Accounts Payable Positive Approval Image

1. The user identified as the default contact for positive approval will be e-mailed a link to the document in WebNow.

E-mail with WebNow URL.

![E-mail Image]

URL Link to Image. Note the e-mail text indicates you must double click on the link, this is unnecessary, a single click is sufficient.

2. Clicking on the link in the e-mail will take you to the logon in WebNow.

![WebNow Logon Image]

Sign-on using your NetID and Password.
3. The image will open in the WebNow Explorer. Select “Open in Workflow” from the Workflow drop down. This allows for editing and indicating approval of the invoice.
4. A second window will open with the image in Workflow. Click on the stamp ICON. When holding the pointer over the stamp ICON text will display showing which stamp will be selected. If the stamp needs to be changed right click on the ICON and select either AP_Campus_Approval or AP_Campus_Reject, then click in the body of the image.

5. When the review is completed and marked as approved or rejected. Click the Route Forward ICON and the process is complete.
When marking an invoice as “Rejected” for payment select the “AP_Campus_Reject” stamp, added to invoice and enter notes. If the document properties does not display hit “F7”.

When completed and marked as rejected click the Route Forward ICON as above and the process is complete.