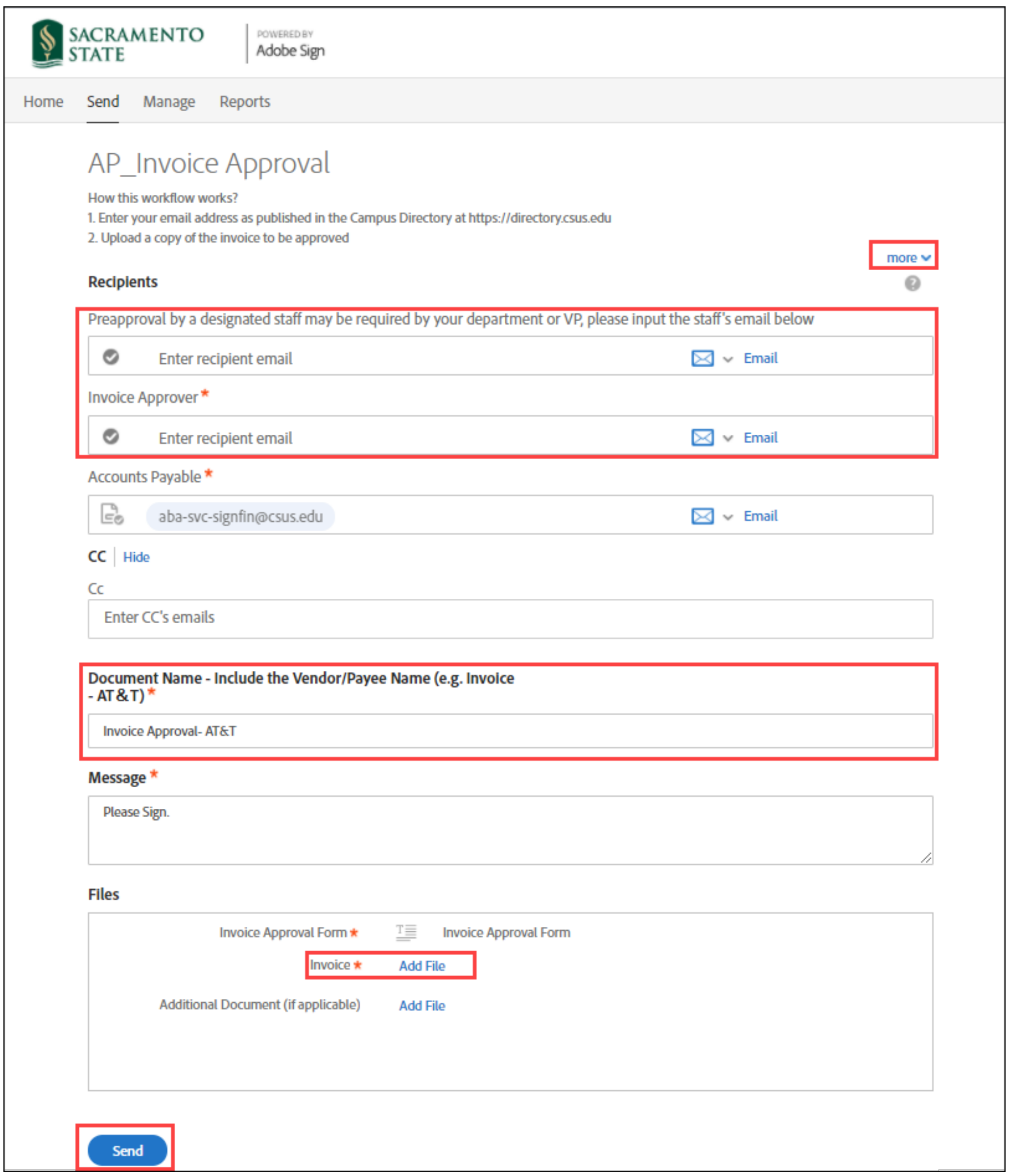

Figure 2. Send page screenshot

3. Once on the form, click the yellow tab to navigate to the required fields and type in your information (see figure 3. for the Invoice Approval form screenshot).
    a. Use the Comments section for Line item instruction, additional PO #, etc.

