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PAYMENT SERVICES USER MANUAL

CORRECT AN INVOICE

WHEN AWAITING APPROVAL

To make changes to an invoice (Amount, Vendor, etc.) that has been approved or is awaiting approval, an Approver can click **Undo Approval**. The approver then selects a 'stage' in the Payment Services process in which to send the invoice. If the final approval has been made and the invoice status is Released, it can still be unapproved as long as it is before the upload to STARS has occurred (6:30 PM MST of the business day).

1. Click **Undo Approval**.
2. Select **Awaiting Authorization** - the authorization step where the invoice can be changed. After it is authorized, it will be ready for fiscal coding.
3. Click **Save**.

Figure 1 - Set Status after undoing an approval



4. To undo an approval on just one line item that has been approved, uncheck the checkmark next to the line item, and then click **Save & Continue** or **Save & Clear**. (Do not click the **Undo Approval** button.) **Save & Continue** will leave save the invoice approval changes and leave it on screen. **Save & Clear** will save the invoice approval changes and clear the invoice off the **Approval** screen

WHEN AWAITING COST DISTRIBUTION

To make changes to an invoice that has been approved or is awaiting **Cost Distribution**, the invoice can be changed.

1. Click the **Invoice** tab.
2. Change the invoice as needed.
3. Click **Save & Continue**.