The following tutorial will provide step-by-step instructions of how to review and approve a Purchase Requisition or Voucher within the Queen’s University acQuire e-Procurement system.

Time to review this tutorial is estimated at 10-15 minutes.

Time to complete this action in acQuire is estimated at under 10 minutes.

APPROVER – REVIEW AND APPROVALS:
TRAINING GUIDE

Specific workflow has been set up in acQuire to vet catalogue and non-catalogue Purchase Requisitions and/or Vouchers to specific users from the Queen’s Contract Signing Authority Matrix, the Invoice Signing Authority Matrix and the Project Team Table for review and approval (among other actions).

As a designated approver on one of the above mentioned documents, the Purchase Requisitions and/or Vouchers that come to your attention will be vetted to you by specific criteria – such as:

- Department IDs
- Project IDs
- Order values
- Exception to Procurement Policy orders
- Purchase related transactions
- Invoice related transactions

This tutorial is broken out into Purchase Requisition Review/Approvals with 4 approval/action steps (some are either/or) and additional optional functions included, and then Voucher Review/Approvals again with 4 approval/action steps (some either/or) and additional optional functions included.

Those steps are:

Step1: Receive Notification/Log In
Step2: Review Action Items Transaction List
Step3: Perform Actions from Transaction List
Step4: Perform Actions from Document (Purchase Requisition or Voucher)
PURCHASE REQUISITION REVIEW AND APPROVING

You will receive notifications to review/approve Purchase Requisitions if you have been designated as an approver on the Queen’s University Contract Signing Authority Matrix.

Note: It is important to note that you will be reviewing/approving Purchase Requisitions, not Purchase Orders. The PO creation will occur post all required Requisition approval workflow steps.

Step 1: Receive Notification/Log In

Based on the notification preferences you’ve set up on your acQuire profile, you will receive an email notification or an acQuire system notification (or both) of a transaction (Purchase Requisition) that requires your attention in acQuire.

Note: If you are not already logged in to acQuire when you receive the notification, do so at this time.

1. Review Notification/Action Items Bar
   a. Click on Action Item notification
Step 2: Review Action Items Transaction List

The items listed here are the transactions you have been notified of that require your attention (and action).

As an Approver you can perform actions against a Requisition from the action items transaction list, or from the Requisition directly.

If there are multiple transactions, they will be listed by Requisition No., and will display partial details of the order itself

- To review further details (still not all) of the Requisition (supplier, product, pricing, etc) **click the spy glass icon** next to the Requisition ID.
- **Note:** *Chartfields will not display here – you must access the Requisition directly to see those*
- A print version of the Requisition will produce in a pop-up window
- From here you can click on the Requisition ID to access the Requisition directly, or flip between the Requisitions on your Action list from the Previous or Next links
- To Assign to yourself or Approve right from this screen click either Assign or Approve
- Click close to exit out of this screen and return to your Action Items List

**NOTE:** You would have noticed that some actions could have been performed on the Requisition above, but either Step3 or Step4 can be performed in order to execute actions against a Requisition as well (all/both are not required)
Step 3: Perform Actions From Transaction List (Review/Approve/Other)

When an order is selected from the action items transaction list, available actions can be performed against it.

- **Assign**: Assign the Requisition to yourself, to have it show up on your personal approval list (this action will clear it from any other Approver’s list that it may be showing up on). **Select the order, Assign, then Go.**

*Note: Once this action is performed, the Requisition will clear from the general action items list, and appear under a “My Assigned Approvals” list back in your “Action Items” instead – screenshot below details how this will look*

