Viewing & Approving Vendor Bills Training Agenda

- Terminology change
    - Vendor invoices -> vendor bills
- Two different kinds of bills
    - PO
    - Non-PO
        - Freight: not reviewed at this time
- Viewing Bill
    - Navigate to bill several ways
        - Bill number is searchable in global search
        - Related records on vendor record
        - Related records on purchase order
    - Main section
    - Items and Expenses sublists
        - Dot on sublists
    - Files & Notes
        - Copies of bills
            - For non-PO invoices at this time
    - Vendor Prepayments
    - Related Records, System Information, and Admin
- Approving bills for non-PO invoices (excluding freight bills)
    - Notifications
        - Reminder on dashboards
        - Email sent every 2 hours from 8am to 8pm
        - Reminder email sent after 2 business days at 8am
    - Reminder message when viewing and editing the bill
    - Files & Notes
    - Approve or Reject
        - Approve
            - Choose Edit
                - Header fields have been locked
            - Code the bill
            - Save the bill
            - Click Approve
        - Reject
            - Choose Reject
            - Complete the Reason
    - If a bill is not coded, the bill will not approve
- Approver found on vendor record