

Accounts Payable
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Accounts Payable

Accounts Payable 9.2

Placing a Voucher on Approval Hold



Core-CT uses the Approval Framework process to approve vouchers.

All vouchers (except those created by the one-time voucher interface) require approval. Vouchers with a match status of “Matched” or No Match Required” and a Budget Check status of “Not Checked” need to be submitted for approval. Only one level of approval is required.

Vouchers requiring approval display in approval framework. Only one approver is required to approve a voucher. Once a voucher has been approved it is ready to be picked up AP Batch process. Approvers do not receive email notifications that vouchers are awaiting their approval.

There are several options an approver can take when reviewing a voucher for approval. It can be Approved (the voucher is accurate and ready to proceed toward payment), it can be Denied (the voucher needs correction or deletion), or it can be put on approval 'Hold' (approver wants it held up at this time). Approvers must add a comment when placing a voucher on approval Hold. The voucher will remain on the approvers' worklist's until the voucher is approved.

NOTE: Approval 'Hold' is not to be confused with Payment 'Hold,' which allows the voucher to proceed through voucher post but not to payment. Approval 'Hold' halts the voucher at the approval step only.

IMPORTANT: To fully understand Approval Framework for Accounts Payable, users should review all approval-related topics in the UPK AP folders.

In this example an approver reviews and places a voucher on approval Hold. The voucher processor reviews the approval status of the voucher. Then the approver updates the voucher status to 'Approved.'

Procedure

After completing this section, you will be able to place a voucher on approval hold.

Navigation: Main Menu > Core-CT Financials > AP > Vouchers > Approve > Approval Framework

[Favorites](#) > [Main Menu](#) > [Core-CT Financials](#) > [Accounts Payable](#) > [Vouchers](#) > [Approve](#) > [Approval Framework - Vouchers](#)

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[Help](#)

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

[Find an Existing Value](#)

Search Criteria

Business Unit|

Voucher ID| begins with

Invoice Number| begins with

Short Supplier Name| begins with

Supplier ID| begins with

Supplier Name| begins with

Approval Status|

Case Sensitive
 Limit the number of results to (up to 300):

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

Step	Action
1.	Enter 00017245 in the Voucher ID field.

[Favorites](#) > [Main Menu](#) > [Core-CT Financials](#) > [Accounts Payable](#) > [Vouchers](#) > [Approve](#) > [Approval Framework - Vouchers](#)

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[All](#) Search [Advanced Search](#)

[My HR](#) | [Finance](#) | [Core-CT Help](#)

[Help](#)

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

[Find an Existing Value](#)

Search Criteria

Business Unit|

Voucher ID| begins with

Invoice Number| begins with

Short Supplier Name| begins with

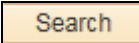
Supplier ID| begins with

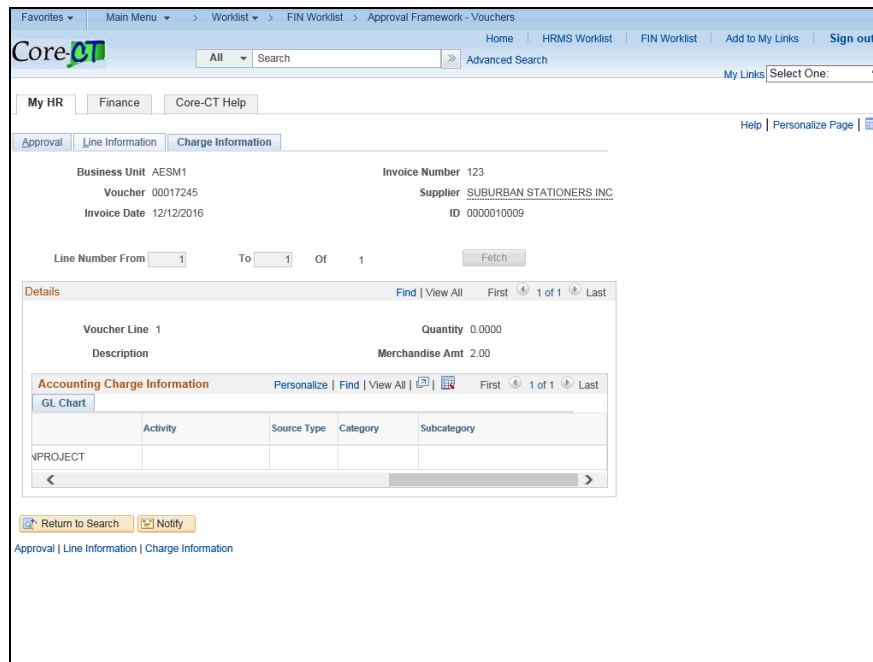
Supplier Name| begins with

Approval Status|


Case Sensitive
 Limit the number of results to (up to 300):

