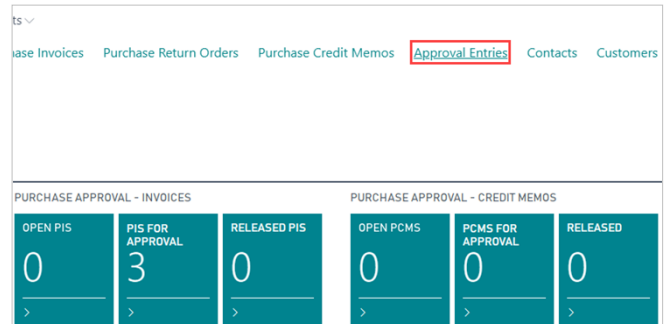


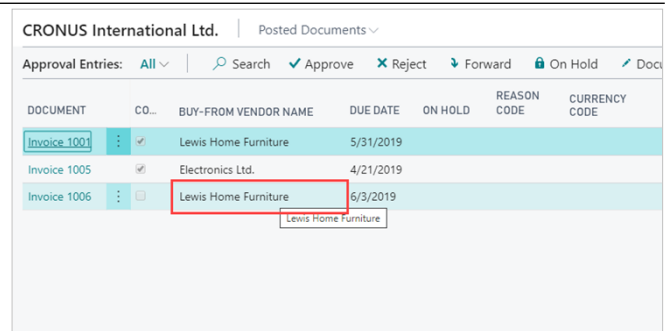
When you handle documents in the Business Central, you can add comments and documents. Let's have a look at how it works.

Select the action "**Approval Entries**" in the role center.



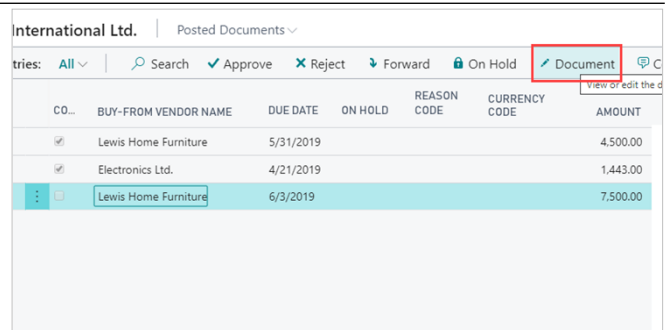
The screenshot shows the Business Central role center. In the top navigation pane, the 'Approval Entries' link is highlighted with a red box. Below the navigation pane, there are two sections: 'PURCHASE APPROVAL - INVOICES' and 'PURCHASE APPROVAL - CREDIT MEMOS'. Each section contains three cards: 'OPEN PIS', 'PIS FOR APPROVAL', and 'RELEASED PIS' for invoices; and 'OPEN PCMS', 'PCMS FOR APPROVAL', and 'RELEASED' for credit memos. The values for these cards are 0, 3, 0 for invoices and 0, 0, 0 for credit memos.

Start by selecting the document you want to process. Today we will focus on the invoice from "**Lewis Home Furniture**".



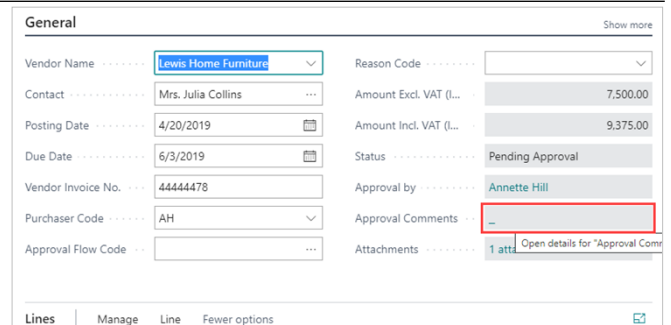
The screenshot shows the 'Approval Entries' page for 'CRONUS International Ltd.'. The page has a ribbon with 'Approval Entries' selected. Below the ribbon is a table of documents. The table has columns: DOCUMENT, CO., BUY-FROM VENDOR NAME, DUE DATE, ON HOLD, REASON CODE, and CURRENCY CODE. The table contains three rows: 'Invoice 1001' (Lewis Home Furniture, 5/31/2019), 'Invoice 1005' (Electronics Ltd., 4/21/2019), and 'Invoice 1006' (Lewis Home Furniture, 6/3/2019). The 'Invoice 1006' row is highlighted, and a red box is drawn around the 'Lewis Home Furniture' vendor name in the 'BUY-FROM VENDOR NAME' column.

Select the action "**Document**" at the top of the page.



