

Non Tax Levy (NTL) **Requests for Payment**

I. WEB INVOICING:

- **Web Invoicing** will be used to request payments for:
 - Less than \$500 “Confirmings” for Goods and Services.
 - Consultants and Contractor payments of less than \$500
 - Direct Payments (ex. Honoraria, Subscriptions, Associations, Memberships, Registrations, Advertizing, Awards, etc.) and Employee Reimbursements (Travel, out-of-pocket purchases, etc.) for any amount unless the request is for food/refreshments. All food purchases of \$500 or more must be obtained through a Purchase Order.
 - Cash advances for Student and Department accounts.

1. Web Invoicing is utilized to request payment to a Vendor or Employee. The instances when you will utilize Web Invoicing and the supporting required documents are:

- to pay for goods and services in-hand that are under \$500 (confirmings).
 - Invoice, Packing Slip or Service Letter and a Receiving Report are required

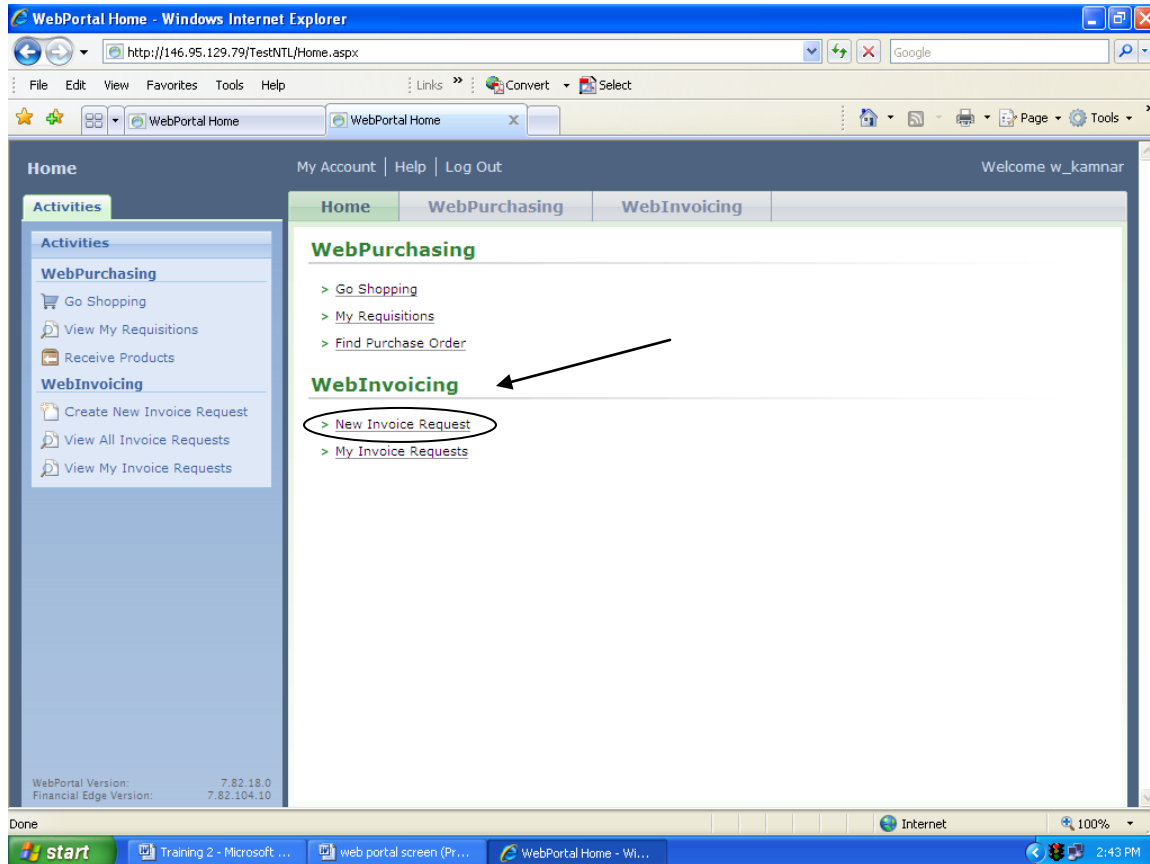
- reimbursement to an Employee for out-of-pocket purchases or travel expenses
 - Receipts are required
 - For travel reimbursement, supporting documentation is required
 - Reimbursements for food/refreshment purchases of \$500 or more are strictly prohibited.

- payment for an Honoraria
 - An Invoice is required as is a copy of SS Card or W9. Since 1099s will be generated at year-end, “individuals” need to complete an Application To Be Compensated For Services Rendered Form.

- payment for Memberships, Registrations, Accreditations, Advertising, Subscriptions, Awards, etc. (known on the Tax Levy side and in FOCIS as “direct payments.”)
 - An Invoice or Award Letter is required as well as backup forms

- Payment to Consultants and Contractors for amounts less than \$500
 - An Invoice is required and for “individuals” an Application To Be Compensated For Services Rendered Form as well as a copy of the SS Card or W9.

1. Once you have logged in, under Web Invoicing select “New Invoice Request”



Training Example:

A Confirming Invoice for Carolina Biological Supply:

We have selected:

Web Invoicing

New Invoice Request

The “New Invoice Request” screen is ready for us to start entering data:

The screenshot shows a web browser window titled "Create New Invoice Request - Windows Internet Explorer". The address bar shows the URL: <http://146.95.129.79/TestNTL/WebInvoicing/Invoices/CreateRequest.aspx>. The browser's address bar also contains "Google". The page title is "Create New Invoice Request". The page content includes a navigation menu with "Home", "WebInvoicing", and "Invoice Requests". The "WebInvoicing" menu is selected. The main content area is titled "New Invoice Request" and contains the following fields and controls:

- Created By:** w_kamnar
- Requestor:** [Dropdown menu]
- Status:** Open
- Approval Rule:** [Dropdown menu] [Show Details](#)
- Document Date:** [Text input field]
- Description:** [Text input field]

Below the form fields are buttons: [Submit Invoice Request](#), [Save](#), [Add Line Item](#), [Add Attachments](#), and [0 Attachments](#).

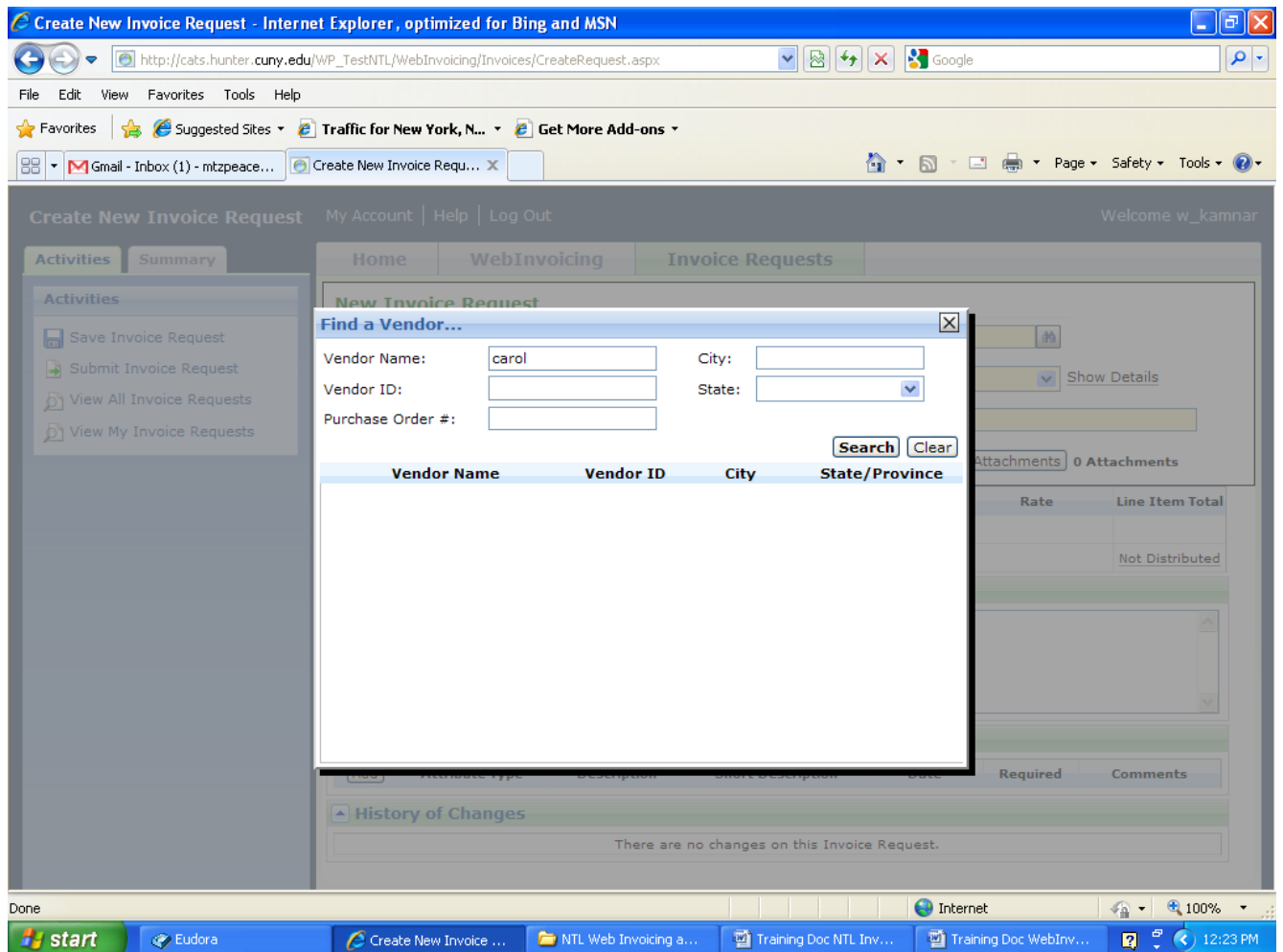
The main content area also features a table with the following columns: Line #, Expense Category, Description, Quantity, Rate, and Line Item Total. The table contains one row with Line # 1, an empty Expense Category, an empty Description, an empty Quantity, an empty Rate, and a Line Item Total of "Not Distributed".

Below the table are sections for "Expense Detail / Purpose", "Attributes", and "History of Changes". The "Attributes" section has an "Add" button and a table with columns: Attribute Type, Description, Short Description, Date, Required, and Comments. The "History of Changes" section shows "There are no changes on this Invoice Request."

The Windows taskbar at the bottom shows the "start" button, "In-tray", "Training 3 - Microsoft ...", and "Create New Invoice ...". The system clock shows "12:30 PM".

Entering “Requestor:

To find the Vendor in the File, click on the “Search” icon in the “Requestor” field and the “Find a Vendor” screen comes up. Key in a few letters of the Vendor Name:



Then click on the Search button.

Review the Search Screen results until you find the correct Vendor Entry.

The screenshot shows an Internet Explorer browser window with the URL http://cats.hunter.cuny.edu/WP_TestNTL/WebInvoicing/Invoices/CreateRequest.aspx. The page title is "Create New Invoice Request - Internet Explorer, optimized for Bing and MSN". The browser's address bar shows the URL, and the page content includes a navigation menu with "Home", "WebInvoicing", and "Invoice Requests". A "Find a Vendor..." dialog box is open, displaying search criteria and a list of vendor entries.

Find a Vendor...

