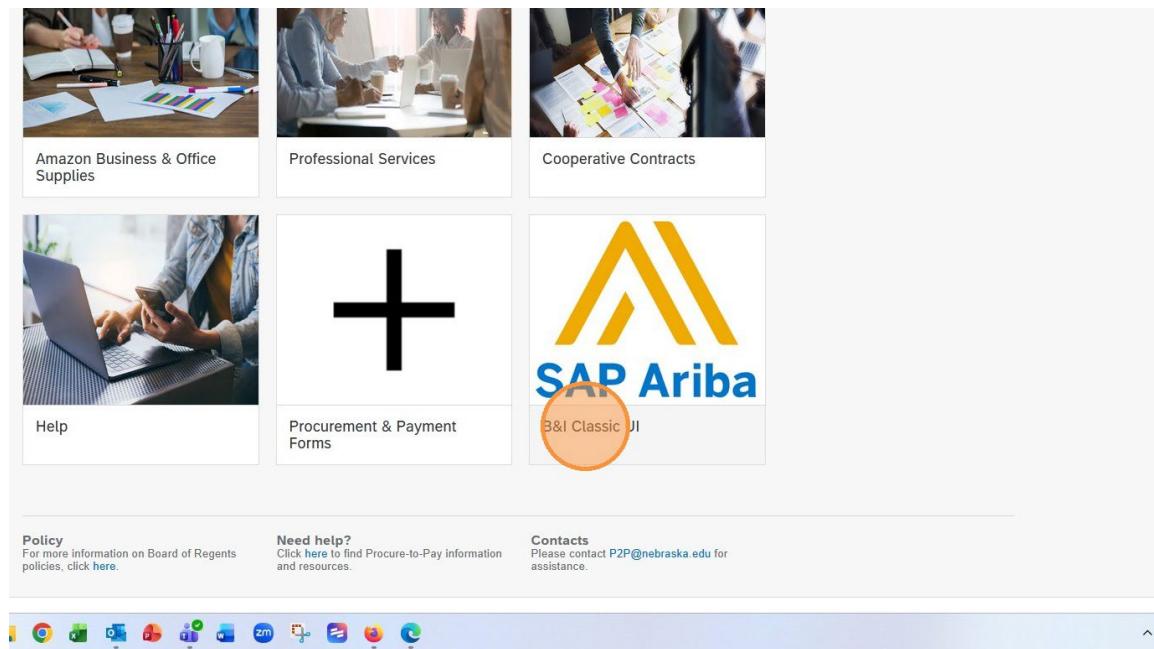
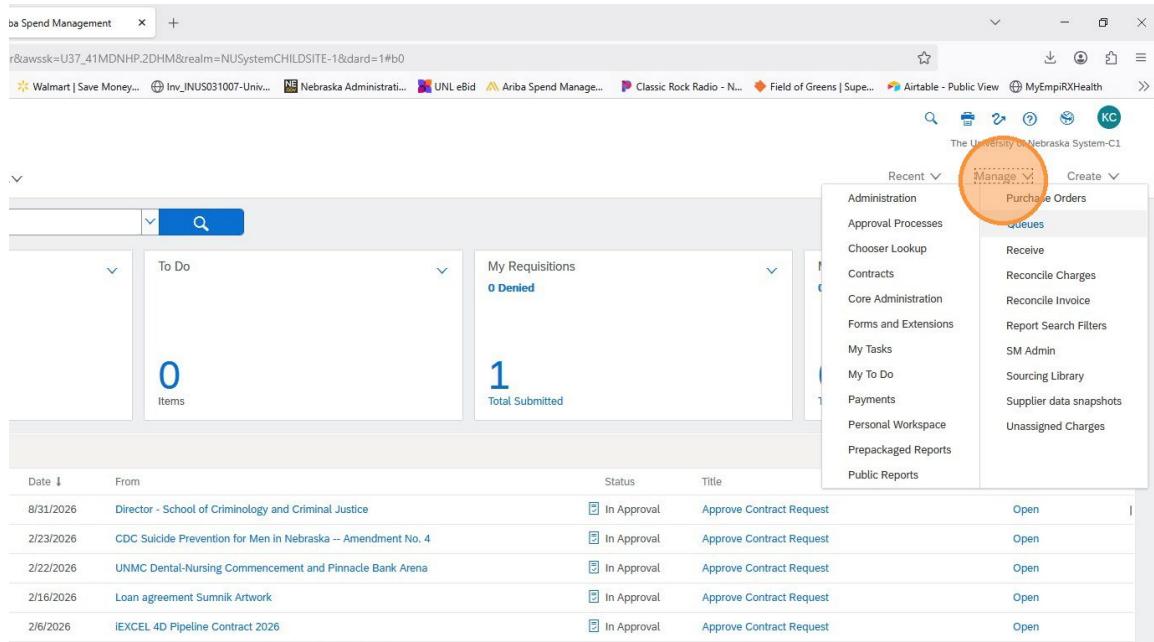


