

**Financials**  
**Oracle/PeopleSoft 9.0**

**Voucher Approval**

# Learning Objectives

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- 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

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## ORACLE® PEOPLESOFT ENTERPRISE

<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Sign In"/></p>	<p>Select a Language:</p> <table><tr><td><a href="#">English</a></td><td><a href="#">Español</a></td></tr><tr><td><a href="#">Dansk</a></td><td><a href="#">Deutsch</a></td></tr><tr><td><a href="#">Français</a></td><td><a href="#">Français du Canada</a></td></tr><tr><td><a href="#">Italiano</a></td><td><a href="#">Maqyar</a></td></tr><tr><td><a href="#">Nederlands</a></td><td><a href="#">Norsk</a></td></tr><tr><td><a href="#">Polski</a></td><td><a href="#">Português</a></td></tr><tr><td><a href="#">Suomi</a></td><td><a href="#">Svenska</a></td></tr><tr><td><a href="#">Čeština</a></td><td><a href="#">日本語</a></td></tr><tr><td><a href="#">한국어</a></td><td><a href="#">Русский</a></td></tr><tr><td><a href="#">ไทย</a></td><td><a href="#">简体中文</a></td></tr><tr><td><a href="#">繁體中文</a></td><td><a href="#">العربية</a></td></tr></table>	<a href="#">English</a>	<a href="#">Español</a>	<a href="#">Dansk</a>	<a href="#">Deutsch</a>	<a href="#">Français</a>	<a href="#">Français du Canada</a>	<a href="#">Italiano</a>	<a href="#">Maqyar</a>	<a href="#">Nederlands</a>	<a href="#">Norsk</a>	<a href="#">Polski</a>	<a href="#">Português</a>	<a href="#">Suomi</a>	<a href="#">Svenska</a>	<a href="#">Čeština</a>	<a href="#">日本語</a>	<a href="#">한국어</a>	<a href="#">Русский</a>	<a href="#">ไทย</a>	<a href="#">简体中文</a>	<a href="#">繁體中文</a>	<a href="#">العربية</a>
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<p>To set trace flags, click <a href="#">here</a></p>																							



## Login to Oracle Financials

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# Clemson University Business Units

**Voucher**

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

**Business Unit:** CU  

**Voucher ID:** NEXT

**Voucher Style:** Regular Voucher

**Look Up Business Unit**

**Business Unit:** begins with


**Description:** begins with

[Basic Lookup](#)

