OAKS Financials

AP - Voucher Approval

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Steps for Voucher Approval

Voucher Approval Process

Process

Vouchers include an approval process and sometimes require central approval.

Approving a Voucher

Once a voucher is created, OAKS FIN routes the voucher for approval. OAKS FIN provides up to three levels of approval with an agency. Each agency may decide how many levels of approval are used.

Approving a Voucher

Overview

Approval is required for all vouchers entered in OAKS FIN. Vouchers require approval before they can move on to the next step in a business process—such as purchase requisitions awaiting approval before they can become purchase orders or vouchers awaiting approval before they can be posted or paid.

Vouchers can be **Approved** or **Denied**.

- **Approved** vouchers go on to be posted and paid.
- **Denied** vouchers are sent back to the **Voucher Processor** for corrections. The **Voucher Processor** must correct the voucher and resubmit it for approval.

A **Preview Approval** link is displayed on the **Voucher Summary** page after the voucher has been entered. Clicking on the link brings up approval history and routing status for review. If the voucher has been denied, the user can find the reason why in the Comments section.

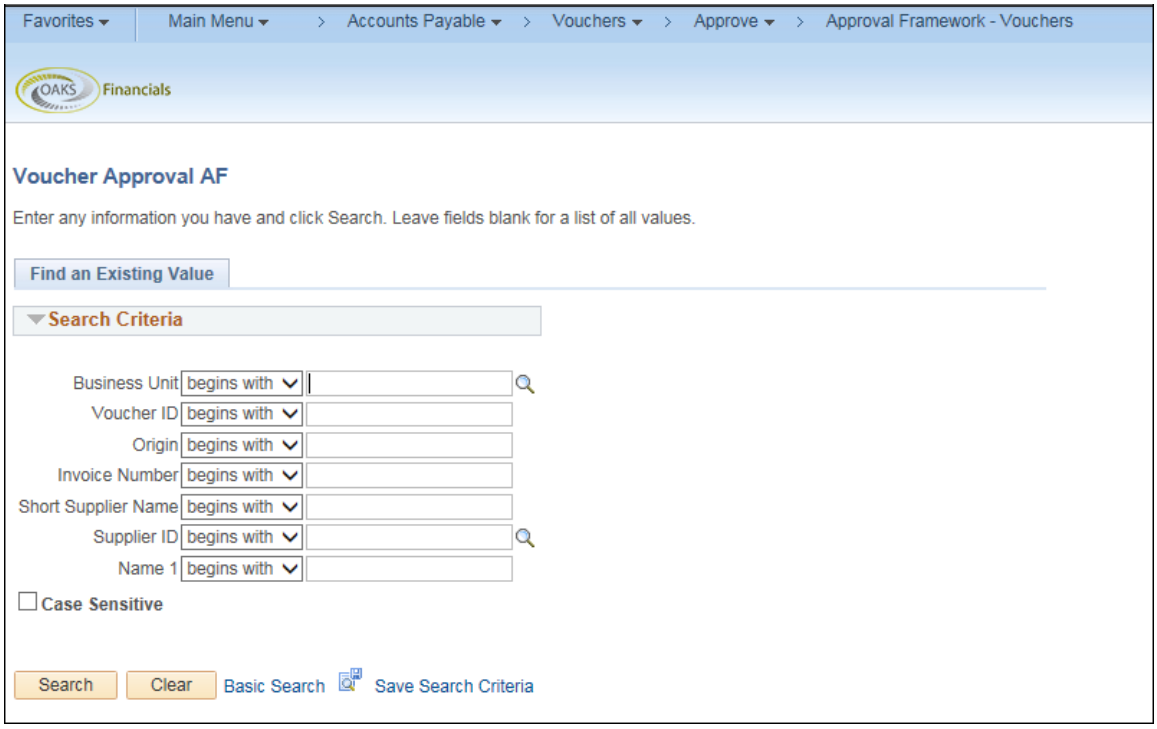
Users having the **Voucher Processor** role may add new or additional 'Ad Hoc' approvers to specific vouchers. When adding an ad hoc approver, the **Voucher Processor** must confirm that the additional person is already set up with the **Approver** role in OAKS FIN FIN. If the additional person does not have the **Approver** role, an error message will display indicating that the proposed approver is not authorized. If the **Voucher Processor** edits a field in the voucher after adding an ad hoc approver, the ad hoc approver will be erased. The **Voucher Processor** must add the ad hoc approver to the edited voucher.

When a voucher is denied, an email is automatically sent to the Voucher Processor to notify them of the denial. The Voucher Processor must revise the voucher and resubmit it for processing.

