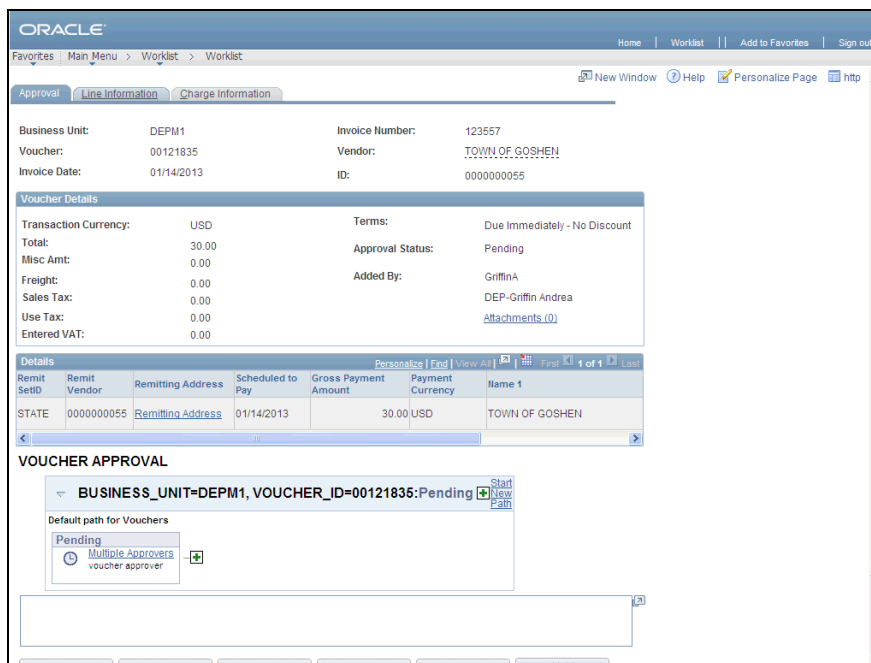
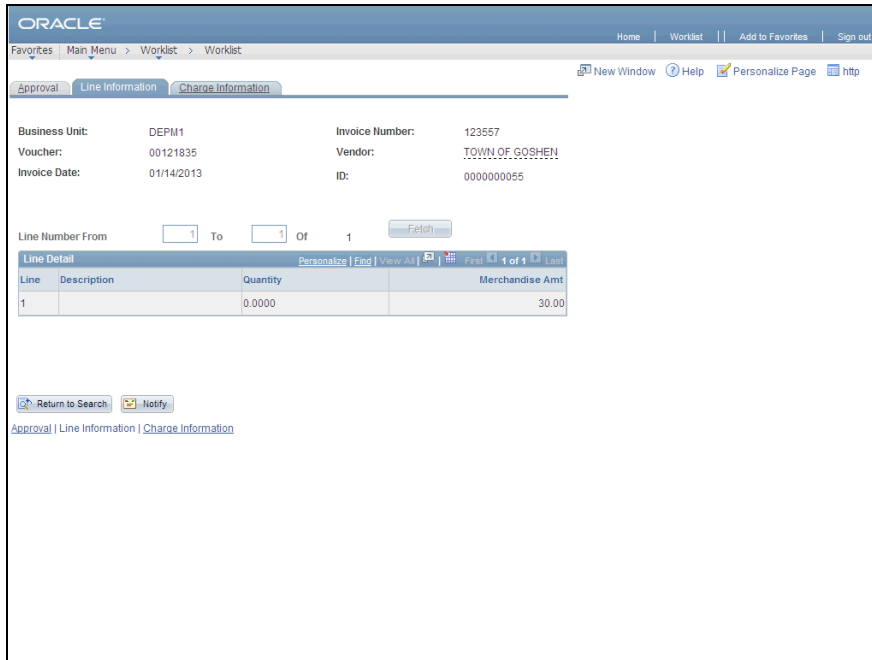




Step	Action
1.	<p>The <b>Worklist</b> displays vouchers that require approval.</p> <p>Use the links in the <b>Links</b> column to navigate to the voucher <b>Approval</b> page. Once a voucher has been approved it will no longer display on the Worklist.</p> <p>Vouchers that are placed On Hold or Denied remain on the Worklist until they have been approved.</p> <p>Click the <b>VoucherApproval, 594, STATE, 2012-01-03, N, 0, BUSINESS_UNIT:DEPM</b> link.</p>