How to Approve an Invoice in B&I Classic

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



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



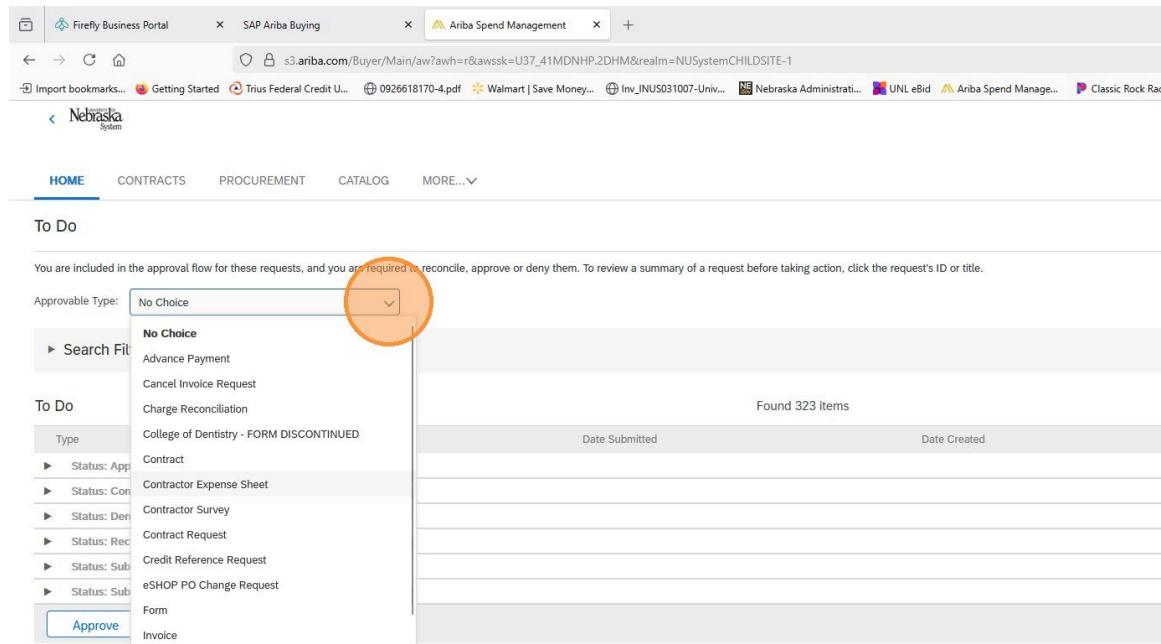
3. Click on "My To Do"

The screenshot shows the 'My To Do' page within the Nebraska Administer... application. The main area displays a summary of ECRs (0 submitted, 0 items), My Requisitions (0 Denied), and My Tasks (1 Total Submitted). The 'My Tasks' section is expanded, showing a table of tasks with columns for Date, From, Status, and Title. The 'Status' column shows 'In Approval' for all tasks. The 'Title' column lists the task details. A red box highlights the 'My To Do' link in the navigation menu on the right, which is part of the 'My Tasks' section.

