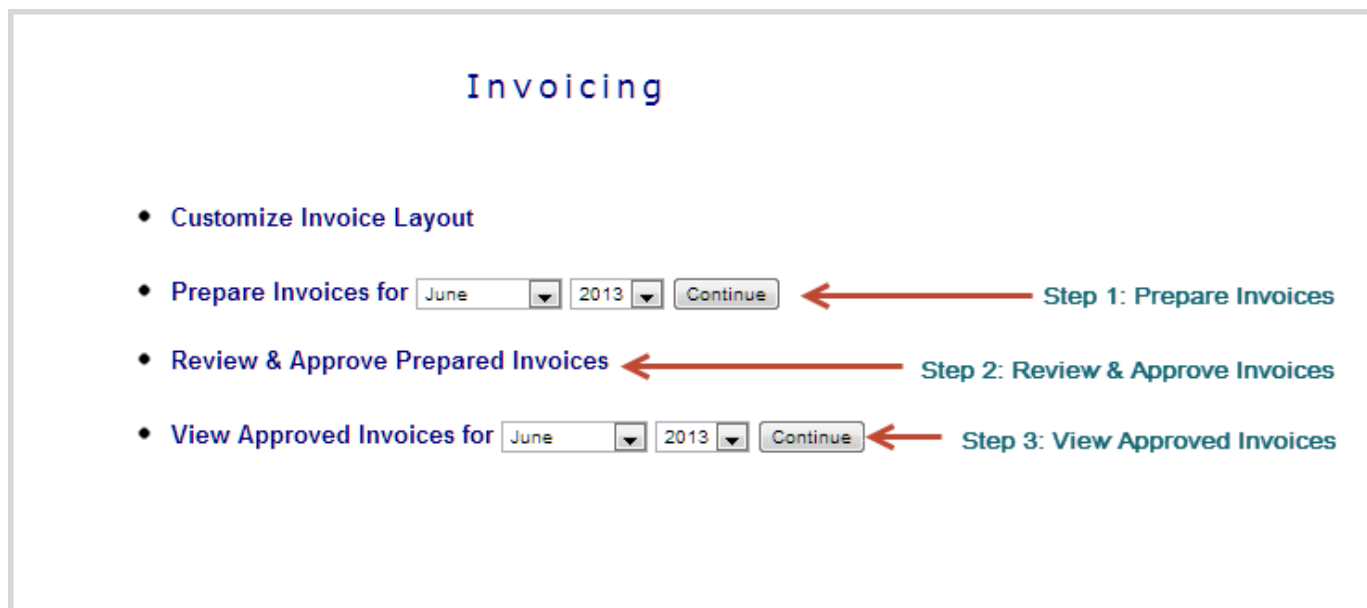The following enhancements have been made to your NGI system. If you have any questions or comments, please feel free to call us at (972) 747-1983, extension 112.

Invoice Review & Approval

- We have improved the workflow of Invoicing in NGI to be a 3 step process (Prepare → Review & Approve → View Approved).
- All actions on an invoice are now logged so you know who did what and what time they did it.
- New Rules:
    - Once an invoice has been Approved, you cannot prepare any more invoices for that Customer. You would need to Unapprove first, then you can prepare a new invoice.
    - Once an invoice has been Approved and Sent to the Customer folder, you cannot Unapprove/Remove the invoice. If you have not yet sent the invoice to the Customer folder, you can Unapprove/Remove it from the list of Approved Invoices.
- The Overall Summary file can be generated as the last step after you have approved all of your invoices for the month.
- All financial reports will use the snapshot invoice data rather than live Nomination and Contract data*.

Historical invoice data is not available. Only invoices run after July 25, 2013 are available in financial reports. Financial data prior to July 25, 2013 will be pulled from Nominations & Contracts at the time a report is run.

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Step 1: Prepare Invoices

Select the Contracts you want to include and any other Options. You will be taken directly to the Review & Approve Invoices screen.

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Step 2: Review & Approve Invoices

Invoice Review & Approval

Sort by clicking on the Column Headers

June 2013

Click to Review

View Log

Customer▲	Invoice #		Amount	Last Generated	Selected (all)
Anadarko Energy Services Company	Anadarko-25899		$0.00	07/25/2013 4:54:05 PM	☐
Associated Energy Services	AEN--25900		$490.00	07/25/2013 4:54:05 PM	☑
ATMOS ENERGY CORP	25898		$75,900.00	07/25/2013 4:54:05 PM	☑
Barclays Bank PLC	Barclays-25901		$0.00	07/25/2013 4:54:05 PM	☐
TOTAL			$76,390.00		

Available Options:
Approve selected invoices
Delete selected invoices

Select an action: Approve selected invoices ▼   Submit

File Format: ◯ SWF ◉ PDF

This is a new step in the NGI Invoicing process. Click on the Invoice # to review. Once you are happy with the results, select the invoice by checking the checkbox in the Selected column select Approve selected invoices. To throw the prepared invoice out (for instance, $0.00 invoices), simply delete them.

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Step 3: View Approved Invoices

Once the invoices have been approved you can Send to Customer Folders, Zip, Unapprove/Remove, or Generate Overall Summary*.

Previously, the Overall Summary was automatically generated upon running invoices. Now, you run your overall summary at the end, once you have approved all of your invoices. This cuts down on the number of invoice files generated.