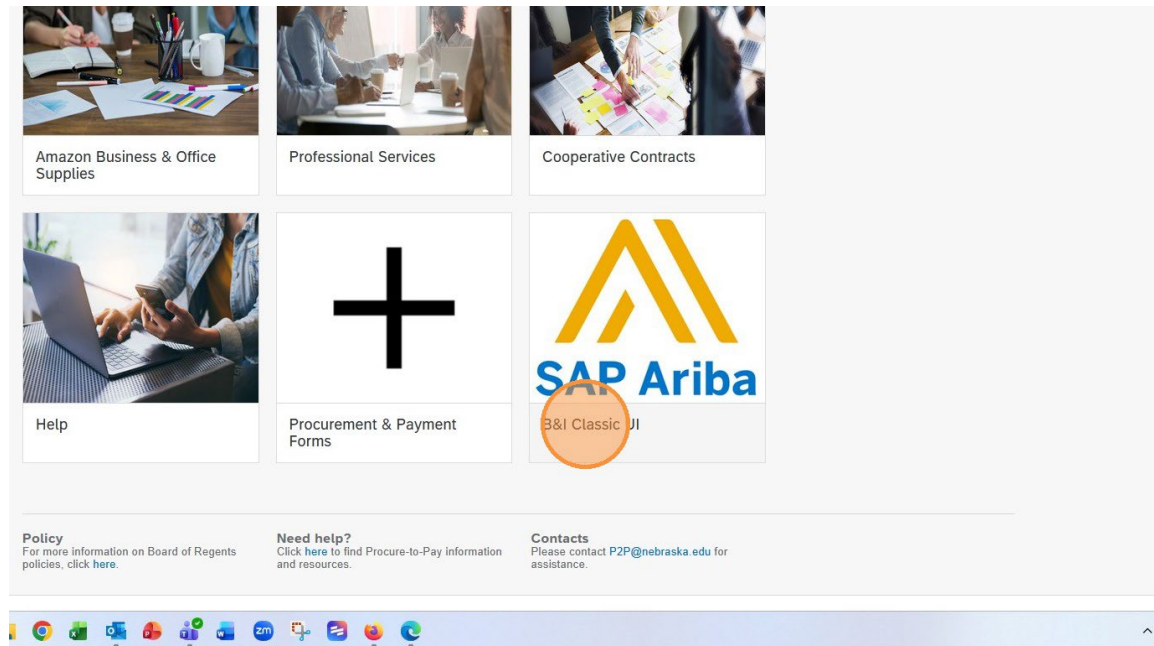
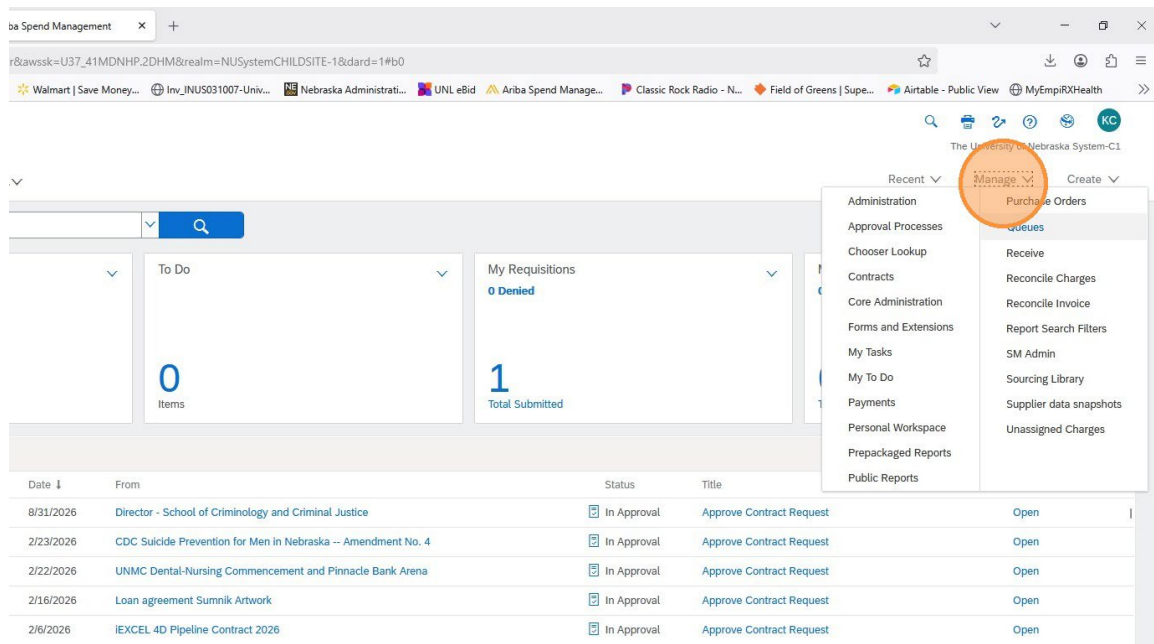


