
# Invoice approval workflow for creditor invoices:

## Approval for incoming invoices

- Is a workflow-controlled approval for creditor invoices by various different persons required?
- Are these persons potentially not E-Business Suite users, and should they perform the review/ approval via email?
- Should account assignment changes also be performed as part of the approval workflow, if applicable?
- Should assignment of approves be flexible according to business rules?
- Should invoices for different clients be processes (MultiOrg)?
- Is the scanned document accessible at all times during the process?
- Should the scanned document be archived automatically?

### This is how the PDG workflow operates:

- Invoices are scanned in stacks or individually at a scanner station.
- The invoice is included as an attachment during indexing, identification, and recording of the invoice.
- The approver is notified and also receives additional information such as the supplier, amount, pre-assignment of accounts, etc.
- The approver is notified, reviews the data, can add to it, and can approve or reject the invoice.
- The invoice is sent to accounting for payment and is transferred to the archiving system.

## Your benefits

- Invoices are already visible in accounts payable upon receipt (previously only after approval)
- Consideration of discounts/ net-payment terms in the reminder/ escalation process
- Validation of accounts assignments already takes place during account/ cost centre entry
- Approval via email (also via Smartphone)
- Standardized user interface
- Increases the speed and reduces labour for invoice approvals

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