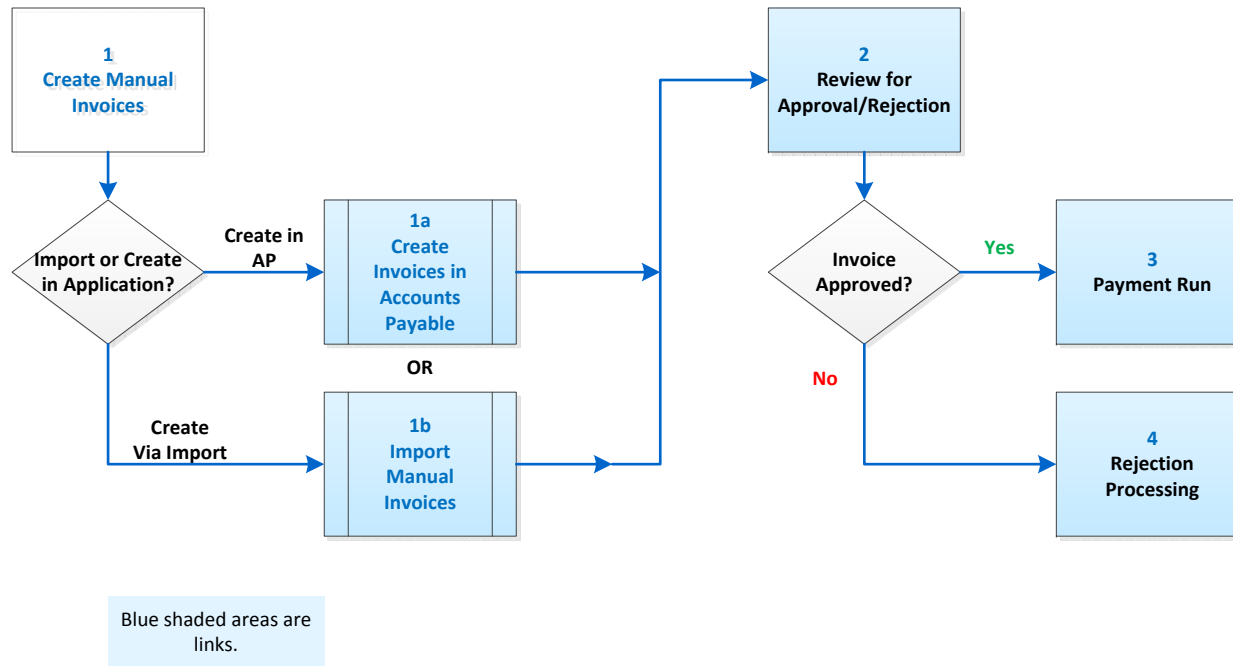


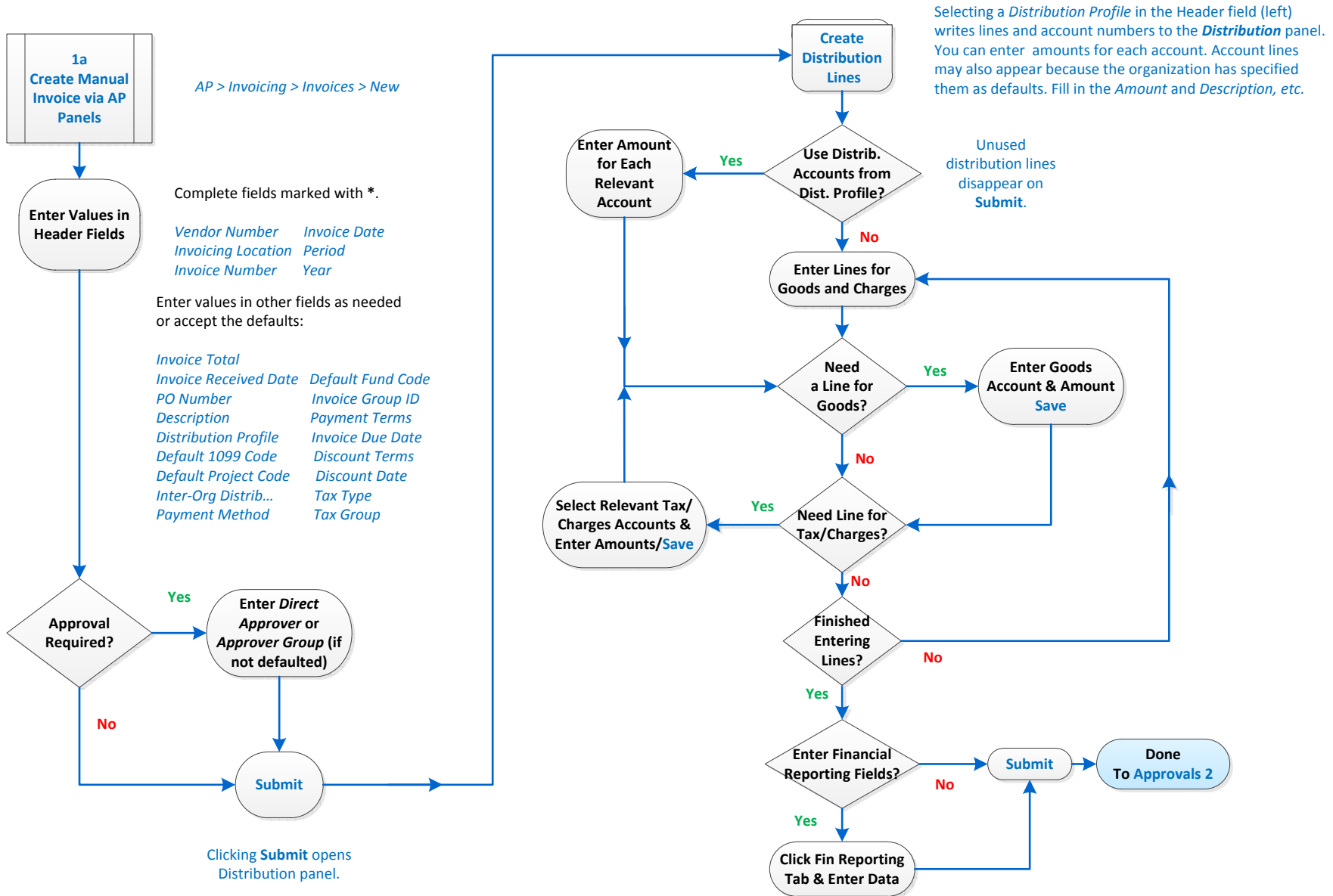
Create and Process Manual Invoices Overview



