Accounts Payable Workflow in PeopleSoft v9.2

Voucher approval is new in PeopleSoft Financials v9.2. All online vouchers must be submitted for approval. Banner, Catalog and Spreadsheet Upload vouchers do not need to be submitted for approval. Also, if a voucher is approved and then changes are made to the voucher, it must be resubmitted for approval.

There are three voucher approval options:

- No Approval
- Asset Approval
- Budget Reference Approval

Workflow routes vouchers needing Asset or Budget Reference Approval to the appropriate approvers.

Once an online voucher is created and saved, the "Submit for Approval" button becomes available. This should be selected for all vouchers. If a voucher does not require Asset Approval or Budget Reference Approval, its Approval Status changes to "Approved". For vouchers requiring approval, the Approval Status changes to "Pending Approval". You can see the Workflow route of vouchers in "Pending Approval" status by selecting the "Pending Approval" link on the voucher once it is saved.

Asset Approval Workflow

If you create and submit a voucher for an asset, it will automatically route to a designated approver if one of the following conditions apply:

- Account on Voucher Distribution Line is an Asset Account (800000 – 899999) AND the Profile ID is blank
- Account on Voucher Distribution Line is an Asset Account (743000 – 743999) AND the Profile ID is blank AND the Amount is greater than $3,000
- Account on Voucher Distribution Line IS NOT an Asset Account AND the Profile ID is populated.

Budget Reference Approval Workflow

If you create and submit a voucher, it will automatically route to a designated approver if one of the following conditions apply:

- The Budget Reference entered on the Voucher Distribution Line is different than the current fiscal year
- The Voucher was created from a Purchase Order, but the Budget Reference on the Voucher Distribution Line is different than the Budget Reference on the corresponding Purchase Order Distribution Line.

Submitting Voucher for Approval

1. Navigation: **Accounts Payable** > **Vouchers** > **Add/Update** > **Regular Entry**
2. Select the **Find an Existing Value** tab
3. Search for and select the voucher
4. To see if Voucher will enter Workflow, select the **Preview Approvals** link
5. Click the **Submit Approval** button
6. On the **Approval Comments** screen, you can enter comments for the approver if necessary
7. Go to the **Summary** tab to see the **Approval Status**
   a. If the Approval Status is Approved, the voucher is available for budget checking and further processing
   b. If the Approval Status is Pending Approval, the voucher has entered workflow for approval
8. For vouchers that have entered Workflow, go to the **Invoice Information** tab
   a. Select the **Approval History** link
   b. Review the Approval path for the Voucher

Approving PO Vouchers

All vouchers created from a PO or receipt must be successfully matched before the voucher can be submitted for approval. Mathcing can be run manually or duing the nightly BORDAILY process. After mathced, the "Submit Approval" button will appear. Users wil then need to **Submit** the voucher for approval. For non-PO vouchers, the Submit Approval button will become avaialable after the voucher is saved.
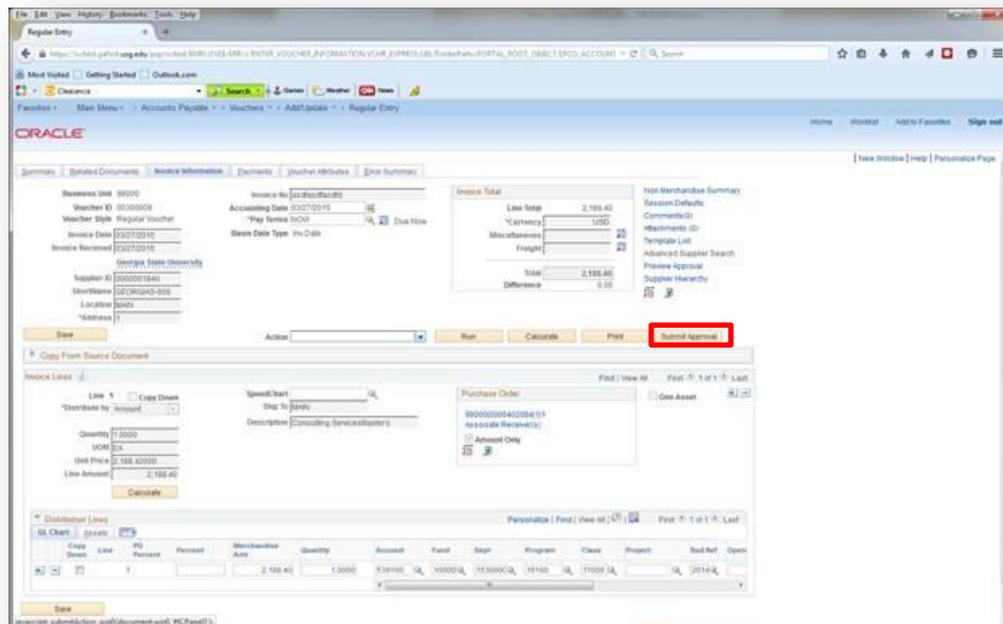
Voucher Approvals in Workflow

If a voucher enters Asset Approval Workflow or Budget Reference Approval Workflow, an approver needs to approve it before it can be processed and selected for payment. Approvers access the vouchers they need to approve via the Worklist.

The approver should review the voucher and determine if any corrections are required. Asset Approvers should review the voucher for the appropriate use of Asset Account Number, Profile ID and the Cost (if applicable). Budget Reference Approvers should review the voucher for the use of the Budget Reference Field and the corresponding Purchase Order (if applicable).

If the approver feels the information is correct, they can approve the voucher. The voucher can then be budget checked and processed as normal.

If the approver feels the information needs correcting, they should include comments as to what needs to be corrected and then they can deny the voucher. The person who originally entered the voucher can then edit the voucher with the necessary corrections and resubmit it for approval. If the corrections were made properly, the voucher should go to an "Approved" status.

Approval Workflow Escalation

If approvers do not take action on a voucher in the appropriate amount of time, they will receive a notification reminding them action is needed. The default workflow escalation times are:

- After 3 days: Notification is sent to Approver
- After 5 days: Escalation to the Admin

An AP Admin does not have to go by the default wait time. They can escalate the voucher at any time.

The workflow escalation times can be institutional specific. Institutions should submit an ITS Helpdesk ticket if they would like to change the escalation times from the default.

Approving/Denying a Voucher

1. Navigation: **Worklist**
2. Select a voucher by clicking its link
3. On the **Approval** page, review the Voucher to see if it can be approved or if it needs to be corrected.
4. To approve the Voucher, enter **Comments** if necessary and click the **Approve** button
5. To deny the voucher because it needs to be corrected, enter specific **comments** indicating what needs to be corrected and click the **Deny** button
6. Workflow removes the Voucher from the Approver's Worklist