

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 **Matched** or **No Match Required** and a Budget Check status of **Not Checked** are routed for approval. Only one level of approval is required.

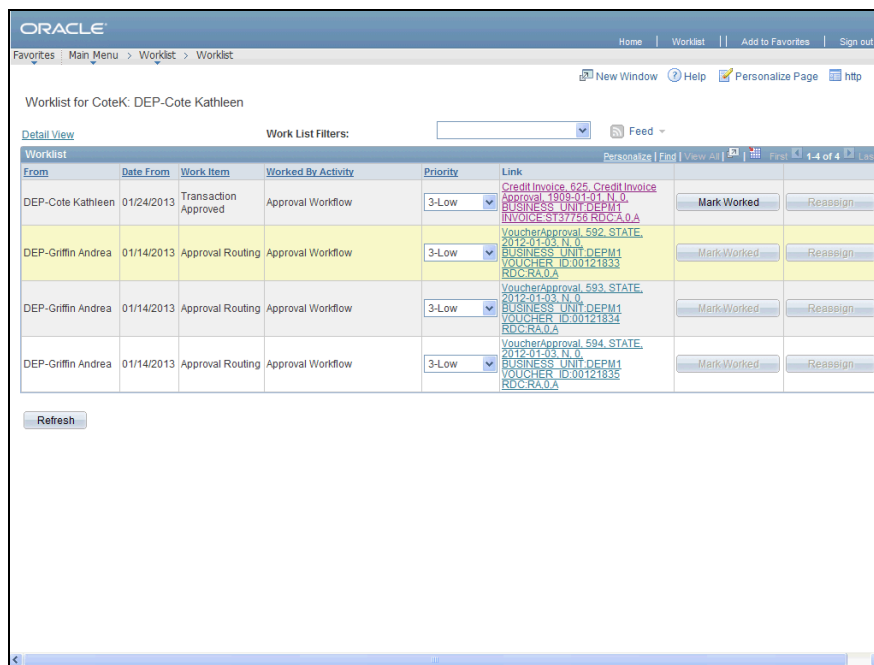
Vouchers requiring approval display on an approver's worklist. Though a single voucher is routed to multiple approvers, only one approver is required to approve a voucher. Once a voucher has been approved it no longer displays on the approvers' worklists. Approvers do not receive email notifications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

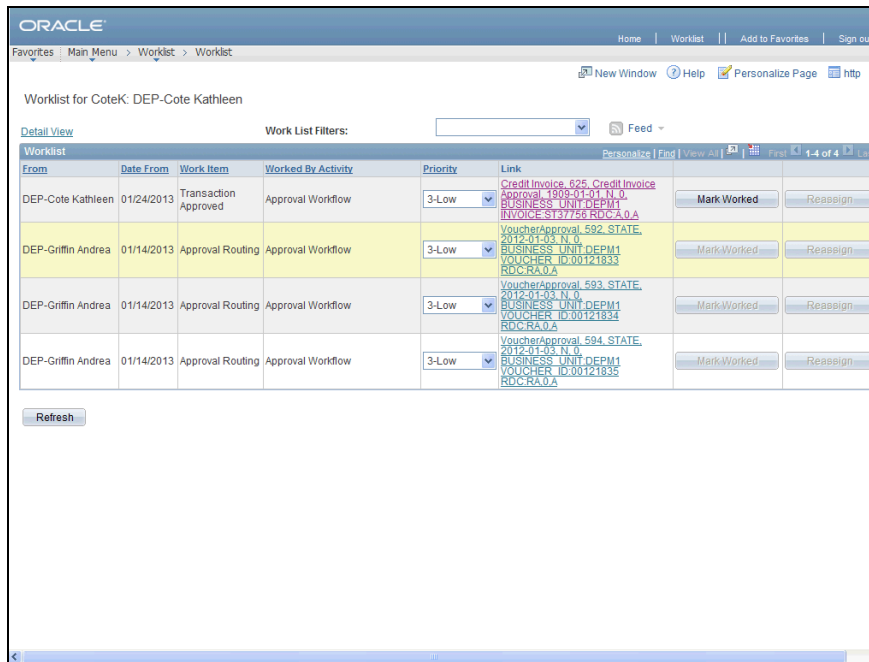
In this example an approver reviews and approves a voucher. The voucher processor reviews the approval status of the voucher.