- **Approve/Complete**: If you do not need to review the order for further details than what is shown here, **select the order, choose Approve/Complete, then Go** to approve it.
- **Forward**: If you wish to pass the order on to another Approver for review/approval instead of it showing up on your list/requiring your approval, **select the order, Forward then Go.**
- **Return to Shared Folder**: “Shared Folders” are where documents live (action items lists) between users within acQuire, to view the same documents (the same Approvers are in a workflow step together). If you wish to put a Requisition on your approvals transaction list back into a shared folder, **select the Requisition, Return to Shared Folder then Go.**
- **Place PR on Hold**: If you wish to place an order on hold before approving (to review it further and have the PR enter a “hold” status), **select the order, Place PR on Hold then Go.**
- **Add Notes to History**: Each Purchase Requisition has a “History” tab, which includes detail of all the actions performed on the Requisition. If you wish to add specific notes to the history tab of an order, **select the order, Add Notes to History then Go.**
Step4: Perform Actions From Requisition
(Review/Approve/Other)

If you want to review further details of a Requisition on your action items transaction list before performing an action against it:

1. Click on the Requisition ID

2. Review Requisition

Initially, a scan of the Requisition can be done and then actions can be performed against the order.

*Note: However, to see the full list of actions available to perform on a Requisition from this view (and to access all features of the Requisition), under Available Actions, click Assign to myself*
a. More available actions will appear, as will “edit” buttons on the Requisition. **Either perform one of the below listed actions, or continue on to review the Requisition in full.**

- **Approve/Complete & Show Next**: Approves the Requisition and shows the next workflow approval step
- **Approve/Complete Step**: Approves the Requisition
- **Return to Shared Folder**: Same actions as detailed above in “return to shared folder”
- **Place PR on Hold**: Same actions as detailed above in “place PR on hold”
- **Return to Requisitioner**: Returns the Requisition to the Requester. Approver should perform this action when they need more information about the Requisition before approving.
- **Forward To**: Forwards the Requisition to another Buyer (clears the Requisition from the current Buyer’s action item list)
- **Copy to New Cart**: Copies the Requisition to a new cart (essentially a new order). Approvers can copy to new carts, but do not have the access to submit a cart unless they are also a Requester.
- **Add Comment**: Comments can be added here, to show up on the Requisition as easily identifiable notes (they will show up under the “Comments” tab
- **Add Notes to History**: Same actions as detailed above in “add notes to history”
- **Reject Requisition**: Rejects the Requisition back to the Requester. Approvers should perform this function when they do not want the Requester to order the item and do not require further information/the order to be re-submitted after edited.

**Note:** Whether or not you have assigned the Requisition to yourself, the following details the information you will find when reviewing the Requisition.
Summary Tab

The Summary tab is where you will find the bulk of the information about the order.

**General Section:** This section details the cart name, who the Requisition was prepared by/for and then specific order characteristics or requests.