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

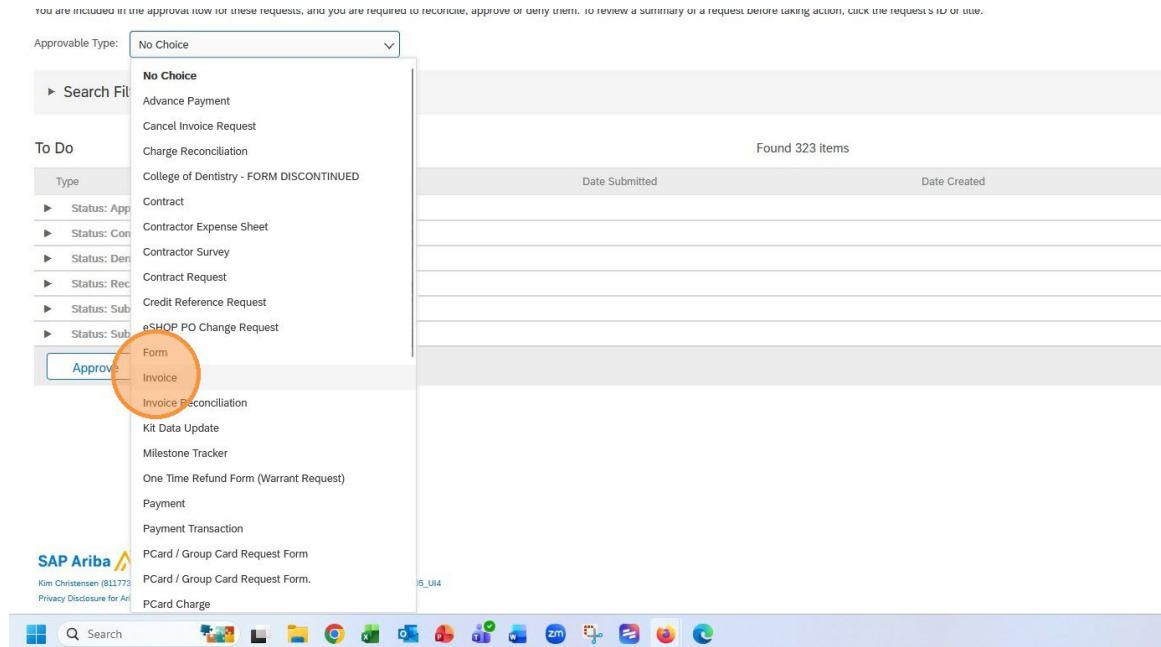
The screenshot shows the 'To Do' page within the Nebraska Administer... application. The page displays a list of 325 items found. Two items are listed in the table: IR2026009-500656 (Requester: Jeffrey Kalpst, Date Submitted: 27 Jan 2026, Date Created: 27 Jan 2026, Title: IR2026009-500656, Total: \$33,077.6000 USD) and IR42117-490258 (Requester: Paul T Deegan, Date Submitted: 13 Jan 2026, Date Created: 13 Jan 2026, Title: IR42117-490258, Total: \$7,761.0000 USD). At the bottom of the page are buttons for 'Approve', 'Deny', and 'Archive To Label'.

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



The screenshot shows the Ariba Spend Management interface. At the top, there are tabs for 'HOME', 'CONTRACTS', 'PROCUREMENT', 'CATALOG', and 'MORE...'. Below this is a 'To Do' section. On the left, there is a sidebar with a 'Search Filter' button and a 'To Do' section. The 'To Do' section has a 'Type' filter with several options like 'Status: App', 'Status: Con', etc. Below this is an 'Approve' button. To the right of the filter is a dropdown menu titled 'Approvable Type' with options: 'No Choice', 'Advance Payment', 'Cancel Invoice Request', 'Charge Reconciliation', 'College of Dentistry - FORM DISCONTINUED', 'Contract', 'Contractor Expense Sheet' (which is highlighted and circled in orange), 'Contractor Survey', 'Contract Request', 'Credit Reference Request', 'eSHOP PO Change Request', 'Form', and 'Invoice'. A message at the top of the list says '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.' Below the list, it says 'Found 323 items' and there are columns for 'Date Submitted' and 'Date Created'.

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



This screenshot is similar to the previous one but shows the 'Invoice' option selected in the 'Approvable Type' dropdown (circled in orange). The rest of the interface and data are identical to the first screenshot.

7. Click on an invoice.

Approvable Type: Invoice

Saved Search: No Choice

Search:

Invoice #	Invoice Date	Requester	Invoice Amount	Supplier	Max Discount	Sch
Q-41624	26 Jan 2026	Karynn Whitchard	\$30,362.8000 USD	IMOTIONS INC ***ACH***		
40620585	20 Nov 2025	Kim Christensen	\$1,039.5000 USD	CAPITAL BUSINESS SYSTEMS INC		

Found 2 items

Approve Deny Archive To Label

8. Click on "Approve or Deny".

Approval Summary - INVQ-41624-502123

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-41624... - Buyer Contact: Karynn Whitchard 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 - Afectiva and Support and ...	1	each	\$30,362.8000 USD	\$30,362.8000 USD				\$30,362.8000 USD	(1)	Details

If you have any questions, please contact P2P@nebraska.edu.