



Invoice Approval - BAR3200

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Accounts Receivable > Maintenance > Invoice Approval

This page is used to review and approve invoices that are created by other users. Only users with the permission to approve invoices can access the Invoice Approval page. You can approve invoices and return invoices to the originator for modifications. Only invoices created by users whose reviewer is the logged-on user ID are displayed.

Approve an invoice:

The first invoice to be approved is displayed on the page.

Field	Description
Campus ID	
Pass/Fail	

Click **Save**.

**NOTE:

Other functions and features:

 [Delete a row.](#)
Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.