- Correcting a denied Non-PO Voucher
- Unmatching a Voucher to delete or update

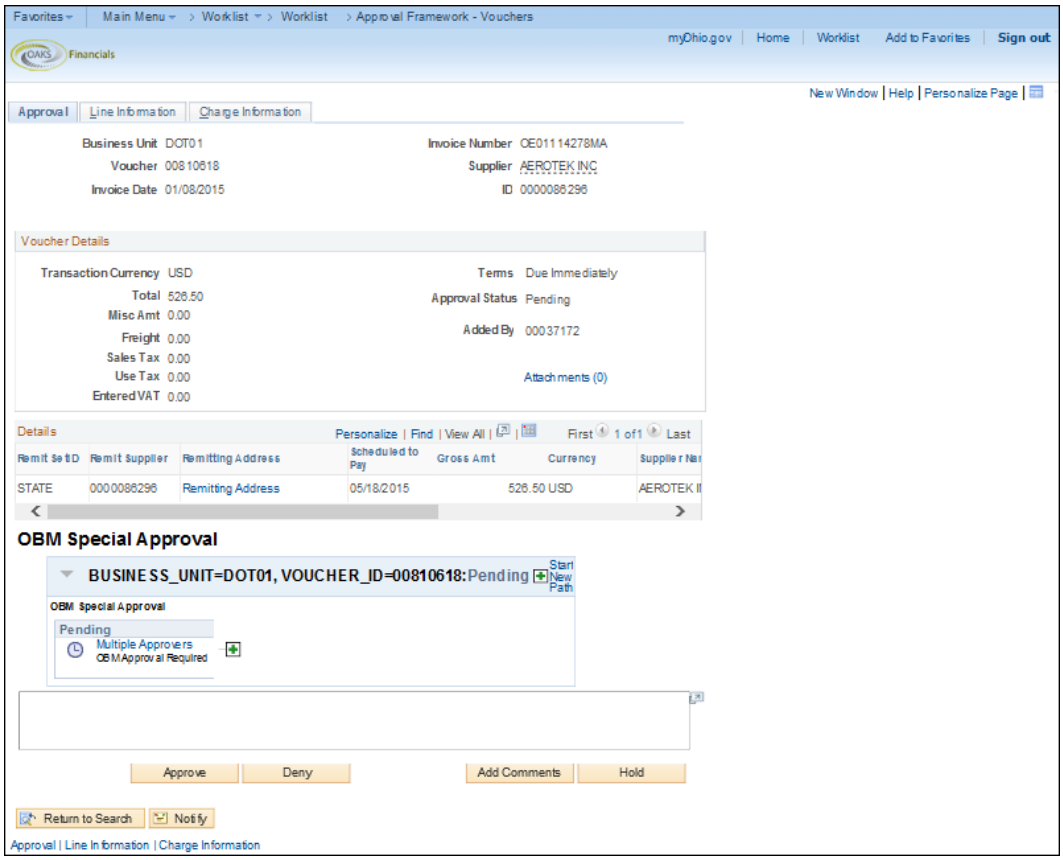
Steps

- **OAKS FIN > Accounts Payable > Vouchers > Approve > Approval Framework**



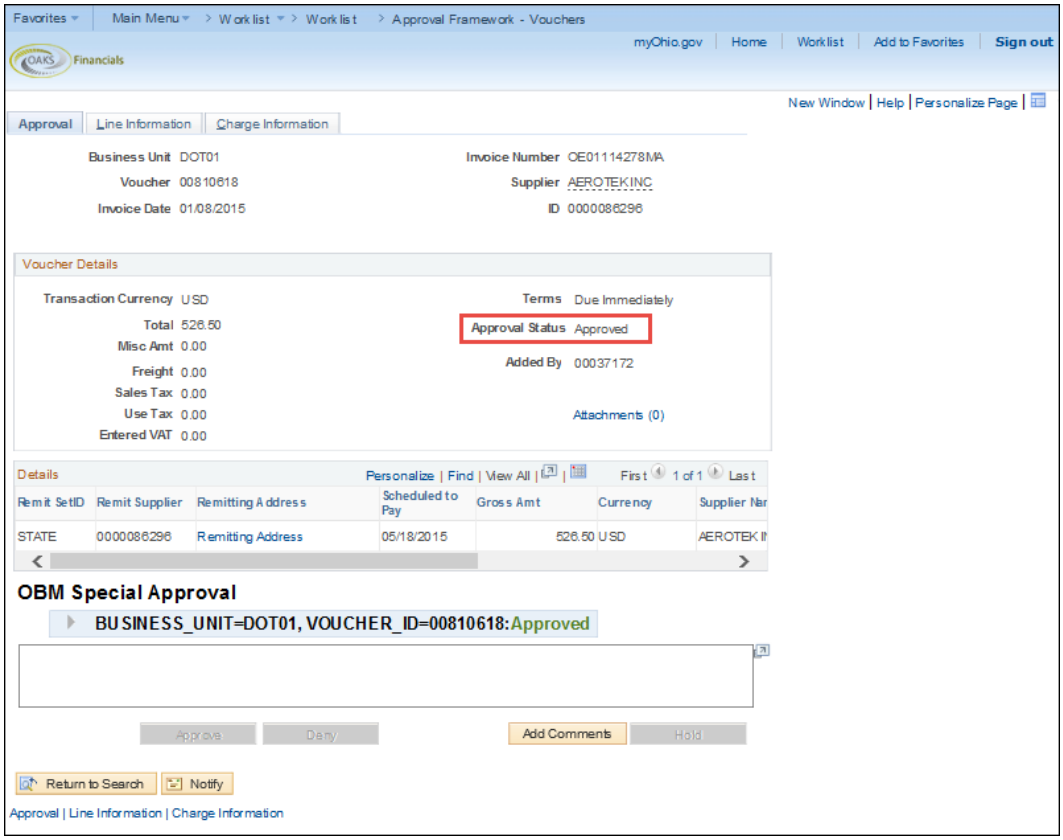
1. Enter the desired Search criteria.
2. Click **Search**.
3. Select the correct **Voucher** to view and approve or deny.