- **Cart Name:** May contain a unique name for the cart (something distinguishable in a search)
- **Description:** Further cart name descriptions can be entered here
- **Prepared By/Prepared For:** These names will populate based on who has created/Submitted the Requisition
- **High Bidder Exception Order >$10k (P0001H):** This box should be selected if the vendor quotation is the higher bidder out of other competitive quotations. A completed P0001H should be attached in the “Internal Notes” section of the Requisition. Approval for this type of order situation will be handled within acQuire workflow.
- **Goods/Service Exception Order >$10k (P0001):** This box should be selected if the vendor quotation is the only vendor able to provide the goods or service (competitive quotations are not available), or the purchase situation is unique and requires urgent exclusion from normal Queen’s Procurement Policies. A completed P0001 should be attached in the “Internal Notes” section of the Requisition Approval for this type of order situation will be handled within acQuire workflow.
- **Construction/Renovations Exception Order >$10k (P0001PPS):** This box should be selected if the vendor quotation is construction/renovation related and is the only vendor able to provide the goods or service (competitive quotations are not available), or the purchase situation is unique and requires urgent exclusion from normal Queen’s Procurement Policies. A completed P0001PPS should be attached in the “Internal Notes” section of the Requisition. Approval for this type of order situation will be handled within acQuire workflow.
- **Consulting Services Order >$0 (P0001C):** This box should be selected if the order is consulting services related in any way. A completed P0001C should be attached in the “Internal Notes” section of the Requisition. Approval for this type of order situation will be handled within acQuire workflow.
- **Contract Approvals Obtained (Signed contract attached and/or provide RFP# with SPS Contract):** This box should be selected if a Queen’s coordinated contract/RFP has been issued ahead of the Purchase Requisition submission. The signed contract or the RFP# should be included in the Internal Notes section of the Requisition. Approval for this type of order situation will be handled within acQuire workflow.
- **Blanket/Standing Order:** This box should be selected if the Purchase Requisition is intended to be a blanket/standing Purchase Order (the order is for a set-term, with goods or service being provided regularly throughout the term and invoices to come in over time).
- **Do Not Send PO to Vendor:** This box should be selected if the Purchase Order does not need to be sent to the vendor (if not selected, the PO will be dispatched to the vendor).
- **(Auto-Return possible) Shipping Acknowledgement:** This box should be selected if the Requisition has Research chartfields assigned to it and shipping charges have been considered as a possible extra charge to come at the time of invoicing (or known ahead of time based upon an initially quoted price). Upon Requisition submission, if Research chartfields have been assigned to the order and the box has not been selected, the Requisition will auto-return to the
Requester and they will need to submit the Requisition again (before they do, ensuring the Shipping Acknowledgement box has been selected).

- **(Auto-Return possible) Accessibility (AODA) has been considered for this purchase: (required for non-catalogue orders only)** This box should be selected if accessibility (Accessibility for Ontarians with Disabilities Act) requirements have been considered for the purchase. If accessibility has not been considered and the box not selected, the Requisition will auto-return to the Requester at the time of submission. Users are to ensure accessibility is considered for ALL purchases of goods and services ahead of Requisition creation/submission.
  
  i. The accessibility hub:
     http://www.queensu.ca/accessibility/facultystaff/procurement
  

- **Chartfield will change on invoice:** This box should be selected if the chartfield the invoice(s) need to be remitted from will be different from those assigned to the Requisition (ie. A placeholder chartfield has been assigned to the Requisition, but the invoice(s) will need to be remitted from something different). The incoming invoice(s) will be stopped in an AP review at the voucher stage and the department will be contacted with a request for the new chartfield details to be applied to the payment.

- **Requires Invoice Approval:** All invoices over $10,000 will automatically (by acQuire voucher workflow) be stopped and approvals requested from invoice signing authority approvers before released for payment, but invoices under $10,000 will not be (unless they are service related). This box should be selected if the anticipated under $10,000 invoice(s) for this order should be approved before being paid.
Shipping Section:

Ship To
The Ship To address (location) should define the location the goods need to be delivered to, or the service performed. There are pre-loaded ship to locations provided for selection through the search options, as well as options to type in a location not already available. There are 2 ways to add Shipping Addresses to an order: **Header** (one ship to address for the entire cart contents), or **Line Level** (specified ship to locations per line item of the order)

Delivery Options
An order can be marked as “expedite” and/or a specific “delivery date” can be requested for the goods/service (some catalogue suppliers cannot accept a requested delivery date – a note will be displayed in that case, as seen below). Requested Delivery Date can also relate to the end date of a “blanket/standing” order (ie. When the PO is expected to be completed).
Billing Section:

Billing Address is the location the invoice(s) for the Purchase Order will be issued to.

The Bill To “Billing Address” should be pre-populated as the Queen’s Financial Services office location and Accounts Payable email address.

Note: Select groups at Queen’s have been set up with their own Billing Address to accommodate specific invoicing requirements. The standard billing address for acQuire Purchase Orders should be Queen’s Financial Services, AP location.