Vendor Name: City:

Vendor ID: State:

Purchase Order #:

Vendor Name	Vendor ID	City	State/Province
CAROLINA BIOLOGICAL SUPPLY COMPANY	CAROBIO1	CHARLOTTE	North Carolina
CAROLINA PONCE DE LEON	CAROPONCDE	SAN FRANCISCO	California
CAROLINE ASH	CAROLASH1		
CAROLYN KNIGHT	CAROKNIG	REISTERTOWN	Maryland
CHARLES, CAROLLE	CAROLCHARL	BROOKLYN	New York
CLARKE, CAROLYN	CAROLCLARK		
COKES, CAROLYN	CAROLCOKES	BROOKLYN	New York
COOK, CAROL	CAROLCOOK	WOODSIDE	New York
FINK, CAROL	CAROLFINK	NEW YORK	New York
Gersmehl, Carol	CAROLGERSM	Kew Gardens	New York
GHIGLIERI, CAROL E.	CAROLGHIGL	BROOKLYN	New York
CIMBEL, CAROL	CAROLCIMBE	NEW YORK	New York

Click on the correct entry and it will populate your “New Invoice Request.”

The screenshot displays the 'Create New Invoice Request' web application in Internet Explorer. The browser window title is 'Create New Invoice Request - Internet Explorer, optimized for Bing and MSN'. The address bar shows the URL 'http://cats.hunter.cuny.edu/WP_TestNTL/WebInvoicing/Invoices/CreateRequest.aspx'. The page content includes a navigation menu with 'Home', 'WebInvoicing', and 'Invoice Requests'. The main area is titled 'New Invoice Request' and contains form fields for 'Created By: w_kamnar', 'Requestor: CAROLINA BIOLOGICAL SU...', 'Status: Open', 'Approval Rule: [dropdown]', 'Document Date: [input]', and 'Description: [input]'. Below these are buttons for 'Submit Invoice Request', 'Save', 'Add Line Item', and 'Add Attachments'. A table with columns 'Line #', 'Expense Category', 'Description', 'Quantity', 'Rate', and 'Line Item Total' is visible, with one row containing '1' and 'Not Distributed'. There are also sections for 'Expense Detail / Purpose', 'Attributes', and 'History of Changes'.

Select the appropriate “Approval Rule” from the available entries.

Since this purchase is for the Hunter College High School, that entry is selected.

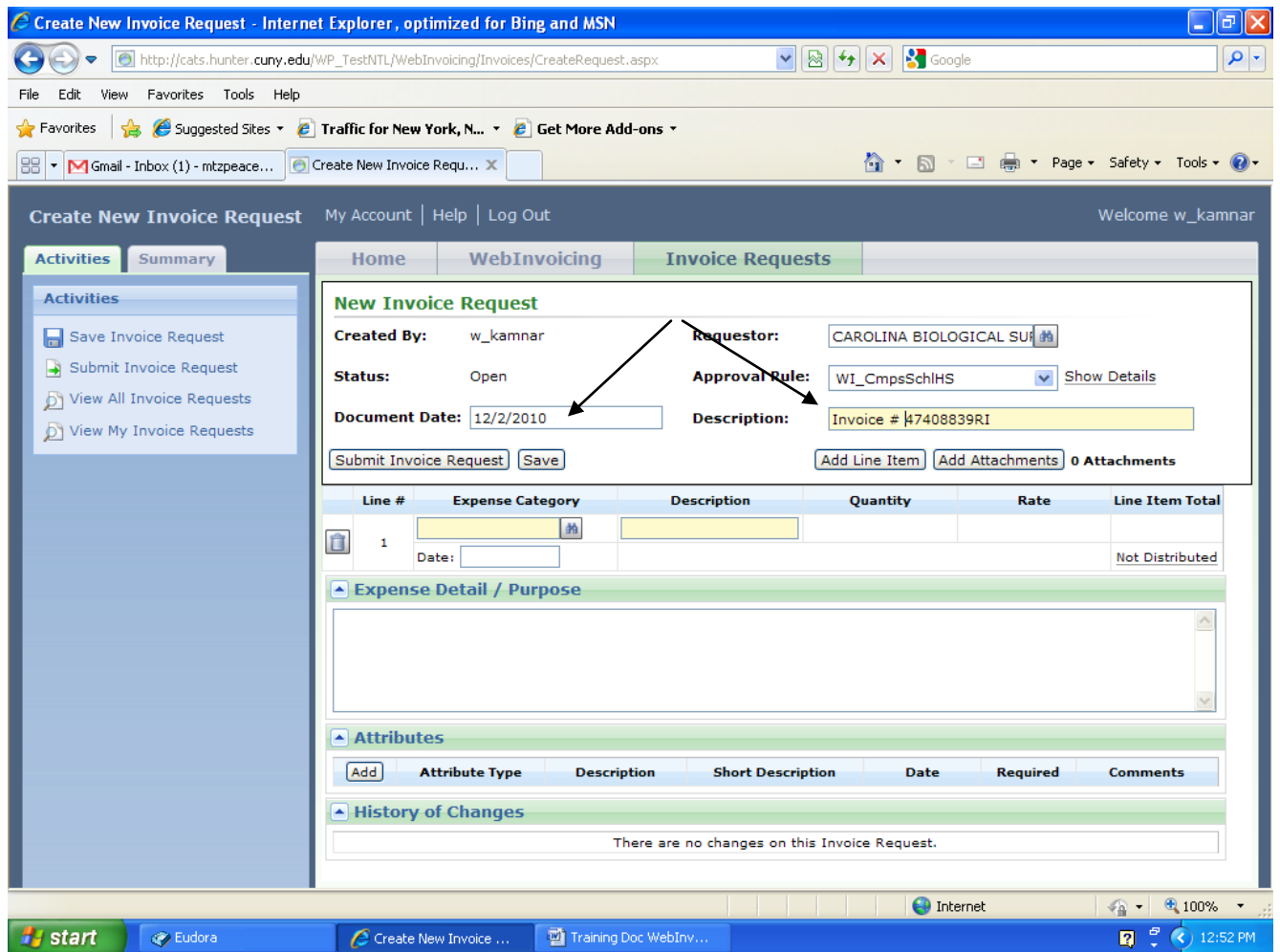
The screenshot shows the 'Create New Invoice Request' web application. The 'Approval Rule' dropdown menu is open, displaying two options: 'WI_CmpsSchElem' and 'WI_CmpsSchHS'. The 'WI_CmpsSchHS' option is selected, and an arrow points to it. The 'Requestor' is 'CAROLINA BIOLOGICAL SUP', and the 'Status' is 'Open'. The 'Document Date' is empty, and the 'Description' is 'WI_CmpsSchHS'. The 'Submit Invoice Request' and 'Save' buttons are visible. Below the form is a table with columns: Line #, Expense Category, Description, Quantity, Rate, and Line Item Total. The table contains one row with Line # 1, Description 'Date: [input]', and Line Item Total 'Not Distributed'. Below the table are sections for 'Expense Detail / Purpose', 'Attributes', and 'History of Changes'. The 'Attributes' section has an 'Add' button and columns for Attribute Type, Description, Short Description, Date, Required, and Comments. The 'History of Changes' section shows 'There are no changes on this Invoice Request.'

Now you can enter the “Document Date” which is the date you are creating this Request and a brief Description.

This Description will appear on the stub of the issued check.

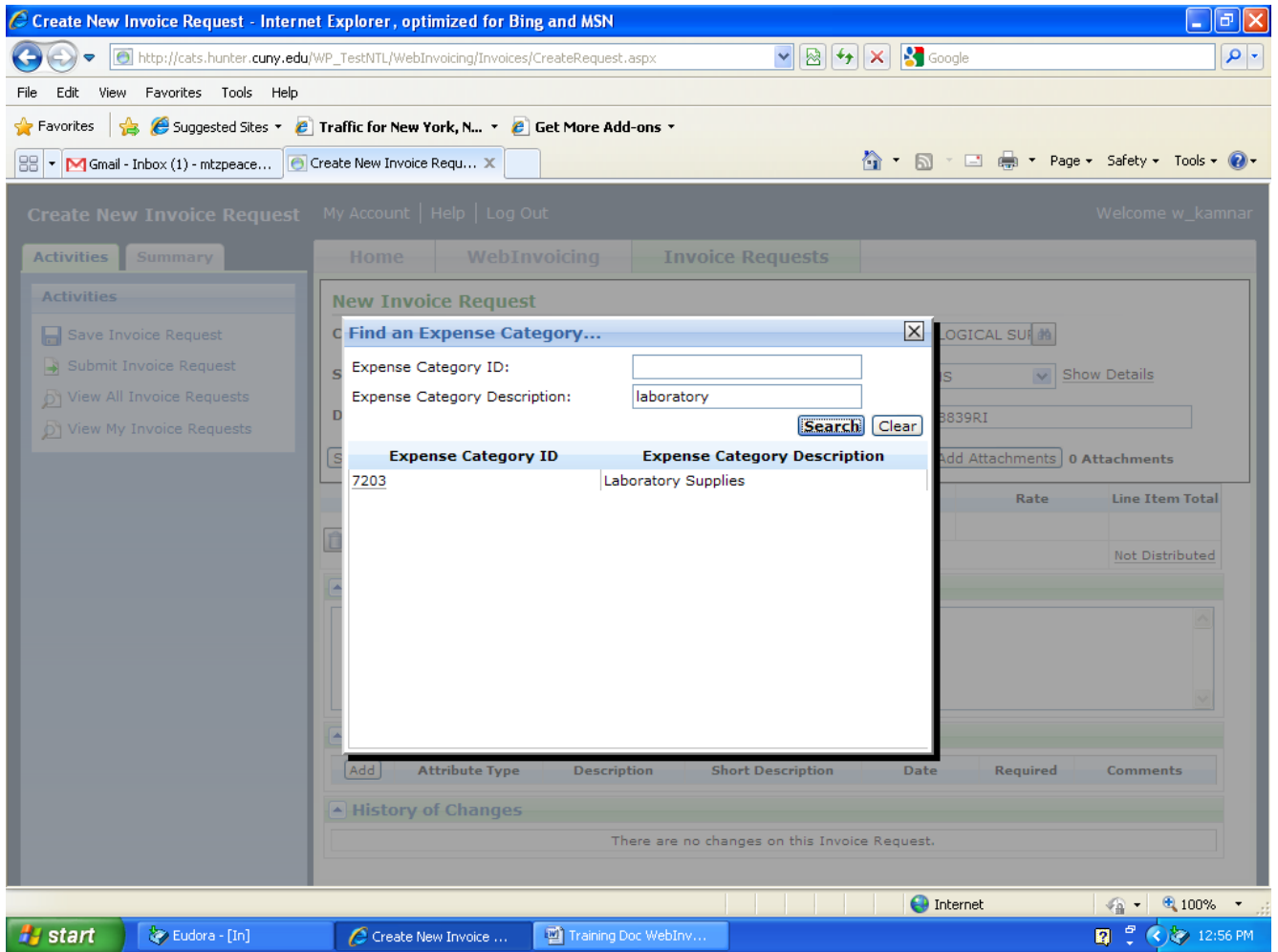
If there is an Invoice Number, that Invoice Number should be keyed into the Description field.

If there is no Invoice Number, use the vendor/requestor Account Number. The Description appears on the Check Stub and also on the lists of Invoice Requests for your Project #:



We are now ready to add detail line item information.

