Enter New Voucher Origin Approvals

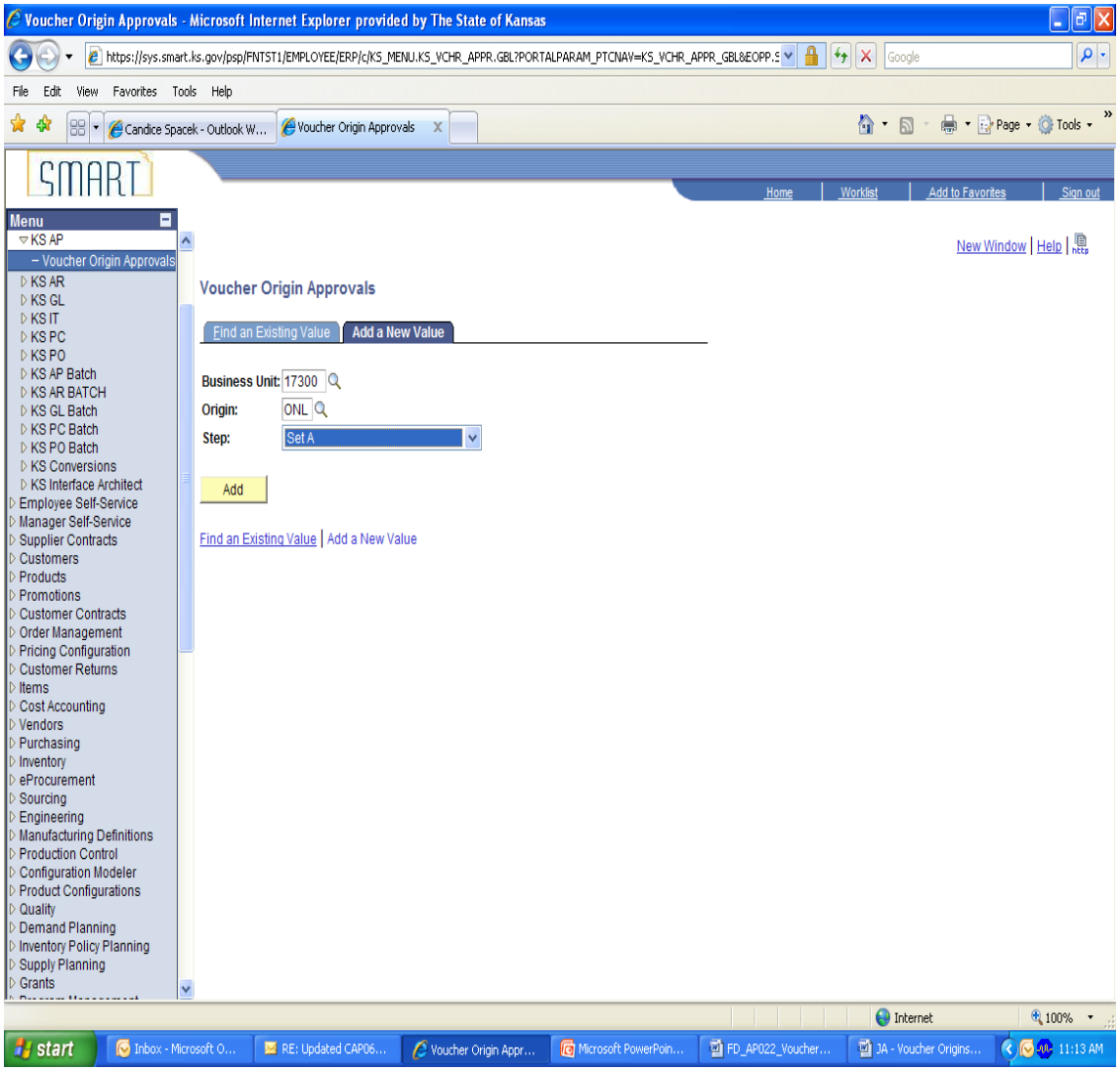
Navigation: Kansas > KS AP > Voucher Origin Approvals – Add a New Value

1. The agency must enter a valid *Business Unit*, *Origin* and *Step* code combination.

2. Click 'Add'.

3. If the combination already exists, a message will appear.

   "*The value you tried to add already exists.*
   Select it below if you'd like to update it,
   or specify a new value in the fields above. "



