



Approving Non-PO Vouchers

Version 1.0 | Updated January 13, 2014

IMPORTANT! To ensure that each voucher gets paid, your district must budget check and approve non-PO vouchers.

Submit Approval

On **Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry**, make sure that once you have budget checked each voucher that you click the **Submit Approval** button.

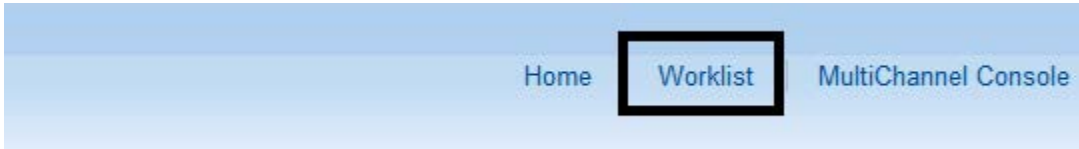
The screenshot shows the Oracle Accounts Payable Voucher Add/Update Regular Entry screen. The breadcrumb trail is: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The Oracle logo is in the top left. The page has tabs for Summary, Related Documents, Invoice Information, Payments, Voucher Attributes, and Error Summary. The Invoice Information tab is active, showing fields for Business Unit (01000), Voucher ID (00000018), Voucher Style (Regular Voucher), Invoice Date (01/10/2014), Invoice Received, Supplier ID (SYCUAN), ShortName (SYCUAN RES-001), Location (MAIN), and Address (1). Invoice details include Invoice No (3490nj), Accounting Date (01/10/2014), Pay Terms (00), Basis Date Type (Inv Date), and Tax Exempt (checked). An Invoice Total summary shows Line Total (770.00), Currency (USD), and Total (770.00). A 'Submit Approval' button is highlighted with a red box, and a red arrow points to it from the text 'Submit Approval' below. Other buttons include Save, Calculate, and Print. The Invoice Lines section shows Line 1 with a Line Amount of 770.00.

Please see the next page to finish the process.



Worklist/Approve

After clicking Submit Approval, make sure that your district's Approver clicks the **Worklist** link at the top-right of the PeopleSoft screen...



...and clicks **Approve** to approve each voucher.

Total 770.00 Approval Status Pending
Misc Amt 0.00 Added By 525950
Freight 0.00 User: Hsuehman
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 Supplier	Remitting Address	Scheduled to Pay	Gross Amt	Currency	Supplier Name
01000	SYCUAN	Remitting Address	01/10/2014	770.00	USD	SYCUAN RESORT

Voucher Approval

BUSINESS_UNIT=01000, VOUCHER_ID=00000018:Pending View/Hide Comments
Start New Path

Voucher Approval

- Skipped
User: Hsuehman
Voucher Approver
01/13/14 - 7:01 PM
- Pending
Multiple Approvers
Voucher Approver

Comments

The Approver must click Approve.

Submit **Approve** Deny Pushback Add Comments Hold

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