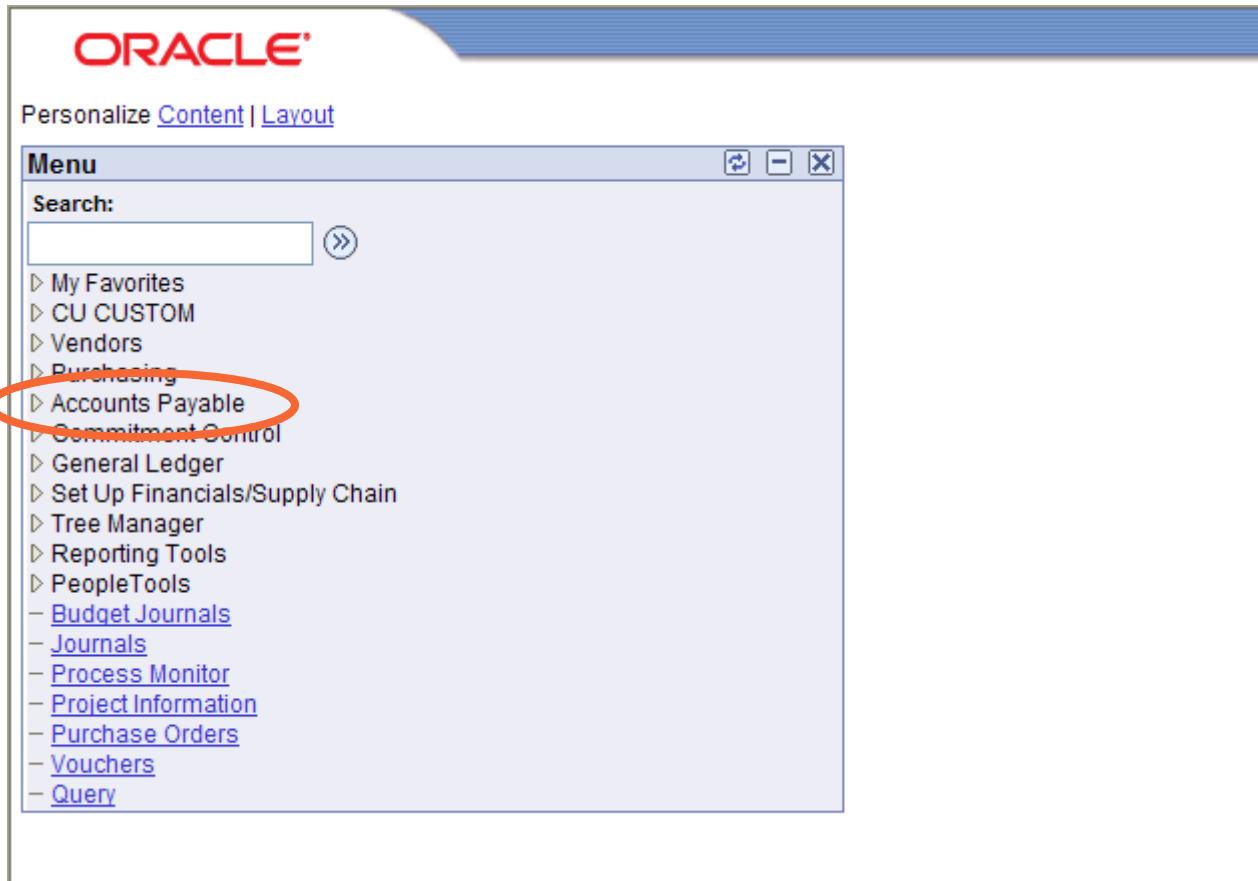
**Search Results**

View All    First  1-12 of 12  Last

Business Unit	Description
CU	Clemson University
CUF	Clemson University Foundation
CUFP	CUF Employee
CURF	Clemson Univ Research Foundat
CURFP	CURF Employee
EMPLY	Employee Reimbursement
FCECC	Continuing Edu Conference Comp
FCREF	Clemson Univ Real Estate Fdn
FCRFC	Clemson Research Facilities Co
FMREC	AMREC LLC
HR	HR/Payroll Vendor Pymts
STDNT	Student Payments

BU	Description
	Used for Vendor Invoices, Vouchers paid from Funds 10-17, 19-23
EMPLY	Used for Payments to Clemson Employees, Vouchers paid from Funds 10-17, 19-23
STDNT	Used for Student Payments, Vouchers paid from Funds 10-17, 19-23
CUF	Used for Clemson Foundation Vendor Invoices, Vouchers paid from Funds 50-71
CUFP	Used for Payments to Clemson Employees, Vouchers paid from Funds 50-71
CURF	Used for Payments to Clemson Research Foundation Vendor Invoices, Vouchers paid from Funds 80-81
CURFP	Used for Payments to Clemson Employees, Vouchers paid from Funds 80-81

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

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Main Menu >



## Accounts Payable

Access PeopleSoft Payables.



### Vouchers

Add, maintain, and approve vouchers.

- [Add/Update](#)
- [Maintain](#)



### Payments

Create and manage payments.

- [Pay Cycle Processing](#)
- [Pay Cycle Approvals](#)
- [Pay Cycle Definition](#)
- [Cancel/Void Payments](#)



### Review Accounts Payable Info

Run inquiries on vouchers, vendors, payments, and integration with systems.

- [Vouchers](#)
- [Interfaces](#)
- [Payments](#)
- [Vendor](#)



### Reports

Create accounts payable reports.