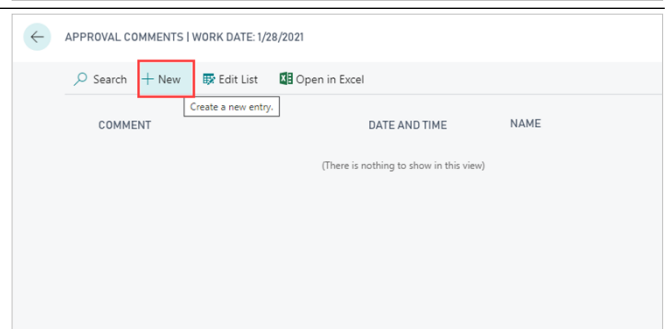
The screenshot shows the 'Document' page for 'International Ltd.'. The page has a ribbon with 'Document' selected. Below the ribbon is a table of documents. The table has columns: CO., BUY-FROM VENDOR NAME, DUE DATE, ON HOLD, REASON CODE, CURRENCY CODE, and AMOUNT. The table contains three rows: 'Lewis Home Furniture' (5/31/2019, 4,500.00), 'Electronics Ltd.' (4/21/2019, 1,443.00), and 'Lewis Home Furniture' (6/3/2019, 7,500.00). The 'Lewis Home Furniture' row with due date 6/3/2019 is highlighted, and a red box is drawn around the 'Lewis Home Furniture' vendor name in the 'BUY-FROM VENDOR NAME' column.

Adding a comment to a document, awaiting your approval, is quite simple. Place the cursor in the field for "**Approval Comments**".



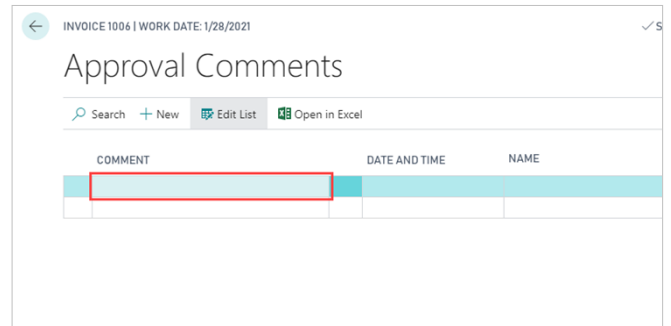
The screenshot shows the 'General' page for a document. The page has a ribbon with 'General' selected. Below the ribbon is a form with various fields. The 'Approval Comments' field is highlighted with a red box. The form contains the following fields: Vendor Name (Lewis Home Furniture), Contact (Mrs. Julia Collins), Posting Date (4/20/2019), Due Date (6/3/2019), Vendor Invoice No. (44444478), Purchaser Code (AH), Reason Code, Amount Excl. VAT (7,500.00), Amount Incl. VAT (9,375.00), Status (Pending Approval), Approval by (Annette Hill), Approval Comments (highlighted), and Attachments (1 att). A red box is also drawn around the 'Approval by' field.

Select the action "**New**" in the ribbon.



The screenshot shows the 'Approval Comments' page. The page has a ribbon with 'New' selected. Below the ribbon is a table with columns: COMMENT, DATE AND TIME, and NAME. The table is empty, and a message below it says '(There is nothing to show in this view)'. A red box is drawn around the 'New' button in the ribbon.

Adding a comment to a document, awaiting your approval, is quite simple. Place the cursor in the field for "Comment".



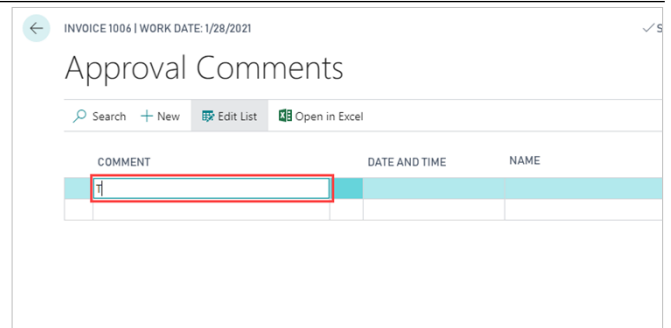
INVOICE 1006 | WORK DATE: 1/28/2021

### Approval Comments

Search + New Edit List Open in Excel

COMMENT	DATE AND TIME	NAME

Type in a comment. Press "Enter" to save the comment.



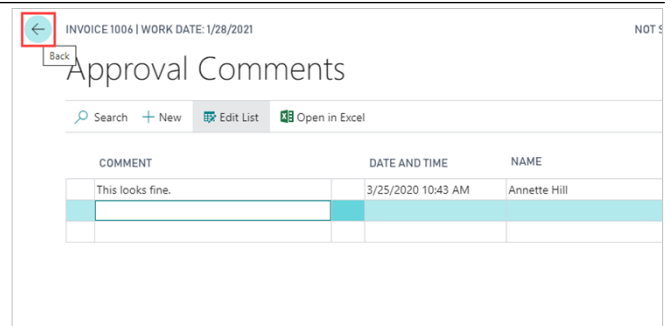
INVOICE 1006 | WORK DATE: 1/28/2021

### Approval Comments

Search + New Edit List Open in Excel

COMMENT	DATE AND TIME	NAME

Select "Back" to return to the document.



