Approving a Voucher

Core-CT has upgraded from **Virtual Approver** to **AWE** (Approval Workflow Engine) process in 9.1. There are many new options in AWE and some of the options available in 8.9 no longer exist. To fully understand all the functionality changes with AWE, users should review all the topics in this training.

All vouchers (except those created by the one-time voucher interface process) require approval. Vouchers with a match status of õMatchedö or No Match Requiredö and a Budget Check status of õNot Checkedö are routed for approval. Only one level of approval is required.

Vouchers requiring approval display on an approverøs worklist. Though a single voucher is routed to multiple approvers, only one approver is required to approve a voucher. Once a voucher has been approved it no longer displays on the approvers' worklists. Approvers do not receive email notifications that vouchers are waiting their approval.

Approvers are not required to add comments when a voucher is approved. The Voucher processor does not receive email notification that the voucher has been approved.

In this example an approver reviews and approves a voucher. The voucher processor reviews the approval status of the voucher.

Procedure

Navigation: Worklist > Worklist
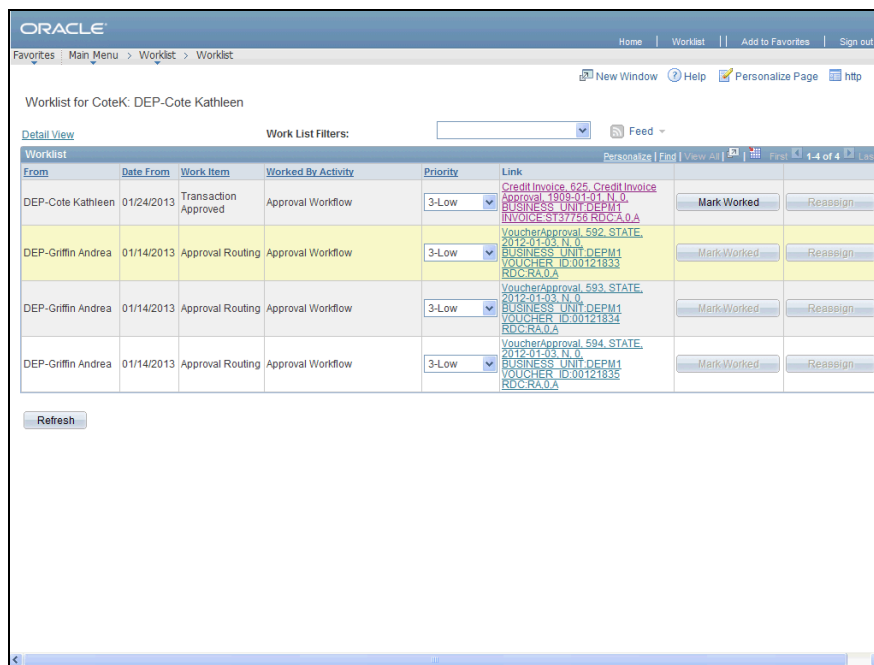
Step	Action
1.	The **Worklist** displays vouchers that require approval. Use the links in the **Links** column to navigate to the voucher **Approval** page. Once a voucher has been approved it will no longer display on the Worklist.
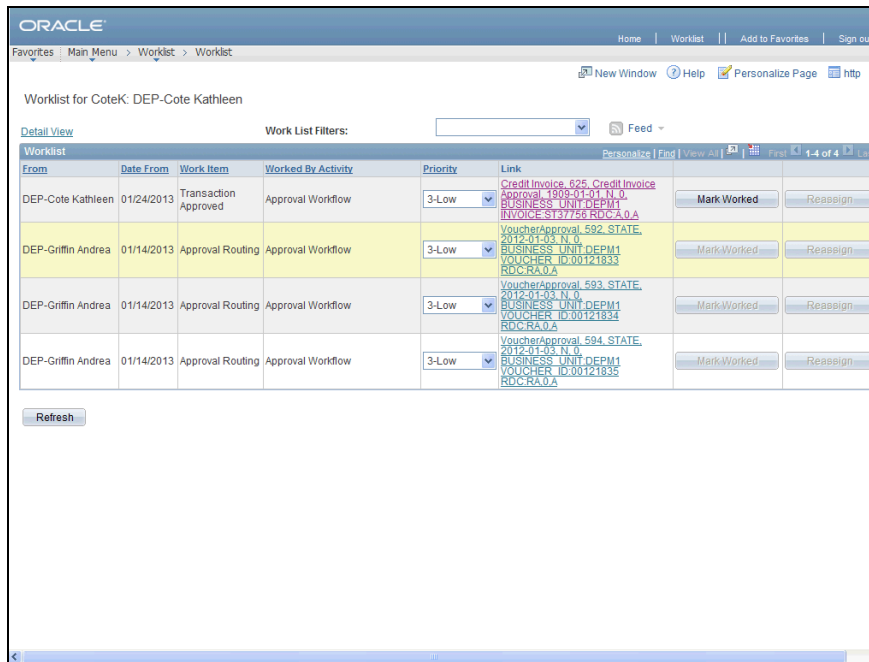
Step	Action
2.	Click the **VoucherApproval, 592, STATE, 2012-01-03, N, 0, BUSINESS_UNIT:DEPM** link.