## How to Approve an Invoice in B&I Classic

1. Click on the B&I Classic UI icon.



2. Click on the drop down next to "Manage" in the right hand upper corner.



### 3. Click on "My To Do"

Browser tabs: Credit U..., 0926618170-4.pdf, Walmart | Save Money..., Inv\_INUS031007-Univ..., Nebraska Administrati..., UNL eBid, Aniba Spend Manage..., Classic Rock Radio - N..., Field of Greens | Supe..., Airtable - Public View, MyEmpIRHealth

The University of Nebraska System - C1

Navigation menu: Administration, Approval Processes, Chooser Lookup, Contracts, Core Administration, Forms and Extensions, My Tasks, **My To Do**, Payments, Personal Workspace, Prepackaged Reports, Public Reports, Purchase Orders, Queues, Receive, Reconcile Charges, Reconcile Invoice, Report Search Filters, SM Admin, Sourcing Library, Supplier data snapshots, Unassigned Charges

ECRs: 0 Denied, 1 Total Submitted

Date	From	Status	Title		
990561656	8/31/2026	Director - School of Criminology and Criminal Justice	In Approval	Approve Contract Request	Open
985657262	2/23/2026	CDC Suicide Prevention for Men in Nebraska -- Amendment No. 4	In Approval	Approve Contract Request	Open
985918311	2/22/2026	UNMC Dental-Nursing Commencement and Pinnacle Bank Arena	In Approval	Approve Contract Request	Open
982401746	2/16/2026	Loan agreement Sumnik Artwork	In Approval	Approve Contract Request	Open
989299352	2/6/2026	IEXCEL 4D Pipeline Contract 2026	In Approval	Approve Contract Request	Open

### 4. There will be a list of requests that will need to be approved.

To Do

You are included in the approval flow for these requests, and you are required to reconcile, approve or deny them. To review a summary of a request before taking action, click the request's ID or title.