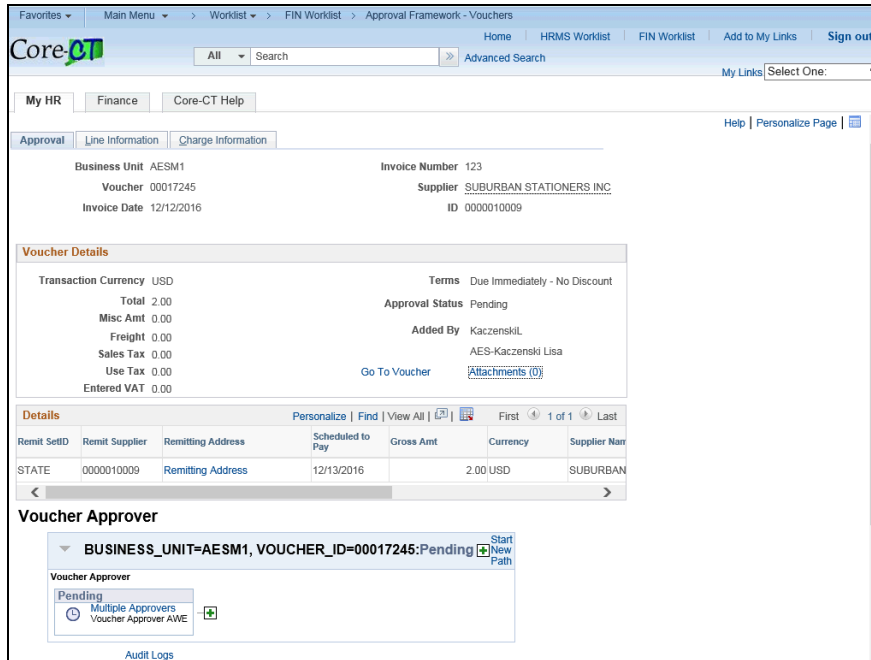
[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Step	Action
2.	Click the Search button. 

