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 approval 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.

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

BennyBuy Help Desk:
+1 541-737-5039
aprovement@oregonstate.edu

Thank you,
Oregon State University
Approving an Invoice

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

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.

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

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