How to Understand an Invoice

Each invoice is per account and contains all the transactions charged to the account.

Items are grouped by cores. Point of contact is listed for each core.

Each item on each order can be approved or disputed. Green radio button is to approve. Red radio button is to dispute.

If Dispute is selected, you will select a reason for the dispute and enter an explanation or

Option to Approve All and Dispute All transactions per core

Click Submit to submit your approvals and/or disputes.