



Feature at a glance

Enhancements to Invoice Approval and Invoice Search

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Feature at a Glance

Introducing: Enhancements to Invoice Approval and Invoice Search

Customer challenge

If an invoice approver needed to edit an invoice before approving they had to first edit and save the invoice and then open and approve it in a two-step process. When a user searched for invoices or invoice reconciliations for a specific approver all invoices and invoice reconciliations where that approver was in the approval flow showed up. Invoices and invoice reconciliations associated with that approver could be in pending, active, approved or denied states, which led to additional time spent in looking for invoices or invoice reconciliations that were active for approval by that approver.



Meet that challenge with **SAP Ariba**

If an invoice approver needs to edit an invoice prior to approving, they can now edit and approve the invoice in a single step. Now, when an approver edits an invoice, they can click Submit instead of Save on the edit page to simultaneously save the changes and approve the invoice. When searching for invoices or invoice reconciliations for a specific approver, search results can now be filtered so that only invoices and invoice reconciliations where that person is an active approver are displayed.



Experience key benefits

These enhancements improve the efficiency of the invoice approval process.

Solution area

Operational Procurement / SAP Ariba Buying and Invoicing

Enablement information

To enable this feature, please have your Designated Support Contact log a service request. An SAP Ariba Customer Support representative will follow up to complete the request.

Value measure		medium
Ease of implementation		simple
Regional limitations		global

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Clicking the Save button now saves and approves the invoice. When this is done, the following things happen automatically:

- *Invoice – Saved and approved* is displayed on the following page
- The status of the invoice in the approval flow is updated to Approved for that approver
- The invoice is removed from the To Do list for that approver in the Dashboard

Changes for invoice and invoice reconciliation search

A new Approval Request State option was added to the list of Search Options for filtering invoice and invoice reconciliation searches. If you select Active on the drop-down menu for the Approval Request State and then select the individual approver in the Approver field, the search returns all invoices and invoice reconciliations that are active and that are associated with the selected approver. This included invoices and invoice reconciliations where the approver is named as an approver and where the individual is an approver because they are a member of a group, such as Finance, for example.

As well as Active, users can also select Pending on the Approval Request State drop-down menu to filter invoices and invoice reconciliations that are pending approval.