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AP.030.080 – RUNNING BATCH VOUCHER APPROVAL

Purpose	• To use the Batch Voucher Approval page to submit vouchers for approval. • To view the vouchers to be submitted for approval prior to running the Batch Voucher Approval process.
Description	Vouchers cannot be processed for payment until they are budget checked, matched (PO Vouchers), and approved. From the Batch Voucher Approval page, users can submit vouchers for approval to ensure payments are processed in a timely manner. This process allows users to submit vouchers for approval in addition to the scheduled batch job that submits vouchers for approval at 10:30 a.m., 3:00 p.m. and 6:00 p.m. • Use the Batch Voucher Approval page to submit vouchers for approval. • View the vouchers to be submitted for approval prior to running the Batch Voucher Approval process.
Security Role	**BOR_AP_VOUCHER_ENTRY**
Dependencies/ Constraints	PO Vouchers must be matched and budget checked prior to submitting for approval. • Vouchers are not currently In Process. • Vouchers do not have budget check exceptions and/or match exceptions. • Vouchers to be approved are regular entry online vouchers. • All vouchers created via voucher build are pre-approved.
Additional Information	None

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Procedure

Below are step by step instructions on how to run the Batch Voucher Approval process.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **Accounts Payable** link.
4.	Click the **Vouchers** link
5.	Click the **Approve** link.
6.	Click the **Batch Voucher Approval** link.
7.	Enter or Add a New Run Control ID.
8.	Click the **Search** button.
9.	Enter a Request ID and Description.
10.	Enter the From Date and To Date in the **Invoice Date** fields. Users can use the calendar icon to select the date or enter it manually.
11.	Select a process option: • Process all eligible vouchers • Process Business Unit • Process Control Group • Process Supplier • Process Voucher • Process Voucher Origin • Process Voucher Source. If these Process Options are selected, a Selection Parameters window will display and users will need to enter the required information.
12.	If needed, enter Selection Parameters.
13.	Click the **Save** button.
14.	Click the **View Vouchers** link.
15.	The Voucher Approval List window will display showing the vouchers that will be submitted for approval. Click the **Return** button.
16.	Click the **Run** button.
17.	Click the **OK** button to run the VCHR_APRV_AF process.

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Step	Action
18.	Click the **Process Monitor** link to confirm the VCHR_APRV_AF Process Runs to "**Success**".
19.	Click the **Refresh** button and confirm the Run Status is "**Success**" and the Distribution Status is "**Posted**".
20.	Click the **Go back to Voucher Batch Approval Request** link.
21.	On the Voucher Approval Workflow page, click the **View Vouchers** link again to confirm all vouchers were selected for approval. The Voucher Approval List window will display.
22.	Confirm the message "**No vouchers were found that matched your search criteria**" is displayed.
23.	Click the **Return** button.