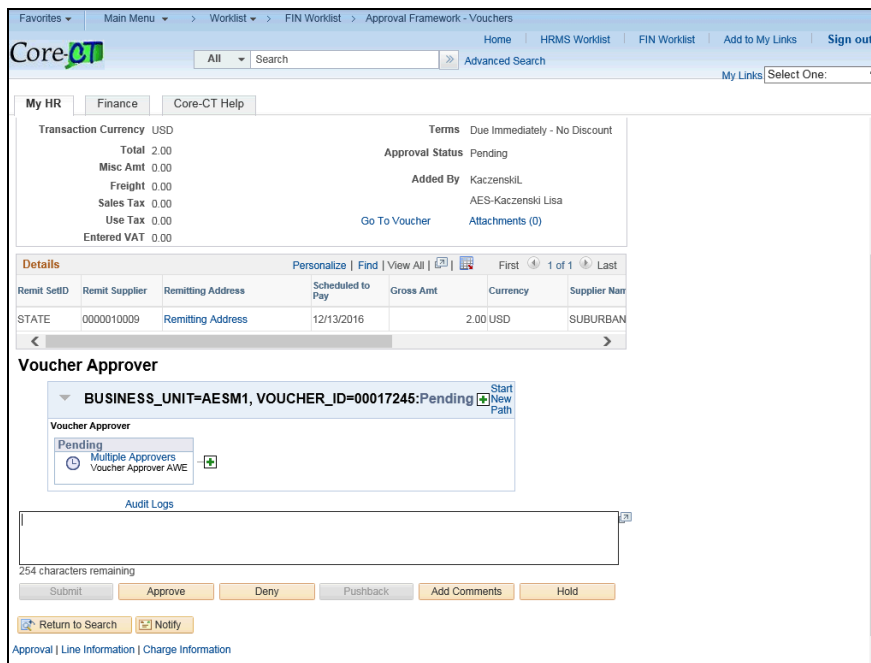


The screenshot shows the Core-CT web application interface. At the top, there is a navigation bar with 'Home', 'HRMS Worklist', 'FIN Worklist', 'Add to My Links', and 'Sign out'. Below this is a search bar with 'All' selected and a search button. The main content area has tabs for 'Approval', 'Line Information', and 'Charge Information'. The 'Approval' tab is active, displaying voucher details: Business Unit AESM1, Voucher 00017245, Invoice Date 12/12/2016, Invoice Number 123, Supplier SUBURBAN STATIONERS INC, and ID 0000010009. Below the details is a 'Details' section with a table for 'Accounting Charge Information' showing a single row with 'NPROJECT' in the Activity column. At the bottom, there are 'Return to Search' and 'Notify' buttons.

Step	Action
3.	Click the Approval tab. 

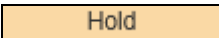


Step	Action
4.	Click the Vertical Scrollbar to navigate to the bottom of the page.



Step	Action
5.	<p>Vouchers require only a single level of approval. In this example the voucher will be placed on approval Hold.</p> <p>Comments must be added when a voucher is placed on hold. Remember approval Hold stalls the voucher until the Approver is ready to approve it. This is not to be confused with payment Hold.</p> <p>Enter NOT READY TO APPROVE in the Voucher Approval Comments field.</p>

The screenshot displays the Core-CT Voucher Approval interface. At the top, there are navigation menus for 'Favorites', 'Main Menu', 'Worklist', 'FIN Worklist', and 'Approval Framework - Vouchers'. The 'Core-CT' logo is visible on the left. The main content area shows voucher details: Transaction Currency (USD), Total (2.00), Misc Amt (0.00), Freight (0.00), Sales Tax (0.00), Use Tax (0.00), and Entered VAT (0.00). The Terms are 'Due Immediately - No Discount' and the Approval Status is 'Pending'. The Approver is 'Kaczenski, Lisa'. Below this is a 'Details' table with columns for Remit SetID, Remit Supplier, Remitting Address, Scheduled to Pay, Gross Amt, Currency, and Supplier Name. The 'Voucher Approver' section shows a 'Pending' status with a 'Start New Path' button. Below this is an 'Audit Logs' section with a text input field containing 'NOT READY TO APPROVE'. At the bottom, there are buttons for 'Submit', 'Approve', 'Deny', 'Pushback', 'Add Comments', and 'Hold'.

Step	Action
6.	<p>Click the Hold button.</p> <p></p>


The screenshot shows the Core-CT Voucher Approval interface. At the top, there are navigation tabs for 'My HR', 'Finance', and 'Core-CT Help'. Below this, transaction details are displayed, including 'Transaction Currency USD', 'Total 2.00', 'Approval Status Pending', and 'Added By KaczenskiL'. A 'Saved' button is visible in the top right corner. A 'Details' section contains a table with columns: Remit SetID, Remit Supplier, Remitting Address, Scheduled to Pay, Gross Amt, Currency, and Supplier Name. The table shows 'STATE', '0000010009', 'Remitting Address', '12/13/2016', '2.00 USD', and 'SUBURBAN'. Below the table is the 'Voucher Approver' section, which includes a dropdown menu for 'BUSINESS_UNIT=AESM1, VOUCHER_ID=00017245:Pending' and a 'View/Hide Comments' link. The 'Voucher Approver' section shows an 'On Hold' status and a user 'AES-Last Michael' with a timestamp '02/06/17 - 11:33 AM'. A 'Comments' section is visible, and at the bottom, there are buttons for 'Submit', 'Approve', 'Deny', 'Pushback', 'Add Comments', and 'Hold'. A '254 characters remaining' indicator is also present.

Step	Action
7.	Click the View/Hide Comments link to review the comments. <u>View/Hide Comments</u>

This screenshot is identical to the one above, but with the 'Comments' section expanded. A comment is visible, stating 'AES-Last Michael at 02/06/17 - 11:33 AM NOT READY TO APPROVE'. The comment is highlighted with a red rectangular box. The 'View/Hide Comments' link is now expanded to show the comment text. The rest of the interface, including the transaction details and approval buttons, remains the same.

Step	Action
8.	The comments display in the Comments section. All details regarding the Hold are displayed here.