To key in "Expense Category," you can click on the "search" icon to help you. "Laboratory" was keyed in the search screen and 1 entry was reflected. In other searches you can have multiple possibilities and would have to select the correct one.



Clicking on the desired entry populates the

“New Invoice Request” screen:

Activities

- Save Invoice Request
- Submit Invoice Request
- View All Invoice Requests
- View My Invoice Requests

New Invoice Request

Created By: w_kamnar Requestor: CAROLINA BIOLOGICAL SUP

Status: Open Approval Rule: WI_CmpsSchHS [Show Details](#)

Document Date: 12/2/2010 Description: Invoice # 47408839RI

[Submit Invoice Request](#) [Save](#) [Add Line Item](#) [Add Attachments](#) 0 Attachments

Line #	Expense Category	Description	Quantity	Rate	Line Item Total
1	7203	Laboratory Supplies	1.0000		Not Distributed

Expense Detail / Purpose

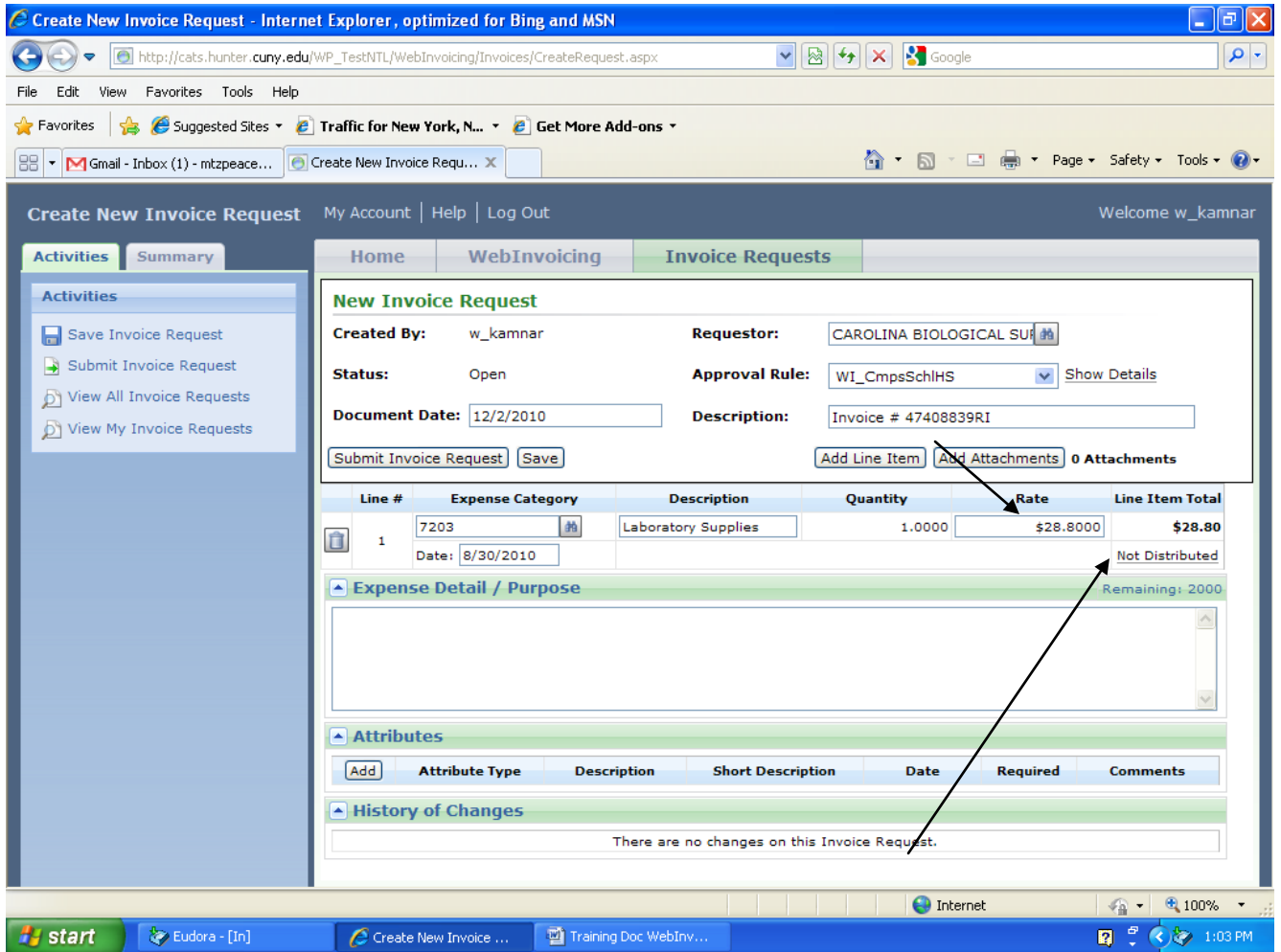
Attributes

Attribute Type	Description	Short Description	Date	Required	Comments
----------------	-------------	-------------------	------	----------	----------

History of Changes

There are no changes on this Invoice Request.

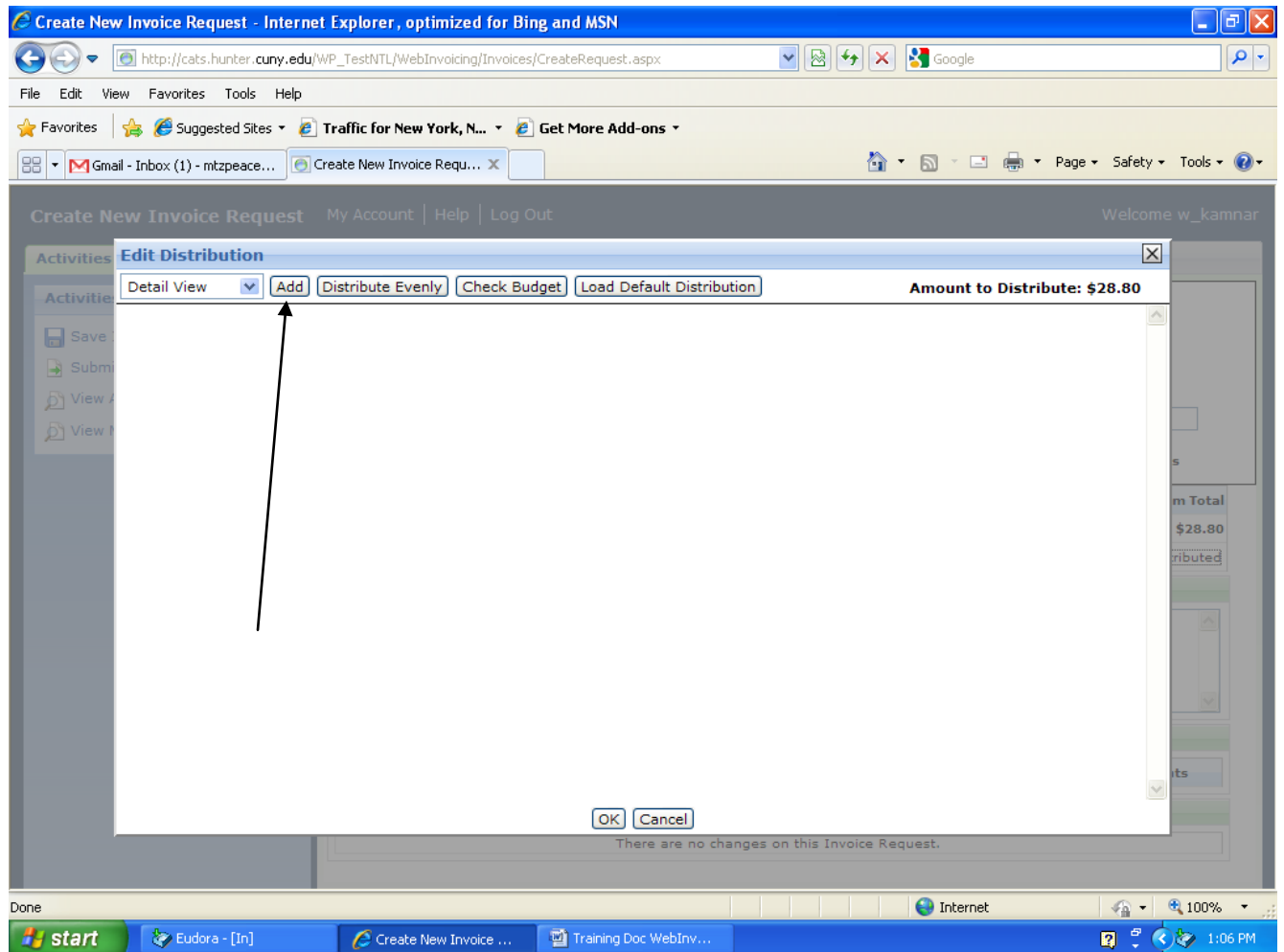
The Invoice we want to pay is for \$28.80 and the amount is entered.



Now, we have to “distribute” the expense.

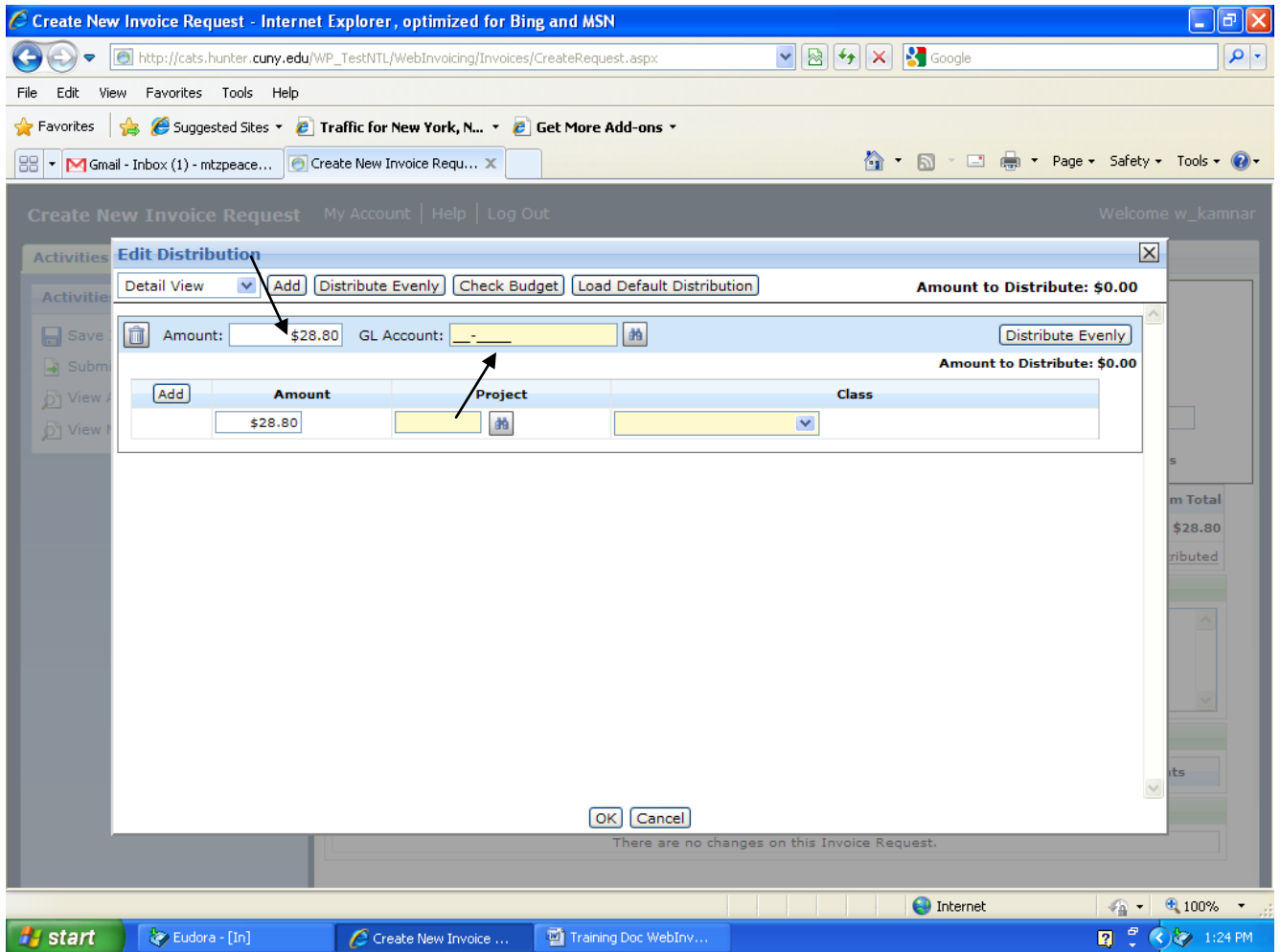
If we don’t do this, we cannot complete our Invoice Request or even save it as a “draft.” So, to continue, click on “Not distributed”

..... and the following screen is reflected:



Click on Add.....