Procedure

Navigation: Worklist > Worklist



Step	Action
1.	<p>The Worklist displays vouchers that require approval.</p> <p>Use the links in the Links column to navigate to the voucher Approval page.</p> <p>Once a voucher has been approved it will no longer display on the Worklist.</p>



Step	Action
2.	Click the VoucherApproval, 592, STATE, 2012-01-03, N, 0, BUSINESS_UNIT:DEPM1 link.

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Worklist > Worklist

Approval | **Line Information** | Charge Information

Business Unit: DEPM1 Invoice Number: 123555
 Voucher: 00121833 Vendor: CONNECTICUT LIGHT & POWER CO
 Invoice Date: 01/14/2013 ID: 0000010003

Voucher Details

Transaction Currency: USD Terms: Due Immediately - No Discount
 Total: 10.00 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	0000010003	Remitting Address	01/14/2013	10.00	USD	CONNECTICUT LIGHT & POWER CO

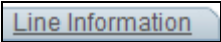
VOUCHER APPROVAL

BUSINESS_UNIT=DEPM1, VOUCHER_ID=00121833:Pending

Default path for Vouchers

Pending
 Multiple Approvers voucher approver

Submit | Approve | Deny | Dashboard | Add Comments | Hold

Step	Action
3.	Click the Line Information tab to review line information for the voucher. 

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Worklist > Worklist

Approval | **Line Information** | Charge Information

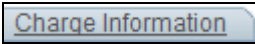
Business Unit: DEPM1 Invoice Number: 123555
 Voucher: 00121833 Vendor: CONNECTICUT LIGHT & POWER CO
 Invoice Date: 01/14/2013 ID: 0000010003

