

Invoice Processing for Department Approver Queue

Role: Invoice Acknowledger

An Invoice Acknowledger can approve, return, or forward invoices within the Department Approval queue(s). The Invoice Acknowledger role will only approve invoices with document totals of \$50,000 or greater on Vendors that Invoice in iBuy. This is currently a small number of vendors.

Department Approval via New Pending Email Notification

1. To approve by email, set up your **Email Approval Code** in your user profile in iBuy under **Update Security Settings > Change Email Approval Code**.
2. Provide your email for the approval code.
3. Verify all information on the invoice.
4. Click **Assign**.
5. (Optional) To enter a comment or attachment, click the arrow next to the invoice number and click **Add Comment**. To save, click **Add Comment** or click the **Comments** tab at the top, then click the plus sign. Click the check mark to save.
6. 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.
7. Enter your established **Email Approval Code**.
8. Click **Submit**.

Department Approval via iBuy

1. Log in to iBuy.
2. Click **Accounts Payable** on the task bar.
3. Click **Approvals**.
4. Select **Invoices to Approve**.

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.