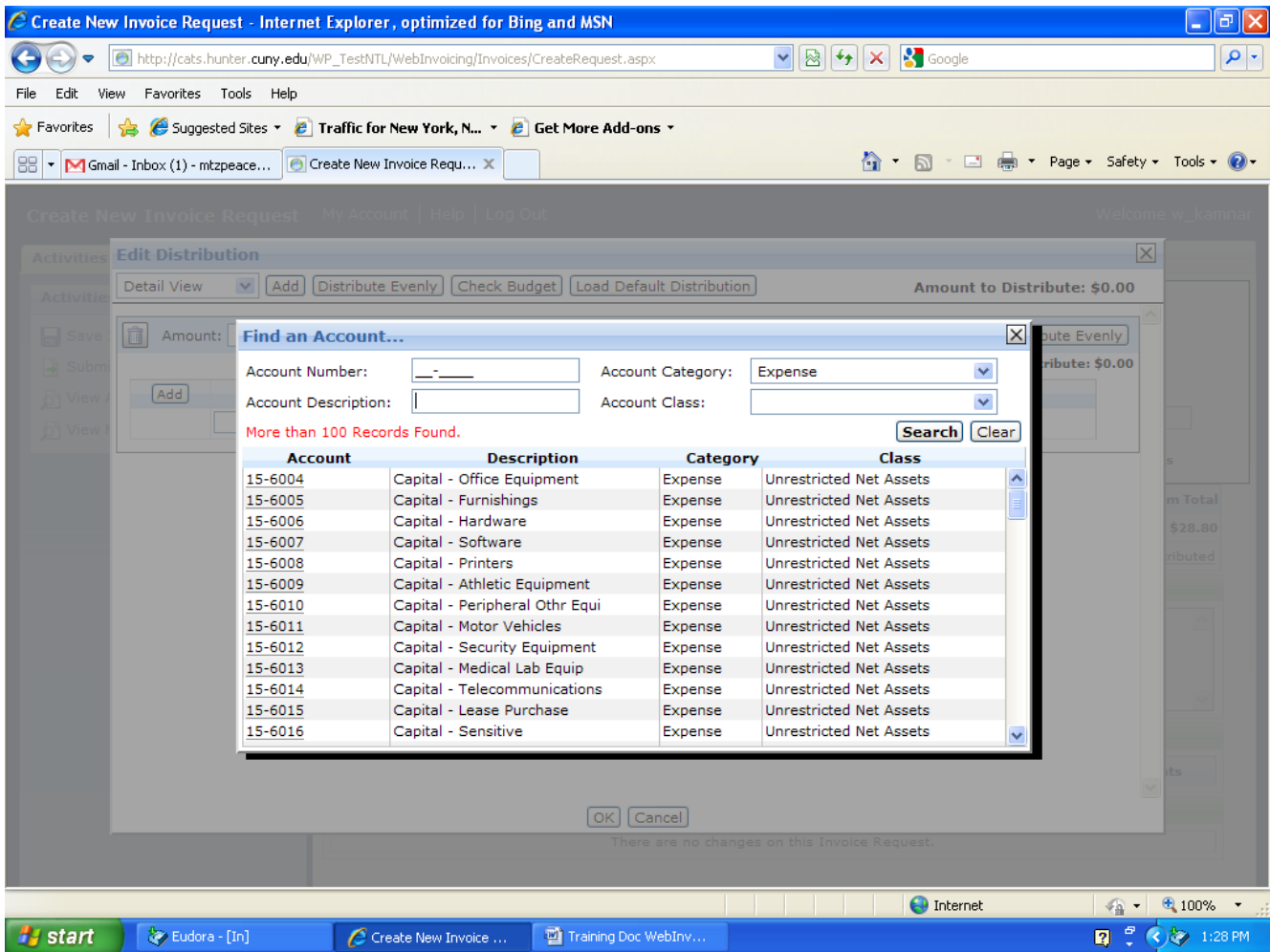
.....Enter the amount to distribute.



Search on GL Account.....

..... and what is reflected are all of the Accounts #s established for your Account.

Scroll down until you find the required Account # for Laboratory Supplies 15-7203.



Or do a search on description.....

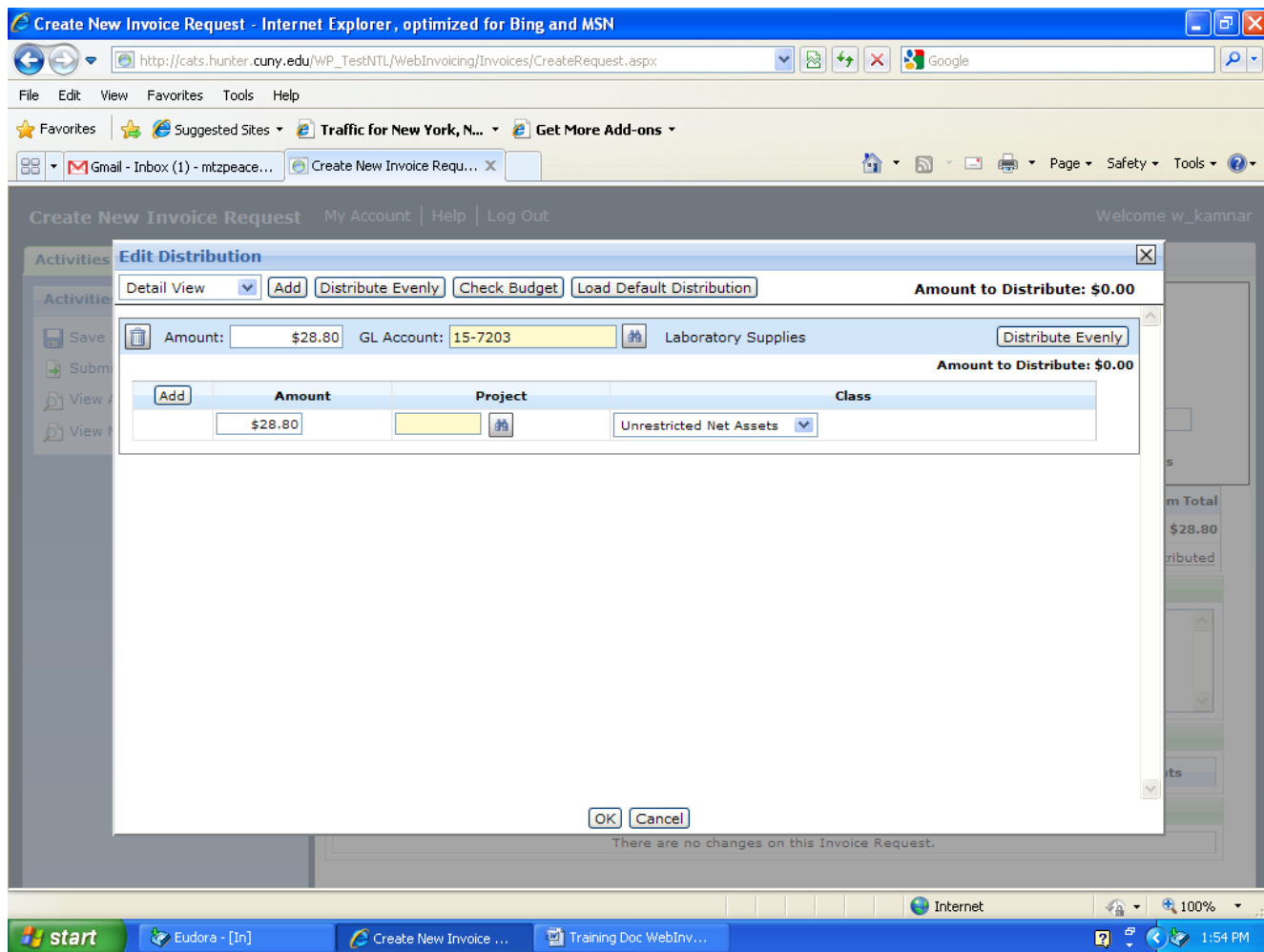
The screenshot shows a web application interface for creating an invoice request. The browser window title is "Create New Invoice Request - Internet Explorer, optimized for Bing and MSN". The address bar shows the URL: http://cats.hunter.cuny.edu/WP_TestNTL/WebInvoicing/Invoices/CreateRequest.aspx. The application page has a header with "Create New Invoice Request" and "My Account | Help | Log Out". The main content area is titled "Edit Distribution" and shows a "Detail View" with buttons for "Add", "Distribute Evenly", "Check Budget", and "Load Default Distribution". The "Amount to Distribute" is \$28.80. A modal window titled "Find an Account..." is open, allowing the user to search for an account. The search form includes fields for "Account Number", "Account Description" (containing "laboratory"), "Account Category" (set to "Expense"), and "Account Class". A "Search" button is present. Below the search form is a table of search results:

Account	Description	Category	Class
15-7203	Laboratory Supplies	Expense	Unrestricted Net Assets
18-7203	Laboratory Supplies	Expense	Unrestricted Net Assets
23-7203	Laboratory Supplies	Expense	Temporarily Restricted Net Assets
25-7203	Laboratory Supplies	Expense	Temporarily Restricted Net Assets
28-7203	Laboratory Supplies	Expense	Temporarily Restricted Net Assets

The modal window also has "OK" and "Cancel" buttons at the bottom. The Windows taskbar at the bottom shows the Start button, several open applications (Eudora, Create New Invoice, Training Doc WebInv), and the system clock showing 1:44 PM on 06/15/11.

Click on appropriate entry.

Clicking on that entry populates our Invoice Request:



We now have to add the Project # to the distribution.

Click on the “search” icon for Project.

We know our Project # starts with “UH” so that is keyed in and we click on “search.”

The following entries are reflected and we scroll down until we find the Project # for this expense and select the entry....

