

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.

The screenshot shows the 'Update My Account' page in the Web Invoicing system. At the top, there are navigation tabs for 'Home' and 'Invoice Requests'. Below these is a button labeled 'Update My Account'. The main content area is divided into sections: 'Account Details' with an email field containing 'firstname.lastname@necmusic.edu'; 'WebInvoicing - Notifications' with four checked checkboxes: 'My request is approved by any reviewer', 'My request is approved by final reviewer', 'My request is rejected', and 'My approval is required for a request'; and 'Out of Office' with a checked checkbox 'Turn on Out of Office processing' and a dropdown menu for 'Forward requests submitted for my approval to'. Three red arrows point to the 'Home' tab, the 'Out of Office' section, and the dropdown menu.