

# SOCIAL RECREATION EMAIL INVOICE PROCESSING



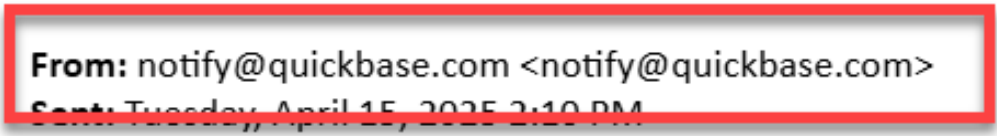
SUPPORT SERVICES

This guide will assist clients and families in approving invoices for Social Recreation services. Invoices must be approved or denied for the business to be paid. Invoices can only be approved or denied one time. Multiple approvals or denials of the same invoice will result in errors.

Disclaimer: Invoices must have an approved authorization from the regional center. An invoice without an authorization will not be processed.

## Accessing the Invoice through Email

The email will be delivered from an email registered as [notify@quickbase.com](mailto:notify@quickbase.com).



## Review the Invoice

Review the invoice and validate the information. This will include the business name, service month and year, Amount, and Service Description. You can also download the invoice through the link available.

### Invoice Information:

- **Business Name:** BUSINESS NAME
- **Service Month/Year:** May/2025
- **Amount:** \$500.00
- **Service Description:** Swimming Lessons
- **Download Invoice:** [Click here to access your invoice](#)

Your prompt attention to this matter would be greatly appreciated as it will facilitate the timely processing of the invoice. Once invoice is approved, Aveanna will conduct a final approval. Payment will then be issued within 2 - 3 weeks. Please note that delays may occur.

### SELECT ONE:

[APPROVE INVOICE](#)

[REJECT INVOICE](#)

Thank you,  
The Aveanna Team

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## Approve the Invoice

If the invoice is correct, approve it using the link provided. Click on the link.

### Invoice Information:

- **Business Name:** BUSINESS NAME
- **Service Month/Year:** May/2025
- **Amount:** \$500.00
- **Service Description:** Swimming Lessons
- **Download Invoice:** [Click here to access your invoice](#)

Your prompt attention to this matter would be greatly appreciated as it will facilitate the timely processing of the invoice. Once invoice is approved, Aveanna will conduct a final approval. Payment will then be issued within 2-3 weeks. Please note that delays may occur.

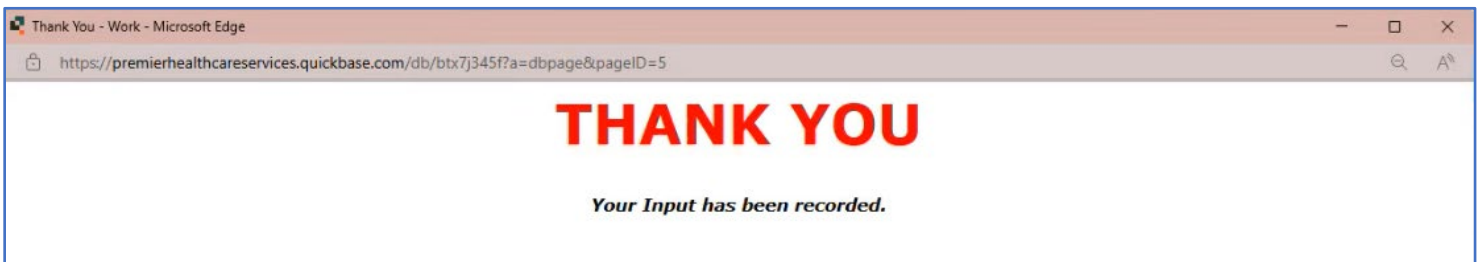
### SELECT ONE:

[APPROVE INVOICE](#)

[REJECT INVOICE](#)

Thank you,  
The Aveanna Team

A thank you note will be displayed. No other actions are needed.



Disclaimer: Invoices must have an approved authorization from the regional center. An invoice without an authorization will not be processed.

# SOCIAL RECREATION EMAIL INVOICE PROCESSING

## Reject the Invoice

If the invoice contains errors, it may be rejected. To reject the invoice, click on the reject invoice link. A new window will then be displayed.

### Invoice Information:

- **Business Name:** BUSINESS NAME
- **Service Month/Year:** May/2025
- **Amount:** \$500.00
- **Service Description:** Swimming Lessons
- **Download Invoice:** [Click here to access your invoice](#)

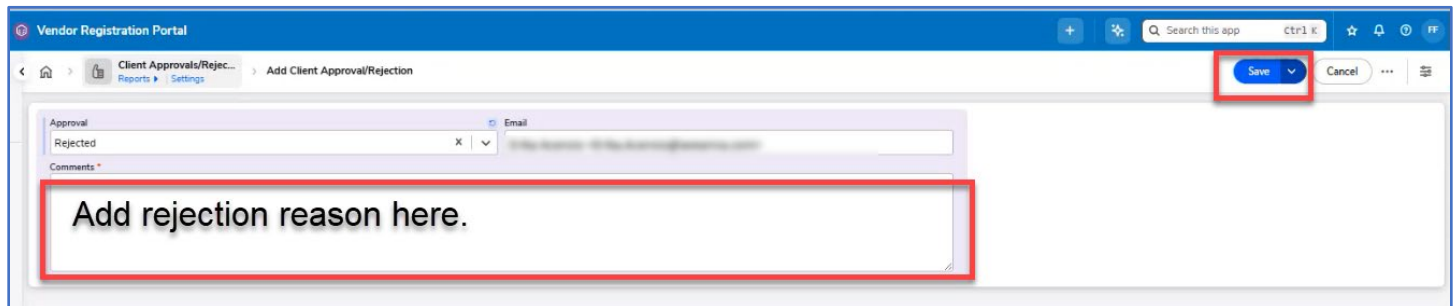
Your prompt attention to this matter would be greatly appreciated as it will facilitate the timely processing of the invoice. Once invoice is approved, Aveanna will conduct a final approval. Payment will then be issued within 2 - 3 weeks. Please note that delays may occur.

### SELECT ONE:

[APPROVE INVOICE](#)

[REJECT INVOICE](#)

Enter the reason for the rejection here. Then press save.



Vendor Registration Portal

Client Approvals/Rejec... Add Client Approval/Rejection

Save Cancel

Approval Rejected

Comments

Add rejection reason here.

ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-888-255-8360 (TTY: 711).

注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 1-888-255-8360 (TTY: 711)。

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