

Send to Non-Fairwater Dept - Wrong System, Business Unit

If an invoice is in Fairwater but needs to be sent outside of Fairwater to another Norton Lilly Business Unit select Workflow(WF) Action: **Send to Non-Fairwater Dept**. This will display an additional drop down option where you choose where to send the invoice. *PAS Invoice* = Collaborate/PAS.

Note: NLI Corporate Accounting **IS NOT** Principal Accounting. Only invoices to be processed by Corporate and debited to the Offices P&L should be sent to NLI Corporate Accounting.

Enter Remarks then click Submit.

The screenshot shows a web form with the following elements:

- Invoice Source ***: A dropdown menu with 'Email' selected.
- WF Action ***: A dropdown menu with 'Send to Non-Fairwater Dept' selected. This field is highlighted with a red box.
- Is Invoice Correction**: A checkbox that is currently unchecked.
- Offices**: A dropdown menu with 'USBWI - BALTIMORE' selected.
- Send to Email**: A dropdown menu with 'Select Send to Email' as the current selection. The dropdown is open, showing the following options:
 - APS
 - Marine Transport LLC
 - NLI Corporate Accounting
 - NLI Liner
 - PAS INVOICEThis section is also highlighted with a red box.
- Reset**: A blue button with a downward arrow.