The screenshot displays the Core-CT Accounts Payable interface. At the top, there are navigation menus for 'Main Menu', 'Worklist', and 'Approval Framework - Vouchers'. A search bar and 'Advanced Search' link are present. Below this, there are tabs for 'My HR', 'Finance', and 'Core-CT Help'. The main content area shows a voucher summary with fields for 'Transaction Currency' (USD), 'Total' (2.00), 'Approval Status' (Pending), and 'Added By' (KaczenskiL). A table below lists remitting addresses with columns for 'Remit SetID', 'Remit Supplier', 'Remitting Address', 'Scheduled to Pay', 'Gross Amt', 'Currency', and 'Supplier Name'. The 'Voucher Approver' section shows the voucher is 'On Hold' with a comment from AES-Last Michael at 02/06/17 - 11:33 AM stating 'NOT READY TO APPROVE'. At the bottom, there are buttons for 'Submit', 'Approve', 'Deny', 'Pushback', 'Add Comments', and 'Hold'.

Step	Action
9.	Click the Sign out link. 

Step	Action
10.	<p>The Voucher Processor has signed into Core-CT.</p> <p>Navigation: Core-CT Financials > Accounts Payable> Vouchers> Add/Update> Regular Entry</p> <p>Click the Find an Existing Value tab to locate the submitted voucher.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Find an Existing Value</div>

[Favorites](#) > [Main Menu](#) > [Core-CT Financials](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Regular Entry](#)

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All Search [Advanced Search](#) My Links [Select One](#):

[My HR](#) | [Finance](#) | [Core-CT Help](#) [Help](#) | [?](#)

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](#)

Search Criteria

Business Unit =
 Voucher ID begins with
 Invoice Number begins with
 Invoice Date =
 Short Supplier Name begins with
 Supplier ID begins with
 Supplier Name begins with
 Voucher Style =
 Related Voucher begins with
 Entry Status =
 Voucher Source =
 Incomplete Voucher =

Case Sensitive
 Limit the number of results to (up to 300):

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

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

Step	Action
11.	Enter 00017245 in the Voucher ID field.

[Favorites](#) > [Main Menu](#) > [Core-CT Financials](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Regular Entry](#)

[Home](#) | [HRMS Worklist](#) | [FIN Worklist](#) | [Add to My Links](#) | [Sign out](#)

All Search [Advanced Search](#) My Links [Select One](#):

[My HR](#) | [Finance](#) | [Core-CT Help](#) [Help](#) | [?](#)

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](#)

Search Criteria

Business Unit =
 Voucher ID begins with
 Invoice Number begins with
 Invoice Date =
 Short Supplier Name begins with
 Supplier ID begins with
 Supplier Name begins with
 Voucher Style =
 Related Voucher begins with
 Entry Status =
 Voucher Source =
 Incomplete Voucher =

Case Sensitive
 Limit the number of results to (up to 300):

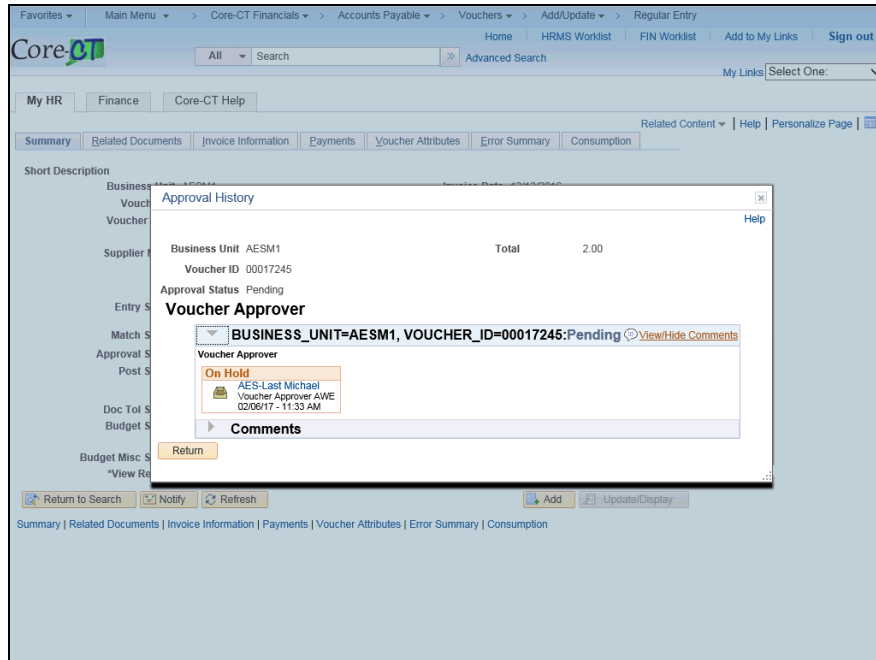
[Basic Search](#) [Save Search Criteria](#)

