

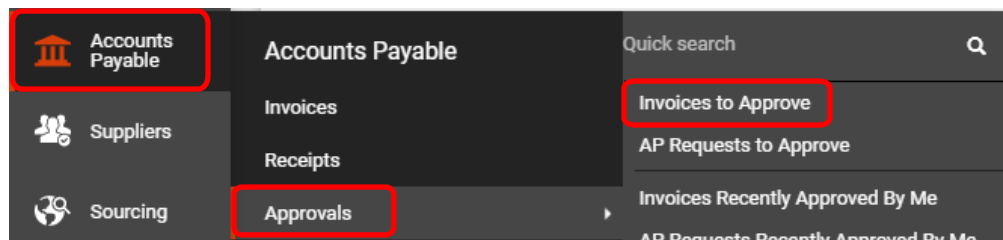
Invoice Review and Approval

Which Invoices Require Approval?

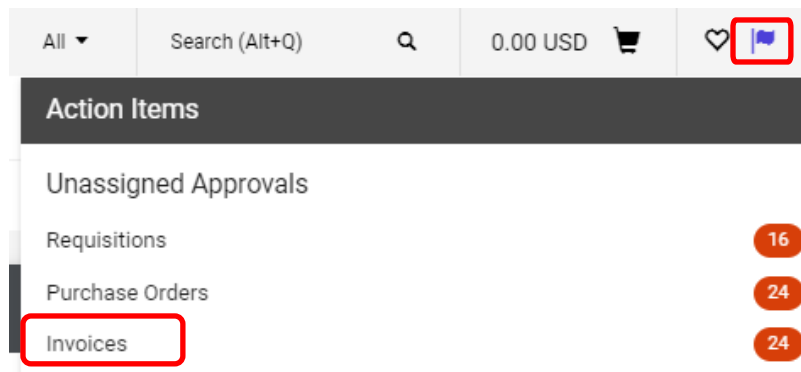
Generally speaking, any invoice related to a purchase order where the PO total was less than \$5,000 will require approval from a Budget Authority and Business Center. Non-PO invoices of any amount also require approval from Budget Authority and Business Center approvers.

Accessing an Invoice that Requires Your Approval

1. To access an invoice that requires your approve while you're in BennyBuy, first navigate to your invoice approval queue. This can be done by clicking on the **Accounts Payable** tab, then **Approvals**, then **Invoices to Approve**.



2. Or, you can select the flag icon in the upper right hand corner. From the drop down menu, select **Invoices**.



3. Alternatively, if you received an email from the system indicating your approval is required, click the **View Invoice Approvals** link at the bottom of the email.

[View Invoice Approvals](#)

If you have any questions with regard to reviewing/approving this Invoice, please contact your BennyBuy Support Team.

BennyBuy Help Desk:
+1 541-737-3830
eprocurement@oregonstate.edu

Thank you,
Oregon State University

Invoice Review and Approval

Approving an Invoice

1. In your approval queue, click the document number for the invoice you wish to approve.

| 410000 QBA Business Affairs invoice - 5 [1 result] | | |
|--|-----------------------|--|
| Invoice No. | Supplier Invoice No. | Supplier Name |
| IB000592 | PendAprvlTest2 | Alex's Awesome Air Balloons INC MBE |
| Due Date | 1/1/2020 | |
| Discount Date | 12/12/2019 | |
| Invoice Name | 2019-12-02 byrnes1 02 | |
| Type | Non-PO Invoice | |
| Invoice Source: | Manual | |

2. Review the invoice in full. Much of the information regarding the invoice will be listed on the Summary tab including dates, remittance address, accounting codes, and invoice line items and amounts. If there is an invoice image, a link to the image will be shown at the top of the box on the right hand side.

Pending

Alex's Awesome Air Balloons ▼

Supplier Invoice No. PendAprvlTest2

Invoice Image

[P0194479.pdf](#) ...

3. If needed, you can also view other sections of the invoice by using the menu along the top of the document.

Invoice • IB000592 ▼

Summary Matching Supplier Messages Comments 1 Attachments 1 History

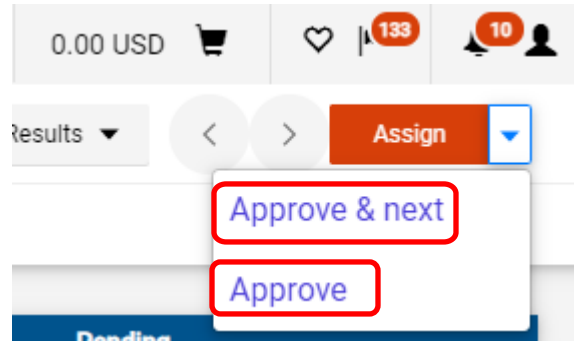
4. When you are ready to approve, click the dropdown arrow next to the **Assign** button in the upper right hand corner.

0.00 USD 🛒 👍 🔒 134 🔔 7 👤

results ▼ ⏪ ⏩ **Assign** ▼

Invoice Review and Approval

5. In the dropdown menu that appears, select either **Approve** or **Approve & Next** to approve the invoice. Please note that if you select **Approve & Next**, the system will approve the invoice you're currently on and move you to the next invoice in your approval queue.



6. The invoice has now been approved for your approval step.