The screenshot shows a web browser window titled "Create New Invoice Request - Internet Explorer, optimized for Bing and MSN". The address bar shows the URL: http://cats.hunter.cuny.edu/WP_TestNTL/WebInvoicing/Invoices/CreateRequest.aspx. The browser window displays a "Create New Invoice Request" page with a modal dialog box titled "Find a Project...".

The dialog box contains the following fields:

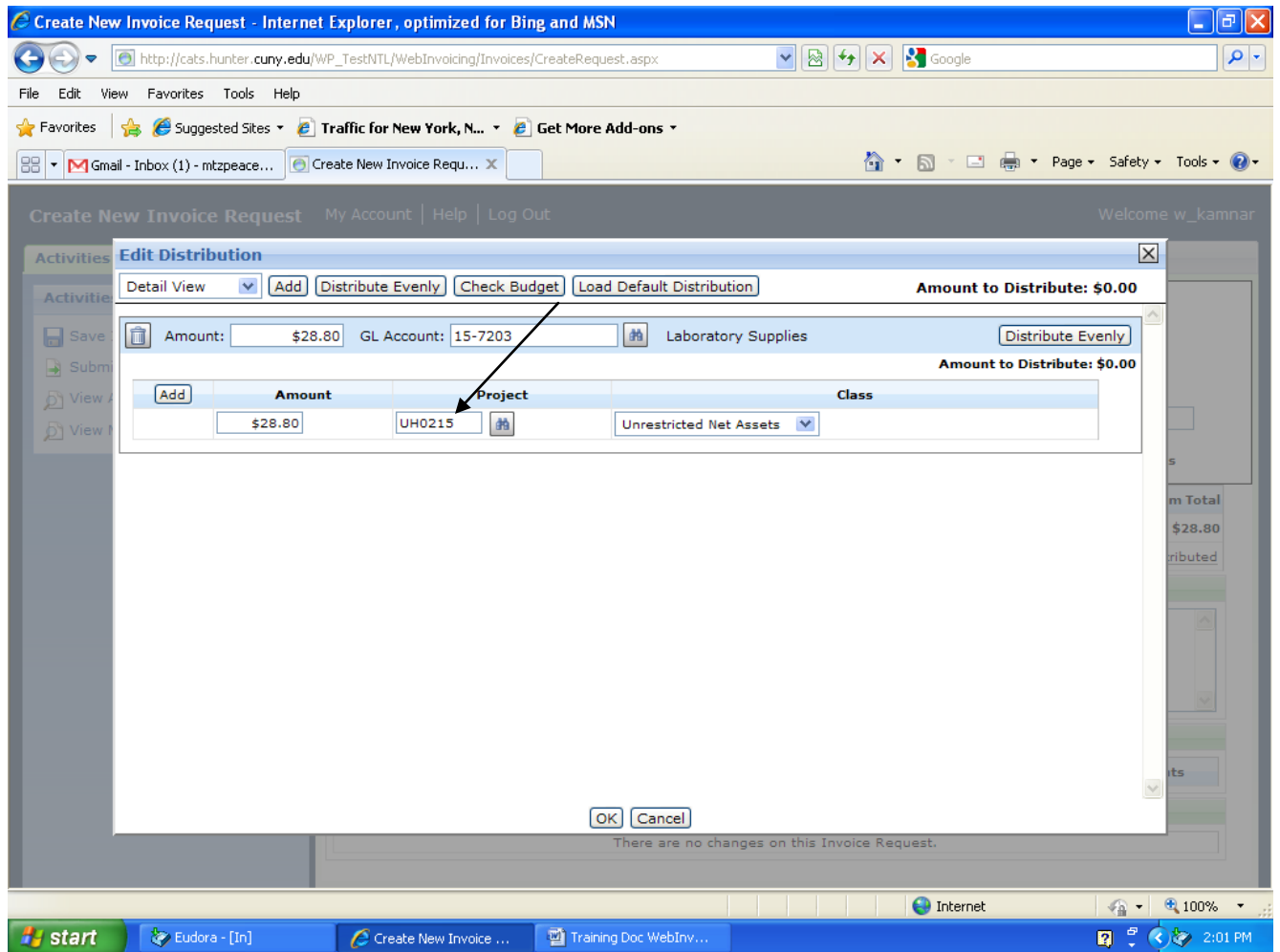
- Project ID: UH
- Project Description: (empty)
- Type: (dropdown menu)
- Status: (dropdown menu)
- Division: (dropdown menu)
- Department: (dropdown menu)
- Location: (dropdown menu)

Below the fields, it says "More than 100 Records Found." and there are "Search" and "Clear" buttons. A table of results is displayed:

ID	Description	Status	Type	Division	Department	Location
UH0212	Math Department	Open	FUNDS UNRESTRICTED FUNDS			
UH0214	Health & Physical Education Department	Open	UNRESTRICTED FUNDS			
UH0215	Science Department	Open	UNRESTRICTED FUNDS			
UH0216	Social Studies Department	Open	UNRESTRICTED FUNDS			
UH0219	HCCS Project	Open	UNRESTRICTED FUNDS			
UH0220	Test Fund	Open	UNRESTRICTED FUNDS			
UH0221	Music Scholarship	Open	UNRESTRICTED FUNDS			

At the bottom of the dialog box are "OK" and "Cancel" buttons. The background page shows "Edit Distribution" and "Amount to Distribute: \$0.00".

We want to charge it to – UH0215 (the Science Department – Unrestricted Funds) and selecting that entry then populates the Distribution Screen:



Then click on “OK” (on the bottom of the screen).

We note that our Expense is now “Distributed” ▶

Create New Invoice Request My Account | Help | Log Out Welcome w_kamnar

Activities | **Summary**

Activities

- Save Invoice Request
- Submit Invoice Request
- View All Invoice Requests
- View My Invoice Requests

Home | **WebInvoicing** | **Invoice Requests**

New Invoice Request

Created By: w_kamnar **Requestor:** CAROLINA BIOLOGICAL SUP

Status: Open **Approval Rule:** WI_CmpsSchHS [Show Details](#)

Document Date: 12/2/2010 **Description:** Invoice # 47408839RI

[Submit Invoice Request](#) [Save](#) [Add Line Item](#) [Add Attachments](#) [Attachments](#)

Line #	Expense Category	Description	Quantity	Rate	Line Item Total
1	7203	Laboratory Supplies	1.0000	\$28.8000	\$28.80

Date: 8/30/2010 Distributed

Expense Detail / Purpose

Attributes

Attribute Type	Description	Short Description	Date	Required	Comments
----------------	-------------	-------------------	------	----------	----------

History of Changes

There are no changes on this Invoice Request.

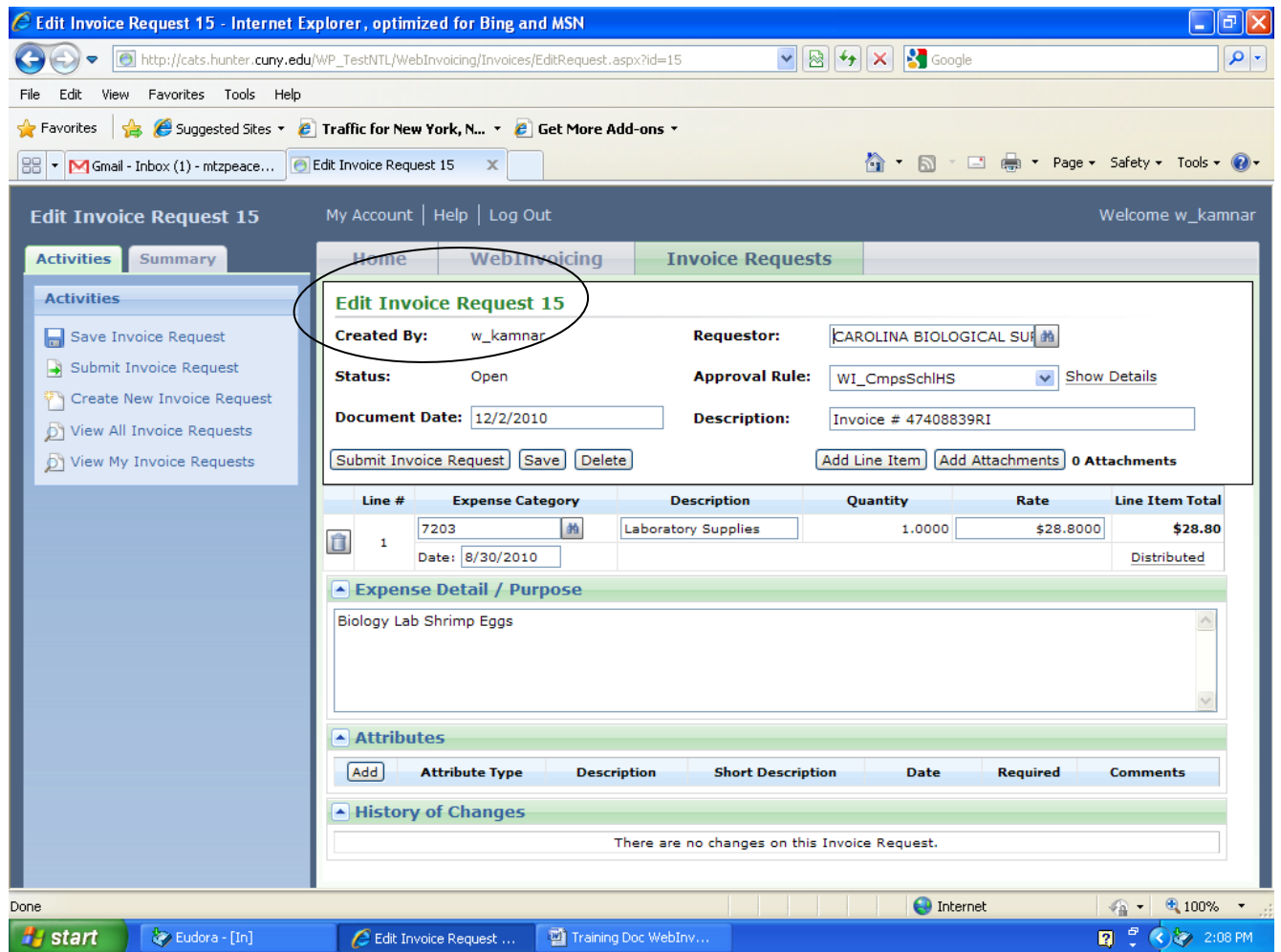
You can now key in additional Expense Detail/Purpose (free form) information.

Save your work at this time before you proceed. The “Save” button is under Document Date.

Note: the Web Invoicing and Web Purchasing program “TIMES OUT” after forty minutes of inactivity. Any unsaved request entries will disappear.