- [Vouchers](#)
- [Payments](#)
- [Vendor](#)
- [Archiving](#)

Click on Vouchers

---



Click on Approve Voucher

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**Voucher Approval**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Business Unit: = CUF

Voucher ID: begins with A

Invoice Number: begins with

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Case Sensitive

**Search** Clear [Basic Search](#) [Save Search Criteria](#)

Select the appropriate business unit and type applicable info into the Voucher ID field. Click on Search.



The screenshot displays a software interface for voucher management. On the left is a navigation menu with categories like 'My Favorites', 'CU CUSTOM', 'Vendors', 'Purchasing', 'Accounts Receivable', and 'Accounts Payable'. The 'Accounts Payable' section is expanded to show 'Vouchers', with 'Approve' selected and 'Approve Voucher' highlighted. The main area shows voucher details: Unit: CUF, Invoice: 7161Oct, Vendor: BB&T Bankcard Corporations, Voucher: A0031933, Date: 10/15/2010, ID: 0000046114. Below this is the 'Approval Information' box, which contains three radio buttons: 'Pending', 'Approved' (which is selected and circled in red), and 'Denied'. To the right of this box is a 'Voucher Details' table with the following data:

Voucher Details			
Total:	1,540.030	USD	Due upon receipt
Sales Tax:	0.000		
Freight:	0.000		
Use Tax:	0.000		
Entered VAT:	0.000		

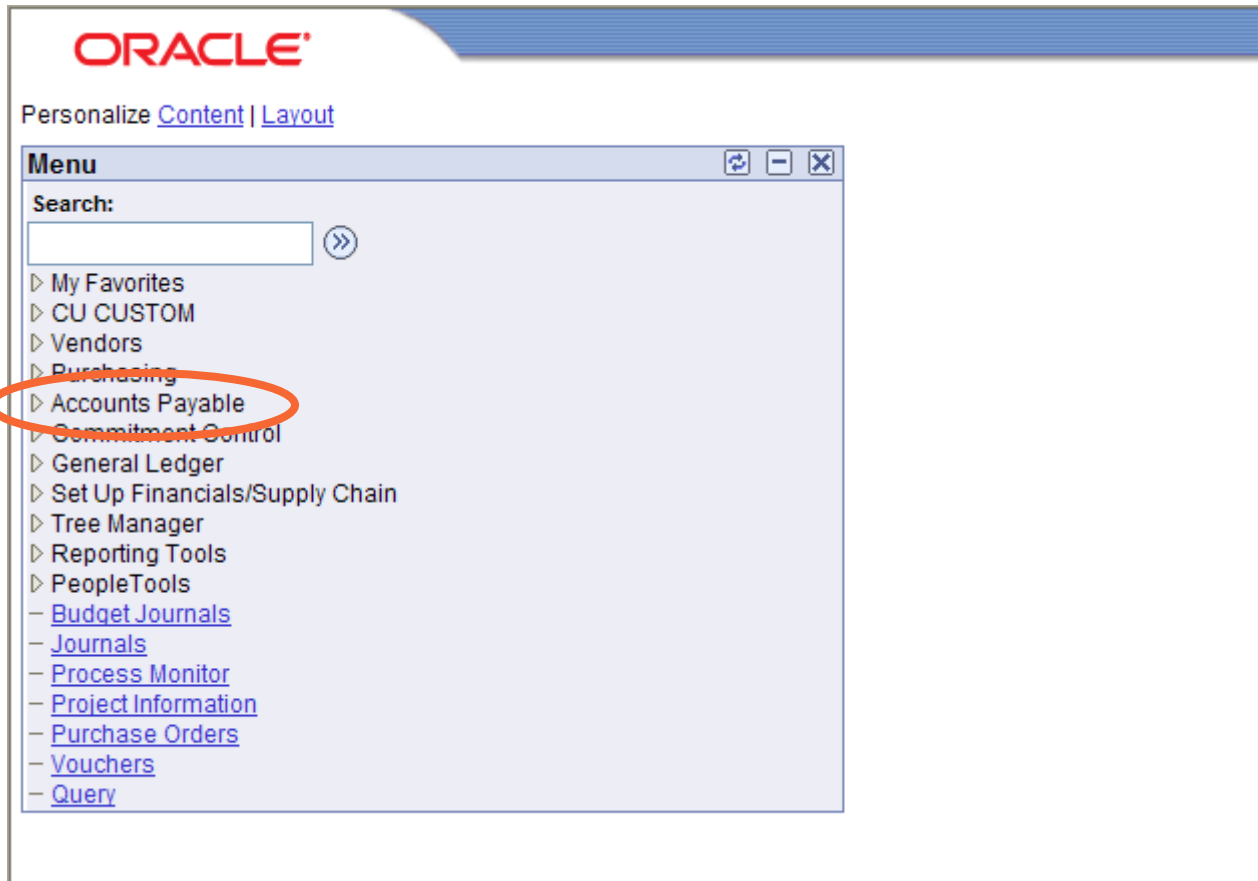
Below the approval box is a 'Details' table with columns for 'Remit SetID', 'Remit Vendor', 'Name 1', and 'Name 2'. The data row shows: CUF, 0000046114, BB&T Bankcard Corporations. At the bottom, a row of buttons includes 'Save' (circled in red), 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'. A 'Save (Alt+1)' button is also visible below the main buttons.

