



### Additional Information

The workflow applies to each invoice line, so there may be more than one approver for an invoice. If one approver rejects the invoice, it is rejected completely. All approvers must approve the invoice in order for it to be completed.

**Distribution:** Also known as EDORDA, this is the accounting for the invoice line.

**Invoice Distribution Line:** Accessed by the *Distributions* box above the invoice line, the distributions will be copied from the invoice line but will not be updated if the distribution (EDORDA) is modified on the invoice line. If the invoice line and distribution line are out of sync when the invoice is submitted it will auto-reject back to the submitter (except when the distribution is purposefully used to split an invoice amount between multiple distributions).

**Designation Box:** A separate field that is used for approval workflow routing only. Can be found in the *Details* box at the end of the invoice line.

**Designation Manager:** Person assigned as the approver for that Designation in Oracle

**Cost Center Manager:** Person assigned as the approver for that Cost Center (Department) in Oracle. Note that the cost center manager is effective dated, so the invoice will route to the manager in effect as of the invoice line date.