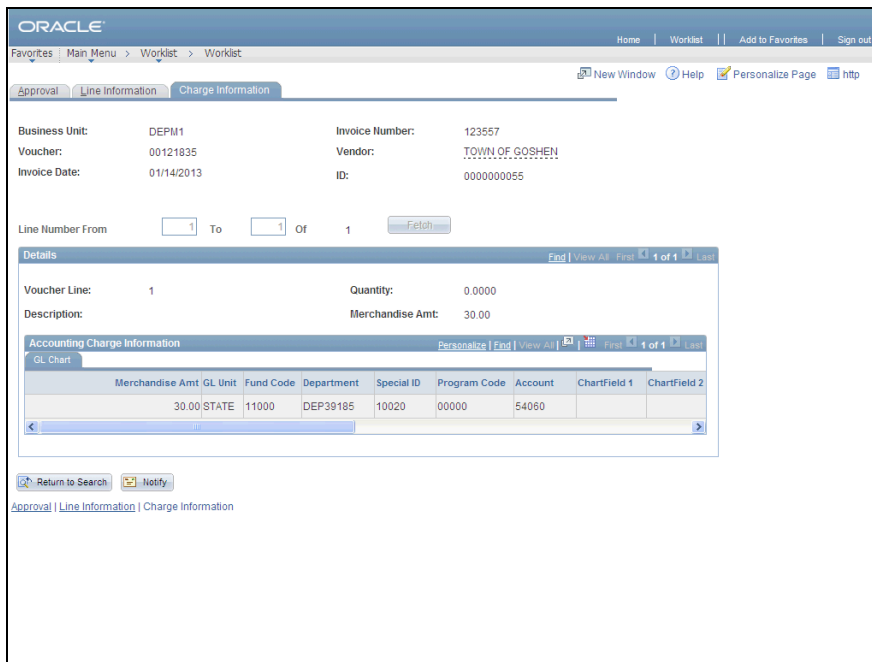


Step	Action
2.	<p>Click the <b>Line Information</b> tab to review line information for the voucher.</p> <p><b>Line Information</b></p>

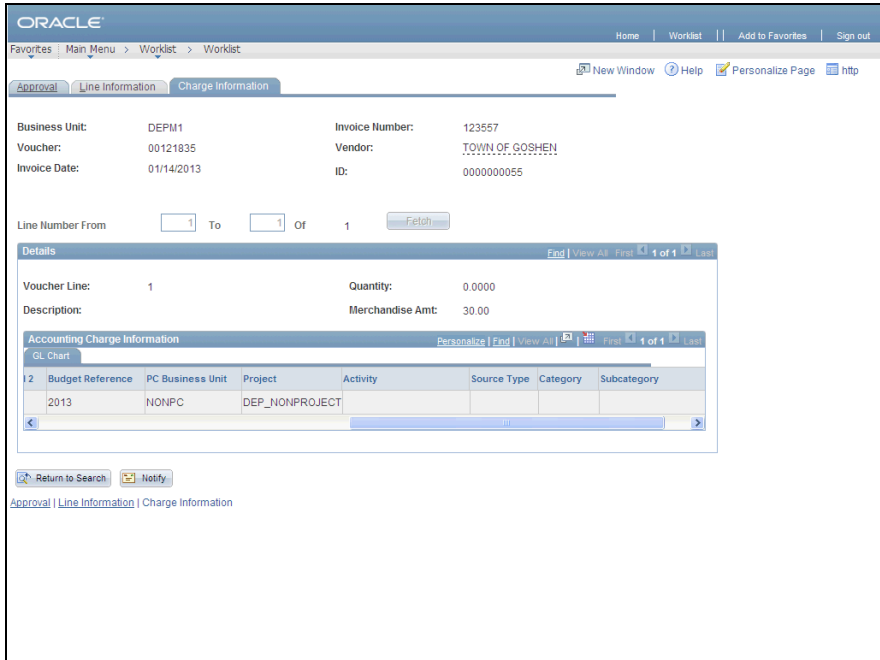


Step	Action
3.	Click the <b>Charge Information</b> tab to review distribution information for the voucher.

