Accounts Payable Positive Approval

1. The user identified as the default contact for positive approval will be e-mailed a link to the document in WebNow.
   - enter or make any needed changes to the default contact person name and phone. Be sure to use a full first and last name. The contact person should be someone who is able to answer questions about your order from both the vendor and Purchasing. A copy of the invoice will be sent to this person if positive approval is requested.
   - if you require positive approval (where invoices will be sent to you for approval before payment) choose yes (the default value is no). Only choose yes if this feature is necessary as it greatly slows down the time for Accounting to pay invoices.

E-mail with WebNow URL.
2. Clicking on the link in the e-mail will take you to the logon in WebNow. Sign-on using your NetID and Password

(Contact xxxxxxxx if you have trouble logging into WebNow)

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”.

Clicking on the calendar will add user id, date and time stamp to notes

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