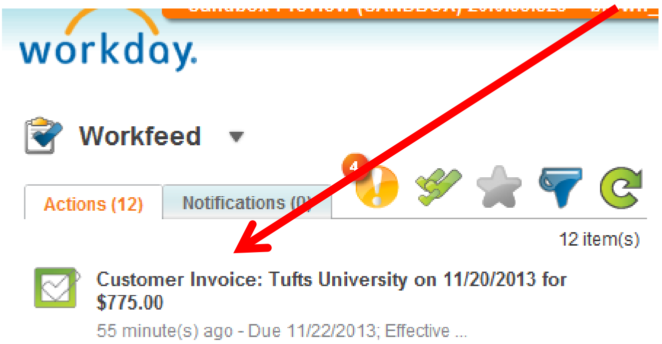
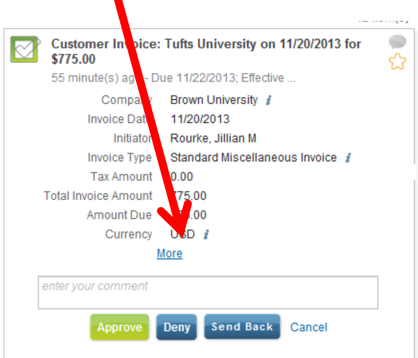
How to Approve Customer Invoice

1. Locate Action Item in Workfeed for “Customer Invoice”

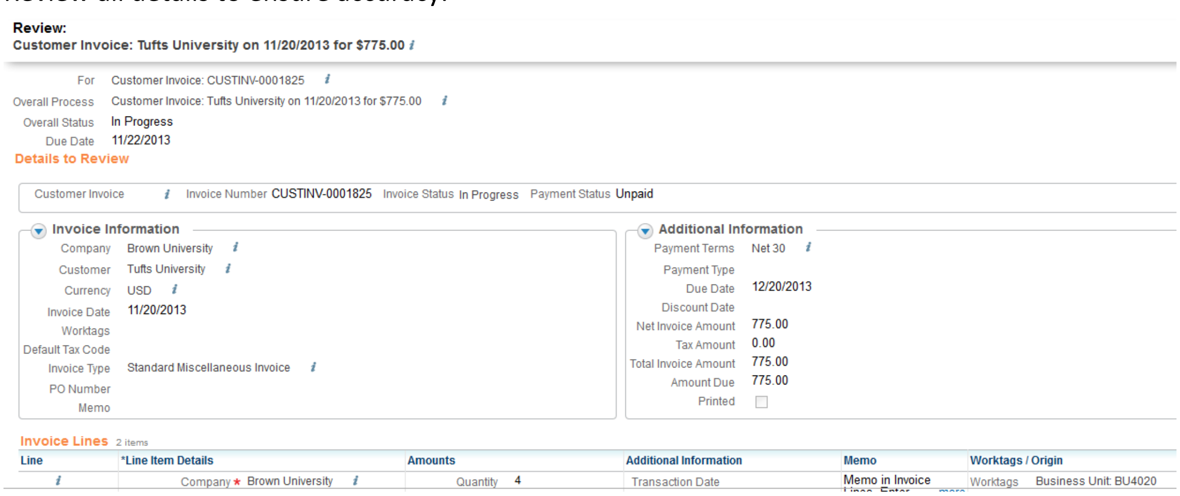


2. Select Review button

3. Select ‘More’ option



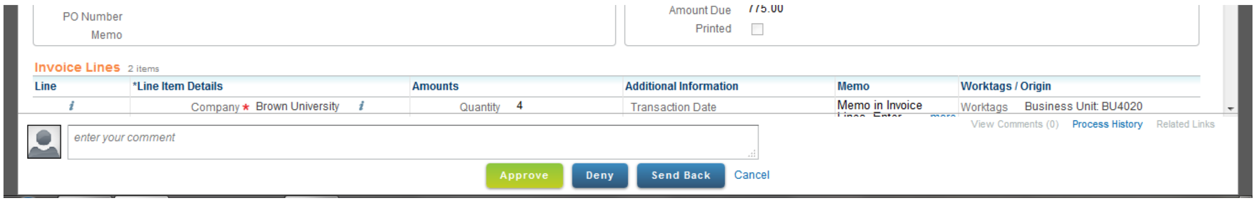
4. Review all details to ensure accuracy.



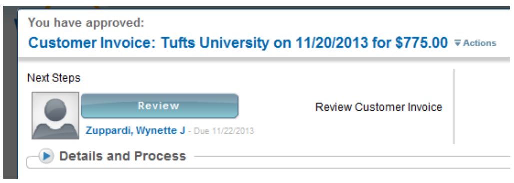
5. If invoice is accurate, approve. If invoice is inaccurate, send back. Please do not deny the invoice. Once the invoice is denied, the AR Coordinator must start over.

Approval:

Select Approve button.



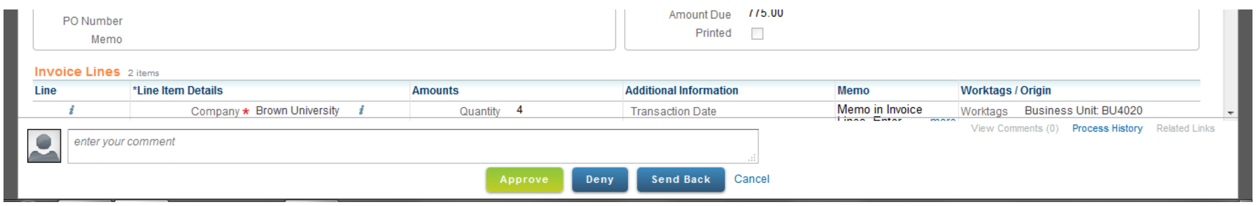
Receive confirmation.



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.