[Charge Information](#)

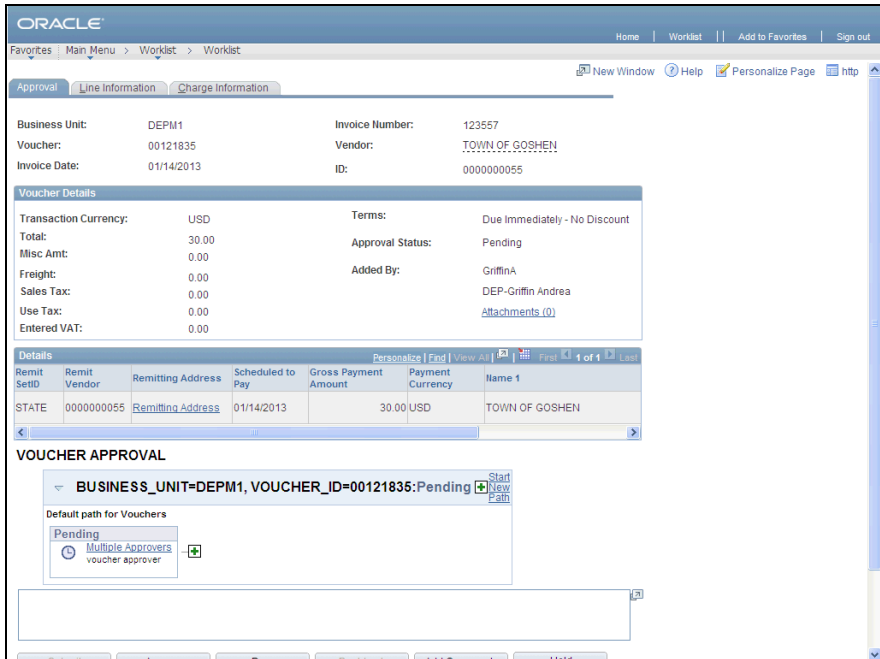


Step	Action
4.	Click the scrollbar to move the right of the <b>GL Chart</b> section.

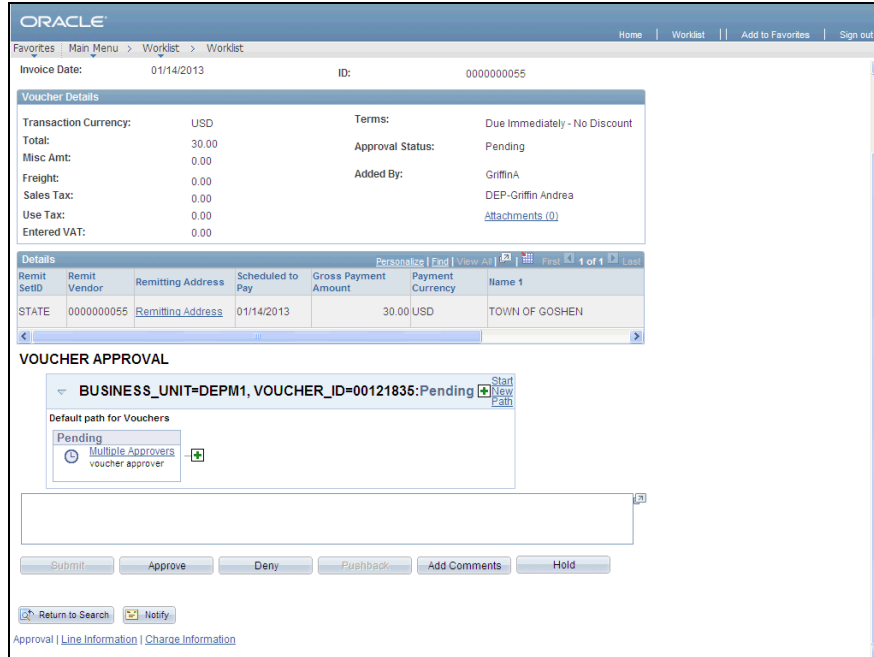


Step	Action
5.	Click the <b>Approval</b> tab.

