



Approving an Invoice in PPL@Home

California SDP | Quick Guide

Once a contractor or vendor has submitted an invoice, you can approve the invoice directly through PPL@Home.

1. From PPL@Home, click the **'Invoice' tab**.
2. Click You will see several dark green accordion menus. Click on the **dark green title bars** to expand or collapse each accordion menu. Clicking the **'Invoice Summary'** accordion shows two menus:
 - **'In Process Invoice'** shows any submitted invoices that need your approval, or that have been approved but not paid
 - **'Processed Invoice'** shows any invoices that have been paid
3. Find an invoice that has 'In Process Service Lines' and click the **'View'** button.
4. Review all information on the invoice. You may need to use the grey scroll bar to see all the information.
5. To **approve** an invoice, select the checkbox of each line you want to approve, then select the 'Approve' button. You will see a pop up stating the invoice was approved successfully.
 - On the invoice line, the 'In Process Service Lines' and 'Processed Service Lines' show the totals for approval statuses.
6. To **deny** an invoice, select the checkbox of each line you want to deny, then select the purple 'Deny' button. You will see a pop up stating the invoice was denied successfully.
 - You will need to select a reason for denial from the drop down
 - The Invoice will be returned to the contractor or vendor who submitted it, to correct.

All time entries must be submitted and approved by the deadline as found on the current payroll schedule.

Call or email your Support Broker or Enrollment Specialist if you have any questions.