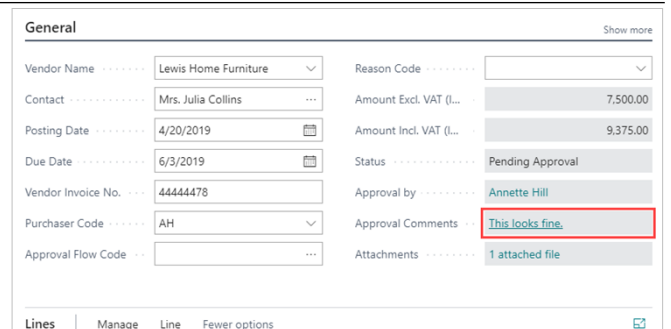
INVOICE 1006 | WORK DATE: 1/28/2021

### Approval Comments

Search + New Edit List Open in Excel

COMMENT	DATE AND TIME	NAME
This looks fine.	3/25/2020 10:43 AM	Annette Hill

In the "Approval Comments" your comment is shown.



General Show more

Vendor Name Lewis Home Furniture Reason Code

Contact Mrs. Julia Collins Amount Excl. VAT (L... 7,500.00

Posting Date 4/20/2019 Amount Incl. VAT (L... 9,375.00

Due Date 6/3/2019 Status Pending Approval

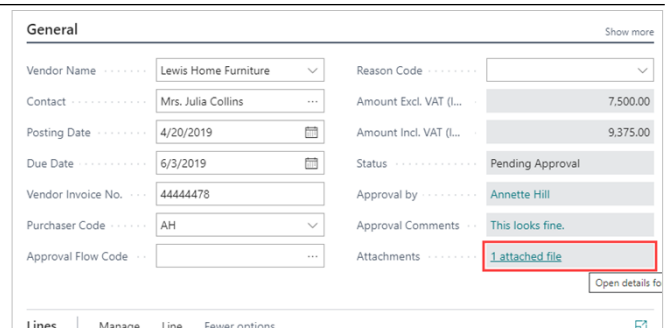
Vendor Invoice No. 44444478 Approval by Annette Hill

Purchaser Code AH Approval Comments This looks fine.

Approval Flow Code Attachments 1 attached file

Lines Manage Line Fewer options

Adding further documents during the approval process is an easy way to include important details like spreadsheets, contracts, and photos.



General Show more

Vendor Name Lewis Home Furniture Reason Code

Contact Mrs. Julia Collins Amount Excl. VAT (L... 7,500.00

Posting Date 4/20/2019 Amount Incl. VAT (L... 9,375.00

Due Date 6/3/2019 Status Pending Approval

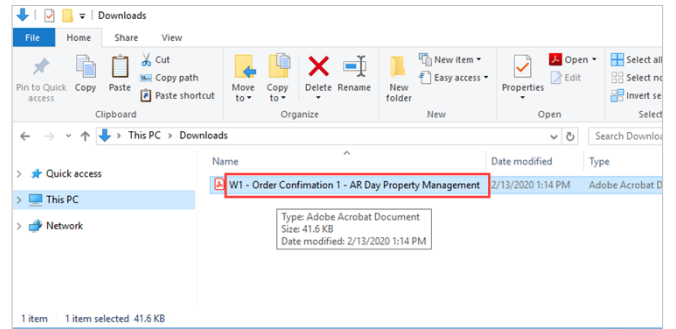
Vendor Invoice No. 44444478 Approval by Annette Hill

Purchaser Code AH Approval Comments This looks fine.

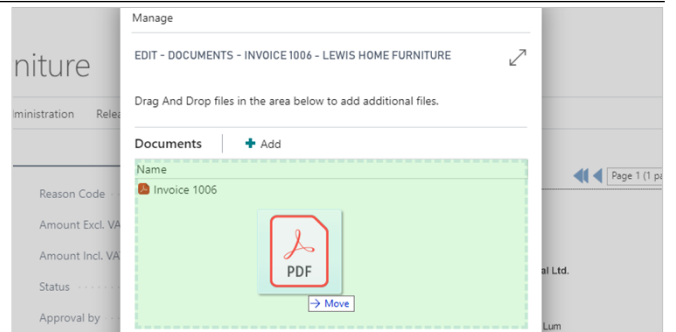
Approval Flow Code Attachments 1 attached file

Lines Manage Line Fewer options Open details fo

To add any type of attachment, simply locate and select the document you want to add to the invoice. Hold the left mouse button and drag the file to the "Edit - Documents" page.



When hovering over the Documents area, release the left mouse button to attach the file to the invoice. Besides dragging the attachments to the document in Business Central, you can also add documents by selecting the "+ Add" action placed just above the list of attachments. When selecting the "+ Add" action, you can easily browse through your documents using the File Explorer.



Select "Close" to return to the document.

