



All vouchers require approval, except those that are created by the one-time voucher interface (AP1001). These one-time vouchers are pre-approved.

Vouchers that require approval are routed to the approvers' worklists. Approvers do not receive email notification that vouchers are ready for approval.

Navigation:

Worklist > Worklist

From	Date From	Work Item	Worked By Activity	Priority	Link		
DEP-Cote Kathleen	01/24/2013	Transaction Approved	Approval Workflow	3-Low	Credit Invoice 525, Credit Invoice Approval 1808-01-01-11-0, BUSINESS UNIT DEPMI, VOUCHER 000121837, 00-RA0A	Mark Worked	Reassign
DEP-Griffin Andrea	01/30/2013	Approval Routing	Approval Workflow	3-Low	Voucher Approval 652 STATE, 01/30/2013, BUSINESS UNIT DEPMI, VOUCHER 000121837, 00-RA0A	Mark Worked	Reassign

In order for a voucher to be routed to an approvers' worklist it must meet the following conditions:

- The voucher **Match Status** must be either "Matched" or "No Match Required"
- The Budget **Check Status** of the voucher must be "Not Checked"

Voucher approvals are done at the header level only, not at the line.

Approvers may Approve, Deny, or Hold a voucher using the **Approval** page. They must use this page to add comments for vouchers that are denied or placed on hold.

Approval | Line Information | Charge Information

Business Unit: DEPM1 Invoice Number: 2222222
 Voucher: 00121837 Vendor: CONNECTICUT LIGHT & POWER CO
 Invoice Date: 01/30/2013 ID: 0000010003

Voucher Details

Transaction Currency: USD Terms: Due Immediately - No Discount
 Total: 20.00 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 Personalize | Find | View All | First | 1 of 1 | Last

Remit SetID	Remit Vendor	Remitting Address	Scheduled to Pay	Gross Payment Amount	Payment Currency	Name 1
STATE	0000010003	Remitting Address	01/30/2013	20.00	USD	CONNECTICUT LIGHT & POWER CO

VOUCHER APPROVAL

Business Unit: DEPM1, Voucher ID: 00121837: Pending

Default path for Vouchers

Pending

Multiple Approvers voucher approver

Submit | Approve | Deny | Feedback | Add Comments | Hold

Only one level of approval is required. A voucher may be routed to the worklist of several approvers. Once one of the approvers has approved the voucher, it will no longer display on the approvers' worklists. Voucher Processors do not receive email notification that a voucher has been approved. Voucher Processors can view the approval history of a voucher on the **Approval History** page by clicking the **Approval History** link on the **Summary** page.

Navigation

Accounts Payable > Vouchers > Add/Update > Regular Entry

Approval History

Business Unit	DEPM1	Total:	10.00
Voucher ID	00121833		
Approval Status	Approved		

VOUCHER APPROVAL

▼
BUSINESS_UNIT=DEPM1, VOUCHER_ID=00121833:Approved

Default path for Vouchers

Approved

✓

[DEP-Cote Kathleen](#)
 voucher approver
 01/29/13 - 9:14 AM

Return

Approvers can place vouchers on Hold. If a voucher is placed on hold, it remains on approvers' worklists until it has been either approved or denied. Approvers must add a comment explaining why the voucher has been placed on hold when placing a voucher On Hold. Voucher Processors can view this comment on the **Approval History** page.

Approval History

Business Unit	DEPM1	Total:	20.00
Voucher ID	00121834		
Approval Status	Pending		

VOUCHER APPROVAL

▼
BUSINESS_UNIT=DEPM1, VOUCHER_ID=00121834:Awaiting Further Approvals
View Hide Comments

Default path for Vouchers

On Hold

👤

[Multiple Approvers](#)
 voucher approver
 01/29/13 - 9:33 AM

Comments

DEP-Cote Kathleen at 01/29/13 - 9:33 AM

Not ready to approve

Return

If a voucher is denied, the approver must add a comment explaining why the voucher was denied. Voucher Processors receive an email notification that the voucher was denied. They can view the approver's comment on the **Approval History** page.

Approval History


Business Unit	DEPM1	Total:	20.00
Voucher ID	00121837		
Approval Status	Denied		

VOUCHER APPROVAL

BUSINESS_UNIT=DEPM1, VOUCHER_ID=00121837: Denied [View/Hide Comments](#)

Default path for Vouchers

Denied

 [DEP-Cote Kathleen](#)
voucher approver
01/30/13 - 3:59 PM

Comments

DEP-Cote Kathleen at 01/30/13 - 3:59 PM
Fix Account. Change to 54050

[Return](#)

Voucher Processors can modify the voucher according to the comment provided by the approver. The modified voucher will be picked up by the batch process that submits vouchers for approval and will be routed to the approvers' worklists.

The approval status of vouchers can be viewed on the **Summary** page. This page also contains a link to the **Approval History** page.

Navigation:

Accounts Payable > Vouchers > Add/Update > Regular Entry

Summary		Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary	Consumption
Business Unit:	DEPM1	Invoice Date:	01/30/2013				
Voucher ID:	00121837	Invoice No:	2222222				
Voucher Style:	Regular	Invoice Total:	20.00	USD			
Contract ID:		Receipt Date:	01/23/2013				
Vendor Name:	CONNECTICUT LIGHT & POWER CO 410 SHELDON ST PO BOX 2370 HARTFORD, CT 06146	Pay Terms:	Due Now				
Entry Status:	Postable	Voucher Source:	Online				
Match Status:	No Match	Origin:	H41				
Approval Status:	Denied	Created:	01/30/2013				
Post Status:	Unposted	Created By:	GriffinA				
Budget Status:	Not Chk'd	Modified:	01/30/2013				
Budget Misc Status:	Valid	Modified By:	CoteK				
*View Related	Payment Inquiry	ERS Type:	Not Applicable				
		Close Status:	Open				
		Audit Logs					
		Go					
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/>		<input type="button" value="Add"/> <input type="button" value="Print"/>					
Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary Consumption							

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