Web Invoicing

How to Turn on the Out of Office Function

The Web Invoicing Out of Office functionality should be used when you are away from the office. This forwards the invoice approval path to another person. This ensures that invoices continue to move through the payables process and are paid on time while you are away.

1. Log into Web Invoicing
2. Click on “My Account”
3. Click the box for Out of Office
4. Select your supervisor’s name from the drop down menu
5. Click “Update My Account”
6. Log out of Web Invoicing
7. Create a reminder for yourself so that you turn the Out of Office off when you return to work.