

## Navigation

### To access an Invoice for processing:

- Navigate to 170 MarkView Home
- Select Web Inbox> AP Web Inbox
- Review the list of invoices
- Click on any invoice information to open the image in the Express Viewer
- Read comments from the previous user in the information section at the top of the page
- If your responsibilities include coding, enter/edit the distributions by clicking the link in the Invoice Distributions section
- Place the appropriate Markup to process the image

### To access a Purchase Order for review:

- Navigate to 170 MarkView Home
- Select Web Inbox> PO Inbox
- Review the list of POs
- Click on the View link to open the image in the Express Viewer
- Read comments from the previous user in the information section at the top of the page
- Place the Return To Markup to send the PO back to the previous user

## 170 MarkView Express Viewer Tools

### Image Display Area



Set the image display area to large, medium, or small

### Image Fit



Change the fit of the image to the display area

### Zoom Tools



Zoom out or zoom in on the image  
*Note that you may also click directly on the image to zoom in*

### Rotation Tools



Rotate the image left or right

Needs...	Available Actions	Markups	Markup Form
<p><b>Approval</b></p> <p>Non-PO Invoices are routed to you for approval when Accounts Payable has designated you as the invoice Coder/Approver.</p> <p>Invoices may also be routed to you if you are the next approver in the hierarchy on an invoice that requires additional approval.</p>	<p>Invoice coding is complete, and you approve payment of the invoice</p>	<p>Approved</p>	<p><b>Approve</b></p> <p>Comments: If applicable, enter any details about your coding or approval of the invoice record</p> <p>Comments:</p> <p>OK Cancel</p>
	<p>You would like another user to review the invoice, either to assist in distributing it or for additional review prior to approval</p>	<p>Comment Requested</p>	<p><b>Comment Requested</b></p> <p>Contact* (required): Select the name of the individual you want to route the invoice to</p> <p>Contact*: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>Comments* (required): Enter a question or request for the person you are sending the invoice to</p> <p>Comments*:</p> <p>OK Cancel</p>
	<p>Additional review or maintenance is needed by Accounts Payable</p>	<p>Route to Accounts Payable</p>	<p><b>Route to Accounts Payable</b></p> <p>Comments* (required): Indicate specifically why you are routing the invoice to Accounts Payable</p> <p>Comments*:</p> <p>OK Cancel</p>
<p><b>Comment</b></p> <p>Invoices are routed to you for review and/or account coding.</p> <p>POs are routed to you for additional information prior to PO entry.</p>	<p>You have completed review and wish to return the item to the previous user</p>	<p>Return To</p>	<p><b>Return To</b></p> <p>Comments* (required): Enter a response to the previous user's request, including any details about your review of the invoice/ PO record</p> <p>Comments*:</p> <p>OK Cancel</p>

# 170 MarkView Business Users

## 170 MarkView Home

To assign an alternate to process your work while you are away:









- Log into 170 MarkView Home
- Mouse over the **Administration** tab and select **Alternate User Assignment**
- Select or enter the alternate's name in the **Alternate User ID** field
- Indicate the date range for the absence in the **Start Date** and **End Date** fields
- Click  to create the assignment
- To end an assignment prior to the indicated **End Date**, select the **Unassign** checkbox

## To run an invoice inquiry:

- Log into 170 MarkView Home
- Mouse over the **Web Inquiry** tab and select **AP Invoices**
- Enter your query criteria as necessary; remember that you may use the % sign as a wildcard in your search
- Click  to run your query
- While viewing your query results, click on the **Details** link to view additional Oracle details, such as invoice holds and distributions, and click on the **Document** link to view the invoice image

## To run a PO inquiry:

- Log into 170 MarkView Home
- Mouse over the **Web Inquiry** tab and select **PO Inquiry**
- Enter your query criteria as necessary; remember that you may use the % sign as a wildcard in your search
- Click  to run your query
- While viewing your query results, click on the **View** link to view the PO image

Needs...	Available Actions	Markups	Markup Form
<p><b>Verification</b></p> <p>PO invoices are routed to you for receipt verification if you are the Requisition Requestor and can acknowledge receipt of the invoiced goods or services.</p>	<p>You wish to verify receipt and approve payment of the invoice</p>	<p>Approved</p>  	<p>Approve</p> <p>Comments:</p> <div data-bbox="1252 311 1549 448" style="border: 1px solid gray; height: 96px;"></div> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> <p>Comments: If applicable, enter any details about your acceptance of the goods/ services in question</p>
<p><b>Receiving Resolution</b></p> <p>PO invoices are routed to you for receiving resolution if you are the Requisition Requestor/ Preparer and the invoice contains an Oracle hold which you are responsible for resolving (Qty Ord, Qty Rec, Rec Exception).</p>	<p>Assistance or maintenance is needed from AP</p>	<p>Route to Accounts Payable</p>  	<p>Route to Accounts Payable</p> <p>Comments*:</p> <div data-bbox="1252 615 1549 758" style="border: 1px solid gray; height: 100px;"></div> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> <p>Comments (required): Indicate specifically why you are routing the invoice to Accounts Payable</p>
<p><b>Receiving Resolution</b></p> <p>PO invoices are routed to you for receiving resolution if you are the Requisition Requestor/ Preparer and the invoice contains an Oracle hold which you are responsible for resolving (Qty Ord, Qty Rec, Rec Exception).</p>	<p>You have taken action to resolve the hold</p>	<p>Holds Resolved</p>  	<p>Holds Resolved</p> <p>Comments:</p> <div data-bbox="1252 876 1549 1033" style="border: 1px solid gray; height: 110px;"></div> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> <p>Comments: Detail any maintenance you have performed, if appropriate</p>
		<p>Route to Accounts Payable</p>  	<p>Route to Accounts Payable</p> <p>Comments*:</p> <div data-bbox="1252 1162 1549 1305" style="border: 1px solid gray; height: 100px;"></div> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> <p>Comments (required): Indicate specifically why you are routing the invoice to Accounts Payable</p>