- The Approval Framework - Vouchers page displays.



4. Click **Approve**.

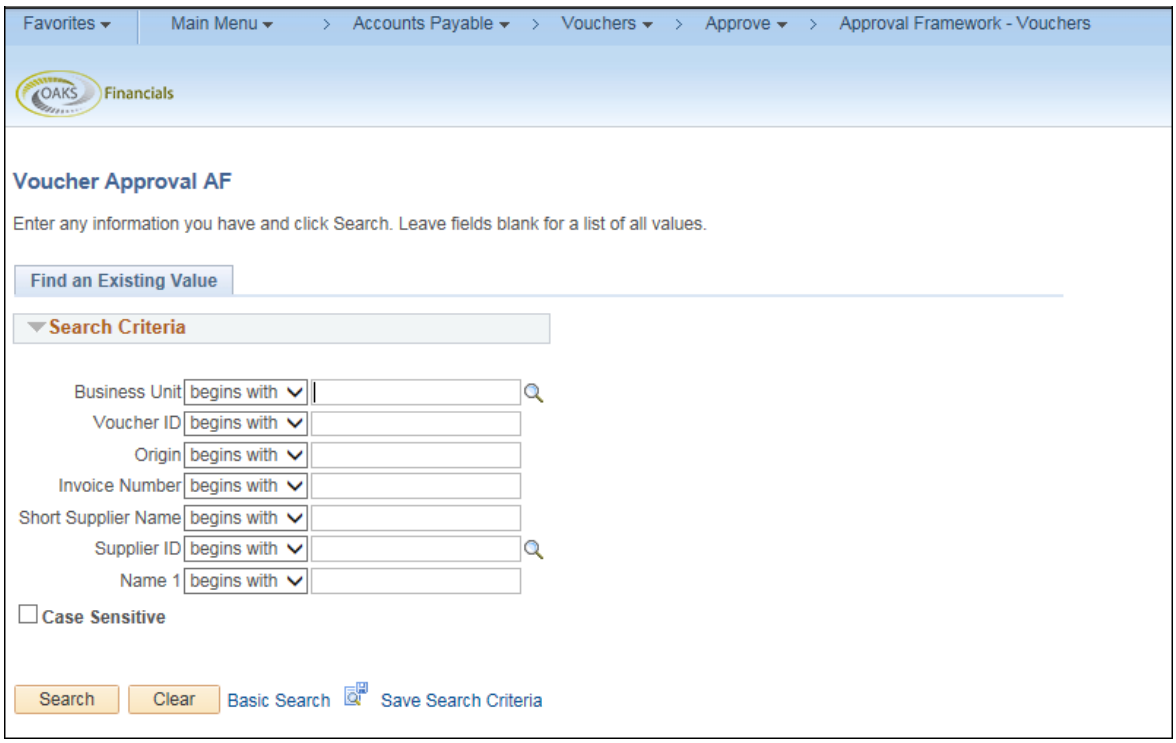
- The **Approval Status** changes to **Approved.**



- If the attachment isn't available on the **Approval** page, verify it is available through the **Image** button (if processed by Ohio Shared Services) or the **ISTV Review Page** (for ISTVs).

