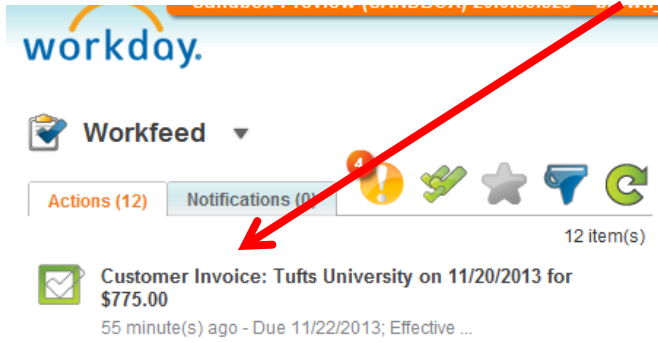


How to Approve Customer Invoice

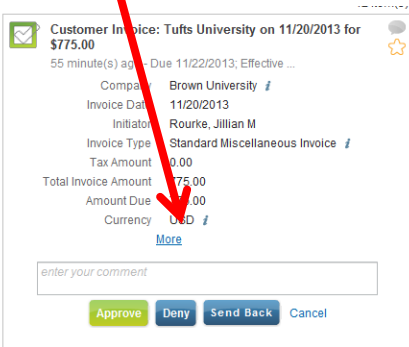
1. Locate Action Item in Workfeed for "Customer Invoice"



2. Select Review button



3. Select 'More' option



4. Review all details to ensure accuracy.

Review:
Customer Invoice: Tufts University on 11/20/2013 for \$775.00 #

For Customer Invoice: CUSTINV-0001825 #

Overall Process Customer Invoice: Tufts University on 11/20/2013 for \$775.00 #

Overall Status **In Progress**

Due Date 11/22/2013

Details to Review

Customer Invoice # Invoice Number CUSTINV-0001825 Invoice Status In Progress Payment Status Unpaid

Invoice Information		Additional Information	
Company	Brown University #	Payment Terms	Net 30 #
Customer	Tufts University #	Payment Type	
Currency	USD #	Due Date	12/20/2013
Invoice Date	11/20/2013	Discount Date	
Worktags		Net Invoice Amount	775.00
Default Tax Code		Tax Amount	0.00
Invoice Type	Standard Miscellaneous Invoice #	Total Invoice Amount	775.00
PO Number		Amount Due	775.00
Memo		Printed	<input type="checkbox"/>

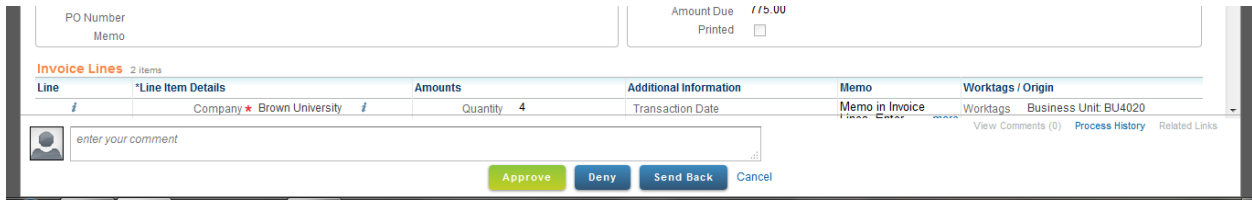
Invoice Lines 2 items

Line	*Line Item Details	Amounts	Additional Information	Memo	Worktags / Origin
#	Company * Brown University #	Quantity 4	Transaction Date	Memo in Invoice	Worktags Business Unit BU4020

5. If invoice is accurate, approve. If invoice is inaccurate, send back. Please do not deny the invoice. Once the invoice is denied, the AR Coordinator must start over.

Approval:

Select Approve button.



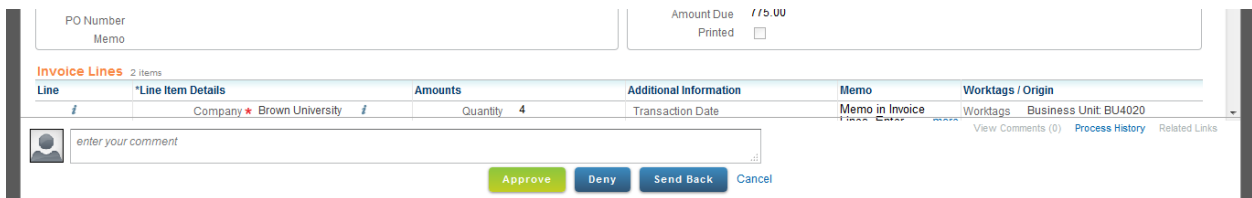
Receive confirmation.



The invoice has been routed to Financial Services for processing.

Send Back:

Enter your comment in the comment box. A comment is required. Select the Send Back button.



A pop-up box will appear. The recipient will be the AR Coordinator who created the invoice. You must enter a reason in the box. Select the Send Back button.

