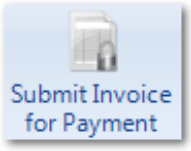
Submit Invoice for Payment

Wed, Jan 17, 2024 Invoices Sub Menu

Once Invoices have been both approved and validated, they can finally be submitted for payment. To set an Invoice to Payment Submission, follow the below:

1. Find the Invoice using the Invoice Search functionality (the Invoice must be at a Validated status) and click the "Submit Invoice for Payment" button. This will set the Invoice to Payment Submitted and changes the status of the Invoice on the Work Order to Payment Submission.



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