

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.



WebInvoicing My Account | Administration | Help | Log Out

Activities

- Activities
- Create New Invoice Request
- View All Invoice Requests
- View My Invoice Requests
- Review Invoice Requests

Home | **Invoice Requests**

Invoice Requests

- > All Invoice Requests
- > My Invoice Requests
- > Invoice Requests For Review

Created Invoice Requests:

- > **18890** - Guard Work 11/26-12/9/18 - In Progress
- > **18883** - Blue Care Elect Saver 1/1/19-2/1/19 - In Progress
- > **18788** - 12/20-1/23/19 - In Progress
- > **18787** - 12/20/18-1/23/19 - In Progress
- > **18785** - 11/21-12/20/18 - In Progress

Invoice Requests Waiting for Review:

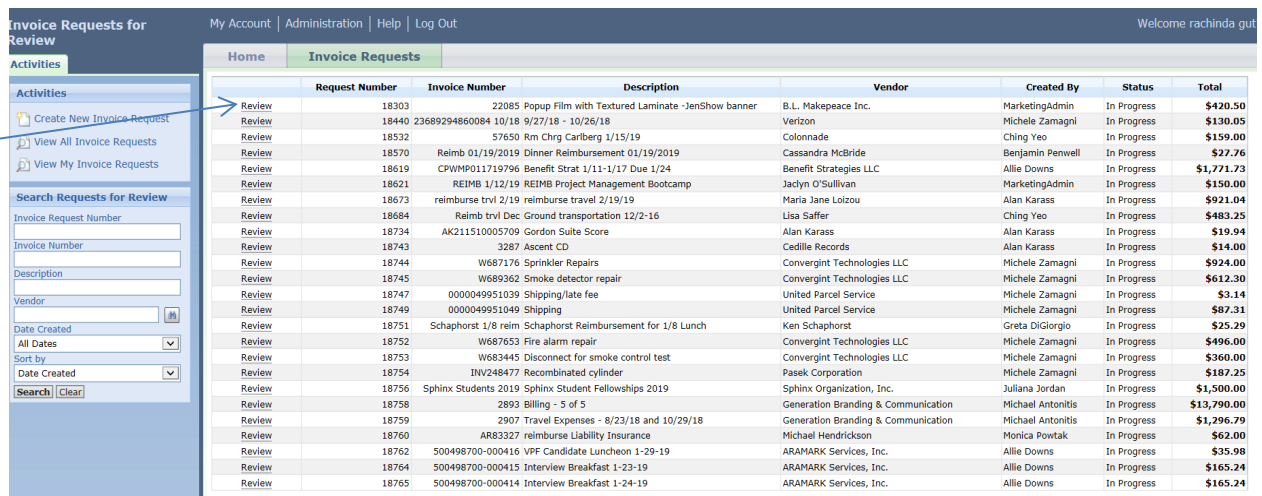
- > **18914** - piano tuning - 2/7/2019
- > **18913** - piano tuning - 2/7/2019
- > **18912** - piano tuning - 2/7/2019
- > **18911** - piano tuning - 2/7/2019
- > **18910** - piano tuning - 2/7/2019

[More](#)

Administration

- > View Active Users
- > View Email Queue
- > Edit User Options

Click on the request you would like to review.



Invoice Requests for Review My Account | Administration | Help | Log Out Welcome rachinda gut

Home | **Invoice Requests**

Activities

- Activities
- Create New Invoice Request
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Search Requests for Review

Invoice Request Number:

Invoice Number:

Description:

Vendor:

Date Created:

All Dates:

Sort by:

Date Created:

	Request Number	Invoice Number	Description	Vendor	Created By	Status	Total
Review	18303	22085	Popul Film with Textured Laminat -JenShow banner	B.L. Makepeace Inc.	MarketingAdmin	In Progress	\$420.50
Review	18440	23689294860084 10/18	9/27/18 - 10/26/18	Verizon	Michele Zamagni	In Progress	\$130.05
Review	18532	57650	Rm Chng Carlberg 1/15/19	Colonade	Ching Yeo	In Progress	\$159.00
Review	18570	Reimb 01/19/2019	Dinner Reimbursement 01/19/2019	Cassandra McBride	Berjamin Penwell	In Progress	\$27.76
Review	18619	CPWHP011719796	Benefit Strat 1/11-1/17 Due 1/24	Benefit Strategies LLC	Allie Downs	In Progress	\$1,771.73
Review	18621	REIMB 1/12/19	REIMB Project Management Bootcamp	Jaelyn O'Sullivan	MarketingAdmin	In Progress	\$150.00
Review	18673	reimburse trvl 2/19	reimburse travel 2/19/19	Maria Jane Loizou	Alan Karass	In Progress	\$921.04
Review	18684	Reimb trvl Dec	Ground transportation 12/2-16	Lisa Saffer	Ching Yeo	In Progress	\$483.25
Review	18734	AK211510005709	Gordon Suite Score	Alan Karass	Alan Karass	In Progress	\$19.94
Review	18743	3287	Assent CD	Cedille Records	Alan Karass	In Progress	\$14.00
Review	18744	W687176	Sprinkler Repairs	Convergint Technologies LLC	Michele Zamagni	In Progress	\$924.00
Review	18745	W689362	Smoke detector repair	Convergint Technologies LLC	Michele Zamagni	In Progress	\$612.30
Review	18747	000004951039	Shipping/late fee	United Parcel Service	Michele Zamagni	In Progress	\$3.14
Review	18749	000004951049	Shipping	United Parcel Service	Michele Zamagni	In Progress	\$87.31
Review	18751	Schaphorst 1/8	reim Schaphorst Reimbursement for 1/8 Lunch	Ken Schaphorst	Greta DiGiorgio	In Progress	\$25.29
Review	18752	W687653	Fire alarm repair	Convergint Technologies LLC	Michele Zamagni	In Progress	\$496.00
Review	18753	W683445	Disconnect for smoke control test	Convergint Technologies LLC	Michele Zamagni	In Progress	\$360.00
Review	18754	INV248477	Recombined cylinder	Pasek Corporation	Michele Zamagni	In Progress	\$187.25
Review	18756	Sphinx Students 2019	Sphinx Student Fellowships 2019	Sphinx Organization, Inc.	Juliana Jordan	In Progress	\$1,500.00
Review	18758	2893	Billing - 5 of 5	Generation Branding & Communication	Michael Antonitis	In Progress	\$13,790.00
Review	18759	2907	Travel Expenses - 8/23/18 and 10/29/18	Generation Branding & Communication	Michael Antonitis	In Progress	\$1,296.79
Review	18760	AR83327	reimburse Liability Insurance	Michael Hendrickson	Monica Powitak	In Progress	\$62.00
Review	18762	500498700-000416	VPF Candidate Luncheon 1-29-19	ARAMARK Services, Inc.	Allie Downs	In Progress	\$35.98
Review	18764	500498700-000415	Interview Breakfast 1-23-19	ARAMARK Services, Inc.	Allie Downs	In Progress	\$165.24
Review	18765	500498700-000414	Interview Breakfast 1-24-19	ARAMARK Services, Inc.	Allie Downs	In Progress	\$165.24

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

Review Invoice Request 18762

Invoice Number: 500498700-000416 Vendor: ARAMARK Services, Inc.

Created By: Allie Downs Approval Rule: 902 - Human Resources Show Details

Status: In Progress Description: VPF Candidate Luncheon 1-29-19

Document Date: 1/30/2019 Total: \$35.98

Buttons: Approve, Reject, Save, Add Attachments, View Attachments (2 Attachments)

Amount	GL Account:	1-902-7200	Professional Service-Human Resources
\$35.98	Project		Class

Expense Detail / Purpose

Attributes

Add	Attribute Type	Description	Short Description	Date	Required	Comments
<input type="checkbox"/>	Delivery Method	EFT			<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Payee Citizen St	Company			<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Payment is for	Company			<input checked="" type="checkbox"/>	

History of Changes

Item Changed	Previous Setting	New Setting	Changed On	Changed By
Status	Open	Submitted	2/1/2019	Allie Downs
Last Action	<blank>	Approved	2/7/2019	Rebecca Worthington
Status	Submitted	In Progress	2/7/2019	Rebecca Worthington
Last Action	Approved	Approved	2/7/2019	Nick Macke

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.

Review Invoice Request 18734

Invoice Number: AK211510005709 Vendor: Alan Karass

Created By: Alan Karass Approval Rule: 360-Reimb T Novak Approval Show Details

Status: In Progress Description: Gordon Suite Score

Document Date: 1/30/2019 Total: \$19.94

Buttons: Approve, Reject, Save, Add Attachments, View Attachments (2 Attachments)

Amount	GL Account:	1-360-6201	Books/Periodicals-Libraries
\$19.94	Project		Class

Expense Detail / Purpose

Attributes

Add	Attribute Type	Description	Short Description	Date	Required	Comments
<input type="checkbox"/>	Delivery Method	EFT			<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Payee Citizen St	U.S. Citizen or R			<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Payment is for	NEC Faculty/Staf			<input checked="" type="checkbox"/>	

History of Changes

Item Changed	Previous Setting	New Setting	Changed On	Changed By
Status	Open	Submitted	1/30/2019	Alan Karass
Last Action	<blank>	Approved	1/30/2019	Tom Novak
Status	Submitted	In Progress	1/30/2019	Tom Novak

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.

Reject Buttons

The screenshot displays the 'Review Invoice Request 18734' interface. On the left sidebar, the 'Reject Invoice Request' button is highlighted. A 'Rejection Reason' dialog box is open, showing a dropdown menu for reasons and a text area for notes. The main interface shows details for 'Review Invoice Request 18734' with fields for Invoice Number, Vendor, Created By, Status, and Document Date. A table below shows distribution items with columns for amount and description.

Item	Amount	Description	Class
1	\$19.94	6201 Books/Periodicals	Books/Periodicals-Libraries Class

Item Changed	Previous Setting	New Setting	Changed On	Changed By
Status	Open	Submitted	1/30/2019	Alan Karass
Last Action	<blank>	Approved	1/30/2019	Tom Novak
Status	Submitted	In Progress	1/30/2019	Tom Novak