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

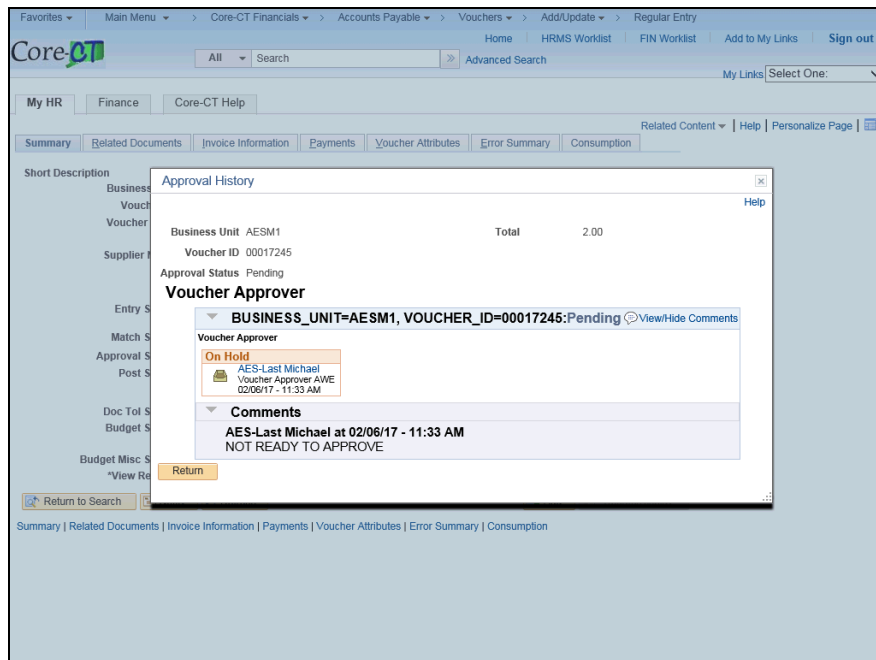
Step	Action
12.	Click the Search button.


The screenshot shows the Core-CT Accounts Payable Voucher page. The 'Approval Status' is highlighted in red and shows 'Pending'. The 'Approval History' link is also visible. The page includes a navigation menu, a search bar, and various tabs for voucher details.

Step	Action
13.	The Approval Status of this voucher is Pending. The voucher has been placed on approval Hold. Approval Hold is not a status. Click the Approval History link to review the details. Click the.



Step	Action
14.	Click the View/Hide Comments link. <u>View/Hide Comments</u>




Step	Action
15.	<p>The Comments section displays details of the approval Hold.</p> <p>Click the Return button.</p> <p></p>

The screenshot shows the Core-CT Worklist interface. The user is logged in as Lisa Kaczinski. The worklist displays several approval routing items, each with a 'Mark' button. The first item is highlighted in yellow.