Step	Action
3.	Click the **Line Information** tab to review line information for the voucher.
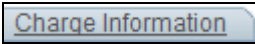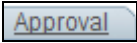
Step	Action
4.	Click the **Charge Information** tab to review distribution information for the voucher. Charge Information
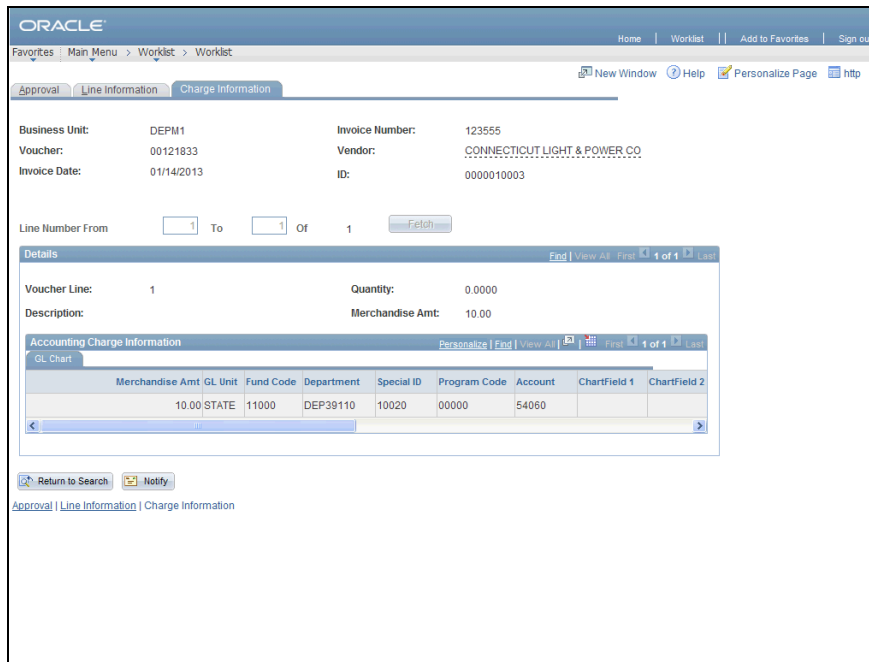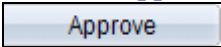
Step	Action
5.	Click the scrollbar to move to the right.
6.	Click the **Approval** tab. Approval
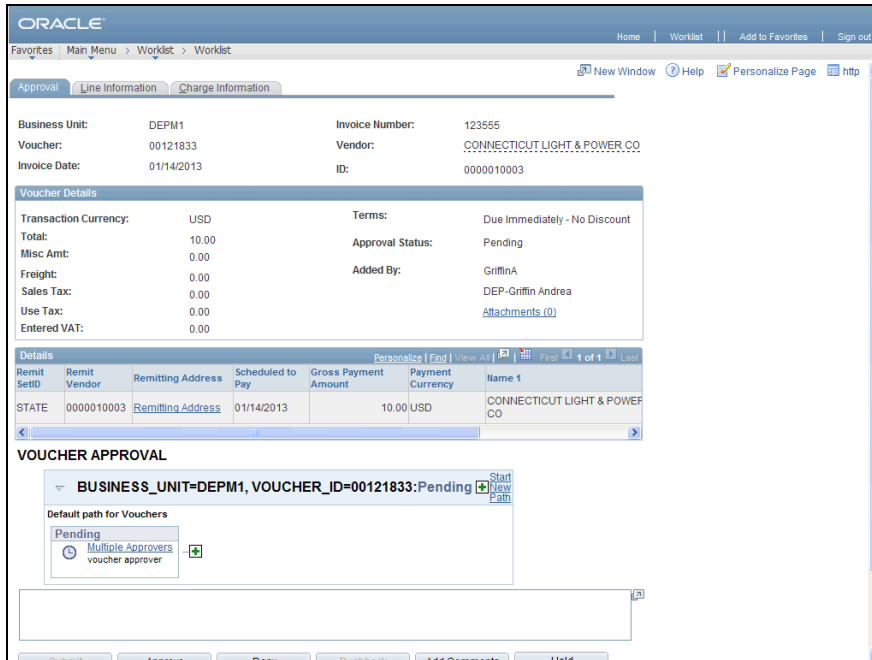
Step	Action
7.	Click the scrollbar to move to the bottom of the page.
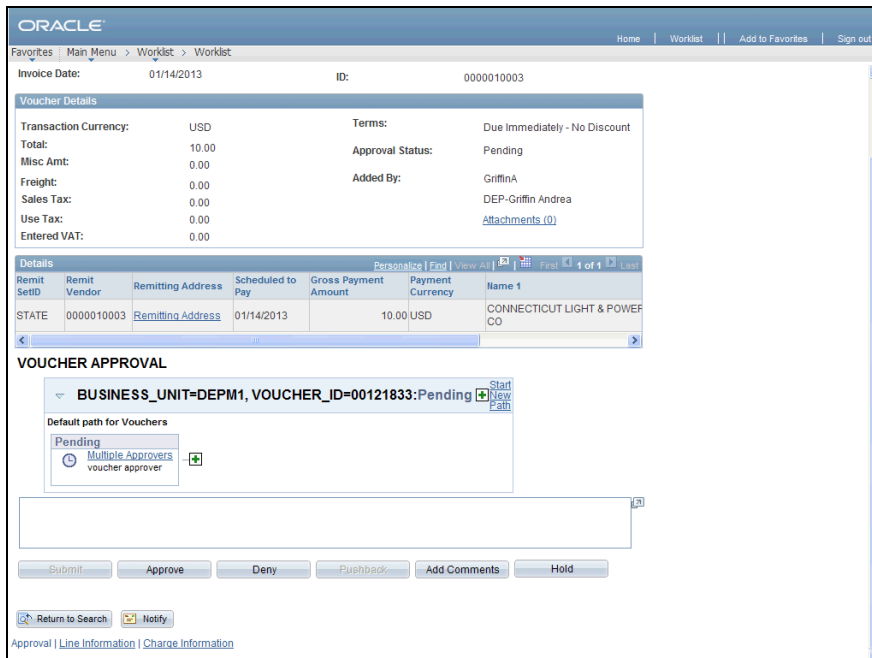
Step	Action
8.	Vouchers require only a single level of approval. It is not necessary to add comments when approving a voucher.