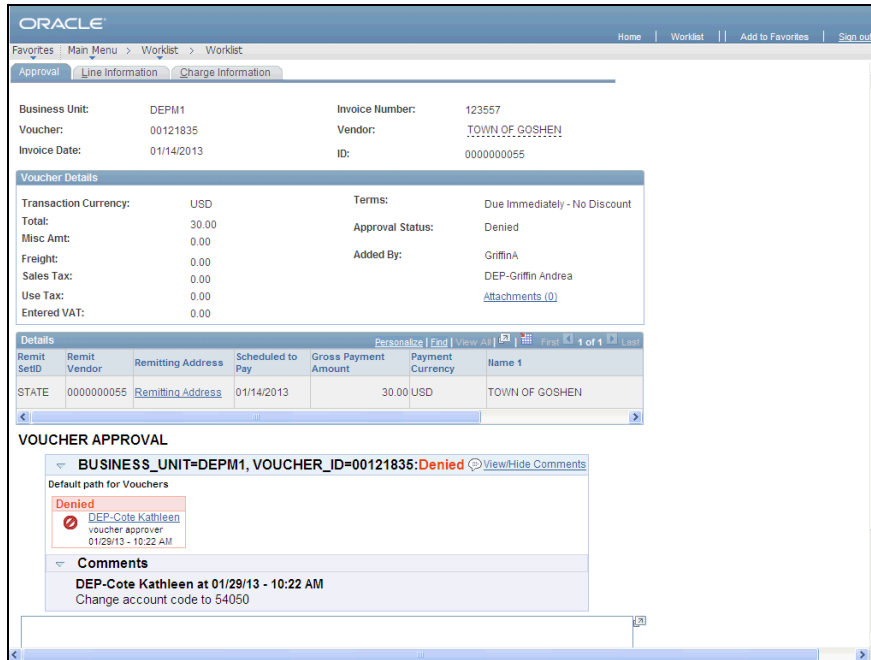
Approval


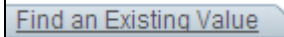


Step	Action
6.	Click the scrollbar to move to the bottom of the page.



Step	Action
7.	<p>Vouchers require only a single level of approval. In this example the voucher will be denied because the Account code is incorrect.</p> <p>Comments must be added when a voucher is denied.</p> <p>Enter <b>Change account code to 54050</b> in the <b>VOUCHER APPROVAL Comments</b> field.</p>
8.	<p>Click the <b>Deny</b> button.</p> <p style="text-align: center;"><input type="button" value="Deny"/></p>
9.	<p>Click the <b>View/Hide Comments</b> link to review the comments.</p> <p style="text-align: center;"><input type="button" value="View/Hide Comments"/></p>



Step	Action
10.	The comments display in the <b>Comments</b> section. They are stamped with the approver's name and the date/time that they were entered.
11.	Click the <b>Sign out</b> link. 
12.	The Voucher Processor has received an email notification that the voucher has been denied and has signed into Core-CT.  Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry  Click the <b>Find an Existing Value</b> tab to locate the denied voucher. 

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

New Window | Help | http

### Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit: = DEPM1

Voucher ID: begins with

Invoice Number: begins with

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

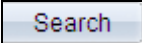
Voucher Style: =

Related Voucher: begins with

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
13.	Enter <b>00121835</b> into the <b>Voucher ID</b> field.
14.	Click the <b>Search</b> button. 

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

New Window | Help | Personalize Page | http

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Consumption

Business Unit: DEPM1 Invoice Date: 01/14/2013

Voucher ID: 00121835 Invoice No: 123557

Voucher Style: Regular Invoice Total: 30.00 USD

Contract ID: Receipt Date: 01/10/2013

Vendor Name: TOWN OF GOSHEN Pay Terms: Due Now

TOWN TREASURER Voucher Source: Online

42 A NORTH ST

GOSHEN, CT 06756

Entry Status: Postable Origin: H41

Match Status: No Match Approval History Created: 01/14/2013

Approval Status: Denied Created By: GriffinA

Post Status: Unposted Modified: 01/29/2013

Modified By: CoteK

Budget Status: Not Chk'd ERS Type: Not Applicable

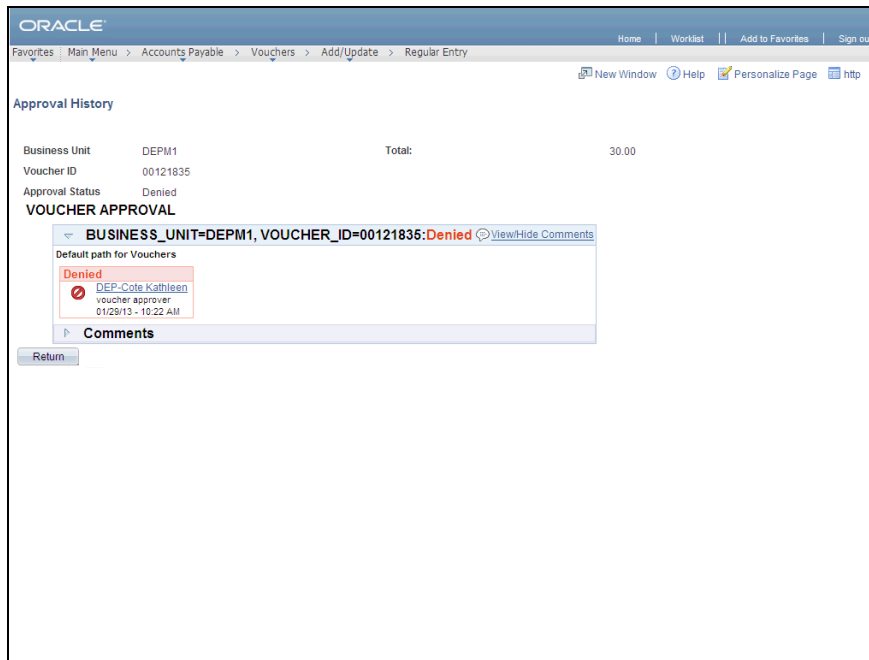
Budget Misc Status: Valid Close Status: Open