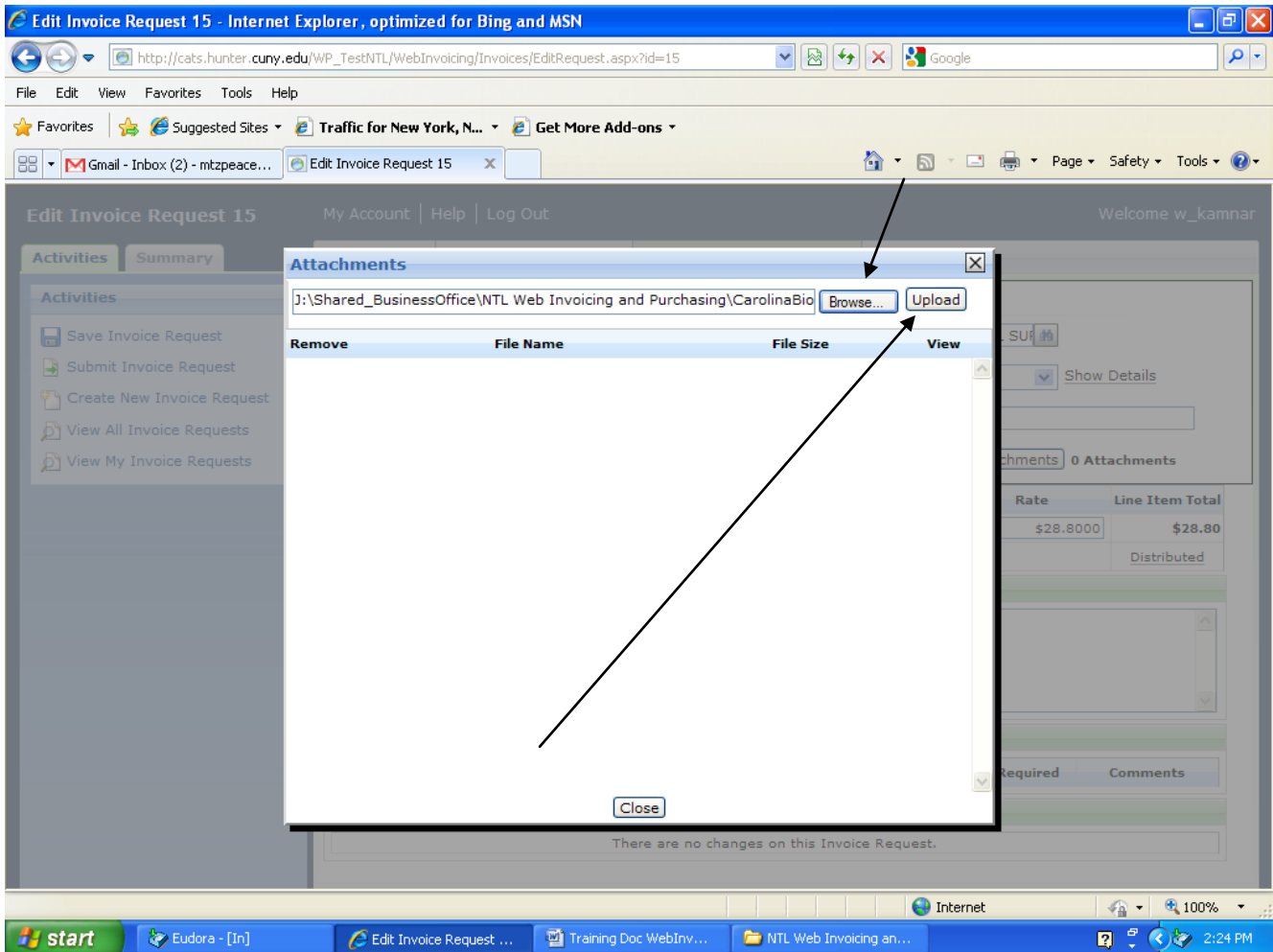
The screenshot displays the 'Create New Invoice Request' web application. The interface includes a navigation menu on the left with options like 'Save Invoice Request' and 'Submit Invoice Request'. The main content area shows a 'New Invoice Request' form with fields for 'Created By', 'Requestor', 'Status', 'Document Date', 'Approval Rule', and 'Description'. The 'Document Date' field is set to 12/2/2010, and the 'Save' button is located below it. The 'Expense Detail / Purpose' section is expanded, showing a text area with the entry 'Biology Lab Shrimp Eggs'. The 'Attributes' section is also visible, with an 'Add' button and a table for adding attributes. The 'History of Changes' section shows 'There are no changes on this Invoice Request.'

After you save the invoice request, the status is edit and it is allocated an invoice request number.



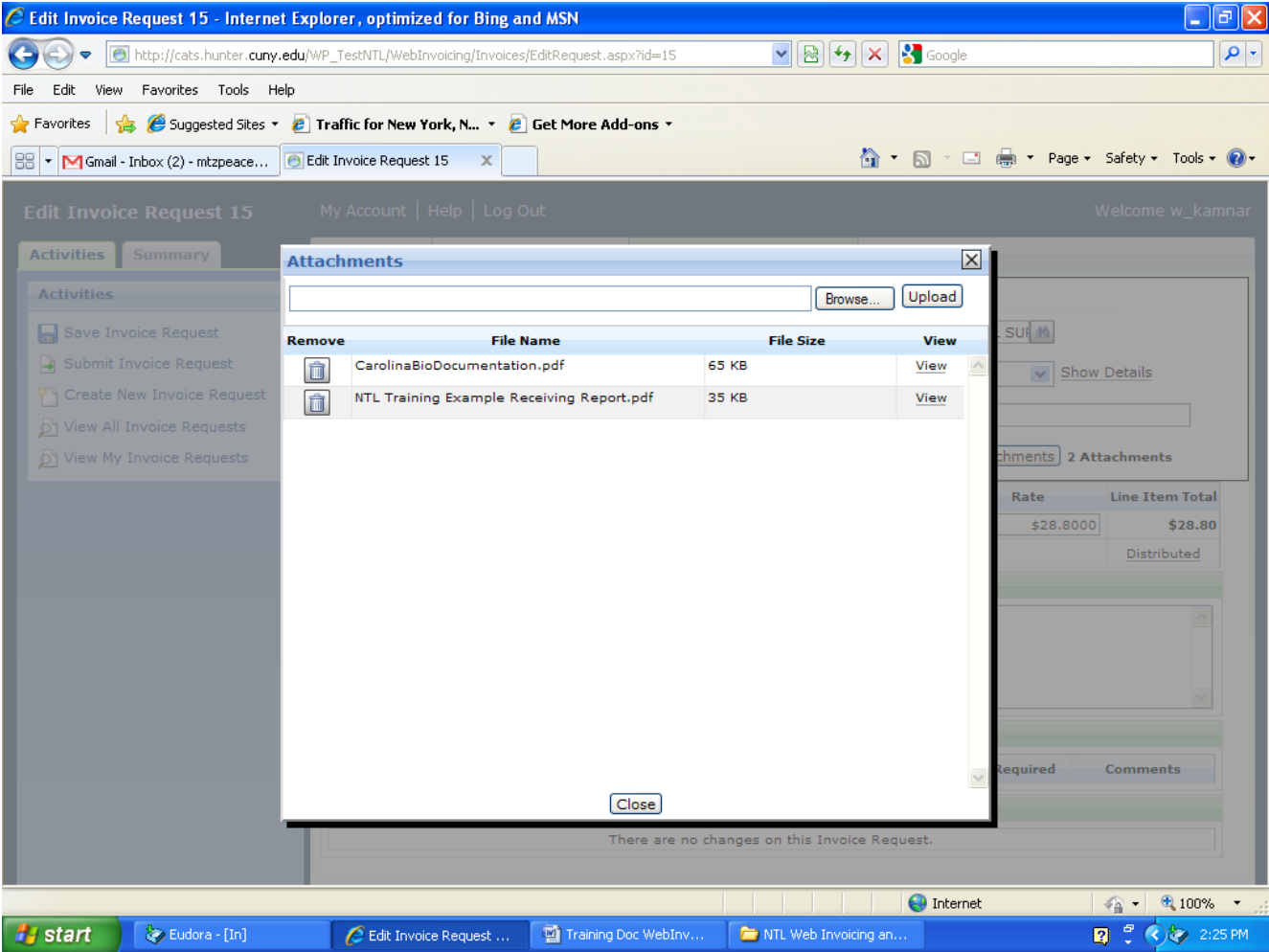
To finalize your request, before you submit it for the necessary approvals, you must electronically attach the required backup documentation.

Select add attachments, click on Browse and select the appropriate document.

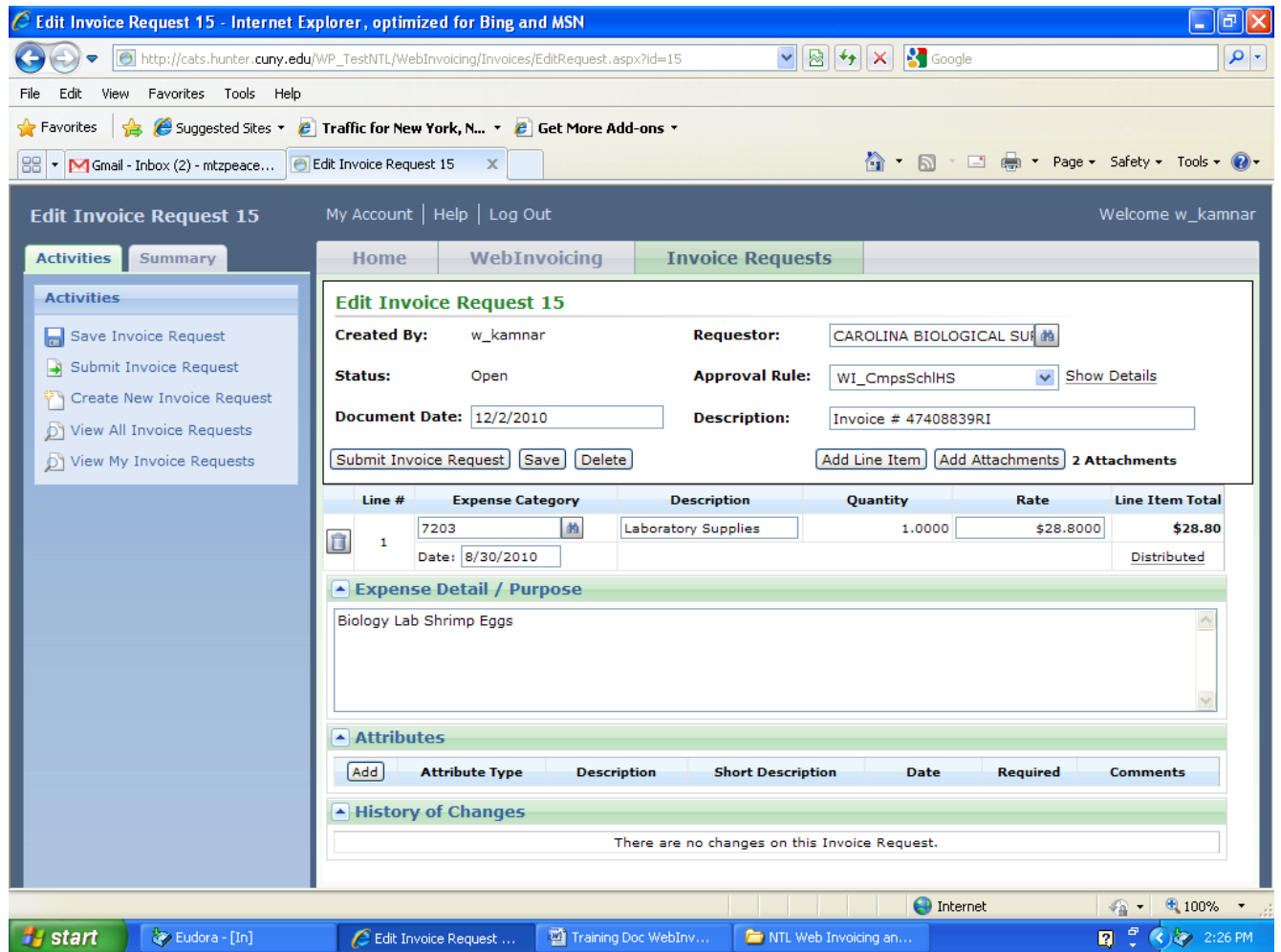


Click on Upload.