Approvable Type: No Choice

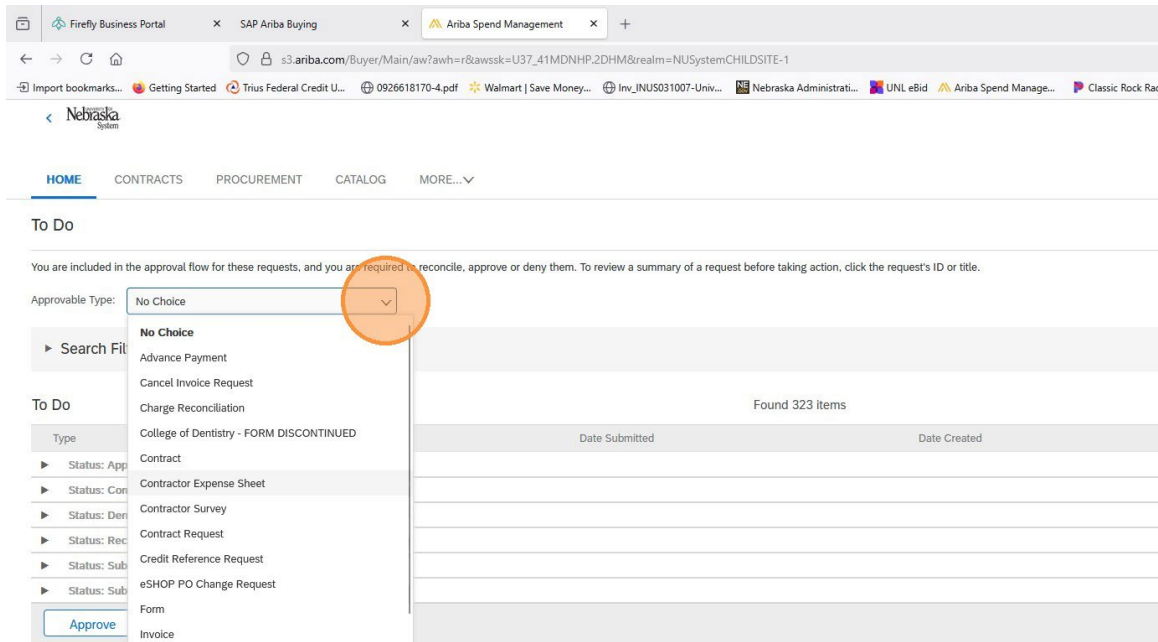
Search Filters

Found 325 items

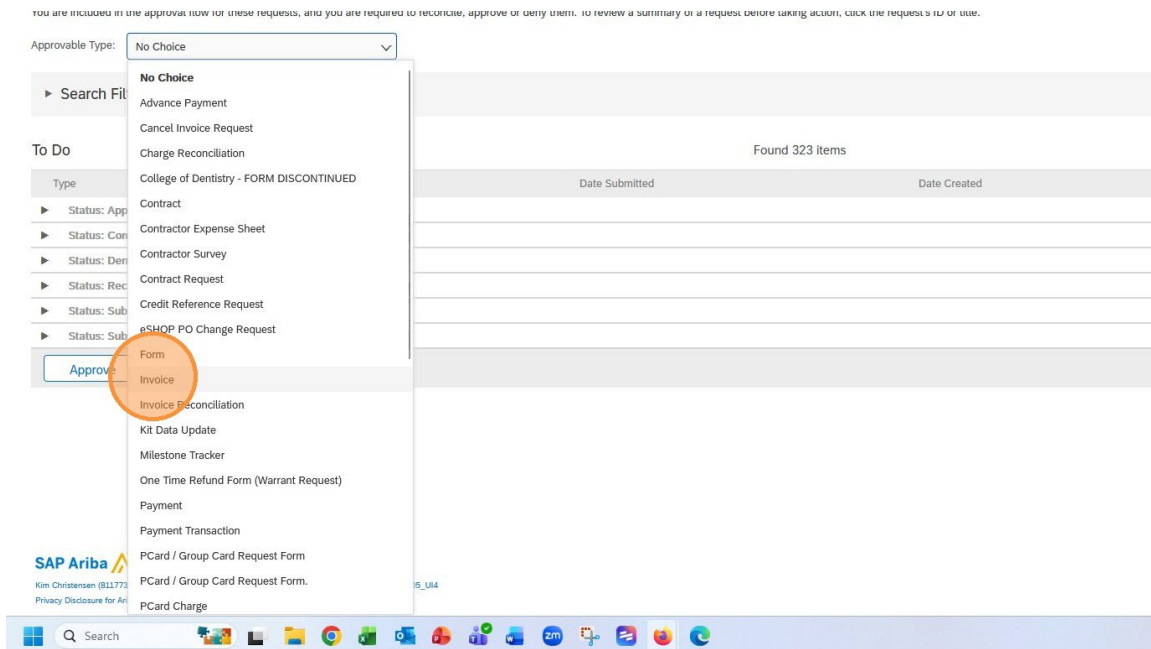
Type	ID	Requester	Date Submitted	Date Created	Title	Total	
Status: Approving (2)							
<input type="checkbox"/>	IR2026009-500656	Jeffrey Kaloust	27 Jan 2026	27 Jan 2026	IR2026009-500656	\$33,077,6000 USD	Actions
<input type="checkbox"/>	IR42117-490258	Paul T Deegan	13 Jan 2026	13 Jan 2026	IR42117-490258	\$7,761,0000 USD	Actions
Status: Composing (2)							
Status: Denied (3)							
Status: Reconciling (284)							
Status: Submitted (33)							
Status: Submitted with Errors (1)							

Approve Deny Archive To Label

5. To approve Invoices, Click on the Drop Down next to "Approvable Type".



6. Choose "Invoice". This will give you the list of invoices to approve.



## 7. Click on an invoice.

[HOME](#) [CONTRACTS](#) [PROCUREMENT](#) [CATALOG](#) [MORE...](#)

**To Do**

You are included in the approval flow for these requests, and you are required to reconcile, approve or deny them. To review a summary of a request before taking action, click the request's ID or title.

Approvable Type:  Saved Search:

► Search:

**To Do** Found 2 items

Invoice #	Invoice Date ↑	Requester	Invoice Amount	Supplier	Max Discount	Sch
▼ Status: Submitted (1)						
<input type="checkbox"/> Q-41624	26 Jan 2026	Karynn Whitcard	\$30,362.8000 USD	IMOTIONS INC ***ACH***		
▼ Status: Submitted with Errors (1)						
<input type="checkbox"/> 40620585	20 Nov 2025	Kim Christensen	\$1,039.5000 USD	CAPITAL BUSINESS SYSTEMS INC		

[Approve](#) [Deny](#) [Archive To Label ▼](#)

## 8. Click on "Approve or Deny".

[HOME](#) [CONTRACTS](#) [PROCUREMENT](#) [CATALOG](#) [MORE...](#) [Recent ▼](#) [Manage ▼](#) [Create ▼](#)

**Approval Summary - INVQ-41624-502123** [Request](#)  of 2

Review the request and then approve, deny, or edit it. To view request details, click the request ID. To review other pending requests, select a specific request from the pull-down list, or click an arrow to display the previous or next request.

[Approve](#) [Deny](#) [Edit](#) [Print](#)

INVQ-4162... - Buyer Contact : Karynn Whitcard Total : \$30,362.8000 USD

**Header Taxes, Charges, and Discount**

Name ↑	Type	Tax Rate	Amount	Accounting	Details
No Items					

**Line Items (1)**

No. ↑	Description	Qty	Unit	Price	Amount	Discount	Charges	Taxes	Gross Amount	Accounting	Details
1	Imotions Module - Affective and Support and ...	1	each	\$30,362.8000 USD	\$30,362.8000 USD				\$30,362.8000 USD	(1)	<a href="#">Details</a>

**Approval Flow**

If you have any questions, please contact [P2P@nebraska.edu](mailto:P2P@nebraska.edu).