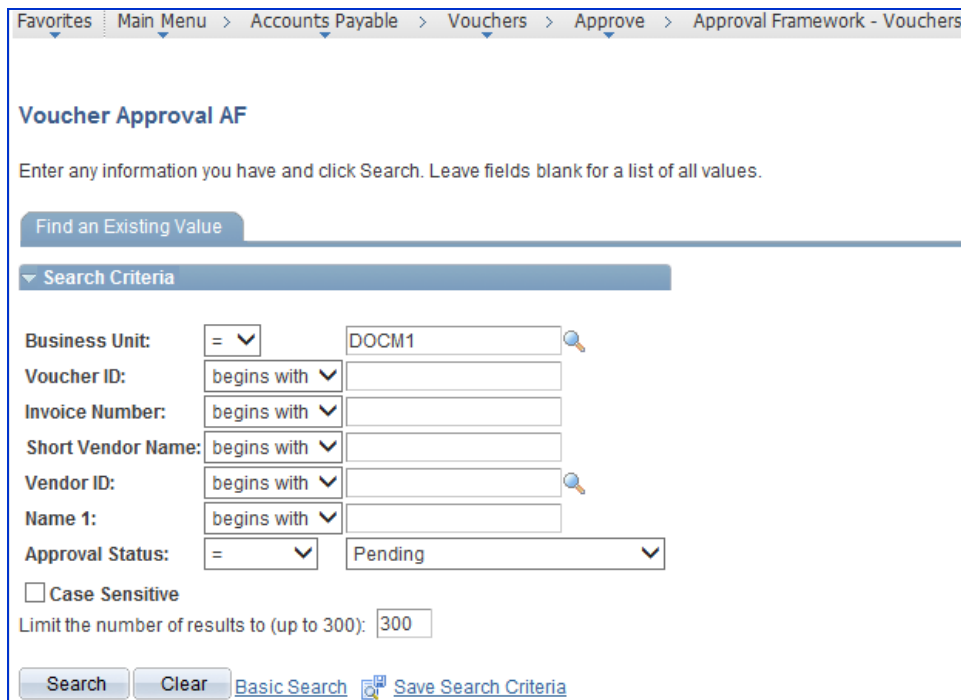


AWE Link to Vouchers

A hyperlink has been placed on the AWE Approval Framework page, linking users directly to the voucher component that they are reviewing. Once the approver has reviewed different tabs or fields on that voucher, they can quickly return to the Approval Framework page to approve or deny that voucher. The steps below show the best method for approving vouchers using this link.

1. Navigate to AWE Approval Framework page. Search for all vouchers with an approval status of 'Pending.'



The screenshot shows a web browser window with the breadcrumb trail: Favorites | Main Menu > Accounts Payable > Vouchers > Approve > Approval Framework - Vouchers. The page title is "Voucher Approval AF". Below the title is a search instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a "Find an Existing Value" button. A "Search Criteria" section is expanded, showing the following fields:

Business Unit:	=	▼	DOCM1	
Voucher ID:		begins with	▼	
Invoice Number:		begins with	▼	
Short Vendor Name:		begins with	▼	
Vendor ID:		begins with	▼	
Name 1:		begins with	▼	
Approval Status:	=	▼	Pending	▼

Below the search criteria is a checkbox for "Case Sensitive" and a text input for "Limit the number of results to (up to 300):" with the value "300". At the bottom are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

2. Select the voucher to review
3. Use 'Go to Voucher' to link to the voucher component. This actually opens a second window.

Approval | Line Information | Charge Information

Business Unit: DOCM1 Invoice Number: 11868896
 Voucher: 00339196 Vendor: EBP SUPPLY SOLUTIONS INC
 Invoice Date: 09/03/2014 ID: 0000010016

Voucher Details

Transaction Currency: USD Terms: 1.0% Disc. In 15 days Net 45
 Total: 2,843.94 Approval Status: Pending
 Misc Amt: 0.00 Added By: ScataA
 Freight: 0.00 DOC-Scata Antonina
 Sales Tax: 0.00
 Use Tax: 0.00 [Go To Voucher](#) [Attachments \(0\)](#)
 Entered VAT: 0.00

Details Personalize | Find | View All | First 1 of 1 Last

Remit SetID	Remit Vendor	Remitting Address	Scheduled to Pay	Gross Payment Amount	Payment Currency	Name 1
STATE	0000010016	Remitting Address	09/04/2014	2843.94	USD	EBP SUPPLY SOLUTIONS INC

Submit Approve Deny Pushback Add Comments Hold

Return to Search Previous in List Next in List Notify

approval | [Line Information](#) | [Charge Information](#)

- Review necessary tabs/fields on voucher
- Once complete, close the voucher window by clicking 'X' here

Approval Framework - Vouchers Regular Entry

ORACLE

Favorites Main Menu Accounts Payable Vouchers Add/Update Regular Entry

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Consumption

Business Unit: DOCM1 Invoice Date: 09/03/2014
 Voucher ID: 00339196 Invoice No: 11868896
 Voucher Style: Regular Invoice Total: 2,843.94 USD
 Contract ID: Receipt Date: 09/03/2014
 Vendor Name: EBP SUPPLY SOLUTIONS INC Pay Terms: 1.0/15-45
 200 RESEARCH DR Voucher Source: Online
 MILFORD, CT 06460
 Entry Status: Postable Origin: 535
 Match Status: Matched Created: 09/04/2014
 Approval Status: Pending Created By: ScataA
 Post Status: Unposted Modified: 09/04/2014
 Modified By: ScataA
 ERS Type: Not Applicable
 Budget Status: Not Chk'd Close Status: Open
 Budget Misc Status: Valid Audit Log

*View Related Payment Inquiry Go

Save Return to Search Notify Refresh Add

Summary | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#) | [Consumption](#)

- This brings you back to the Approval Page for that voucher. You can now Submit, then Approve or Deny, etc.
- Use the 'Next in List' or 'Previous in List' button to begin approval for the next voucher and repeat the process.

Approval
Line Information
Charge Information

Business Unit: DOCM1

Voucher: 00339196

Invoice Date: 09/03/2014

Invoice Number: 11868896

Vendor: EBP SUPPLY SOLUTIONS INC

ID: 0000010016

Voucher Details

Transaction Currency: USD	Terms: 1.0% Disc. In 15 days Net 45
Total: 2,843.94	Approval Status: Pending
Misc Amt: 0.00	Added By: ScataA
Freight: 0.00	DOC-Scata Antonina
Sales Tax: 0.00	Go To Voucher Attachments (0)
Use Tax: 0.00	
Entered VAT: 0.00	

Details Personalize | Find | View All | First 1 of 1 Last

Remit SetID	Remit Vendor	Remitting Address	Scheduled to Pay	Gross Payment Amount	Payment Currency	Name 1
STATE	0000010016	Remitting Address	09/04/2014	2843.94	USD	EBP SUPPLY SOLUTIONS INC