Documentation Topic: Search for "Creating Manual Invoices"

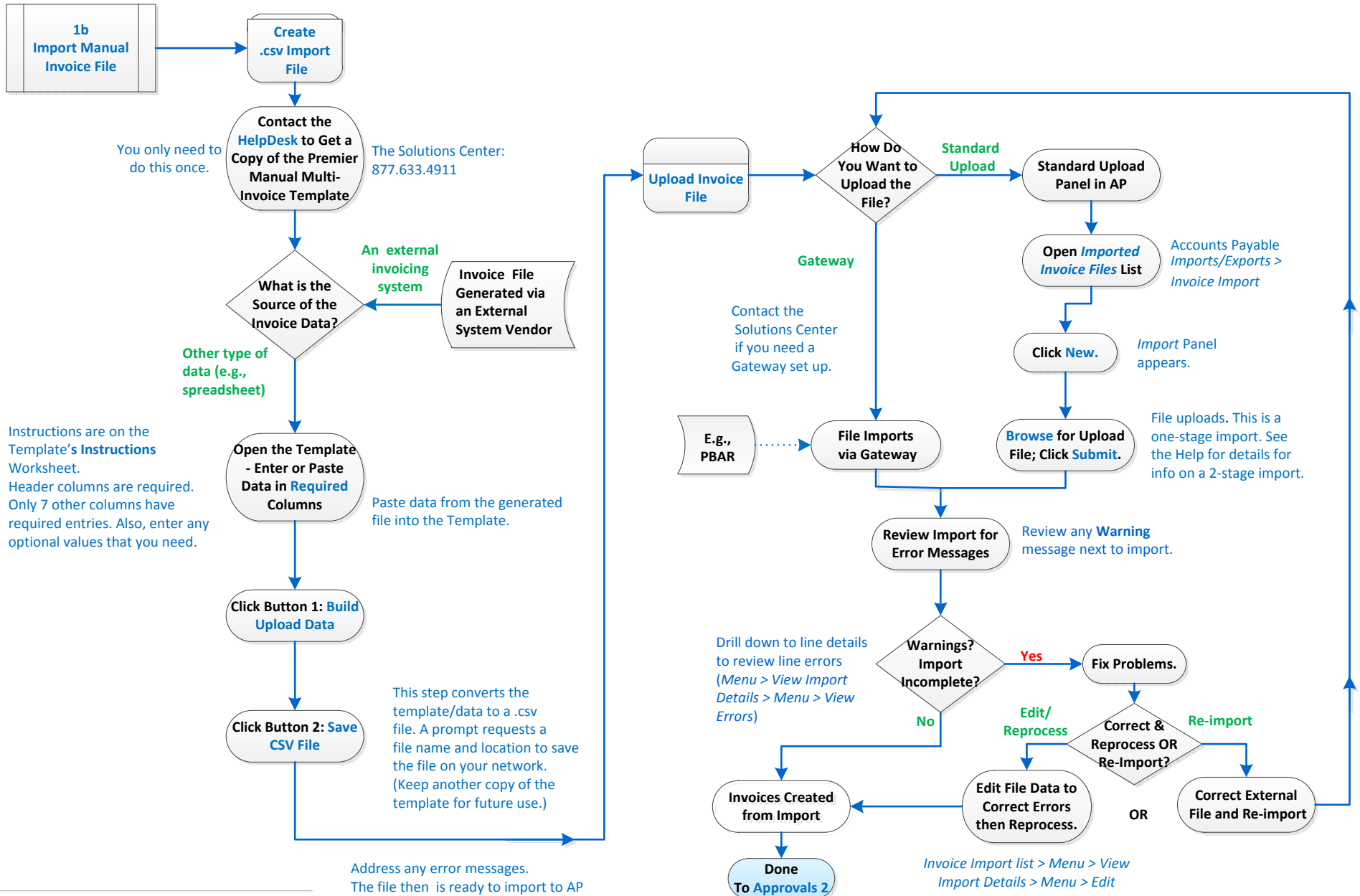
Create and Process Manual Invoices

Step 1a – Create an Invoice Using the AP Application Panels

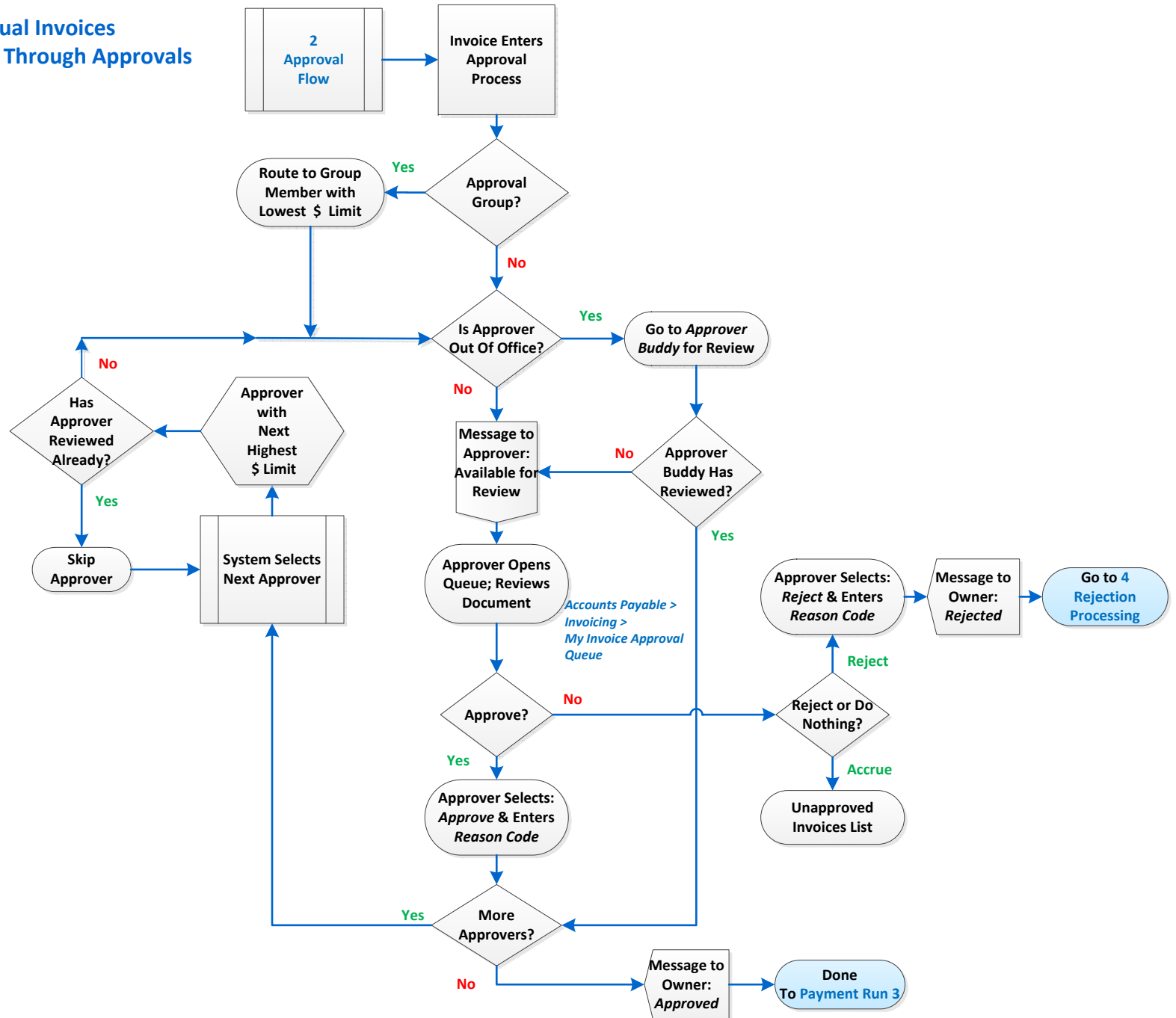


Create and Process Manual Invoices

