Financials
Oracle/PeopleSoft 9.0
Voucher Approval
Learning Objectives

☐ How to Get to the Voucher Approval Screen
☐ How to Search for the Voucher that Needs to be Approved
☐ How to Approve a Voucher
Oracle 9.0 View a Voucher

Login to Oracle Financials
Choose the appropriate Business Unit based on what type of funds the expense is posted to. Click the magnify icon to search. Click on the appropriate Business Unit to populate the business unit field.
Select the Accounts Payable Link from the menu
Click on Vouchers
Click on Approve Voucher
Select the appropriate business unit and type applicable info into the Voucher ID field. Click on Search.
Click on radial next to Approved in the Approval Information box. Click Save.
This is the second way to approve a voucher
Select the Accounts Payable Link from the menu
Click on Vouchers
Click on Add/Update
Click on Regular Entry
Click on the Find an Existing Value tab
Enter the Voucher number that you want to approve or enter the first letter of your business center in the Voucher ID field. Click on Search.
The search results panel appears. Click on the Voucher ID that you need to approve.
<table>
<thead>
<tr>
<th>Business Unit</th>
<th>CUF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher ID</td>
<td>00031946</td>
</tr>
<tr>
<td>Voucher Style</td>
<td>Regular</td>
</tr>
<tr>
<td>Contract ID</td>
<td></td>
</tr>
<tr>
<td>Vendor Name</td>
<td>Office Panel Systems</td>
</tr>
<tr>
<td></td>
<td>206 New Neely Ferry Road</td>
</tr>
<tr>
<td></td>
<td>Mauldin, SC 29662</td>
</tr>
<tr>
<td>Invoice Date</td>
<td>11/23/2010</td>
</tr>
<tr>
<td>Invoice No</td>
<td>4021</td>
</tr>
<tr>
<td>Invoice Total</td>
<td>250.000 USD</td>
</tr>
<tr>
<td>Pay Terms</td>
<td>N30</td>
</tr>
<tr>
<td>Voucher Source</td>
<td>Online</td>
</tr>
<tr>
<td>Origin</td>
<td>K</td>
</tr>
<tr>
<td>Created</td>
<td>12/02/2010</td>
</tr>
<tr>
<td>Created By</td>
<td>GKM</td>
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<td>12/02/2010</td>
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<tr>
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<td>GKM</td>
</tr>
<tr>
<td>Entry Status</td>
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</tr>
<tr>
<td>Match Status</td>
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<tr>
<td>Approval Status</td>
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<td>Document Tolerance Status</td>
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<tr>
<td>Budget Misc Status</td>
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*View Related: Payment Inquiry*
In the Voucher Approval Section, use the drop down box to change the Approval to Pre-Approved as seen in the following slide.
Click on Save to save the Voucher