

A copy of the subrecipient's invoice is provided as an attachment for review. After reviewing the invoice, you may:

1. Approve the invoice as submitted by selecting "**Approve**" and the "**Complete**" button to send the invoice to the next approver.
2. Permanently cancel the invoice transaction by selecting 'Disapprove', entering a reason in the 'Comments' field, and selecting the 'Complete' button.
3. Not approve the document as submitted by selecting "**Return to AP for corrections**" or "**Return to OSP for corrections**", entering a reason in the 'Comments' field and selecting the "**Complete**" button to send the document back for changes. These comments are sent to either AP or OSP so they can make the appropriate changes and resubmit the invoice to the approval process.

NOTE: If you select "**Save & Close**", your work on the invoice form will be saved and will remain in your inbox until you open for form and select the 'Complete' button, which will forward the invoice to the next approver.

If you select "**Cancel**", the document remains in your inbox in its original form, and any work you have done will not be saved.

After completing your review the invoice will route to the next approver in the queue. **Please note, when off campus or using a wireless campus connection you must first connect to Mason's VPN in order to access the workflow.**

The screenshot displays the 'PI Subrecipient Invoice Review' web application. The browser address bar shows the URL: workflow2.gmu.edu:4443/wfdevl/home/newLaunch.do?workItemPK=7112136. The page features a navigation menu on the left with sections: Home (Worklist, Workflow Status Search, Workflow Alerts), User Profile (My Processes, User Information, Change Password), and Administration (Business Component Catalog, Enterprise Management, User Management, Role Management, Business Events, Dynamic Data Sources, Work Calendars, In-process Monitoring, Banner Workflow Modeler, Workflow System Administration). The main content area includes instructions: 'Please review the attached invoice file and fill out the form below. Use the 'Attach file' button below to add up to 2 supporting documents. Then select 'Complete' to submit the form and forward it to the next approver.' A note states: 'NOTE: Review and submit this form within 2 business days.' The form contains the following fields:

AP submitter:	gnickle
AP submit date:	17-Oct-2019 02:39:43 PM
AP comments:	<input type="text"/>
OSP submitter:	gnickle
OSP submit date:	17-Oct-2019 02:45:00 PM
OSP comments:	Did an 80/20 split
Subrecipient name:	Conboy
GNumber:	G00003577
International:	No
E doc#:	E223400
Vendor invoice number:	5555555
Banner iDoc number:	112345
Fund code to be charged:	223400
PI netID:	gnickle
PI Designee netID:	
Optional reviewers:	no-reply@gmu.edu
Invoice total amount \$:	10.00
Amount approved to pay \$:	10.00
Account 1:	73683 - State, include in F&A
Dollar amount \$:	8.00
Account 2:	73690 - State, exclude from F&A
Dollar amount \$:	2.00

Date of services/goods received:  

* Action

- Approve
- Disapprove
- Return to AP for corrections
- Return to OSP for corrections

If selecting 'Return to AP for corrections' or 'Return to OSP for corrections', provide more information in the 'Comments' field below. These comments will be sent to AP or OSP.

* PI Comments:

None

Attachments
 **Invoice PDF**
01supp2.pdf (46 KB)
17-Oct-2019 02:39:38 PM
[\[Update\]](#) [\[Remove\]](#)
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