From	Date From	Work Item	Worked By Activity	Priority	Link
AES-Kaczinski Lisa	12/14/2016	Approval Routing	Approval Workflow	3-Low	VoucherApproval_2427440 STATE_B_2015-06-30_N_0 BUSINESS_UNI_AESM1 VOUCHER_ID00017245 RDC-RA O.A. Kaczinski SUBURBAN STATIONERS INC : 2
AES-Kaczinski Lisa	12/14/2016	Approval Routing	Approval Workflow	3-Low	VoucherApproval_2427441 STATE_B_2015-06-30_N_0 BUSINESS_UNI_AESM1 VOUCHER_ID00017246 RDC-RA O.A. Kaczinski SUBURBAN STATIONERS INC : 2
AES-Kaczinski Lisa	12/14/2016	Approval Routing	Approval Workflow	3-Low	VoucherApproval_2427442 STATE_B_2015-06-30_N_0 BUSINESS_UNI_AESM1 VOUCHER_ID00017247 RDC-RA O.A. Kaczinski SUBURBAN STATIONERS INC : 1
AES-Kaczinski Lisa	12/14/2016	Approval Routing	Approval Workflow	3-Low	VoucherApproval_2427443 STATE_B_2015-06-30_N_0 BUSINESS_UNI_AESM1 VOUCHER_ID00017248 RDC-RA O.A. Kaczinski SUBURBAN STATIONERS INC : 2
AES-Kaczinski Lisa	12/14/2016	Approval Routing	Approval Workflow	3-Low	VoucherApproval_2427444 STATE_B_2015-06-30_N_0 BUSINESS_UNI_AESM1 VOUCHER_ID00017249 RDC-RA O.A. Kaczinski SUBURBAN STATIONERS INC : 1
AES-Kaczinski Lisa	12/20/2016	Approval Routing	Approval Workflow	3-Low	VoucherApproval_2427461 STATE_B_2015-06-30_N_0 BUSINESS_UNI_AESM1 VOUCHER_ID00017250 RDC-RA O.A. Kaczinski - Nestle

Step	Action
16.	<p>The Voucher Approver has signed into Core-CT.</p> <p>Navigation: Worklist > FIN Worklist</p> <p>Click the VoucherApproval, 2427440, STATE_B, 2015-06-30, N, 0, BUSINESS_UNI link.</p>

Step	Action
17.	Click the Vertical Scrollbar to navigate to the bottom of the page.

Step	Action
18.	<p>Comments are not required when a voucher is approved.</p> <p>Click the Approve button.</p> 

The screenshot shows the 'Voucher Approver' section of the Core-CT system. At the top, the voucher details are displayed: Total 2.00, Misc Amt 0.00, Freight 0.00, Sales Tax 0.00, Use Tax 0.00, and Entered VAT 0.00. The 'Approval Status' is 'Pending', and it was 'Added By' KaczenskiL. The voucher is for 'Remitting Address' with a 'Scheduled to Pay' date of 12/13/2016 and a 'Gross Amt' of 2.00 USD. Below this, the 'Voucher Approver' section shows a green 'Approved' status with a checkmark. The approver is identified as 'AES-Last Michael' with the role 'Voucher Approver AWE' and the timestamp '02/06/17 - 11:38 AM'. At the bottom, there are buttons for 'Submit', 'Approve', 'Deny', 'Pushback', 'Add Comments', and 'Hold'. The 'Approve' button is highlighted in orange.

Step	Action
19.	<p>The Voucher Approval section indicates that the voucher has been approved.</p>

Step	Action
20.	<p>The Voucher Processor has signed into Core-CT.</p> <p>Navigation: Core-CT Financials > Accounts Payable > Vouchers > Add/Update > Regular Entry</p> <p>Click the Find an Existing Value tab.</p> <p>Find an Existing Value</p>

[Favorites](#) > [Main Menu](#) > [Core-CT Financials](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Regular Entry](#)
[Home](#) | [HRMS Worklist](#) | [FIN Worklist](#) | [Add to My Links](#) | [Sign out](#)

[All](#) Search [Advanced Search](#) My Links [Select One](#):

[My HR](#) | [Finance](#) | [Core-CT Help](#) [Help](#) | [?](#)

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](#)

Search Criteria

Business Unit
 Voucher ID
 Invoice Number
 Invoice Date
 Short Supplier Name
 Supplier ID
 Supplier Name
 Voucher Style
 Related Voucher
 Entry Status
 Voucher Source
 Incomplete Voucher

Case Sensitive
 Limit the number of results to (up to 300):

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

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

Step	Action
21.	Enter 00017245 in the Voucher ID field.

[Favorites](#) > [Main Menu](#) > [Core-CT Financials](#) > [Accounts Payable](#) > [Vouchers](#) > [Add/Update](#) > [Regular Entry](#)
[Home](#) | [HRMS Worklist](#) | [FIN Worklist](#) | [Add to My Links](#) | [Sign out](#)

[All](#) Search [Advanced Search](#) My Links [Select One](#):

[My HR](#) | [Finance](#) | [Core-CT Help](#) [Help](#) | [?](#)

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](#)

