

Approval Complete – Approval is completed. Invoices will be posted.

Approval Recalled – Invoice has been recalled from approval status.

Awaiting Approval – Invoice is in approver's inbox awaiting approval.

Blocked – Purchase order invoices with price or quantity discrepancies. Awaiting clarification by Purchasing or Logistics.

Cancelled – Invoice has been removed.

Created – Item is missing information, such as purchase order number. Once corrected, item will switch to Indexed.

Error in Starting Approval Workflow – Workflow cannot be started until missing information is added.

Indexed – Invoices are verified and ready for further processing.

Posted – Invoices are posted and ready for payment or paid.

Ready for Validation – Invoice has been scanned into system and awaiting verification.

Rejected by Approver – Approver rejected the invoice.

Suspected Duplicate – System detects another invoice with same invoice number already in the system. Awaiting confirmation by AP.