These attachments are the documents that support the Invoice Request.



You will note the Request now reflects there are 2 Attachments that you have uploaded.

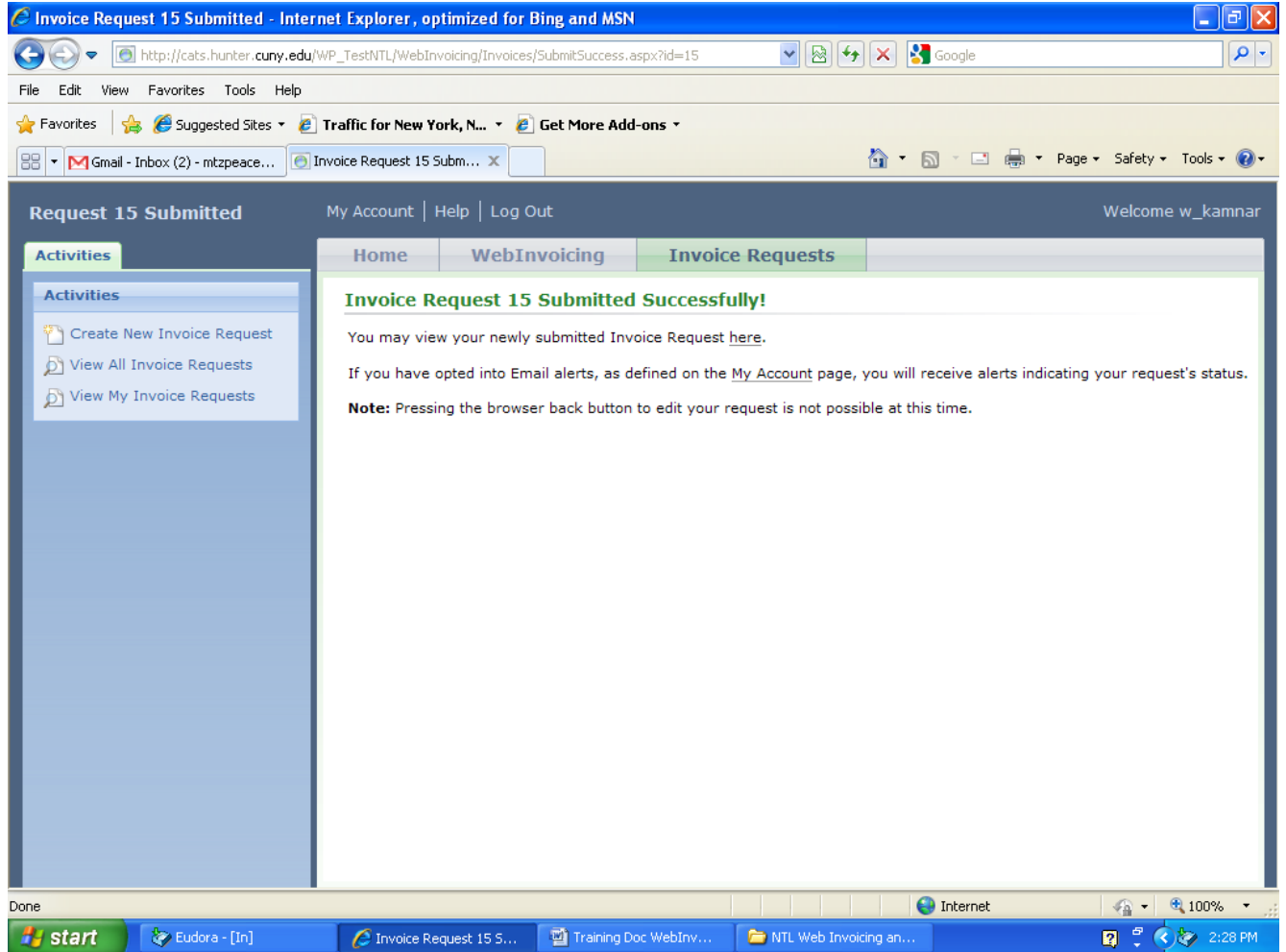


At this point, “Save” your Invoice request. If you are ready to submit the request for Approval, **click on “Submit Invoice Request.”**

If the Request was not submitted, you can return to the Request and make changes.

The System will keep a record of all changes made.

After clicking on “Submit Invoice Request, this is what is reflected:



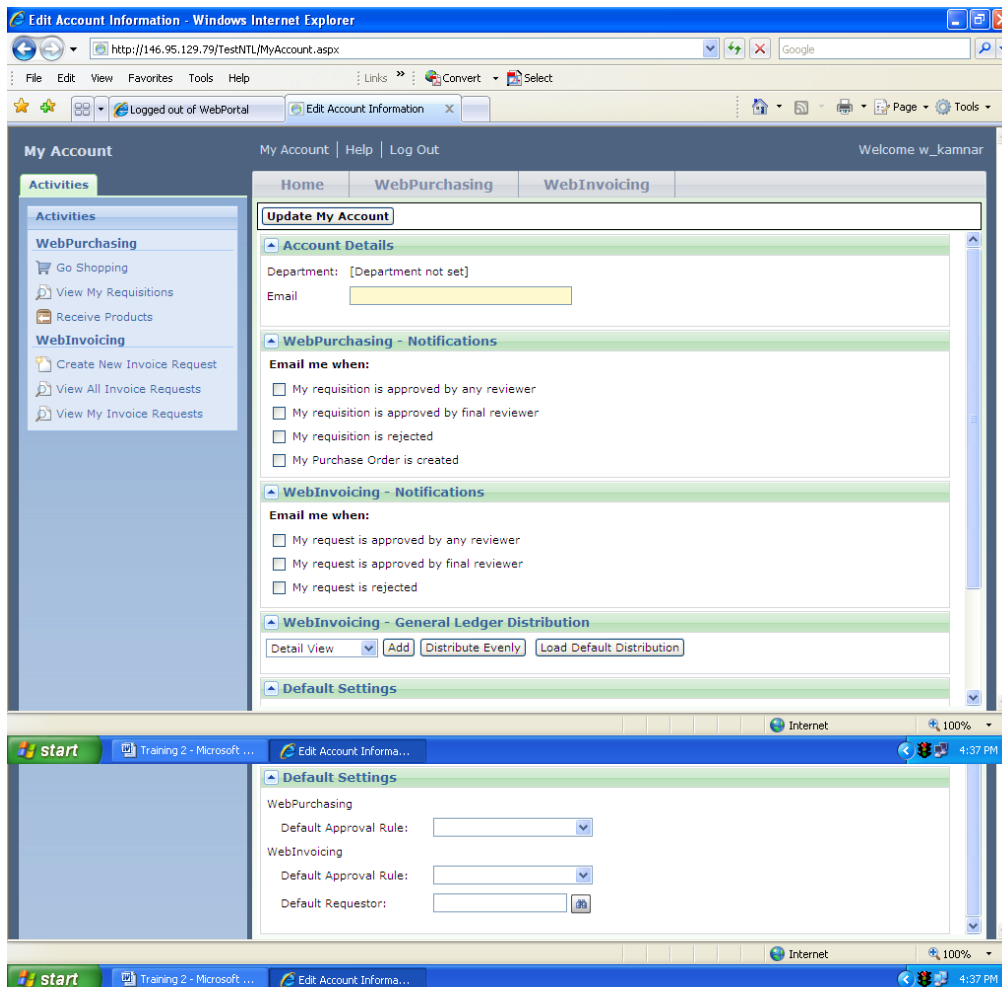
You can then click on “View All Invoice Requests” and view your Invoice Requests and their current status.

The screenshot shows a web browser window titled "All Invoice Requests - Internet Explorer, optimized for Bing and MSN". The address bar shows the URL: http://cats.hunter.cuny.edu/WP_TestNTL/WebInvoicing/Invoices/InvoiceRequests.aspx. The browser's address bar also shows a "gmail" icon. The page content includes a navigation menu with "Home", "WebInvoicing", and "Invoice Requests". The "Invoice Requests" section displays a table of requests.

	Request Number	Description	Requestor	Created By	Date Created	Status	Total
View Copy	14	Invoice# 123456-rats	CAROLINA BIOLOGICAL SUPPLY COMPANY	w_kamnar	11/2/2010	Submitted	\$125.00
View Copy	15	Invoice # 47408839RI	CAROLINA BIOLOGICAL SUPPLY COMPANY	w_kamnar	2/16/2011	Submitted	\$28.80
View	1	Base Charge - Copier	XEROX CORPORATION	w_barcho	5/20/2010	Rejected	\$15.00
View	2	Base Charge - Copier	XEROX CORPORATION	w_barcho	5/25/2010	Approved	\$15.00
View	3	Science Supplies	CAROLINA BIOLOGICAL SUPPLY COMPANY	w_barcho	5/25/2010	Approved	\$275.51
View	4	Supplies for Kindergarten Classes	BLICK ART MATERIALS	w_barcho	5/25/2010	Approved	\$74.54
View	5	Paint Supplies	DELMO'S PAINT STORE	w_barcho	5/25/2010	Approved	\$107.46
View	7	Supplies	PRINCE LUMBER	w_barcho	5/25/2010	Approved	\$443.98
View	8	Food Order	CHAMPIGNON	w_barcho	5/25/2010	Approved	\$49.75
View	9	Maintenance-Fitness Equipment	GYM TECH	w_barcho	5/25/2010	Approved	\$350.00

At the bottom of the table, there is a pagination control: "Show 10 items per page" and "Page 1 of 2 (14 records)".

Some of the process can be customized to your needs. Click on “My Account” and specify personal settings for your Web Invoicing account:



- Mark **My request is approved by any reviewer** if you want email notification when a requisition you submitted has been approved by any reviewer.
- Mark **My request is approved by final reviewer** if you want email notification when a requisition you submitted has been approved by the final reviewer.
- Mark **My request is rejected** if you want email notification when a requisition you submitted has been rejected.
- Mark **My approval is required for a requisition** if you want email notification when an requisition requires your approval.

To save your information, click **Update My Account**. You can update or change this information at any time.

NOTE: For those users who have approval rights, an additional section will appear to allow you to turn on an **Out Of Office** Assistant allowing you to forward your approval requests to other approvers.



APPROVING A REQUEST:

- You must have Approval rights
- Bring up the Web Portal and Login
- Under Web Invoicing click on “Invoice Requests for Review”

WebPortal Home - Windows Internet Explorer

http://146.95.129.79/TestNTL/Home.aspx

File Edit View Favorites Tools Help

Links Convert Select

Hunter College WebPortal Home

Home My Account Help Log Out Welcome w_rancol

Activities

Activities

WebPurchasing

- Go Shopping
- View My Requisitions
- Review Requisitions
- Receive Products

WebInvoicing

- Create New Invoice Request
- View All Invoice Requests
- View My Invoice Requests
- Review Invoice Requests

Home WebPurchasing WebInvoicing

WebPurchasing

- > Go Shopping
- > My Requisitions
- > Requisitions For Review
- > Find Purchase Order

WebInvoicing

- > New Invoice Request
- > My Invoice Requests
- > Invoice Requests For Review

WebPortal Version: 7.82.18.0
Financial Edge Version: 7.82.104.10

Done Internet 100%

start Training 5 WI - Micro... WebPortal Home - Wi... 4:31 PM

Requests to be reviewed are displayed and can be selected and reviewed.