Step 1b – Create Manual Invoices via Invoice Import to AP



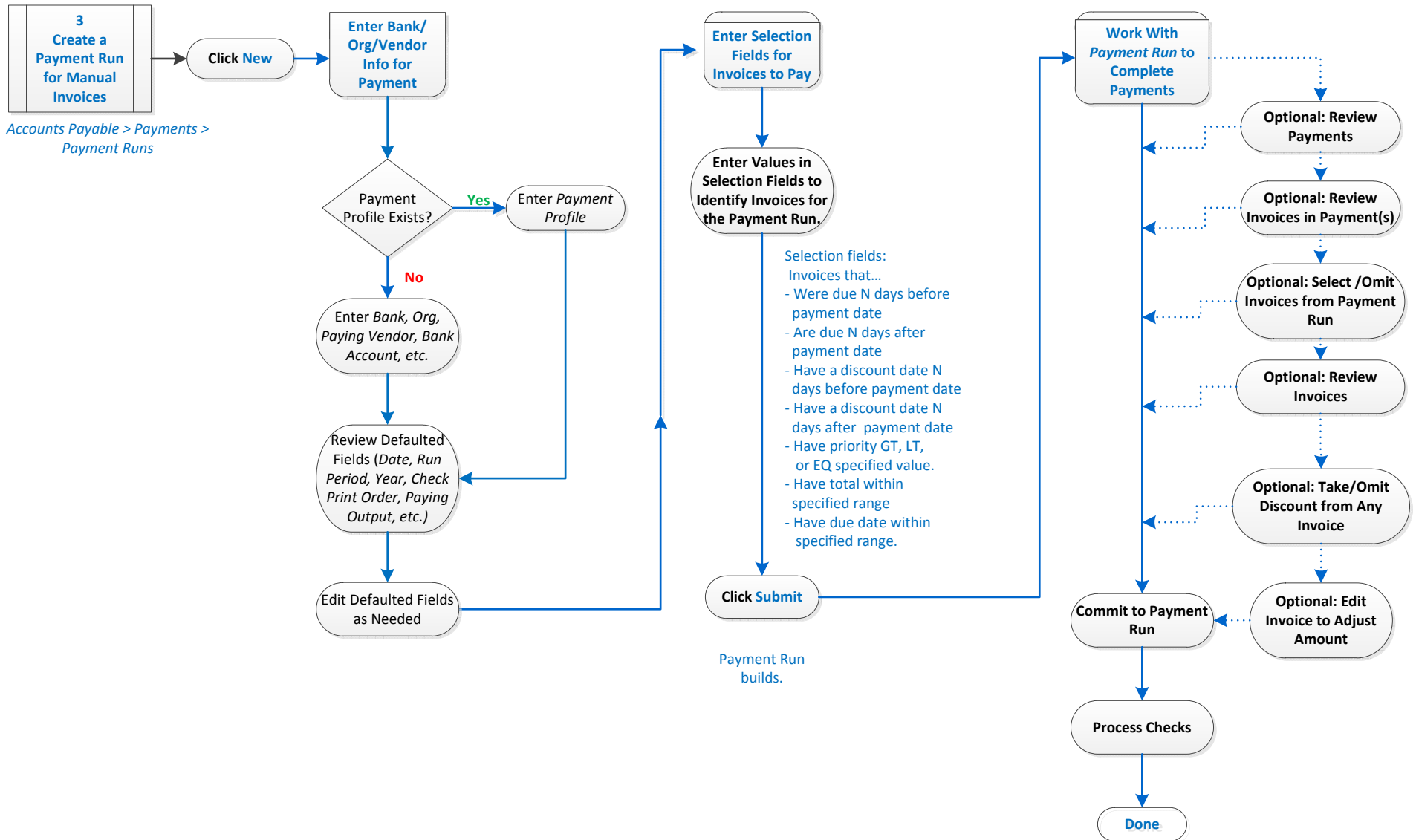
Create and Process Manual Invoices Step 2 - Flow Of Invoice Through Approvals



Note: If the last approver in an Approver Group approves an invoice, the invoice can still end up with the *Status of Rejected*. This situation occurs if the invoice *Total* exceeds the last approver's *Dollar Limit*.

Create and Process Manual Invoices

Step 3 – Create a Payment Run



Create and Process Manual Invoices Step 4 – Process Rejected Invoices