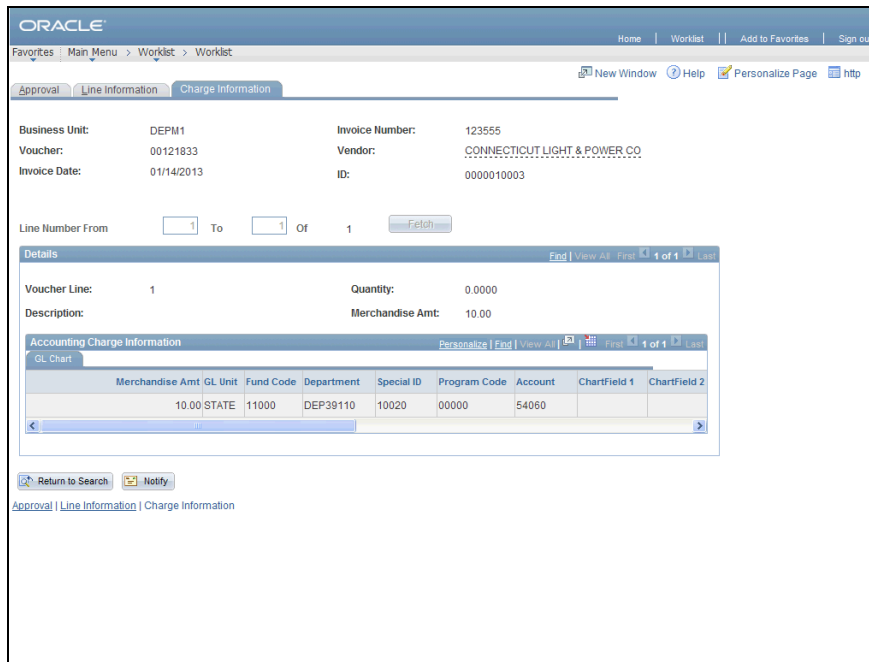
Line Number From To Of 1

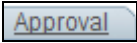
Line Detail

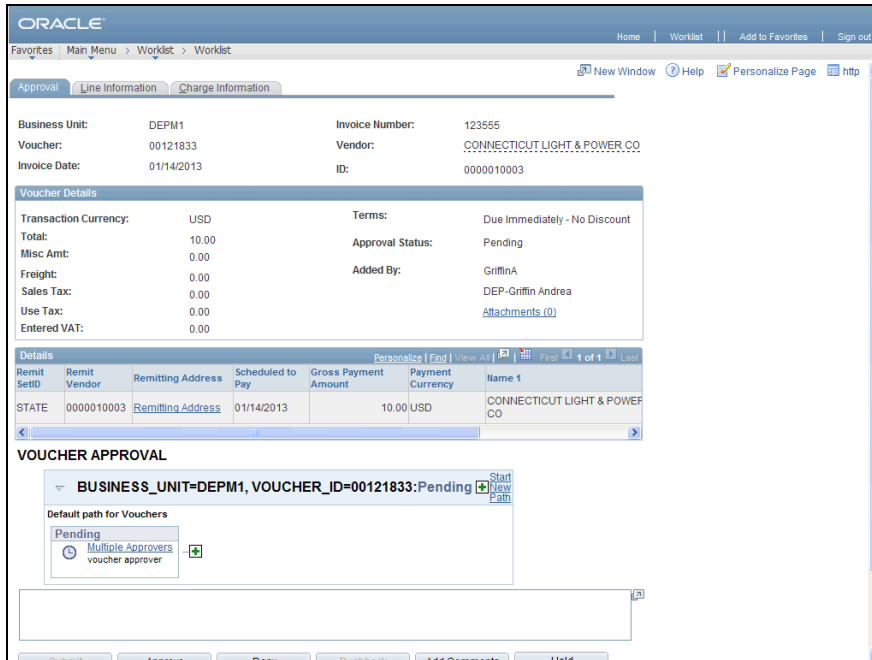
Line	Description	Quantity	Merchandise Amt
1		0.0000	10.00

Approval | Line Information | Charge Information

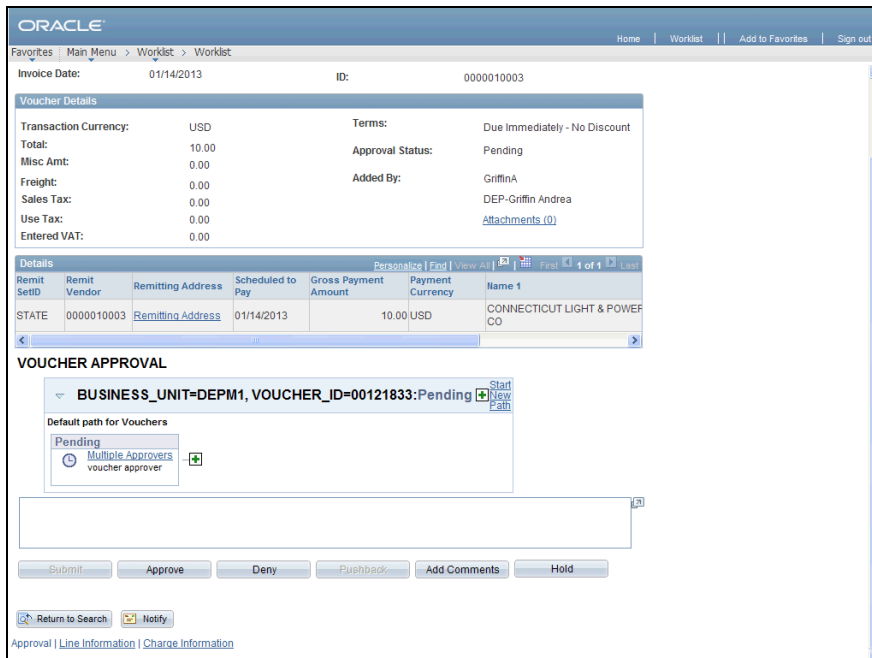
Step	Action
4.	Click the Charge Information tab to review distribution information for the voucher. 



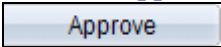
Step	Action
5.	Click the scrollbar to move to the right.
6.	Click the Approval tab. 

