Accounts Receivable (AR) Module – Approver Steps

The basic steps for reviewing an invoice in the AR module are:
- Search for the invoice (details should be in an email sent by staff member)
  - Navigation: **Menu > Billing > Maintain Bills > Standard Billing**
  - Enter the invoice number in the 'Invoice' field
  - click 'Search'
- Open the Pro Forma and visually review the details (most of the details can be checked here)
  - From the 'Header-Indo 1' tab you can find the Pro Forma button on the top right beside the currency

  - Customer, customer address, line details/amounts, payment terms, PO Reference (if applicable), currency, etc.
- From the 'Header-Info 1' tab click the 'Address' blue link and ensure that the 'Invoice Media' is set to 'Email Invoice as Attachment' or 'Print Copy' (depends on preferred method for sending out the invoice)
  - Email invoice as Attachment – the invoice will be emailed to the contact automatically from the Accounts Receivable email address when the invoice is finalized.
  - Print Copy – the invoice will need to be downloaded after it is finalized so it can be sent from the staff members' email address (see navigation below to view/download finalized invoice).
- From the 'Line-Info 1' tab click the blue 'Accounting' link to verify chartfield information
- From the 'Header-Info 1' tab click the blue 'Attachments' link to view/confirm if there are attachments associated with the invoice

Finalizing (approving) the Invoice:
This process will move the bill to invoiced status and create/post the journal entry to the GL.
- Once reviewed, change the status from 'NEW' to 'RDY' (Ready to Invoice)
  - In the 'Status' field, click the magnifying glass and select 'RDY' from the options
  - Click the 'Save' button at the bottom
- Once the invoice has been saved, note a new button beside the Pro Forma, the 'Invoice' button. Click this button to finalize the invoice (move it to invoiced status).

- After you click the 'Invoice' button you will receive a standard message indicating that 'Invoicing initiated successfully. No further changes to this bill will be allowed during Bill Entry process.'
  - Click the 'OK' button to move on.

Please note that once the invoice has been finalized there is a different navigation to view/download the invoice:
- **Main Menu > Billing > Review Billing Information > Details**
- Enter the invoice number in the 'Invoice' field and click 'Search'
- To view/download the completed invoice, click the blue 'View Invoice Image' link