Voucher Approval

This Quick Reference Guide provides information on how to find and approve, deny, or request more information for vouchers in SWIFT.

Steps to complete

- Step 1: Access the Approvals tile.
- Step 2: Review the voucher for approval.
- Step 3: Approve, Deny, or Request Information.

Step 1: Access the Approvals tile.

1. From My Homepage, select the Approvals tile.

2. The Pending Approvals page will display. From the left-menu, select the Voucher category, and then check mark the voucher to approve from the Voucher list.
Step 2: Review the voucher for approval.

Voucher information will display under the Summary and Voucher Lines sections. Review the information to ensure the voucher is correct.

Step 3: Approve, Deny, or Request Information.

1. To approve the voucher, check mark the line(s) under the Voucher Lines section, and then press the Approve button.
2. The Approve window will display. Leave any Approver Comments, if applicable, and press the Submit button.

3. If the voucher cannot be approved, check mark the line(s) under the Voucher Lines section, and press the Deny button.

4. The Deny window will display. Enter the reason for denial in the Approver Comments.

   **Note:** Approver comments are required when an approver denies a voucher. SWIFT sends an alert to the requester that the voucher was denied.

5. Press the Submit button.
6. If you need more information before you can approve the voucher, check mark the line(s) under the Voucher Lines section, and press the Request Information button.

7. The Request Information window will display. Enter comments to request information about the voucher in the Approver Comments.

8. Press the Submit button.