How to Review PI Invoices – SBO

Enter your USC (Shibboleth) user name and password.

2. Go to Invoice > Approve/Dispute Invoices.

3. Choose a PI whose invoices are to be reviewed. Click on their name link to open their invoices.

4. To print an invoice, click on the selection box, and then on .

To view an invoice in detail, click on the invoice number link.
5. Details can be viewed, and an approval or a dispute of any invoice can be made by clicking on a green or red radio button. To submit an approval or a dispute, click .

The only live link on the page is the PI’s name. Clicking on it will bring up an email form.

The page can be printed by clicking .

Submit

Print this page