\*View Related: Payment Inquiry Go

Save | Return to Search | Notify | Refresh | Add | Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Consumption

Step	Action
15.	<p>The <b>Approval Status</b> field displays Denied.</p> <p>Click the <b>Approval History</b> link to review the approvers' comments.</p> <p><a href="#">Approval History</a></p>



Step	Action
16.	<p>Click the <b>Expand</b> button to review the approvers' comments.</p> <p></p>



ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

New Window | Help | Personalize Page | http

### Approval History

Business Unit: DEPM1      Total: 30.00  
 Voucher ID: 00121835  
 Approval Status: Denied

#### VOUCHER APPROVAL

BUSINESS\_UNIT=DEPM1, VOUCHER\_ID=00121835:Denied [View/Hide Comments](#)

Default path for Vouchers

**Denied**

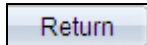
DEP-Cote Kathleen  
 voucher approver  
 01/29/13 - 10:22 AM

**Comments**

DEP-Cote Kathleen at 01/29/13 - 10:22 AM  
 Change account code to 54050

[Return](#)

Step	Action
17.	Click the <b>Return</b> button to go back to the <b>Summary</b> page.



ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

New Window | Help | Personalize Page | http

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#) | [Consumption](#)

Business Unit: DEPM1      Invoice Date: 01/14/2013  
 Voucher ID: 00121835      Invoice No: 123557  
 Voucher Style: Regular      Invoice Total: 30.00      USD  
 Contract ID:  
 Vendor Name: TOWN OF GOSHEN      Pay Terms: Due Now  
 TOWN TREASURER      Voucher Source: Online  
 42 A NORTH ST  
 GOSHEN, CT 06756

Entry Status: Postable      Origin: H41  
 Match Status: No Match      [Approval History](#)      Created: 01/14/2013  
 Approval Status: Denied      Created By: GriffinA  
 Post Status: Unposted      Modified: 01/29/2013  
                                          Modified By: CoteK  
                                          ERS Type: Not Applicable  
 Budget Status: Not Chk'd      Close Status: Open  
 Budget Misc Status: Valid      [Audit Logs](#)  
 \*View Related:  [Go](#)

[Save](#) | [Return to Search](#) | [Notify](#) | [Refresh](#)      [Add](#) | [Update/Display](#)

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#) | [Consumption](#)



ORACLE

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Home | Worklist | Add to Favorites | Sign out

Shortname: TOWN TREASURER  
 Location: MAIN 42 A NORTH ST  
 \*Address: 1 GOSHEN, CT 06756

Attachments (0)  
 Comments (0)  
 Approval History

Advanced Vendor Search

Invoice Lines: 30.00 \*Pay Terms: 000 Due Now  
 \*Currency: USD Basis Date Type: Inv Date  
 Miscellaneous: Non-Merchandise Summary Penalty Details  
 Freight: View Audit Logs  
 Total: 30.00 Print Invoice

Difference: 0.00 Calculate

Copy From Source Document  
 PO Unit:  
 PO Number:  
 Copy From: None Go Copy PO

Invoice Lines  
 Line: 1 Item:  
 \*Distribute by: Amount Unit Price:  
 Ship To: NONPOVCHR Line Amount: 30.00 Quantity:  
 SpeedChart: Description: One Asset

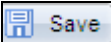
Calculate

Distribution Lines  
 Personalize | Find | View All | Print | Page 1 of 1 | Last

GL Chart	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Fund	Dept	Program	SID	Bud Ref
		1	30.00		STATE	54050	11000	DEP39185	00000	10020	2013

Save | Return to Search | Notify | Refresh | Add | Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Consumption

Step	Action
22.	Click the <b>Save</b> button. 

