

# Approve an Invoice – Classic UI

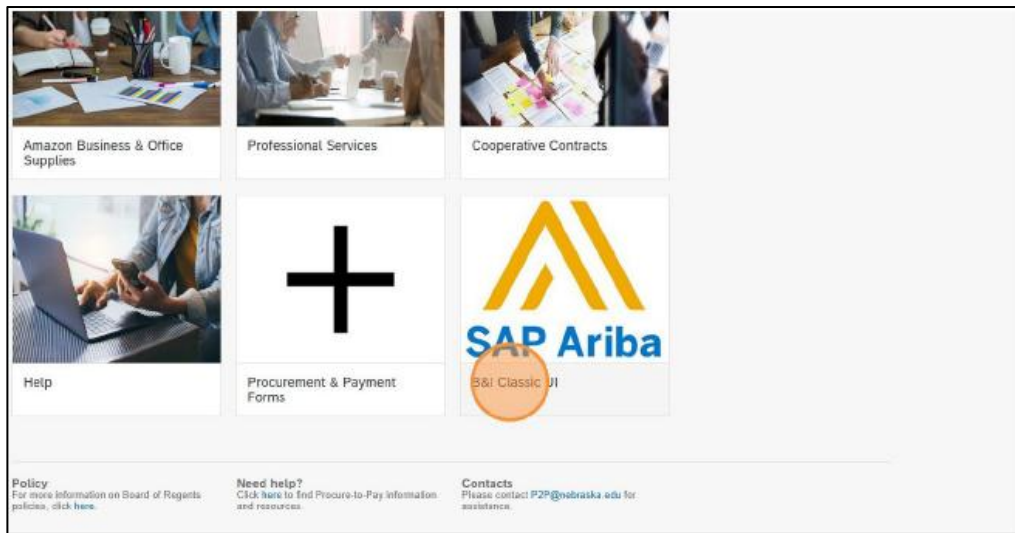
Updated March 31, 2026

## Purpose

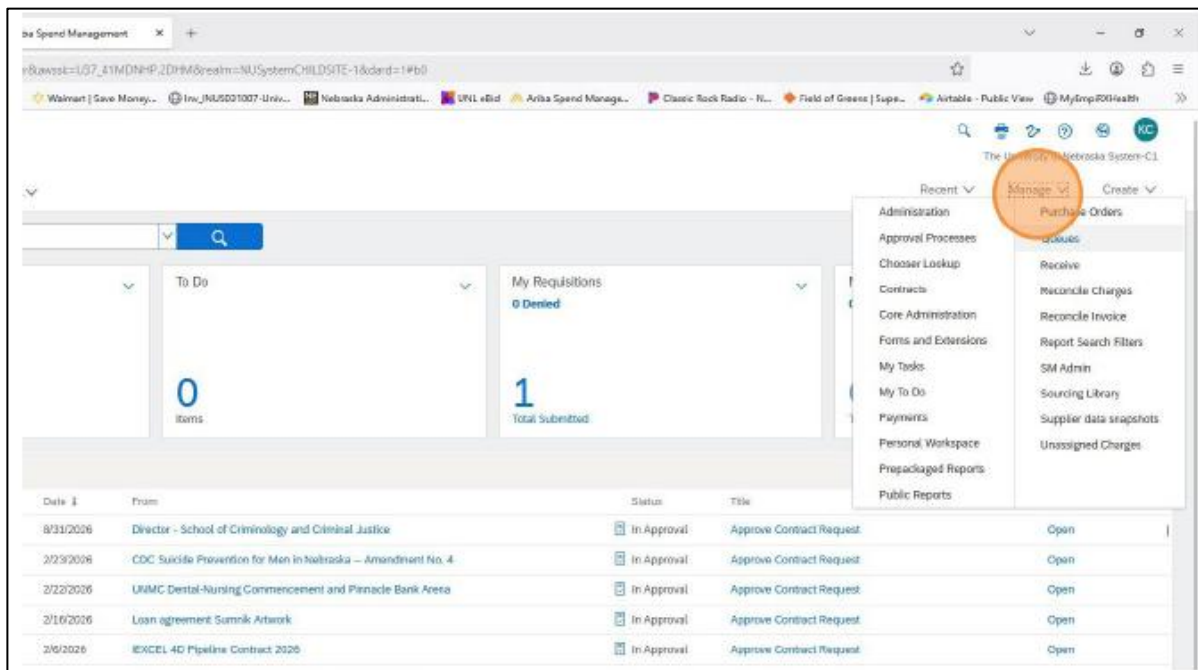
This document shows how to approve an invoice in the Classic UI in SAP Ariba.