The screenshot shows a web browser window titled "Invoice Requests for Review - Internet Explorer, optimized for Bing and MSN". The address bar shows the URL: http://cats.hunter.cuny.edu/WP_TestNTL/WebInvoicing/Invoices/ReviewRequests.aspx. The page content includes a navigation menu with "Home", "WebInvoicing", and "Invoice Requests". A sidebar on the left contains "Activities" (Create New Invoice Request, View All Invoice Requests, View My Invoice Requests) and a "Search Requests for Review" section with input fields for Invoice Request Number, Description, Requestor, and Date Created, along with a "Sort by" dropdown set to "Request Number" and "Search" and "Clear" buttons.

	Request Number	Description	Requestor	Created By	Date Created	Total
Review	14	Invoice# 123456-rats	CAROLINA BIOLOGICAL SUPPLY COMPANY	w_kamnar	11/2/2010	\$125.00
Review	15	Invoice # 47408839RI	CAROLINA BIOLOGICAL SUPPLY COMPANY	w_kamnar	2/16/2011	\$28.80

At the bottom of the table area, it says "Show 10 items per page" and "Page 1 of 1 (2 records)". The Windows taskbar at the bottom shows the Start button and several open applications: Eudora - [Junk], Training Doc WebInv..., Invoice Requests for ..., and The Financial Edge. The system clock shows 2:28 PM.

The submitted Request was selected and reviewed:

Review Invoice Request 15

Created By: w_kamnar Requestor: CAROLINA BIOLOGICAL SUPPLY COMPANY

Status: Submitted Approval Rule: WI_CmpsSchLHS [Show Details](#)

Document Date: 12/2/2010 Description: Invoice # 47408839RI

[Approve](#) [Reject](#) [Save](#) [View Attachments](#) 1 Attachment

Line #	Expense Category	Description	Quantity	Rate	Line Item Total
1	7203	Laboratory Supplies	1.0000	\$28.8000	\$28.80
Date: 8/30/2010 Edit Distribution					

Distribution:

Amount	Project	GL Account:	Class
\$28.80	UH0215	15-7203	Laboratory Supplies
			Unrestricted Net Assets

Expense Detail / Purpose

Biology Lab Shrimp Eggs

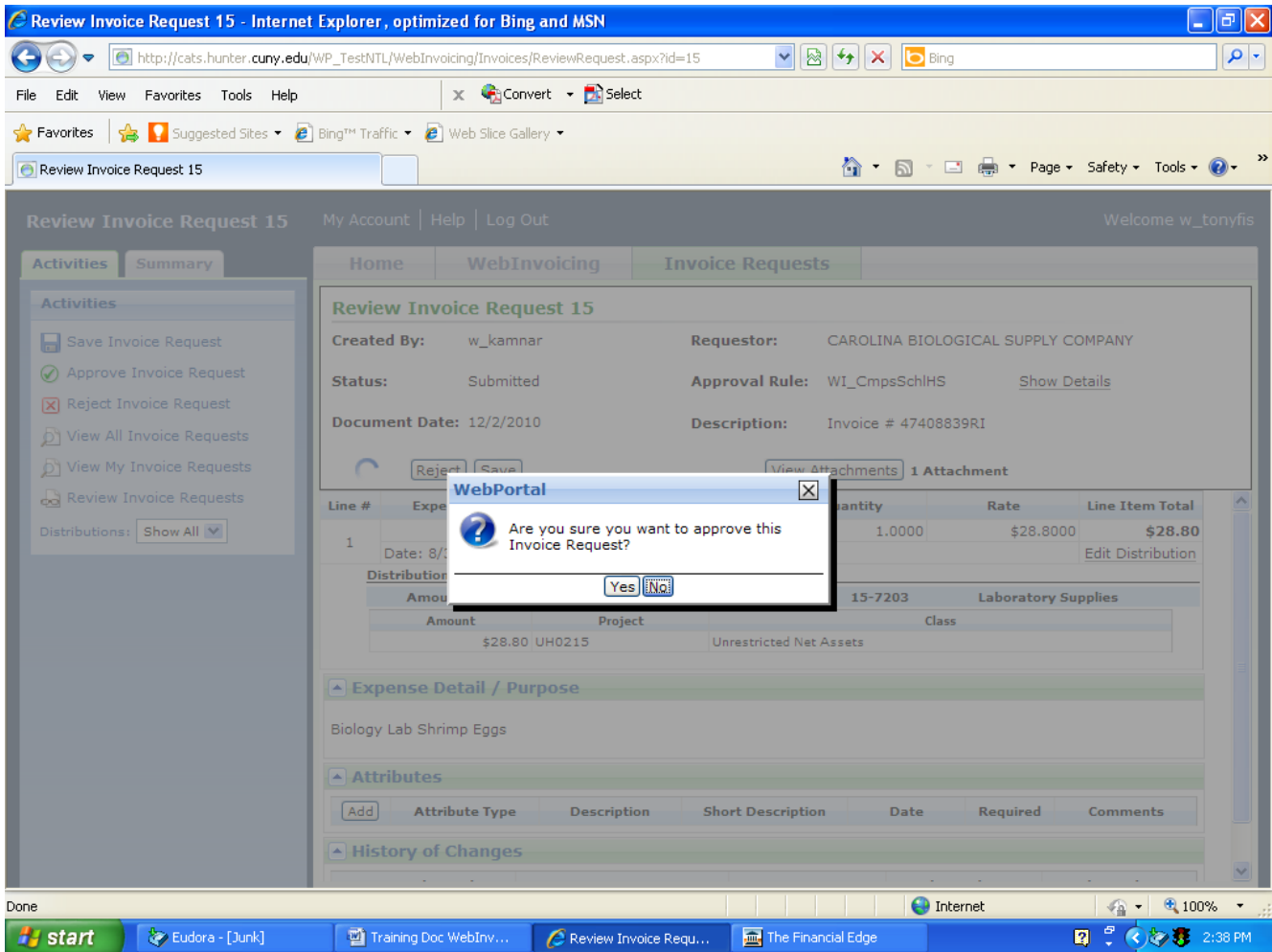
Attributes

Add	Attribute Type	Description	Short Description	Date	Required	Comments
-----	----------------	-------------	-------------------	------	----------	----------

History of Changes

To approve the payment, click on the “Approve” icon (under Document Date).

This is what is then reflected on the Screen:



Click on “Yes” and the Request status is noted as in-progress.

View Invoice Request 15

My Account | Help | Log Out Welcome w_tonyfis

Activities Summary

- Create New Invoice Request
- View All Invoice Requests
- View My Invoice Requests
- Review Invoice Requests

View Invoice Request 15

Created By: w_kamnar **Requestor:** CAROLINA BIOLOGICAL SUPPLY COMPANY

Status: In Progress **Approval Rule:** WI_CmpsSchHS [Show Details](#)

Document Date: 12/2/2010 **Description:** Invoice # 47408839RI

[View Attachments](#) 1 Attachment

Line Items

Line #	Expense Category	Description	Quantity	Rate	Line Item Total
1	7203	Laboratory Supplies	1.0000	\$28.8000	\$28.80
Date: 8/30/2010					Distributed

Expense Detail / Purpose

Biology Lab Shrimp Eggs

Attributes

No Attributes Associated.

History of Changes

Item Changed	Previous Setting	New Setting	Changed On	Changed By
Status	Open	Submitted	2/16/2011	w_kamnar
Last Action	<blank>	Approved	2/17/2011	w_tonyfis
Status	Submitted	In Progress	2/17/2011	w_tonyfis

If you now click on “Review Invoice Requests” on the left-side of the screen, all of the Requests in your area are reflected with the current Status.

All Invoice Requests My Account | Help | Log Out Welcome w_tonyfis

Activities

- Create New Invoice Request
- View My Invoice Requests**
- Review Invoice Requests

Search All Invoice Requests

Invoice Request Number
Description
Requestor
Date Created
Status
Sort by

Search **Clear**

	Request Number	Description	Requestor	Created By	Date Created	Status	Total
View	14	Invoice# 123456 -rats	CAROLINA BIOLOGICAL SUPPLY COMPANY	w_kamnar	11/2/2010	Submitted	\$125.00
View	16	Travel Reimbursement	MCCABE, ELIZABETH	w_kamnar	2/17/2011	Submitted	\$490.10
View	15	Invoice # 47408839RI	CAROLINA BIOLOGICAL SUPPLY COMPANY	w_kamnar	2/16/2011	In Progress	\$28.80
View	1	Base Charge - Copier	XEROX CORPORATION	w_barcho	5/20/2010	Rejected	\$15.00
View	2	Base Charge - Copier	XEROX CORPORATION	w_barcho	5/25/2010	Approved	\$15.00
View	3	Science Supplies	CAROLINA BIOLOGICAL SUPPLY COMPANY	w_barcho	5/25/2010	Approved	\$275.51
View	4	Supplies for Kindergarten Classes	BLICK ART MATERIALS	w_barcho	5/25/2010	Approved	\$74.54
View	5	Paint Supplies	DELMO'S PAINT STORE	w_barcho	5/25/2010	Approved	\$107.46
View	7	Supplies	PRINCE LUMBER	w_barcho	5/25/2010	Approved	\$443.98
View	8	Food Order	CHAMPIGNON	w_barcho	5/25/2010	Approved	\$49.75

Show 10 items per page Page 1 of 2 (15 records)

The Request's final status of approval will be performed by the Accounting Office:

View Invoice Request 15

My Account | Help | Log Out

Welcome Ruqayyahs

Activities

- Create New Invoice Request
- View All Invoice Requests
- View My Invoice Requests
- Review Invoice Requests

Home | **WebInvoicing** | **Invoice Requests**

Created By: w_kamnar **Requestor:** CAROLINA BIOLOGICAL SUPPLY COMPANY

Status: Approved **Approval Rule:** WI_CmpsSchlHS [Show Details](#)

Document Date: 12/2/2010 **Description:** Invoice # 47408839RI

[View Attachments](#) 1 Attachment

Line Items

Line #	Expense Category	Description	Quantity	Rate	Line Item Total
1	7203	Laboratory Supplies	1.0000	\$28.8000	\$28.80
Date: 8/30/2010					Distributed

Expense Detail / Purpose

Biology Lab Shrimp Eggs

Attributes

No Attributes Associated.

History of Changes

Item Changed	Previous Setting	New Setting	Changed On	Changed By
Status	Open	Submitted	2/16/2011	w_kamnar
Last Action	<blank>	Approved	2/17/2011	w_tonyfis
Status	Submitted	In Progress	2/17/2011	w_tonyfis
Last Action	Approved	Approved	2/22/2011	Ruqayyahs
Status	In Progress	Approved	2/22/2011	Ruqayyahs

Please refer to the Training Documents if you have a question.

NTL Web Invoicing Training Documents link:

<http://hr.hunter.cuny.edu/bus-office/accounting/WebInvoicing.html>

If you are unable to resolve the issue please call:

Maura Zoeller	Cash Management	212-650-3559
Ruqayyah Shabazz	Accounting	212-650-3217
Ana Guerrero	Accounting	212-772-4364