

If our latest Lunch & Learn already feels like a lifetime ago, look no further. Here the main takeaways from **Out With The Old, In With The Approved: Your Year In iCompleat Starts Here**. Think less lunch hour, more coffee break.



## Bring invoice payments into iCompleat

A brand new tool, sitting behind its own tile on the homepage. Process and approve invoices for payment without leaving iCompleat.



## Follow every payment along its journey

Familiar trays – **Unpaid, Draft, Awaiting Approval, Approved, Paid** and **Denied** – mirror the invoice journey you already know, so you always know exactly where a payment stands.



## Sort and filter to build payment runs fast

Drag columns such as Status or Supplier to group invoices instantly, spot overdue items at a glance, and use standard filters to find exactly what you need before building a run.



## Create payment runs from selected invoices

Pick your invoices, give the run a description and a funding source, then review the summary before submitting – adding or removing invoices until the run is exactly right.



## Build your own payment approval workflows

Payment workflows sit alongside your existing ones and are built in exactly the same way. Set rules that help route a particular payment run to the right approver(s).



## Control who can do what with permissions

Assign read-only users, payment operators and approvers to give your team the access they need across creating, approving and processing payment runs.



## Generate ready-to-use payment files

Once authorised, generate an XML summary and an Excel output – with supplier, references and amounts – to process payments outside iCompleat. Invoice links stay live for 30 days.