## Procedure

Click on the B&I Classic UI icon.



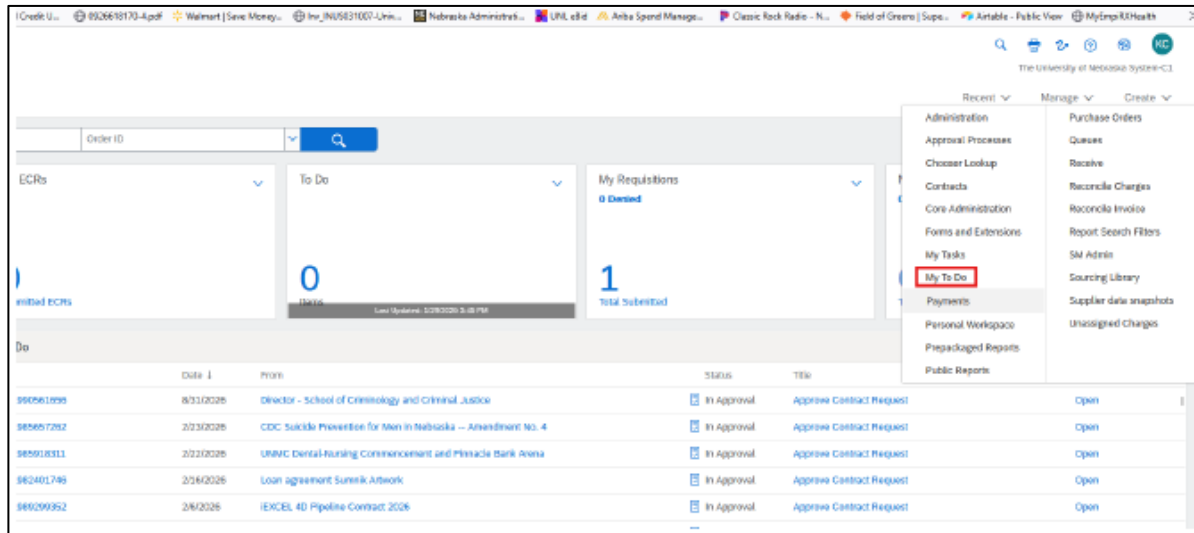
Click on the drop down next to "Manage" in the right hand upper corner.