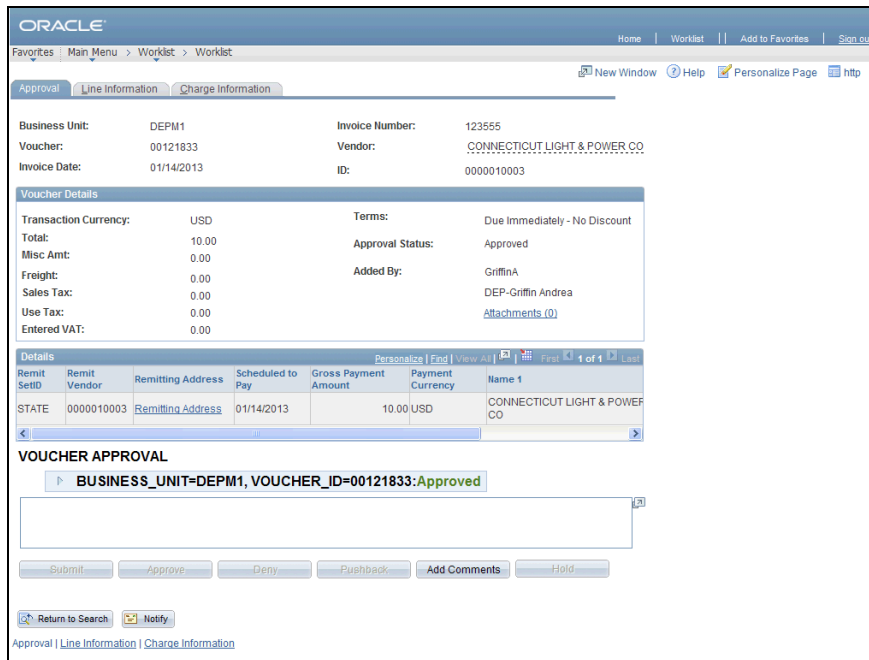


Step	Action
7.	Click the scrollbar to move to the bottom of the page.



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. 



Step	Action
10.	The voucher is now approved.

ORACLE
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
 New Window | Help | http

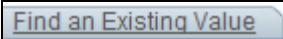
Voucher

Find an Existing Value | **Add a New Value**

Business Unit: DEPM1
 Voucher ID: NEXT
 Voucher Style: Regular Voucher
 Short Vendor Name:
 Vendor ID:
 Vendor Location:
 Address Sequence Number: 0
 Invoice Number:
 Invoice Date:
 Gross Invoice Amount: 0.00
 Freight Amount: 0.00
 Misc Charge Amount: 0.00
 Estimated No. of Invoice Lines: 1

Add

Find an Existing Value | Add a New Value

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. 

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.

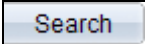
Find an Existing Value | **Add a New Value**

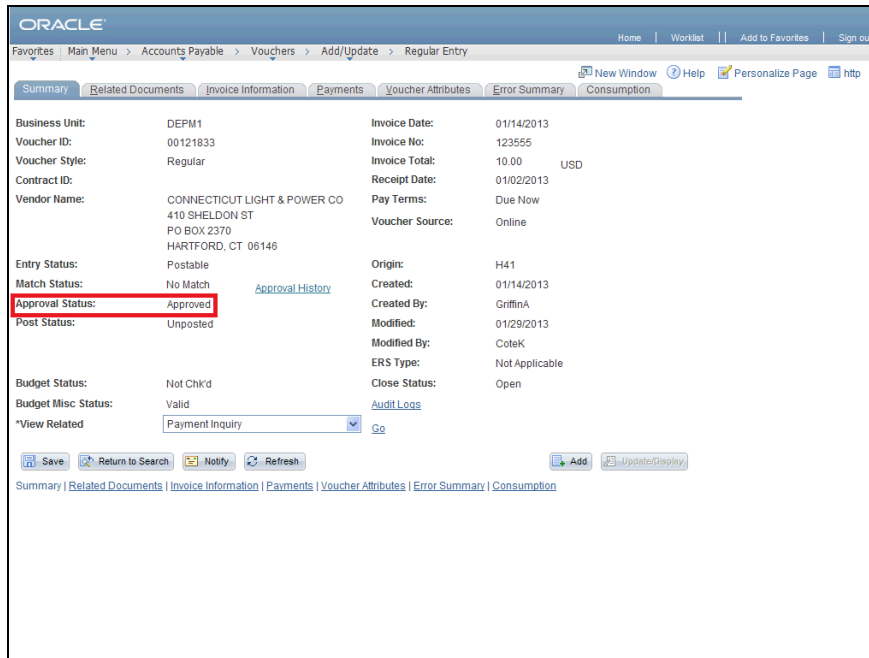
Search Criteria

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 00121833 into the Voucher ID field.
14.	Click the Search 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 Date: 01/14/2013
 Voucher ID: 00121833 Invoice No: 123555
 Voucher Style: Regular Invoice Total: 10.00 USD
 Contract ID: Receipt Date: 01/02/2013
 Vendor Name: CONNECTICUT LIGHT & POWER CO Pay Terms: Due Now
 410 SHELDON ST Voucher Source: Online
 PO BOX 2370
 HARTFORD, CT 06146
 Entry Status: Postable Origin: H41
 Match Status: No Match [Approval History](#) 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

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

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