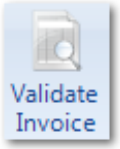
Validate Invoice

Wed, Jan 17, 2024 Invoices Sub Menu

Once an Invoice has been input onto the system it will need to go through two steps before it can be submitted for payment. These stages are Approval and Validation. Invoices can be validated once they have been approved. To validate an Invoice, perform the following:

1. Find the Invoice using the Invoice Search functionality (the Invoice must be at an Approved status) and click the "Validate Invoice" button.



It should be noted that there is a system setting that allows for invoices submitted via the portal to automatically move to either Approved or Validated status (assuming the invoice passes all the necessary checks). This is configured per Client and will therefore result in submitted invoices moving directly to an Approved or Validated status.

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