

Invoice Approver - Invoice Approver Queues

Role: Invoice Approver

The Invoice Approver role can approve, return, or forward invoices within the Invoice Approver Queues listed below.

- Ambulatory Care - UIC
- Hospital Pharmacy - UIC
- UIUC Facilities and Services
- Grants and Contracts Approval
 - UIUC & Systems Grants and Contracts Queue < \$49999.99
 - UIUC & Systems Grants and Contracts Queue \$50K - \$249999.99
 - UIUC & Systems Grants and Contracts Queue \$250K - \$999999999.99
 - UIS Grants and Contracts Queue < \$49999.99
 - UIS Grants and Contracts Queue \$50K - \$249999.99
 - UIS Grants and Contracts Queue \$250K - \$999999999.99
 - UIC Grants and Contracts Queue < \$49999.99
 - UIC Grants and Contracts Queue \$50K - \$249999.99
 - UIC Grants and Contracts Queue \$250K - \$999999999.99

Invoice Action

1. Log in to iBuy.
2. Click **Action Items** (flag icon) on the top right corner of iBuy.
3. Click **Invoices**.
4. Expand the Invoice Queue to view the invoice available for processing.
5. Select the **Invoice No.** link that needs approval.
6. Click **Assign To Myself** while you are reviewing the invoice. The assigned invoice will report under **My Invoice Acknowledgements**.
7. Select the action to perform by clicking the arrow next to **Approve & Next**.
 - a. **Approve**
 - b. **Return to Shared Folder**
 - c. **Place Invoice on Hold**
 - d. **Forward**
 - e. **Reject Invoice**
 - f. **NOTE:** You cannot edit the invoice.



8. (Optional) To enter a comment or attachment, open the invoice. Click the arrow next to the invoice number at the top of the iBuy page, then click **Add Comment**. To save, click **Add Comment**. A second way to add a comment is to click the **Comments** tab at the top of the invoice, then click the plus sign. Click the check mark to save.