- **Credit Card Info** is not an option so will not display any detail
- **Accounting Date** will be the day the Requisition was submitted
CFI Section:

The fields in this section should be filled in when the purchase is CFI funded and CFI chartfields are to be assigned to the Requisition. Some information will need to be entered here, and other pieces entered elsewhere (in the Accounting Codes tab).

**Note:** If Information is **NOT** entered here, but a CFI Account (Project) ID is entered into the Accounting Codes section, the Requisition will **auto-return** to the Requester. The Requester will then need to “Copy to New Cart”, complete the CFI fields, then re-submit the order.

If information **IS** entered here and a CFI Account (Project) ID is entered into the Accounting Codes section, the Requisition will vet to a CFI Buyer in Procurement for review/approval at a point in the workflow process.
Payment Method Section:

This section should be utilized if there are specific payment method requirements for the expected invoice(s). *(Only Requesters should edit this section, as certain workflow is triggered initially from these sections being edited)*

- **Override Default Payment Method**: To be utilized when a different payment method (from the supplier file default) is required for the expected invoice[s] (Supplier should indicate ahead of time if required).
- **Instructions to be Printed on Cheque Stub (70 Characters)**: To be utilized if specific instructions to be printed on the expected cheque are required.
- **Deliver on Campus**: To be utilized if the expected cheque needs to be delivered somewhere on campus rather than directly to the supplier.

Accounting Codes Section *(header level)*: This section should be blank, as specific line-item account codes should have been populated within the Accounting Codes tab. If codes are appearing here they will be overruled by any values assigned to the line items on the order.

*Note: As an Approver, do not rely on this section being the only location for Accounting Codes to be entered – review the Accounting Code tab to ensure you are interpreting the correct chartfields as assigned to the order.*
Internal Notes and Attachments Section:

This section should be populated with notes/comments for Queen’s users only – not for suppliers to view. P0001 forms, competitive quotations, notes to/from Approvers or Procurement Buyers should be indicated here.

External Notes and Attachments Section: This section should be populated with notes/comments for suppliers to see – Queen’s users will be able to view as well. Quotation from the supplier, specific order requirement notes, etc. should be assigned here.

Note: Some catalogue suppliers will not accept notes – a comment indicating this will appear if they do not (as shown below).

PO Clauses: Clauses are standard comments loaded in the system and can be added to an order as applicable. The “UPS Acct# - Queen’s Preferred” clause will be added to every Purchase Order as a default.
Supplier/Line Item Details Section:

This section details the supplier information and product details.

1. **Supplier “more info”**: Provides further detail of the chosen supplier
2. **Product “more info”**: Provides further detail on the product that has been assigned to the order. If the order is non-catalogue, this link opens up to the original non-catalogue creation screen.
3. **Actions for “selected line items” (if you’ve assigned the order to yourself, you will see more options here)**: Select items at the line level, then click the “For selected line items” dropdown menu to access/use the available options here.
   - **Reject Selected Items**: Rejects the selected line item back to the Requester. Approvers should perform this action when they do not want to approve the item on the order, nor do they wish to request further information/re-submission of the item with updated details (ensure the item is one you have specifically been notified about).
   - **Change Supplier**: Provides an option to change the supplier. If a Requester has assigned the wrong supplier to their order, as an Approver you have the ability to change this for them (or return the order to the Requester and ask them to change).
   - **Add to Active Cart**: Adds the selected line item to one of your draft carts
   - **Add to Draft Cart or Pending PR/PO**: Moves selected item to one of your draft carts or Pending Requisitions
   - **Change Commodity Code**: Changes the commodity code on the line item (which in turn, changes the Account ID in the Accounting Codes section as well). If you change the commodity code, ensure you consider the Account ID as well.
   - **Line Item History**: Provides the history of activity for the selected line item

- **Supplier only fields**: Mentions a PO Number will be assigned (by the system), and allows for a Quote Number to be entered into the “Quote number” field.
Shipping & Billing Tabs

These tabs are the locations in which the Requester will fill in their shipping and billing information, that can be seen on the Summary tab.
**Accounting Codes (Chartfields) Tab**

The Accounting Codes tab is the location the Requester will have entered the chartfields the Purchase Order should be encumbered to and ultimately paid from.

