Two Step Process for AP Request Forms

This process could be used for the following request forms: Direct Expense, Enterprise Rental Car Payment or Non-Supplier Payment Request.

To locate your AP Requests, click Accounts Payable > Invoices > Search AP Requests

1. After the request is completed/approved – open the Direct Expenditure form request:

2. Click on the invoice number on the left:

For the Classic invoice view:

3. Once the invoice is open:
   a. Click Review box at the top right to review the form.
   b. Click edit at the line level to:
      i. Select a contract on the line item if applicable.
      ii. Select an exemption on the line item if applicable.

4. When finished editing, click Complete at the top right.
For the New UI View:

1. Once the invoice is open:
   a. You can review the Entry tab for accuracy.
   b. Click the pencil to edit at the line level to:
      i. Select a contract on the line item if applicable.
      ii. Select an exemption on the line item if applicable.

2. When finished editing, click COMPLETE bar on the right.