Step	Action
9.	Click the **Approve** button. Approve
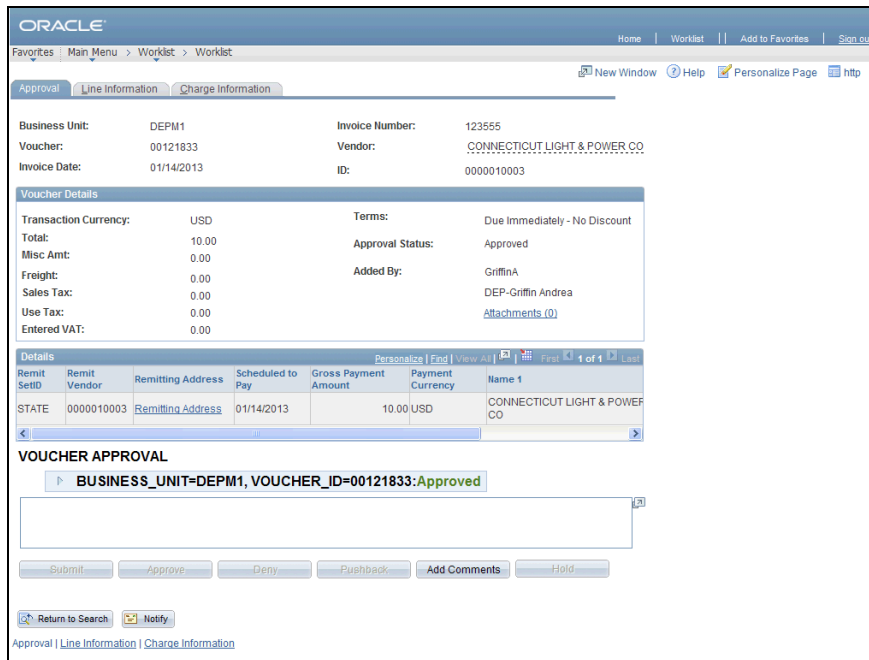
Step	Action
10.	The voucher is now approved.