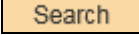
Search Criteria

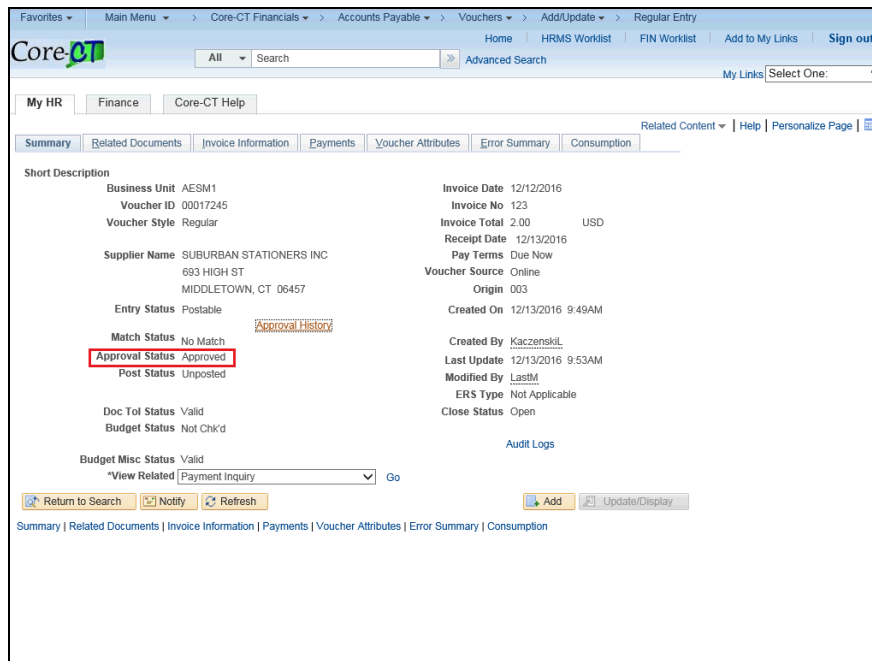
Business Unit
 Voucher ID
 Invoice Number
 Invoice Date
 Short Supplier Name
 Supplier ID
 Supplier Name
 Voucher Style
 Related Voucher
 Entry Status
 Voucher Source
 Incomplete Voucher

Case Sensitive
 Limit the number of results to (up to 300):


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

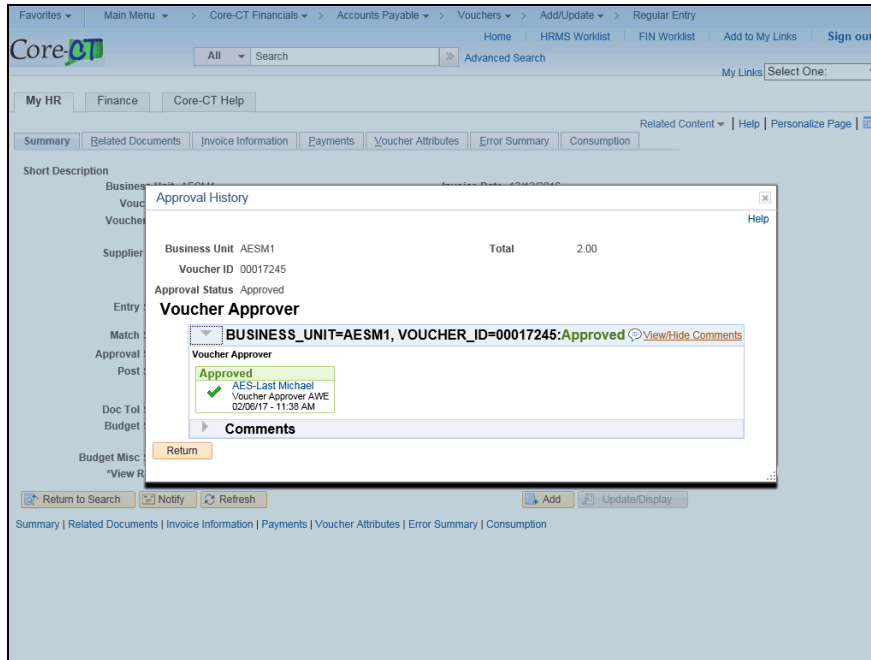
[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
22.	Click the Search button. 

