Approving Vouchers
What’s different in UD Exchange?

Streamlined invoice approval

Previously, AP would receive the invoice, look up the PO in webforms, forward the invoice to the requisitioner, and wait for an email reply before entering the invoice – multiple touches lead to delays.

In UD Exchange, AP touches the invoice once – upon entry. Based on the dollar amount and workflow setup, the voucher will route to the right person for approval, and once approved, pay automatically without AP involvement.
Who Approves Vouchers in UD Exchange?

- A University department can opt to route voucher approvals to either the Department Purchasing Specialist or the PO Owner to best match the department’s purchasing procedures.
- The decision for voucher routing applies to all voucher approvals within the department.
- This guide provides navigation assistance to take action on voucher approvals, instructions to assign a substitute Approver for vouchers, and additional features within the vouchers.
From the Homepage:
1. Select **Action Items**
2. Select **Vouchers**
Click the Voucher Number to open and view the voucher.
The Summary of the Voucher tab contains the following sections to review:
- General
- Addresses
- Note/Attachments
- Payment Information
- Discount, Tax, Shipping & Handling
- Codes
- Line Item Details

If you are approving as DPS rather than PO owner, you will have to assign it to yourself before seeing additional options in this menu.
1. The Available Actions drop-down menu offers you the following options after you assign and review the voucher:
   - Approve/Complete & Show Next
     - To approve this voucher and automatically open the next voucher in your queue.
   - Approve/Complete Step
     - To approve this voucher and return to your voucher folder.
   - Return Voucher
     - To return the voucher to Accounts Payable for corrections/edits.
   - Forward...
     - To send the voucher to a different Approver.
   - Reject/Cancel
     - To cancel a voucher because the vendor should not be paid – NOTE: the voucher is then deleted and cannot be modified in the future if this action is taken.
   - Add Comment
     - To ask another employee a question about the voucher prior to taking action.
   - Add Notes to History
     - To add additional information to the voucher.

2. Select your desired action and click Go.
Assigning a Substitute Voucher Approver

• If you will be out of the office, you may need to assign a substitute Approver to take action on your behalf.
1. Click the **Profile** icon in the top right-hand corner of the Homepage.
2. Select **View My Profile**.
Navigate to Ordering and Approval Settings > View Assigned Approval Folders.
1. In the **Refine Search Results** section, select **Vouchers** from the **Type** menu.
2. Check the box next to your **My Voucher Approvals** folder.
3. Select **Assign Substitute to Selected Folders** from the actions menu and click **Go**.

If you are approving as DPS rather than PO owner, you will also have to select your DPS folder(s). Purposes will show here but don’t route voucher approvals.
Search for and select the name of the UD user you want to act as your substitute, then click Assign.

Unlike requisitions, users do not need an Approver role to approve vouchers. All users have the permission to approve vouchers.
Click the **Remove Substitute** button when their assistance is no longer needed.
Additional Features

• The following sections of this guide include the topics listed below:
  – Related Documents in Line Item Details
  – Rejecting Line Items
  – Viewing Comments
In the **Line Item Details** section of the **Summary** tab, you can click the **show list** link to view related documents (invoices, vouchers, credits, receipts).
To reject a specific line item:
1. Check the box on the right-hand side of the item.
2. Select **Reject Selected Line Items** from the drop-down menu.
3. Click **Go**.
Viewing Comments:
From the **Comments** tab of the voucher, you can view comments not only made on the voucher, but on related documents such as the Requisition, Purchase Order, and Receipt.

You can also add a new comment via the **Add Comment** button.
Future Enhancements

• As we open our supplier portal, our suppliers will have the ability to communicate with approvers through the “Supplier Messages” tab.
• Enabled suppliers will be able to log in and enter their own invoices against open purchase orders and view payment status against processed invoices.
• We may reach out to your department financial leadership to determine whether additional workflow is desired for supplier-portal-entered vouchers (such as review at any dollar level if entered by supplier).
Resources

Procurement Services