**Supplier Info Tab**

The Supplier Info tab will provide details of the supplier(s) assigned to the order
Taxes Tab

The Taxes tab is where specific tax rates will be applied to an order.

The tax rate should default to 13% HST for most Canadian HST registered suppliers. If the tax rate is showing up as 0%, the supplier is not HST registered.

**Note:** This is considered the first step to adjusting tax calculations on a Requisition. The second step is within the “Summary” tab and can be accessed by the Enhanced Requester role or the Tax Review role held by the acQuire team members. If a user does not hold either of these roles, and an adjustment is made to the tax rate percentage, the Requisition will vet to a Tax Review acQuire team member for review before becoming a Purchase Order.

You as an Approver should not have to make any tax adjustments on the order (a review should already have been done, as the “Tax Review” step comes before Approvers are notified in the Requisition workflow process).
History Tab

The History tab lists **ALL** the details of the activity on the Requisition, complete with date & time stamps, users who accessed the document and what activity specifically occurred on the document.

Each document in the system (Requisition, Purchase Order, Voucher) has a History tab.

Information found here can be exported as a CSV file for reviewing/saving.

Attachments Tab

The Attachments tab gathers uploaded documents from the Internal/External Notes and Attachments section in the General Tab, and lists them here.

Click on the **blue link attachment name** to access/view the file
Comments Tab

Comments can be added here manually, or organically as activity is done on the document (Requisition, Purchase Order, Voucher) - click the ? icon to access a list of ways comments can be added to a document.

As comments are added to a document, the Comment count goes up. Comments remain on the document, but can be accessed through specific links on related documents.

Add a new Comment by clicking on the “Add Comment” button.

**Note**: As an Approver, you can add comments if you want to communicate with the Requester (or another individual) about the order (all within the system) or you’ve placed the order on hold and want to indicate why.

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PO Preview Tab

The PO Preview tab provides a preview of the Purchase Order(s) that will be created from the Requisition.
PR Approvals Tab

The PR Approvals tab provides details of what approval workflow the Requisition will go through, who has approved aspects of the Requisition and where the Requisition sits awaiting approval (and from which approvers).

The specific workflow steps the Requisition will need to go through will be confirmed and updated once the Requisition has been submitted by a Requester, but can be viewed at any time through the order creation as well.

**Note:** Approvers will not be notified of a Requisition requiring their review until the previous workflow steps have been completed.

The descriptions surrounded by text boxes are called “Workflow buckets”.

Click on the “view approvers” link if it is available in a workflow bucket, to see what approvers will be/have been notified of the order and are required to review/approve for that workflow step.
3. **Perform Action on the Requisition (Approve or Other)**

After reviewing the Requisition (if earlier actions not already performed), click the dropdown next to “Available Actions” for possible next steps.

- **Approve/Complete & Show Next**: Approves the Requisition and shows the next workflow approval step
- **Approve/Complete Step**: Approves the Requisition
- **Return to Shared Folder**: Same actions as detailed above in “return to shared folder”
- **Place PR on Hold**: Same actions as detailed above in “place PR on hold”
- **Return to Requisitioner**: Returns the Requisition to the Requester. Approver should perform this action when they need more information about the Requisition before approving.
- **Forward To**: Forwards the Requisition to another Approver (clears the Requisition from the current Approver’s action item list)
- **Copy to New Cart**: Copies the Requisition to a new cart (essentially a new order). Approvers can copy to new carts, but do not have the access to submit a cart unless they are also a Requester.
- **Add Comment**: Comments can be added here, to show up on the Requisition as easily identifiable notes (they will show up under the “Comments” tab
- **Add Notes to History**: Same actions as detailed above in “add notes to history”
- **Reject Requisition**: Rejects the Requisition back to the Requester. Approvers should perform this function when they do not want the Requester to order the item and do not require further information/the order to be re-submitted after edited.