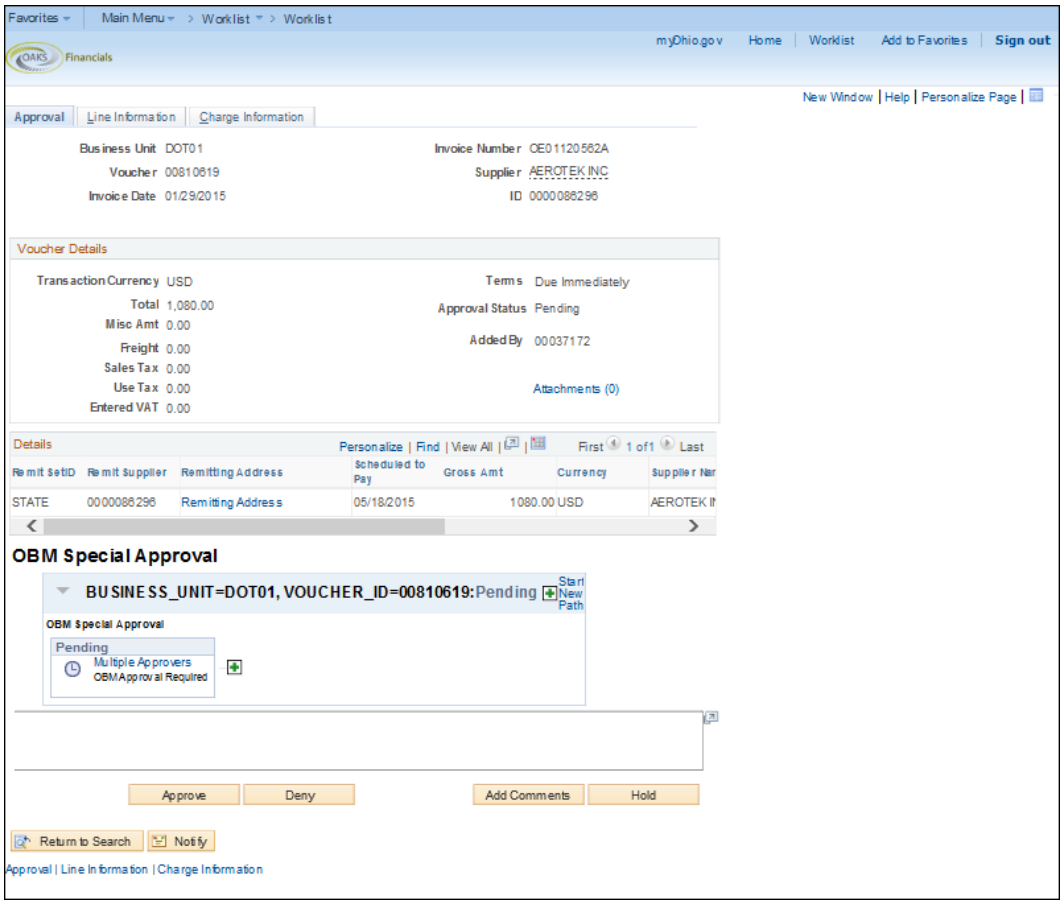
Denying a Voucher

- **OAKS FIN > Worklist**



1. Select the correct **Voucher** to view and approve or deny.

- The Approval Framework - Vouchers page displays.



2. Enter **Comments**.
   - Comments must be entered before a voucher may be denied. If comments are not entered before the Approver selects Deny, a **warning message** will be displayed.
3. Click **Deny**.
   - The **Approval Status** changes to Denied and the voucher is sent back to the Voucher Processor for correction.