Click on radial next to Approved in the Approval Information box. Click Save.

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**This is the  
second way to  
approve a  
voucher**

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Select the Accounts Payable Link from the menu

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[Main Menu >](#)



## Accounts Payable

Access PeopleSoft Payables.



### Vouchers

Add, maintain, and approve vouchers.

- [Add/Update](#)
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### Payments

Create and manage payments.

- [Pay Cycle Processing](#)
- [Pay Cycle Approvals](#)
- [Pay Cycle Definition](#)
- [Cancel/Void Payments](#)



### Review Accounts Payable Info

Run inquiries on vouchers, vendors, payments, and integration with systems.

- [Vouchers](#)
- [Interfaces](#)
- [Payments](#)
- [Vendor](#)



### Reports

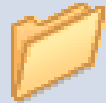
Create accounts payable reports.

- [Vouchers](#)
- [Payments](#)
- [Vendor](#)
- [Archiving](#)

Click on Vouchers

---

[Main Menu](#) > [Accounts Payable](#) >



## Vouchers

Add, maintain, and approve vouchers.



### Add/Update

Add and update vouchers.

-  [Regular Entry](#)
-  [Complete Register Voucher](#)
-  [Close Voucher](#)
-  [Delete Voucher](#)
-  [Update Open Item](#)
-  [UnPost Voucher](#)

Click on Add/Update

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[Main Menu](#) > [Accounts Payable](#) > [Vouchers](#) >

 **Add/Update**

Add and update vouchers.



**Regular Entry**

Enter standard invoices and invoices associated with a purchase order.



**Complete Register Voucher**

Correct the account distribution on registered voucher.



**Delete Voucher**

Delete a saved voucher.



**Update Open Item**

Update Open Liability Information.

Click on Regular Entry

---

## 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**

**Business Unit:** = [v] [input] [magnifying glass]

**Voucher ID:** begins with [v] [input]

**Invoice Number:** begins with [v] [input]

**Short Vendor Name:** begins with [v] [input]

**Vendor ID:** begins with [v] [input] [magnifying glass]

**Name 1:** begins with [v] [input]

**Voucher Style:** = [v] [input] [v]

**Related Voucher:** begins with [v] [input]

**Entry Status:** = [v] [input] [v]

**Voucher Source:** = [v] [input] [v]

Case Sensitive

**Search** | **Clear** | [Basic Search](#) [document icon] | [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Click on the Find an Existing Value tab

## 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](#)

Business Unit:	=	CUF
Voucher ID:	begins with	0003
Invoice Number:	begins with	
Short Vendor Name:	begins with	
Vendor ID:	begins with	
Name 1:	begins with	
Voucher Style:	=	
Related Voucher:	begins with	
Entry Status:	=	
Voucher Source:	=	

Case Sensitive

[Search](#)

[Clear](#)

[Basic Search](#)



[Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

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.