**Note:** Depending on the action you chose to perform, the Requisition will either be cleared from your action item transaction list, or remain until you perform an alternate action.
REVIEW PO/PO NOTIFICATIONS

Review PO

As an Approver, you can set up your Purchase Order notification preferences on your acQuire profile to issue an email or an acQuire notification to you when a Purchase Order related to a Requisition you’ve approved, has been created.

You can also set up your notification preferences to notify you when a PO has been issued to the supplier.

Aside from that, once a Requisition has completed all necessary workflow steps and become a Purchase Order (“Create PO” workflow step is complete), the related PO ID can be located back on the Summary tab of the Requisition.

Option A: View PO from Requisition (without receiving a notification)

To view a PO ID from a Requisition:

- Click on the **PO ID** to view the Purchase Order details and related workflow steps the PO will go through/has gone through.
OR

Option B: Receive Notification/Log In

Based on the notification preferences you've set up on your acQuire profile, you can receive an email notification or an acQuire system notification (or both) of Purchase Order creations or distributions to suppliers.

*Note: If you are not already logged in to acQuire when you receive the notification, do so at this time.*

**Step1: Review Notification/Action Items Bar**

a. Click on **Notifications** flag
b. From here, either click on a notification from this list, or click “Click here to see all notifications” then proceed to **Step2**
Step2: Review Notifications List (optional if 1.b performed)

If you previously clicked to **see all notifications**, you will be in the notifications list review screen.

Click on the **blue link** of the notification you want to review.
Step3: Review Purchase Order

There will be no available approval/forwarding/returning actions for you to perform on this Purchase Order, since it is simply a notification to you that the Purchase Order exists or has been sent to the supplier.
PRINT A COPY OF A PURCHASE ORDER

Print a Copy of Purchase Order

Printing a copy of a Purchase Order is completely optional, because the Purchase Order details will always be stored within acQuire.

- To view a printable version of the Purchase Order, click on the printer icon
VOUCHER REVIEW AND APPROVING

You will receive notifications to review/approve Vouchers if you have been designated as an approver on the Queen’s University Invoice Signing Authority Matrix (or are acting in an Accounts Payable capacity).

*Note: It is important to note that you could be reviewing/approving Vouchers derived from Remittance Forms and/or Purchase Orders.*

**Step1: Receive Notification/Log In**

Based on the notification preferences you’ve set up on your acQuire profile, you will receive an email notification or an acQuire system notification (or both) of a transaction (Voucher) that requires your attention in acQuire.

*Note: If you are not already logged in to acQuire when you receive the notification, do so at this time.*

1. **Review Notification/Action Items Bar**
   a. Click on **Action Item** notification
Step 2: Review Action Items Transaction List

The items listed here are the transactions you have been notified of that require your attention (and action).

As an Approver you can perform actions against a Voucher from the action items transaction list, or from the Voucher directly.

If there are multiple transactions, they will be listed by Voucher No., and will display partial details of the order itself:

- To review further details (still not all) of the Voucher (supplier, product, pricing, etc) **click the spy glass icon** next to the Voucher ID.
- **Note:** Chartfields will not display here – you must access the Voucher directly to see those
A print version of the Voucher will produce in a pop-up window
From here you can click on the Voucher ID to access the Voucher directly, or flip between the Vouchers on your Action list from the Previous or Next links
To Assign to yourself or Approve right from this screen click either Assign or Approve
Click close to exit out of this screen and return to your Action Items List

NOTE: You would have noticed that some actions could have been performed on the Voucher above, but either Step3 or Step4 can be performed in order to execute actions against a Voucher as well (all/both are not required)
Step 3: Perform Actions From Transaction List (Review/Approve/Other)

When a voucher is selected from the action items transaction list, available actions can be performed against it.