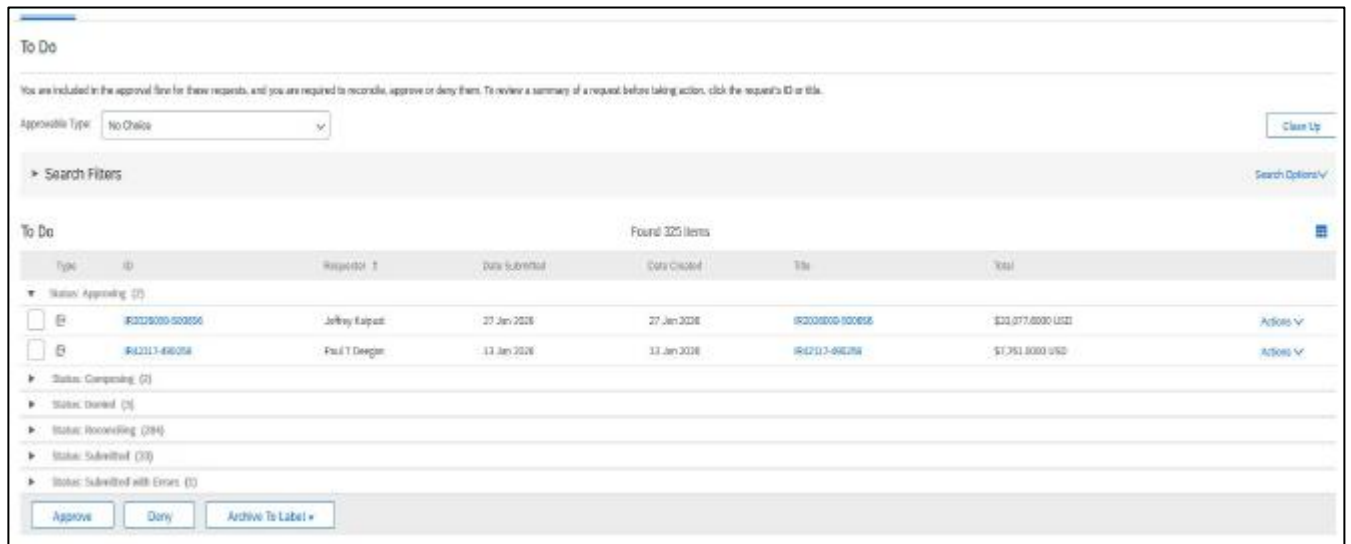
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Click on "My To Do"



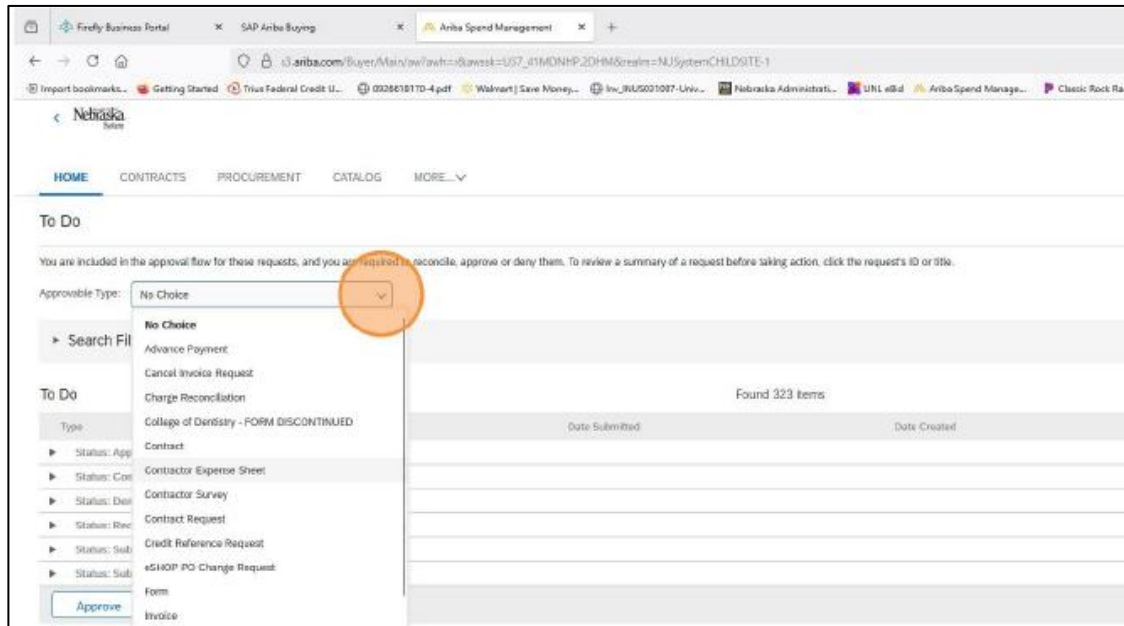
There will be a list of requests that will need to be approved.