## Search Results

View All First ◀ 1-9 of 9 ▶ Last

<a href="#">Business Unit</a>	<a href="#">Voucher ID</a>	<a href="#">Invoice Number</a>	<a href="#">Gross Invoice Amount</a>	<a href="#">Payment Amount</a>	<a href="#">Invoice Date</a>	<a href="#">Short Vendor Name</a>	<a href="#">Vendor ID</a>	<a href="#">Name 1</a>	<a href="#">Voucher Style</a>	<a href="#">Related Voucher</a>	<a href="#">Entry Status</a>	<a href="#">Voucher Source</a>
<a href="#">CUF</a>	<a href="#">00031949</a>	<a href="#">1633005731</a>	<a href="#">191.98</a>	<a href="#">191.98</a>	<a href="#">10/19/2010</a>	<a href="#">ARAMARKSER-001</a>	<a href="#">0000001814</a>	<a href="#">Aramark Serv Corp</a>	<a href="#">Regular</a>	<a href="#">(blank)</a>	<a href="#">Postable</a>	<a href="#">Online</a>
<a href="#">CUF</a>	<a href="#">00031948</a>	<a href="#">1633005750</a>	<a href="#">21.4</a>	<a href="#">21.4</a>	<a href="#">10/19/2010</a>	<a href="#">ARAMARKSER-001</a>	<a href="#">0000001814</a>	<a href="#">Aramark Serv Corp</a>	<a href="#">Regular</a>	<a href="#">(blank)</a>	<a href="#">Postable</a>	<a href="#">Online</a>
<a href="#">CUF</a>	<a href="#">00031947</a>	<a href="#">1</a>	<a href="#">300</a>	<a href="#">300</a>	<a href="#">12/03/2010</a>	<a href="#">NONNENBERG-001</a>	<a href="#">0000055729</a>	<a href="#">Nonnenberg,Eileen</a>	<a href="#">Regular</a>	<a href="#">(blank)</a>	<a href="#">Postable</a>	<a href="#">Online</a>
<a href="#">CUF</a>	<a href="#">00031946</a>	<a href="#">4021</a>	<a href="#">250</a>	<a href="#">250</a>	<a href="#">11/23/2010</a>	<a href="#">OFFICE PAN-001</a>	<a href="#">0000003854</a>	<a href="#">Office Panel Systems</a>	<a href="#">Regular</a>	<a href="#">(blank)</a>	<a href="#">Postable</a>	<a href="#">Online</a>
<a href="#">CUF</a>	<a href="#">00031945</a>	<a href="#">Test</a>	<a href="#">25</a>	<a href="#">25</a>	<a href="#">11/30/2010</a>	<a href="#">BB&amp;T-001</a>	<a href="#">0000046114</a>	<a href="#">BB&amp;T Bankcard Corporations</a>	<a href="#">Regular</a>	<a href="#">(blank)</a>	<a href="#">Postable</a>	<a href="#">Online</a>
<a href="#">CUF</a>	<a href="#">00031944</a>	<a href="#">111111</a>	<a href="#">1</a>	<a href="#">1</a>	<a href="#">11/30/2010</a>	<a href="#">ARAMARK-002</a>	<a href="#">0000008370</a>	<a href="#">Aramark Catering</a>	<a href="#">Regular</a>	<a href="#">(blank)</a>	<a href="#">Postable</a>	<a href="#">Online</a>
<a href="#">CUF</a>	<a href="#">00031943</a>	<a href="#">Santas</a>	<a href="#">55</a>	<a href="#">55</a>	<a href="#">11/02/2010</a>	<a href="#">NYBERG-001</a>	<a href="#">0000020818</a>	<a href="#">Nyberg Fletcher Inc</a>	<a href="#">Regular</a>	<a href="#">(blank)</a>	<a href="#">Postable</a>	<a href="#">Online</a>
<a href="#">CUF</a>	<a href="#">00031942</a>	<a href="#">26345</a>	<a href="#">192</a>	<a href="#">192</a>	<a href="#">11/02/2010</a>	<a href="#">CRUISE, MA-001</a>	<a href="#">0000002670</a>	<a href="#">Cruise, Margaret Anne</a>	<a href="#">Regular</a>	<a href="#">(blank)</a>	<a href="#">Postable</a>	<a href="#">Online</a>
<a href="#">CUF</a>	<a href="#">00031941</a>	<a href="#">SC Sales and Use Tax</a>	<a href="#">116.72</a>	<a href="#">116.72</a>	<a href="#">09/15/2010</a>	<a href="#">SC DEPT OF-001</a>	<a href="#">0000010098</a>	<a href="#">SC Dept of Revenue and Taxation</a>	<a href="#">Regular</a>	<a href="#">(blank)</a>	<a href="#">Postable</a>	<a href="#">Online</a>

