Approving and Rejecting on Web Invoicing

Request submissions awaiting your approval will be appear on your home tab. You can also access them by clicking on Review Invoice Request on the left side of your screen under Activities.

Click on the request you would like to review.
The selected request will populate on the screen. You are now ready to review the entry.

Click on the attachment tab to view the request’s document support.

The information entered on the invoice request fields should match the invoice or contract. For reimbursements, receipts should be legible and organized. Proof of payment should be noted on receipts.

Once you have reviewed the request and are ready to process, you may click on either of the approve buttons.
If there are discrepancies with the request, please select either of the REJECT buttons.

Several reasons are listed in the drop down tab in the rejection reason window. Sometimes more information may be needed to assist the submitter in correcting the request. This can be noted in the notes section box below the drop down tab.