Step	Action
11.	The voucher processor signs in to review the status of the voucher. Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry
12.	Click the **Find an Existing Value** tab to locate the voucher. Find an Existing Value
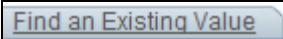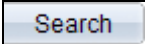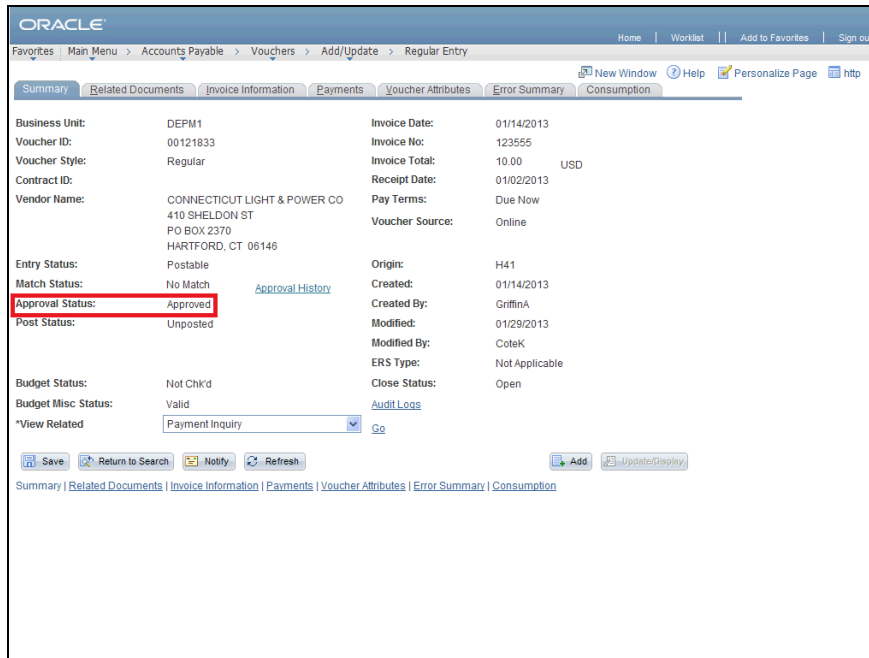
Step	Action
13.	Enter **00121833** into the **Voucher ID** field.
14.	Click the **Search** button. Search

Step	Action
15.	The **Approval Status** field displays Approved. Click the **Approval History** link to view the approval history for the voucher. Approval History

Step	Action
16.	Click the **Return** button.
17.	**End of Procedure.**