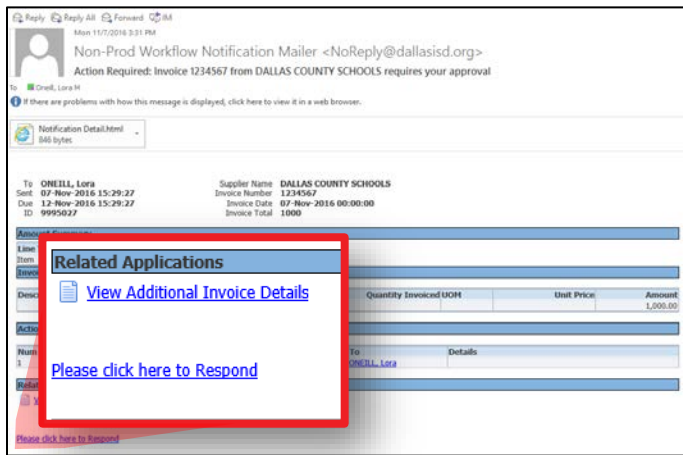


## 7.8 Invoice Routing

### Invoice Payment Approval

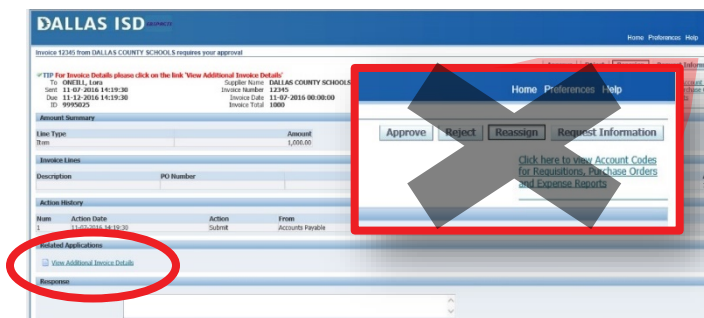
There are times when you will receive an email message asking you to approve an invoice to be paid. The message will also appear in your Oracle worklist when you log in.

1. Please click here to respond.

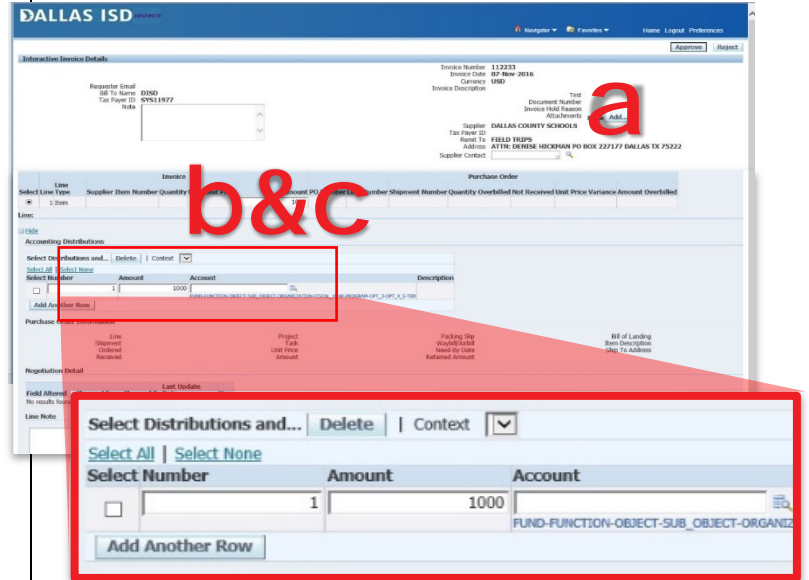


2. Here you have the option to Approve, Reject, Reassign, or Request Info. But, no matter what, **FIRST** you must review your invoice details.

Click **View Additional Invoice Details**.



3. From here you can
  - a. View the attachment.

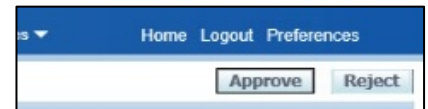


b. Enter the **row Number, Amount & Account code**.

Row#	Amount	Account Code
1	750	199-11-6296...
2	250	211-11-6296...

c. **Add Another Row** to use additional line codes for the same invoice.

4. **Approve** to submit to supervisor.



If you want to **REJECT** – follow all steps including line code. Use a ZERO dollar-value for the amount column.

This **will not check funds** for you. Run your funds available and know the money is in the line before starting.

You **must fully pay** the invoice total, otherwise it will go on hold & not be paid.