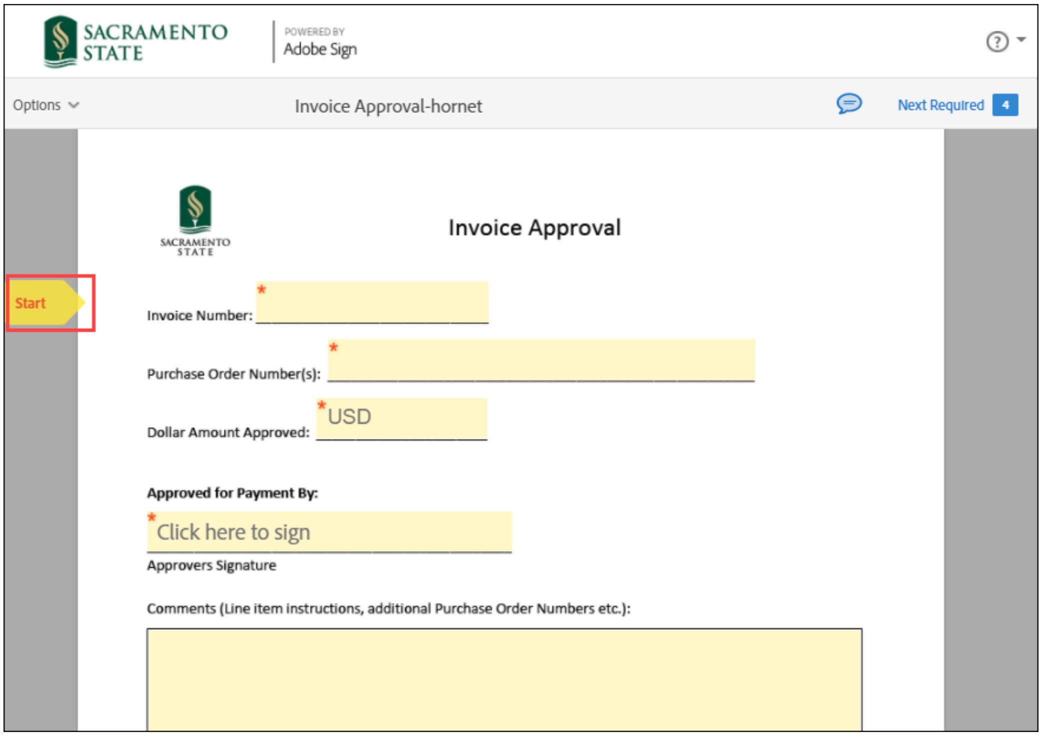

Figure 3. Invoice Approval form screenshot

4. Once all the required fields are completed, click the blue **Click to Send** button at the bottom of your screen *(see figure 4. the Click to Send button screenshot).*

Figure 4. Click to Send button screenshot

5. A thumbnail of the form and confirmation message will display. (see figure 5. Confirmation message screenshot) This message confirms that the Invoice Approval form was sent for approval. You will also receive an email confirmation that the document was sent out. This completes your portion of the workflow.

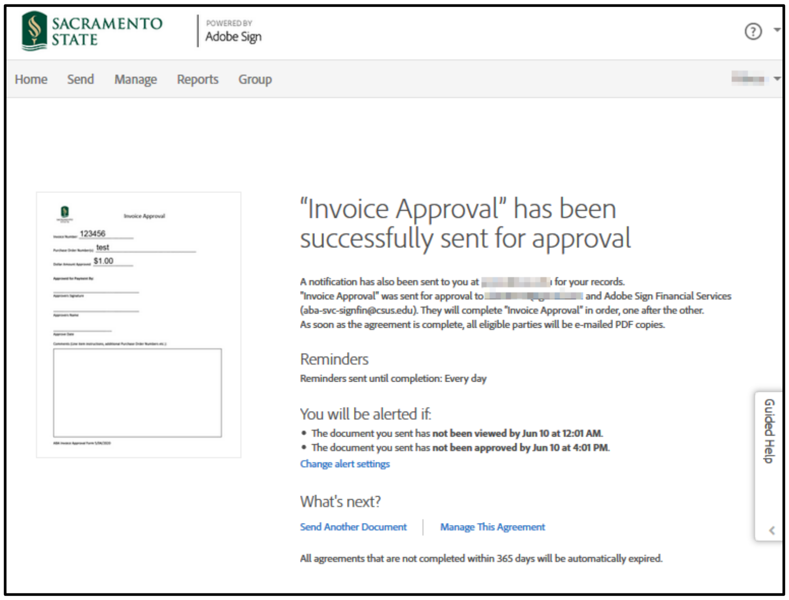

Figure 5. Confirmation message screenshot

6. Once the invoice is approved, you will receive an email confirmation. (see figure 6. Approval Confirmation screenshot) To view the approved document, click on the link provided in the email.

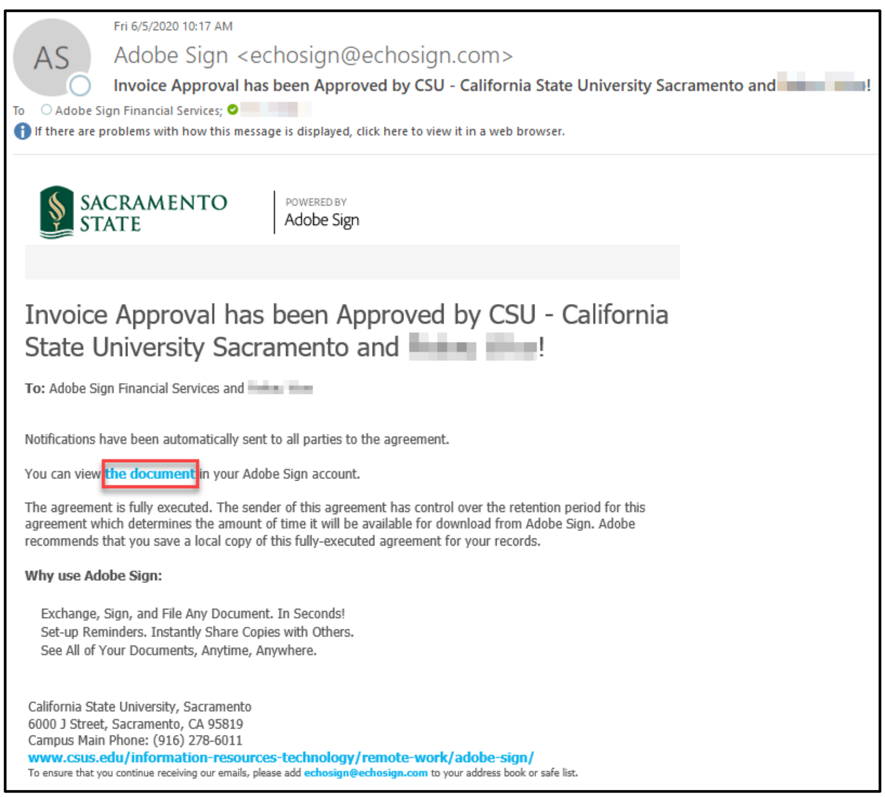

Figure 6. Approval Confirmation screenshot