ORACLE

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Home | Worklist | Add to Favorites | Sign out

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Consumption

Business Unit: DEPM1 Invoice No: 123557  
 Voucher ID: 00121835 Invoice Date: 01/14/2013  
 Voucher Style: Regular Voucher Accounting Date: 01/14/2013 Receipt Date: 01/10/2013

Vendor ID: 0000000055 TOWN OF GOSHEN  
 Shortname: 066002004F-001 TOWN TREASURER  
 Location: MAIN 42 A NORTH ST  
 \*Address: 1 GOSHEN, CT 06756

Session Defaults  
 Attachments (0)  
 Comments (0)  
 Approval History  
 View Audit Logs

Advanced Vendor Search

Invoice Lines: 30.00  
 \*Currency: USD  
 Miscellaneous: Non-Merchandise Summary  
 Freight: View Audit Logs  
 Total: 30.00 Print Invoice

Difference: 0.00 Calculate

Copy From Source Document  
 PO Unit:  
 PO Number:  
 Copy From: None Go Copy PO

Invoice Lines  
 Line: 1 Item:  
 \*Distribute by: Amount Unit Price:  
 Ship To: NONPOVCHR Line Amount: 30.00 Quantity:  
 SpeedChart: Description: One Asset

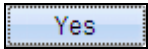
Calculate

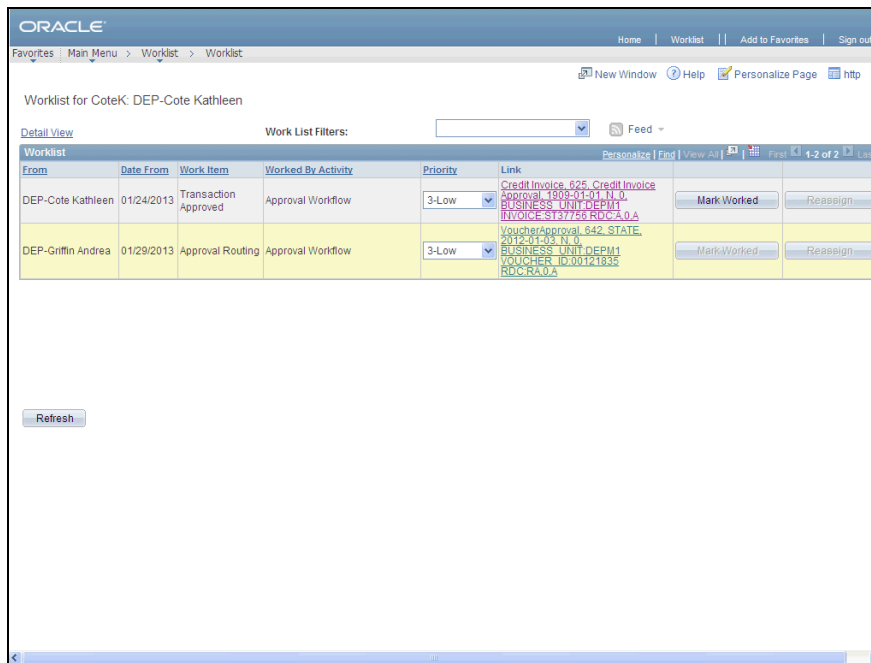
Distribution Lines  
 Personalize | Find | View All | Print | Page 1 of 1 | Last

Message  
 One or more Lines for this Voucher does not reference a PO. Do you wish to continue?  
 (21210,25)  
 Yes No

Save | Return to Search | Notify | Refresh | Add | Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Consumption

Step	Action
23.	Click the <b>Yes</b> button. 



