Viewing Voucher Workflow

Main Menu > Accounts Payable > Vouchers > Add/Update > Voucher Search

1. Search voucher by entering Voucher ID.
2. Click the Search button.
3. Click the Voucher ID hyperlink to open and view voucher.
4. Under the Summary tab, click Approval History to view document workflow.

PeopleSoft Tips:
- Use the Summary tab to look for the Approval History workflow link.
- A voucher can also be searched using actual Invoice Number entered.
- Budget Status will read “Valid” if document passed budget checking.
- Budget Status will read “Exceptions” if document failed budget checking.
- Pending Approval status indicates that document has not been fully approved.
5. Review workflow routing steps. Please note document is pending approval with the Department and final approval by AP.

6. Always review **Comments** entered by the creator or approver. This will contain details or instructions by the Approver.

**PeopleSoft Tips:**
- **Approval Status** will read as pending until voucher has been completely approved and scheduled for payment at Accounts Payable.
- Budget Approval will route to either a Grant, Cost Center, Department, or Capital Project Authority. Grants will also route to the Grant Central Office after the PI/PM has approved.