

Review and Approve Form 2000 Invoice for Payment

Scope

This section describes how to use SFA FMS to Review and Approve Form 2000 Invoices for Payment.

System References

N/A

Policy

N/A

Responsibility

SFA Financial Partner Manager

Distribution

N/A

Ownership

N/A

Activity Preface

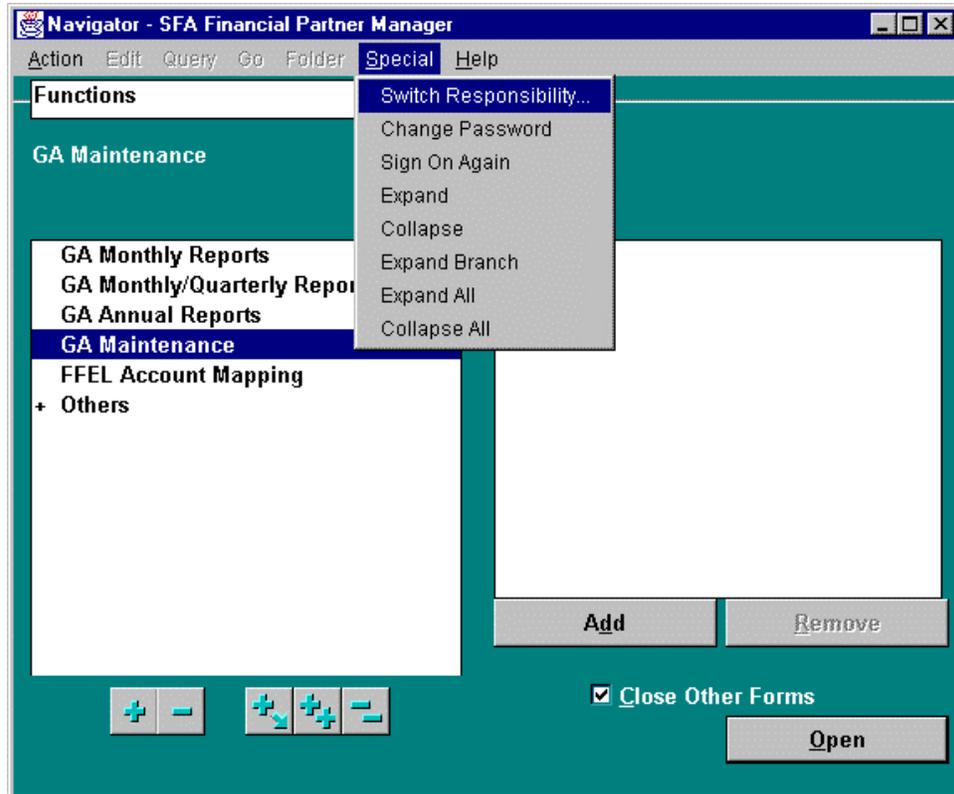
This activity is performed whenever the Financial Partners Manager needs to Review or Approve the Form 2000 Invoice for Payment.

This procedure continues from:

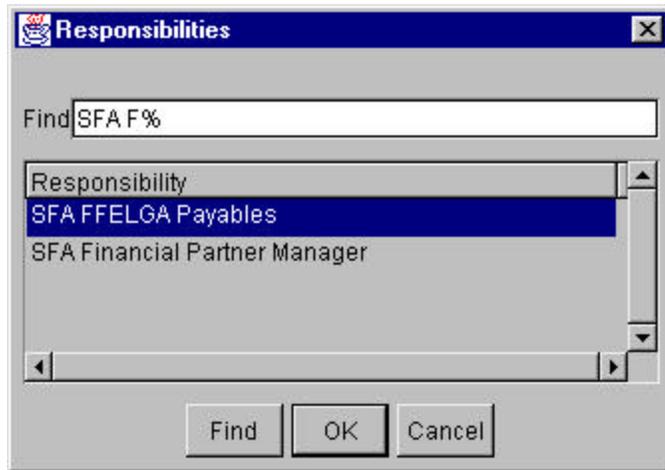
Review and Search for Invoices [PRO0007]

Review and Approve Form 2000 Invoice for Payment Reports-SFA Financial Partner Manager

1. From the Navigator window, select **Switch Responsibility** from the **Special** menu **OR** follow the procedure in **Step 2**.
2. Click the **Responsibility** icon on the Toolbar. The “Responsibilities” window appears.



3. Highlight the responsibility you would like to use and click **OK** **OR** follow the procedure in **Step 4**.
4. Double-click the responsibility you'd like to use. The “Navigator – Responsibility Name” window appears.



End of activity.

Start

**Review & Approve
Form 2000
Invoice for
Payment Reports-
SFA Financial
Partner Mgr**

- From Navigator window, select Switch Responsibility from Special menu OR follow procedure in Step 2. (1)
- Click Responsibility icon on Toolbar. "Responsibilities" window appears. (2)
- Highlight responsibility you would like to use & click OK OR follow procedure in Step 4. (3)
- Double-click responsibility you'd like to use. "Navigator – Responsibility Name" window appears. (4)

End