Step	Action
24.	<p>The revised voucher has been submitted for approval by the Submit Vouchers batch process.</p> <p>The Approver has signed into Core-CT.</p> <p>Navigation: Worklist &gt; Worklist</p> <p>The voucher remains on the worklist until it has been approved.</p> <p>Click the <b>VoucherApproval, 642, STATE, 2012-01-03, N, 0, BUSINESS_UNIT:DEPM</b> link.</p>

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Worklist > Worklist

Approval | **Line Information** | Charge Information

Business Unit: DEPM1 Invoice Number: 123557  
 Voucher: 00121835 Vendor: TOWN OF GOSHEN  
 Invoice Date: 01/14/2013 ID: 0000000055

Voucher Details

Transaction Currency: USD Terms: Due Immediately - No Discount  
 Total: 30.00 Approval Status: Pending  
 Misc Amt: 0.00 Added By: GriffinA  
 Freight: 0.00 DEP-Griffin Andrea  
 Sales Tax: 0.00 Attachments (0)  
 Use Tax: 0.00  
 Entered VAT: 0.00

Details

Remit SetID	Remit Vendor	Remitting Address	Scheduled to Pay	Gross Payment Amount	Payment Currency	Name 1
STATE	0000000055	Remitting Address	01/14/2013	30.00	USD	TOWN OF GOSHEN

VOUCHER APPROVAL

BUSINESS\_UNIT=DEPM1, VOUCHER\_ID=00121835:Pending

Default path for Vouchers

Pending

Multiple Approvers  
voucher approver

Comment History

Step	Action
25.	Click the <b>Charge Information</b> tab to review the distribution information for the voucher.

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Worklist > Worklist

Approval | Line Information | **Charge Information**

Business Unit: DEPM1 Invoice Number: 123557  
 Voucher: 00121835 Vendor: TOWN OF GOSHEN  
 Invoice Date: 01/14/2013 ID: 0000000055

Line Number From 1 To 1 Of 1 Fetch

Details

Voucher Line: 1 Quantity: 0.0000  
 Description: Merchandise Amt: 30.00

Accounting Charge Information

GL Chart	Merchandise Amt	GL Unit	Fund Code	Department	Special ID	Program Code	Account	ChartField 1	ChartField 2
	30.00	STATE	11000	DEP39185	10020	00000	54050		

Return to Search | Notify

Approval | Line Information | Charge Information

Step	Action
26.	The value in the <b>Account</b> field is now correct. The voucher can be approved.

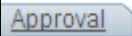
The screenshot shows the Oracle Worklist interface for a voucher. The top navigation bar includes 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. The breadcrumb trail is 'Favorites | Main Menu > Worklist > Worklist'. The main content area has tabs for 'Approval', 'Line Information', and 'Charge Information'. The 'Charge Information' tab is active, displaying the following details:

- Business Unit: DEPM1
- Voucher: 00121835
- Invoice Date: 01/14/2013
- Invoice Number: 123557
- Vendor: TOWN OF GOSHEN
- ID: 0000000055

Below the details, there is a 'Line Number From' field set to 1, and a 'Fetch' button. The 'Details' section shows 'Voucher Line: 1' and 'Quantity: 0.0000'. The 'Description' is 'Merchandise Amt: 30.00'. The 'Accounting Charge Information' table is displayed below:

GL Chart	Merchandise Amt	GL Unit	Fund Code	Department	Special ID	Program Code	Account	ChartField 1	ChartField 2
	30.00	STATE	11000	DEP39185	10020	00000	54050		

At the bottom, there are buttons for 'Return to Search' and 'Notify', and a breadcrumb trail: 'Approval | Line Information | Charge Information'.

Step	Action
27.	Click the <b>Approval</b> tab. 

The screenshot shows the Oracle Worklist interface for the 'VOUCHER APPROVAL' screen. The top navigation bar is the same as in the previous screenshot. The breadcrumb trail is 'Favorites | Main Menu > Worklist > Worklist'. The main content area shows the following summary information:

- Total: 30.00
- Misc Amt: 0.00
- Freight: 0.00
- Sales Tax: 0.00
- Use Tax: 0.00
- Entered VAT: 0.00
- Approval Status: Pending
- Added By: GriffinA
- DEP-Griffin Andrea
- Attachments: (0)

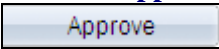

The 'Details' section shows a table with the following data:

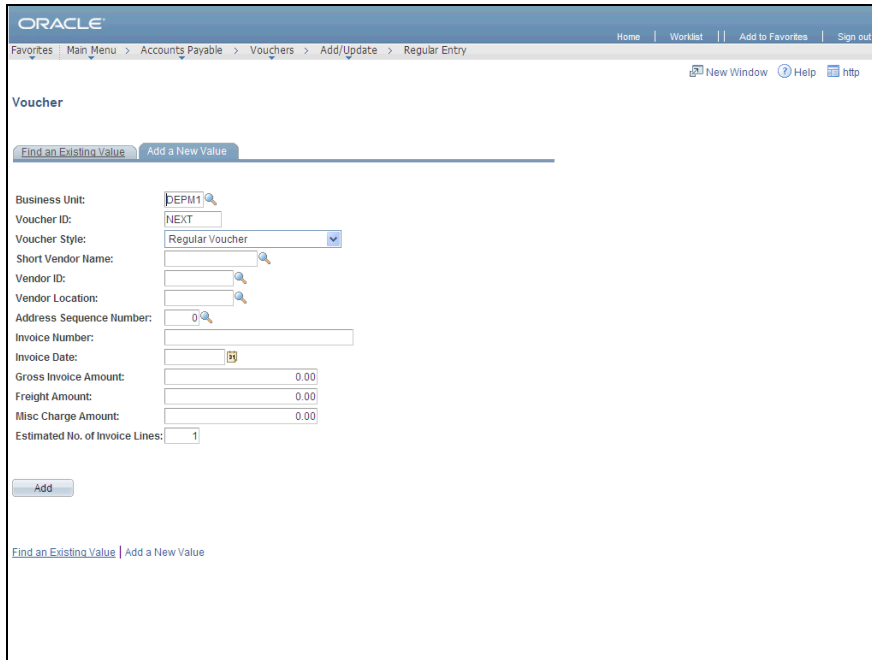
Remit SetID	Remit Vendor	Remitting Address	Scheduled to Pay	Gross Payment Amount	Payment Currency	Name 1
STATE	0000000055	Remitting Address	01/14/2013	30.00	USD	TOWN OF GOSHEN

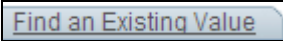
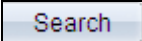
Below the details, there is a 'VOUCHER APPROVAL' section with the following information:

- BUSINESS\_UNIT=DEPM1, VOUCHER\_ID=00121835: Pending
- Default path for Vouchers: Pending
- Multiple Approvers: voucher approver
- Comment History: DEP-Griffin Andrea at 01/29/13 - 10:24 AM

At the bottom, there are buttons for 'Submit', 'Approve', 'Deny', 'Pushback', 'Add Comments', and 'Hold'. There are also buttons for 'Return to Search' and 'Notify', and a breadcrumb trail: 'Approval | Line Information | Charge Information'.

Step	Action
28.	Click the <b>Approve</b> button. 
29.	Click the <b>Sign out</b> link. 



Step	Action
30.	The Voucher Process has signed into Core-CT to review the status of the voucher. Click the <b>Find an Existing Value</b> tab. 
31.	Enter <b>00121835</b> in the <b>Voucher ID</b> field.
32.	Click the <b>Search</b> button. 

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

New Window | Help | Personalize Page | http

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Consumption

Business Unit: DEPM1 Invoice Date: 01/14/2013  
 Voucher ID: 00121835 Invoice No: 123557  
 Voucher Style: Regular Invoice Total: 30.00 USD  
 Contract ID: Receipt Date: 01/10/2013  
 Vendor Name: TOWN OF GOSHEN Pay Terms: Due Now  
 TOWN TREASURER 42 A NORTH ST  
 GOSHEN, CT 06756 Voucher Source: Online

Entry Status: Postable Origin: H41  
 Match Status: No Match Created: 01/14/2013  
 Approval Status: **Approved** Created By: GriffinA  
 Post Status: Unposted Modified: 01/29/2013  
 Modified By: CoteK  
 ERS Type: Not Applicable  
 Close Status: Open

Budget Status: Not Chk'd  
 Budget Misc Status: Valid Audit Logs  
 \*View Related: Payment Inquiry Go

Save | Return to Search | Notify | Refresh | Add | Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Consumption

Step	Action
33.	<p>The <b>Approval Status</b> displays Approved.</p> <p>Click the <b>Approval History</b> link to review details.</p> <p><b>Approval History</b></p>

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

New Window | Help | Personalize Page | http

Approval History

Business Unit DEPM1 Total: 30.00  
 Voucher ID 00121835  
 Approval Status Approved

**VOUCHER APPROVAL**

BUSINESS\_UNIT=DEPM1, VOUCHER\_ID=00121835:Approved View/Hide Comments

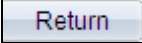
Default path for Vouchers

Approved  
 DEP-Cote Kathleen  
 voucher approver  
 01/29/13 - 10:27 AM

Comment History

Return



Step	Action
34.	Click the <b>Return</b> button. 
35.	<b>End of Procedure.</b>