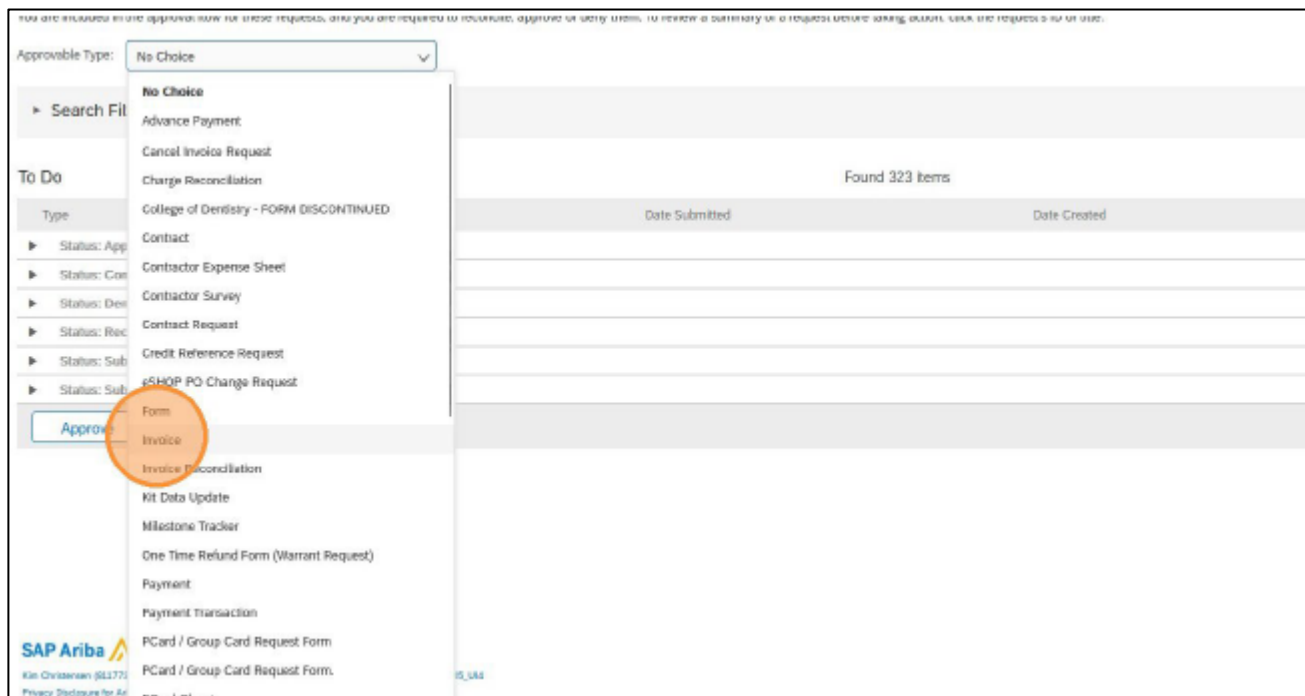
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To approve Invoices, Click on the Drop Down next to "Approvable Type".



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



# Approve an Invoice – Classic UI

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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: Invoice Saved Search: No Choice  
Search:  
To Do Found 2 items  
Invoice # Invoice Date Requester Invoice Amount Supplier Max Discount  
0-41624 26 Jan 2020 Karyn Witchard \$30,362,8000 USD IMOTIONS INC \*\*\*ACH\*\*\*  
40620585 20 Nov 2025 Kim Christensen \$1,039,8000 USD CAPITAL BUSINESS SYSTEMS INC  
Approve Deny Archive To Label

Click on "Approve or Deny".

HOME CONTRACTS PROCUREMENT CATALOG MORE... Recent Manage Create  
Approval Summary - INVQ-41624-502123 Request INVQ-41624-502123 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 on arrow to display the previous or next request.  
Approve Deny Edit Print  
INVQ-4162 - Buyer Contact: Karyn Witchard 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 Billions Module - Activities 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.