Delegating an Alternate Approver

- **References**

Overview

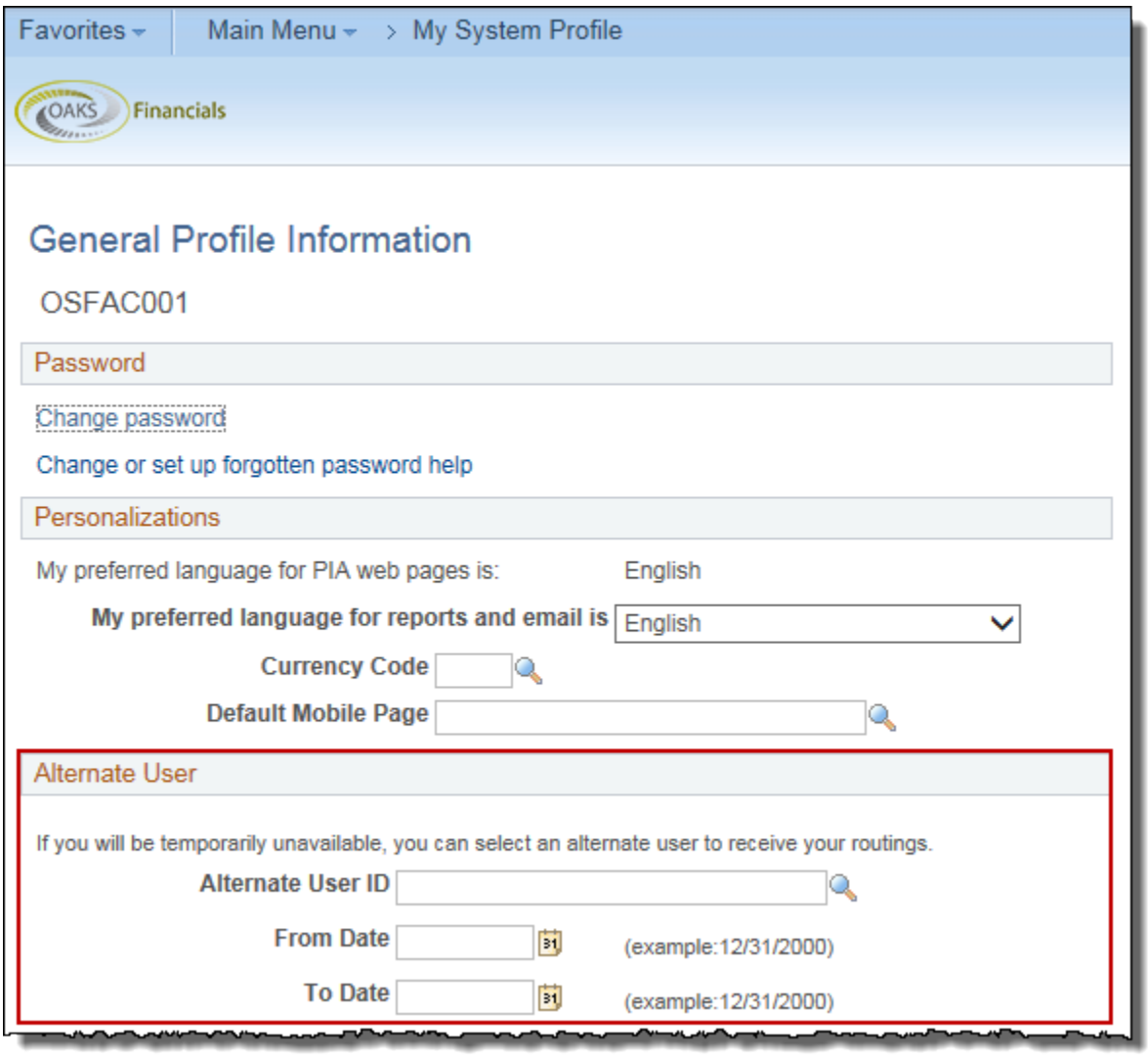
The OAKS FIN AP module routes vouchers to the first-level supervisor specified in OAKS HCM (in the "Reports To" field) for approval. When an approver is unavailable to approve submitted vouchers it is still important to keep the approval process moving. Therefore, approvers have the ability to designate alternate approvers when they will be on extended leave or otherwise unavailable to approve transactions. Vouchers are then routed to the alternates for approval.

This process is performed by the supervisor.

- The AP supervisor can delegate an alternate approver to approve vouchers in the OAKS FIN AP module.
- Be aware that a designated alternate approver will be given authority to approve all items the approver is responsible for in OAKS Financials.
- The alternate approver must also have the Manager role assigned to him or her either automatically as being identified as a supervisor in HCM or manually through the OAKS Agency Financials Security Application.

Steps

- **OAKS > Main Menu > My System Profile**



1. Click **Look up Alternate User ID** icon (magnifying glass).
    - The **Look Up Alternate User ID** page will display.
2. Click **Search by** dropdown for criteria.
    - Select **Description** to enter a partial name or **User ID** to enter a partial employee number.
    - Names begin with first name of employee. Use the percent character (%) as a wildcard for partial names. For example: Entering "fred%flin" will result in all

possible name combinations that begin with "fred" and have "flin" following (Results: Fredrick Flintstone, Fredrick F. Flintstone).

3. Click **Look Up**.
4. Select from **Search Results**.
    - The **General Profile Information** page will return.
5. Select **date range**.
6. Click **Save**.