- **Assign**: Assign the Voucher to yourself, to have it show up on your personal approval list (this action will clear it from any other Approver’s list that it may be showing up on). Select the voucher, Assign, then Go.

  *Note*: Once this action is performed, the Voucher will clear from the general action items list, and appear under a “My Assigned Approvals” list back in your “Action Items” instead – screenshot below details how this will look.

- **Approve/Complete**: If you do not need to review the voucher for further details than what is shown here, select the voucher, choose Approve/Complete, then Go to approve it.

- **Forward**: If you wish to pass the voucher on to another Approver for review/approval instead of it showing up on your list/requiring your approval, select the voucher, Forward then Go.

- **Return to Shared Folder**: “Shared Folders” are where documents live (action items lists) between users within acQuire, to view the same documents (the same Approvers are in a workflow step together). If you wish to put a voucher on your approvals transaction list back into a shared folder, select the voucher, Return to Shared Folder then Go.

- **Place Voucher on Hold**: If you wish to place a Voucher on hold before approving (to review it further and have the Voucher enter a “hold” status), select the voucher, Place Voucher on Hold then Go.

- **Add Notes to History**: Each Voucher has a “History” tab, which includes detail of all the actions performed on the Voucher. If you wish to add specific notes to the history tab of a voucher, select the Voucher, Add Notes to History then Go.
Step 4: Perform Actions From Voucher
(Review/Approve/Other)

If you want to review further details of a Voucher on your action items transaction list before performing an action against it:

1. Click on the Voucher ID

![Voucher ID Click](image1)

2. Review Voucher

Initially, a scan of the Voucher can be done and then actions can be performed against the voucher.

Note: However, to see the full list of actions available to perform on a Voucher from this view (and to access all features of the Voucher), under Available Actions, click Assign

![Available Actions Assign](image2)

- More available actions will appear. Either perform one of the below listed actions, or continue on to review the voucher in full.
  - Approve/Complete & Show Next: Approves the Voucher and shows the next workflow approval step
  - Approve/Complete Step: Approves the Voucher
- **Return to Shared Folder**: Same actions as detailed above in “return to shared folder”
- **Place Voucher on Hold**: Same actions as detailed above in “place Voucher on hold”
- **Return Voucher**: Returns the Voucher to the Requester or the Accounts Payable Team. Approver should perform this action when they need more information about the Voucher before approving.
- **Forward To**: Forwards the Voucher to another Approver (clears the Voucher from the current Approver’s action item list)
- **Reject/Cancel**: Approvers should only Reject/Cancel if the PO is going to be cancelled. Any other inquiries/requests for information about the voucher should be done through “Return Voucher”.
- **Add Comment**: Comments can be added here, to show up on the Voucher as easily identifiable notes (they will show up under the “Comments” tab).
- **Add Notes to History**: Same actions as detailed above in “add notes to history”

**Summary Tab**

The Summary Tab will be where the bulk of the information about the Voucher will be displayed.

- **General Section**: Details information like the **voucher type**, the **status of the voucher**, **supplier details** (as well as supplier **invoice number** and **date**), **currency** of the voucher, who the voucher was created by, etc.
- **Addresses Section**: Details the **supplier remittance address** and the **Queen's billing address**.
- **Attachments Section**: Details the attached documents the voucher has (ie **invoices**, **supporting emails**, etc.).
- **Payment Information Section**: Details the payment information, such as **payment date**, **payment method**, **projected payment date**, etc.
- **Discount, Tax, Shipping & Handling Section**: Details any **discounts** that have been applied to the payment, **shipping charges**, etc.
- **Codes Section**: This section should not have accounting codes detailed here, those details should be located within the “Codes” tab.