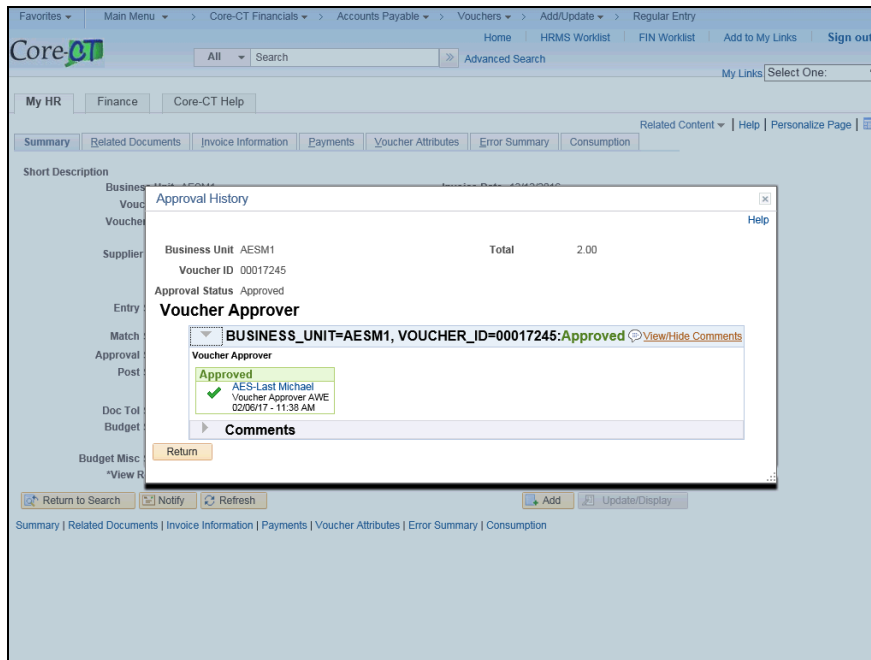


The screenshot shows the Core-CT Accounts Payable interface. The breadcrumb trail is: Favorites > Main Menu > Core-CT Financials > Accounts Payable > Vouchers > Add/Update > Regular Entry. The page title is 'Core-CT' and there is a search bar with 'All' selected. The 'My HR' section is active, and the 'Finance' tab is selected. The 'Summary' tab is active, showing voucher details for Business Unit AESM1, Voucher ID 00017245, and Supplier Name SUBURBAN STATIONERS INC. The 'Approval Status' field is highlighted in red and displays 'Approved'. An 'Approval History' link is visible next to it. Other fields include Invoice Date 12/12/2016, Invoice No 123, Invoice Total 2.00 USD, Receipt Date 12/13/2016, Pay Terms Due Now, Voucher Source Online, Origin 003, Entry Status Postable, Match Status No Match, Post Status Unposted, Doc Tol Status Valid, Budget Status Not Chk'd, Budget Misc Status Valid, and Created On 12/13/2016 9:49AM. The 'Created By' field is Kaczenski, Last Update is 12/13/2016 9:53AM, Modified By is LastM, ERS Type is Not Applicable, and Close Status is Open. There are buttons for 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Step	Action
23.	The Approval Status field displays Approved. Click the Approval History link to review details. 



Step	Action
24.	The Approval History page displays that the voucher is now approved. The history of the approval of this voucher remains in the Comments section.



Step	Action
25.	Click the View/Hide Comments link. View/Hide Comments

The screenshot displays the 'Approval History' window in the Core-CT system. The window title is 'Approval History'. It shows the following information:

- Business Unit: AESM1
- Voucher ID: 00017245
- Total: 2.00
- Approval Status: Approved
- Voucher Approver: **BUSINESS_UNIT=AESM1, VOUCHER_ID=00017245:Approved** (with a 'View/Hide Comments' link)
- Approval: **Approved** by AES-Last Michael (Voucher Approver AWE) on 02/06/17 - 11:38 AM.
- Comments: AES-Last Michael at 02/06/17 - 11:33 AM NOT READY TO APPROVE.

A 'Return' button is located at the bottom of the window.

Step	Action
26.	Click the Return button. Return

The screenshot displays the 'Approval History' window for a voucher. The window title is 'Approval History'. It shows the following details:

- Business Unit: AESM1
- Total: 2.00
- Voucher ID: 00017245
- Approval Status: Approved
- Voucher Approver: AES-Last Michael (02/06/17 - 11:33 AM)
- Comments: AES-Last Michael at 02/06/17 - 11:33 AM NOT READY TO APPROVE

Step	Action
27.	End of Procedure.