**INVOICE APPROVALS** - How to view Invoice Approvals Required and Recorded

In this demonstration you will learn how to view Invoice Approvals Required and Recorded by using View Document by Invoice in Self Service Banner (SSB).

When in Self Service Banner click on the Finance link

Then select View Document
From the Choose Type drop down menu select Invoice

In the Document Number field enter the invoice number also known as the “I” number

(If you do not know your “I” number or how to retrieve it, please see the View Document by Purchase Order video)

Next click Approval History
Here you see the Originator, who is the AP Rep that posted the invoice

For invoices that need approval you will see Approvals Required with a list of individuals who can approve the invoice.

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**Document Identification**

- **Document Number:** 11600502
- **Type:** Invoice
- **Originator:** CHANSEN Catherine Hansen

**Approvals required**

- **Queue:** APID
  - **Description:** Accts Payable Invoice Approval 1000
    - **Level:** 1
    - **Approvers:**
      - Nakia J Evans
  - **Queue:** APID
    - **Description:** Accts Payable Invoice Approval 2000
      - **Level:** 1
      - **Approvers:**
        - Nakia Evans
        - Marta La Lima
        - Nakia J Evans
        - William Garcia

- **Check:** No approvals have been recorded for this document

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**Release:** 8.5.0.4
For invoices that have already been approved you will see Approvals Recorded and the date and name of who approved the invoice.