APPROVE DOCUMENTS - How to View Document by Invoice and Approve Invoices.

In this demonstration you will learn how to view document by invoice and approve invoices for payment using Self Service Banner (SSB).

Note: If you haven’t done so already, please review the View Document by Purchase Order Video before you proceed.

When in Self Service Banner click on the Finance link

Then select Approve Documents
To view documents in your approval queue select all documents which you are the next approver.

Then select submit query.
You will see the list of invoices awaiting your approval.

Before approving invoices for payment

Click on the document number ("I" number)
This will bring you to the View Document by Invoice main page, here you will see the invoice details.
Right click on the “I” number and select open in new window to view the image of the invoice.

Once you have reviewed the invoice details and image, return to the view document window and click the back button.
This will bring you back to your approval queue.

If the invoice is not ok to pay, **DO NOT** click Disapprove, contact the Originating User, who is the AP Rep that posted the invoice.

If the invoice is ok to pay, click Approve next to the "I" number you just viewed.
Then select approve document

You will then receive a message that your document has been approved

Click continue to return to your approval queue.