

Approving Vouchers

Once the PO voucher has a valid budget check, document tolerance and matching status, the PO voucher is ready to be approved. AP entry can check the Voucher Summary tab to check the status of each of these elements.

Vouchers must be built by the AP staff and approved by the AP Director before they can be posted or paid in CUNYfirst.

There should be evidence that an agency has received proper value before a voucher is authorized for payment. This should consist of evidence that: (a) goods or services have been received; (b) items delivered were as specified; and (c) prices, terms and extensions shown on the vendor's invoices are correct. To ensure that maximum discounts are taken, vouchers should be paid within the due dates.

Incoming invoices must be properly prepared and sent directly to the Designated Payment Office of the correct Business Unit. A properly prepared invoice would contain the Purchase Order and Contract number if applicable and be compliant with the requirements as outlined on the Purchase Order or Contract.

The voucher will appear on the approval worklist after it is successfully matched. CUNY requires that the approver validate that budget check and document tolerance are valid prior to approval. The voucher approver will have access to the voucher through a link on the Voucher Approval page.

STEP 1: The AP approver can navigate to the AP approval page **Accounts Payable>Vouchers>Approve> Approve Voucher to see all vouchers that are ready for approval.**

Enter the correct Business Unit. If the voucher ID is known, enter it here. If not, click on Search to see the list of vouchers to be approved.

Voucher Approval

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 Vendor Name: [begins with]

Vendor ID: [begins with]

Name 1: [begins with]

Case Sensitive

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

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

Step 2: If there are multiple vouchers to be approved, select the correct voucher. There are three tabs on this page. The first is the Approval Tab where the voucher approver indicates the action to be taken on a particular voucher. Vouchers can be either Approved or Denied. Before approving the voucher, the approver should review the information on both the Line Information and Charge Information tabs. These tabs contain information on the goods/services to be paid as well as the chartfield information for the payment.

In addition, the approver should review all attachments to the voucher by clicking on the View Attachments link. The vendor invoice, at a minimum, must be attached to the voucher.

Approval | **Line Information** | **Charge Information**

Unit: MEC55 Invoice: 1235689 Vendor: CDW Government LLC
 Voucher: 00000008 Date: 05/01/2019 ID: 0000001299

Approval Information	Voucher Details
<input checked="" type="radio"/> Pending <input type="radio"/> Approved <input type="radio"/> Denied	Total: 2,000.00 USD Net 30 Sales Tax: 0.00 Freight: 0.00 Use Tax: 0.00 Entered VAT: 0.00

[View Attachments](#)
[View Attachments & Voucher Details](#)

Details			
Remit SetID	Remit Vendor	Name 1	Name 2
NTL99	0000001299	CDW Government LLC	

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

Review attachment or additional information related to the voucher.

Voucher Attachments

[Back to Invoice](#) | [Back to Approve Voucher](#)

Unit: MEC55 Invoice: VILLA-ABC158 Vendor: 0000000052 VILLA ROMA RESORT & CONFERENCE CENTER
 VAT Entity: Voucher: 00000008 Date: 04/09/2019

Document Attachments			
Attached File			
ATTACHMENT.docx			

Go back to the voucher approval page to review additional information before approving

Approval **Line Information** Charge Information

Unit: MEC55 Invoice: 1235689 Vendor: CDW Government LLC
 Voucher: 00000008 Date: 05/01/2019 ID: 0000001299

Line Number From To Of 1

Line	Description	Quantity	Amount
1	FY19 - Computers for Office St	2.0000	2000.00

Approval Line Information **Charge Information**

Unit: MEC55 Invoice: 1235689 Vendor: CDW Government LLC
 Voucher: 00000008 Date: 05/01/2019 ID: 0000001299

Line Number From To Of 1

Line	Description	Quantity	Amount
1	FY19 - Computers for Office St	2.0000	2,000.00

Amount	GL Unit	Account	Operating Unit	Fund Code	Department	Program Code	Major Purpose Code	Special Initiatives	PC Business Unit	Project	Activity	Funding Source	Project Activity	ChartField 3	Affiliate
2000.00	MEC55	53912	9999	12	80233	99999	500	9999				999999			

Step 3: Once all the information on the voucher has been reviewed, including all attachments, select the Approved button on the screen and click Save.

NOTE: Some schools require two levels of vouchers. After the first approver approves the voucher a message will appear:

Message

Warning – You are the first approver for this Voucher, not the final approver. (7045,1)

Vouchers require 2 distinct individuals to approve a separate user at each of two levels. Once an approval is applied only another individual with authority at the approval level still pending can apply the second approval. Click "OK" to complete approval at your level or else press "CANCEL".

Click on the button to proceed. After save, the next approver must approve the voucher before it's approved for payment.

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

Unit: MEC55 Invoice: 1235689 Vendor: CDW Government LLC
Voucher: 00000008 Date: 05/01/2019 ID: 0000001299

Approval Information

Pending
 Approved
 Denied

Voucher Details

Total:	2,000.00	USD	Net 30
Sales Tax:	0.00		
Freight:	0.00		
Use Tax:	0.00		
Entered VAT:	0.00		View Attachments

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

Remit SetID	Remit Vendor	Name 1	Name 2
NTL99	0000001299	CDW Government LLC	



Save Return to Search Notify

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

Step 4: The voucher will now be eligible for payment through the Paycycle Process