The search results panel appears. Click on the Voucher ID that you need to approve.

**Click on the  
 Voucher  
 Attributes tab**

<b>Business Unit:</b>	CUF	<b>Invoice Date:</b>	11/23/2010
<b>Voucher ID:</b>	00031946	<b>Invoice No:</b>	4021
<b>Voucher Style:</b>	Regular	<b>Invoice Total:</b>	250.000 USD
<b>Contract ID:</b>			
<b>Vendor Name:</b>	Office Panel Systems	<b>Pay Terms:</b>	N30
	206 New Neely Ferry Road	<b>Voucher Source:</b>	Online
	Mauldin, SC 29662		
<b>Entry Status:</b>	Postable	<b>Origin:</b>	K
<b>Match Status:</b>	No Match	<b>Created:</b>	12/02/2010
<b>Approval Status:</b>	Approved	<b>Created By:</b>	GKM
<b>Post Status:</b>	Unposted	<b>Modified:</b>	12/02/2010
		<b>Modified By:</b>	GKM
<b>Document Tolerance Status:</b>	Valid	<b>ERS Type:</b>	Not Applicable
<b>Budget Status:</b>	Not Chk'd	<b>Close Status:</b>	Open
<b>Budget Misc Status:</b>	Valid		

\*View Related  [Go](#)

[Print Voucher](#)

Summary

Invoice Information

Payments

Voucher Attributes

Error Summary

Business Unit: CUF  
Voucher ID: 00031946  
Voucher Style: Regular

Invoice Number: 4021  
Invoice Date: 11/23/2010  
Action:

Total: 250.000

Voucher Processing

Post Voucher  Close Voucher  
 Revalue Voucher  Delete Voucher

Accounting Instructions

\*Accounting Template: STANDARD Account At: Gross

Match Action

\*Status: No Match Match Due Date:   
 Pay UnMatched Voucher

Transaction Currency

\*Source: Tables \*Currency: USD Rate Type: CRRNT Exchange Rate: 1.00000000

Voucher Approval

\*Approval: Specify at this Level

In the Voucher Approval Section, use the drop down box to change the Approval to Pre-Approved as seen in the following slide

Business Unit: CUF Invoice Number: 4021  
Voucher ID: 00031946 Invoice Date: 11/23/2010  
Voucher Style: Regular Action: [Dropdown] [Run] [Print Invoice]  
Total: 250.000

**Voucher Processing**  
 Post Voucher  Close Voucher  
 Revalue Voucher  Delete Voucher

**Accounting Instructions**  
\*Accounting Template: STANDARD Account At: Gross

**Match Action**  
\*Status: No Match Match Due Date: [Field]  
 Pay UnMatched Voucher

**Transaction Currency**  
\*Source: Tables \*Currency: USD Rate Type: CRRNT Exchange Rate: 1.00000000

**Voucher Approval**  
\*Approval: Pre-Approved

Business Process: [Field]  
Approval Rule Set: [Field]

**Self Billing Invoice**  
\*SBI Num Option: Individual Voucher (Auto-N) SBI Number: [Field]

**Prepayment**  
Prepayment Reference: [Field]  Automatically Apply Prepayment  Postpone Withholding

**Letter of Credit**  
Letter of Credit ID: [Field]

**Tax Group**  
Tax Group: [Field] Tax Payment Type Code: [Field]