- **Line Item Details**: Details the related **PO number**, the **product/service information** and the **subtotal** and **total** voucher values, as well as **tax** values.
  - A line item can be selected here and rejected (payment should not be processed at all, without any revisions to the voucher to be considered) through selecting the line item and selecting “Reject Selected Items” via the “For selected line items” dropdown menu.

**Discount, Tax, Shipping & Handling Tab**
The discount, tax, shipping & handling tab contains the same information as the mirrored section within the Summary tab.

Codes Tab

The Codes tab details the chartfields the invoice is being paid from.

The first “Codes” section will typically be blank – the line level should contain the chartfield information.
Approvals Tab

The Approvals tab will detail the specific approval workflow the voucher has gone through, or will go through.

Matching Tab

The Matching tab contains details of how the voucher was matched to the related PO.

Comments Tab

The Comments tab is where any comments related to the voucher can be added.

Comments can be added and sent to the Financial Services Accounts Payable team, the original Requester, email recipients or other Approvers.
Supplier Messages Tab

The Supplier Messages tab is where suppliers can add messages about the invoice they have sent through, via the acQuire Supplier Portal (currently not in operation).

Attachments Tab

The attachments tab will contain all of the voucher related attachments (invoices, supporting emails, etc.).
**History Tab**

The History tab is where all of the activity performed on the Voucher is detailed. The information here can be exported via CSV or just reviewed in the system.

3. **Perform Action on the Voucher (Approve or Other)**

   After reviewing the Voucher (if earlier actions not already performed), click the dropdown next to “Available Actions” for possible next steps.
   
   - More available actions will appear. *Either perform one of the below listed actions, or continue on to review the voucher in full.*
   
   - **Approve/Complete & Show Next:** Approves the Voucher and shows the next workflow approval step
   - **Approve/Complete Step:** Approves the Voucher
   - **Return to Shared Folder:** Same actions as detailed above in “return to shared folder”
   - **Place Voucher on Hold:** Same actions as detailed above in “place Voucher on hold”
   - **Return Voucher:** Returns the Voucher to the Requester or the Accounts Payable Team. Approver should perform this action when they need more information about the Voucher before approving.
   - **Forward To:** Forwards the Voucher to another Approver (clears the Voucher from the current Approver’s action item list)
   - **Reject/Cancel:** Approvers should **only** Reject/Cancel if the PO is going to be cancelled. Any other inquiries/requests for information about the voucher should be done through “Return Voucher”.
   - **Add Comment:** Comments can be added here, to show up on the Voucher as easily identifiable notes (they will show up under the “Comments” tab).
   - **Add Notes to History:** Same actions as detailed above in “add notes to history”
VIEW YOUR PENDING APPROVALS (alternate navigation)

An alternate method to view/access your pending approvals, is from the left-hand navigation bar.

**Step1:** Click **Document Search** from main menu

**Step2:** Click **My Approvals**

**Step3:** Review/Perform actions against Requisitions/Vouchers as per earlier instructions
VIEW YOUR RECENT APPROVALS

**Step1:** Click Document Search

**Step2:** Click My Recent Approvals

**Step3:** Review recent approvals

ASSIGN SUBSTITUTE APPROVER

Assign a substitute Approver to the rules you are currently assigned for, if you plan to be away for a period of time.

Date ranges can be specified (start and end dates). The substitute approval will end after the end date, and the approvals will vet back to you as normal.

Substitute approvers will receive notifications about the Purchase Requisitions/Vouchers you’ve assigned to them during this time, and will be responsible for reviewing/performing action against these orders.

**Step1:** Click Document Search

**Step2:** Click Approvals

**Step3:** Click Assign Substitute Approvers
**Step 4:** Click the **rule group** you want to assign to another Buyer

**Step 5:** Click **Substitute Actions** (or **ASSIGN**), then **Assign Substitute to Selected Folders**

**Step 6:** Click **Include Date Range for Substitution**

**Step 7:** Search for **Substitute Name**, chose **Start Date** and **End Date**

**Step 8:** Click **Assign**