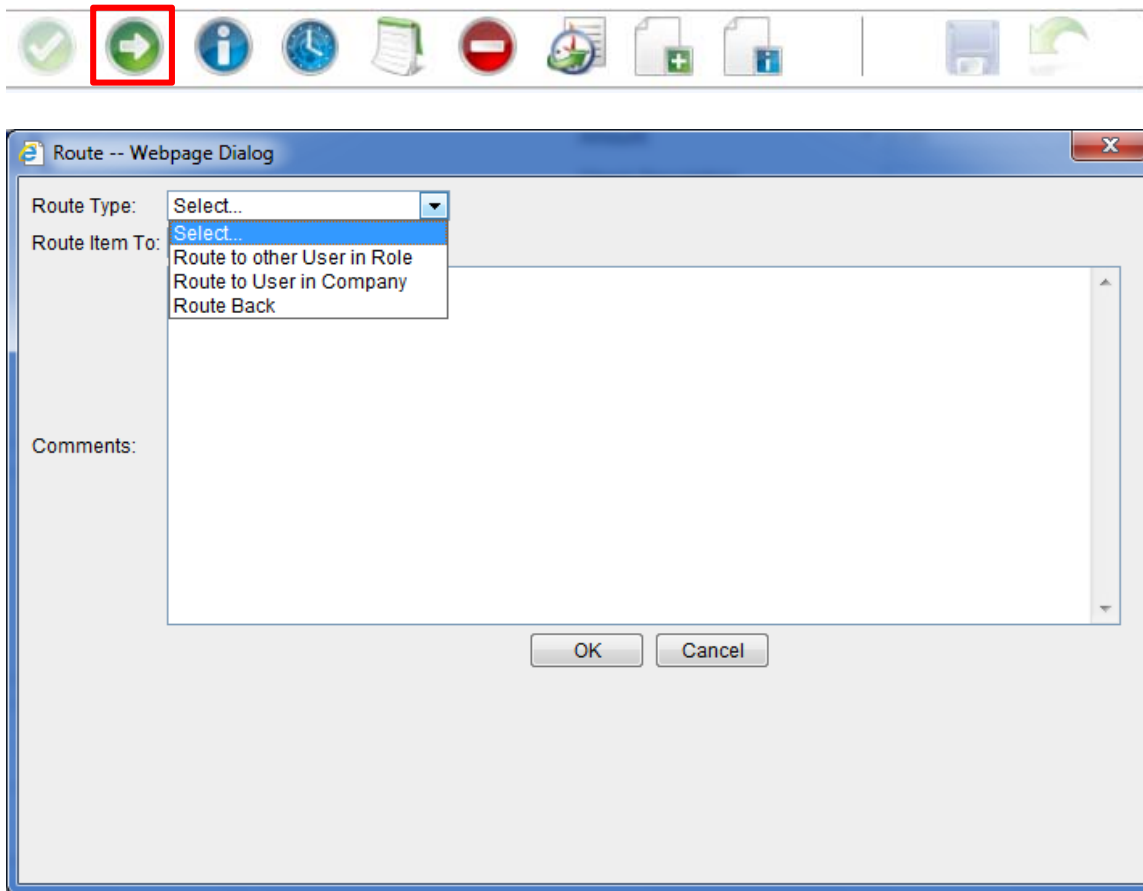


Chapter 5 – Routing

Routing invoices and check requests is necessary for

- Fund Administrator approval
- New or one time vendor in a check request
- Reviewer additions (chartfield, document update, etc.)



Route to User in Company will be the most commonly used option and will allow for routing to someone by last name, first name.

Routing is only available for people with the same role. For example: If you are an approver, you cannot route an invoice to or back to a secondary approver and vice versa. If an invoice needs to be routes to a secondary approver (Foundation, Assets, DOCE, Concession) it will automatically route once approved. If a secondary approver wants to return a document to a department, they will reject the transaction back.