Accounts Receivable (AR) Module – Approver Steps

The basic steps for reviewing an invoice in the AR module are:
- Search for the invoice (details should be in an email sent by staff member)
  - Navigation: **Menu** > **Billing** > **Maintain Bills** > **Standard Billing**
  - Enter the invoice number in the 'Invoice' field
  - click 'Search'
- Open the Pro Forma and visually review the details (most of the details can be checkf tt