Enter New Voucher Origin Approvals

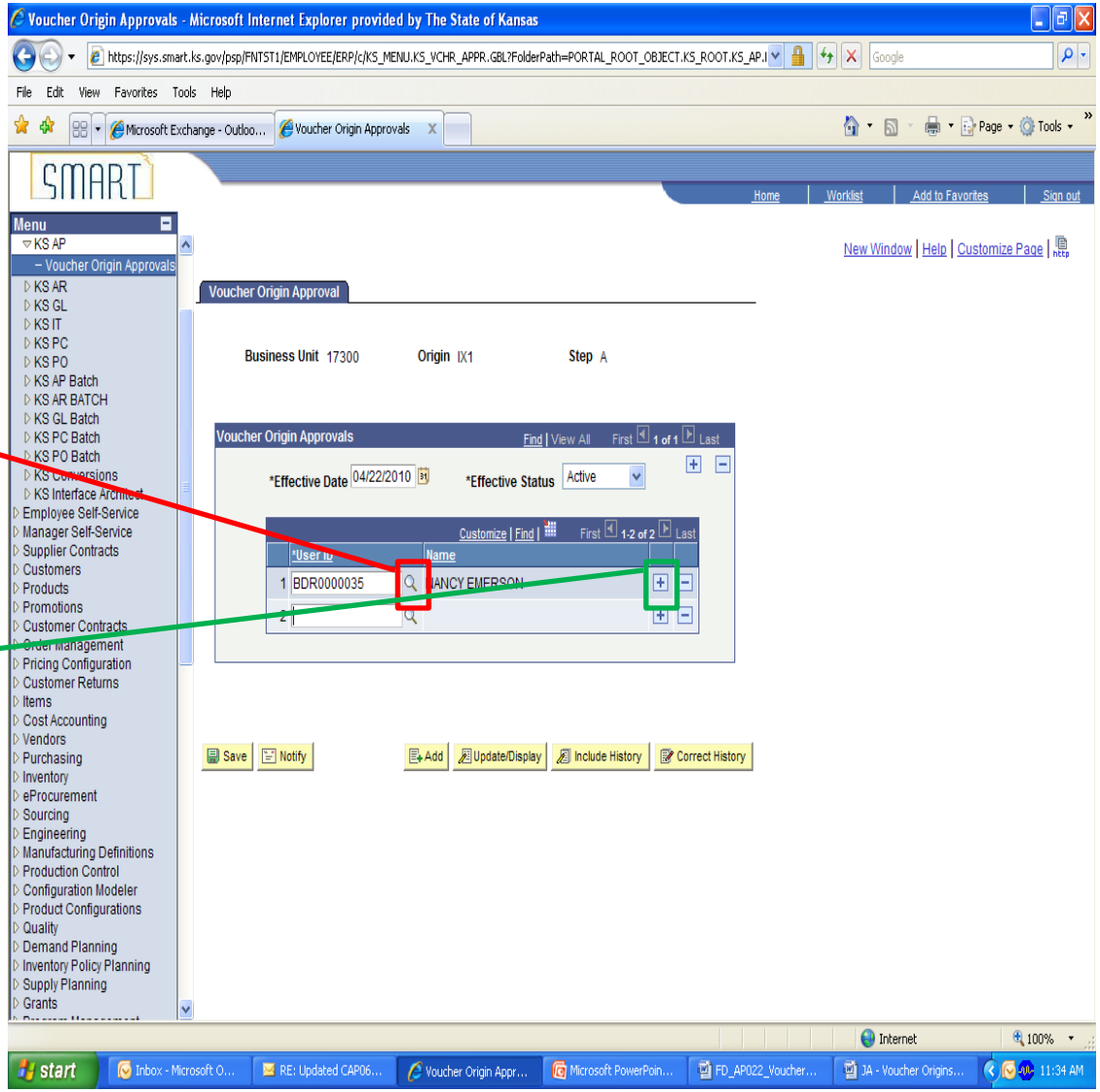
4. Change '*Effective Date*' if needed.

5. *'Effective Status'* remains 'Active.

6. Use the Search and enter the User ID that is eligible to approve vouchers with the specified origin code.

7. If additional User ID's need to be added, click the '+' and add the User ID to the new line.

8. Click 'Save' when completed.



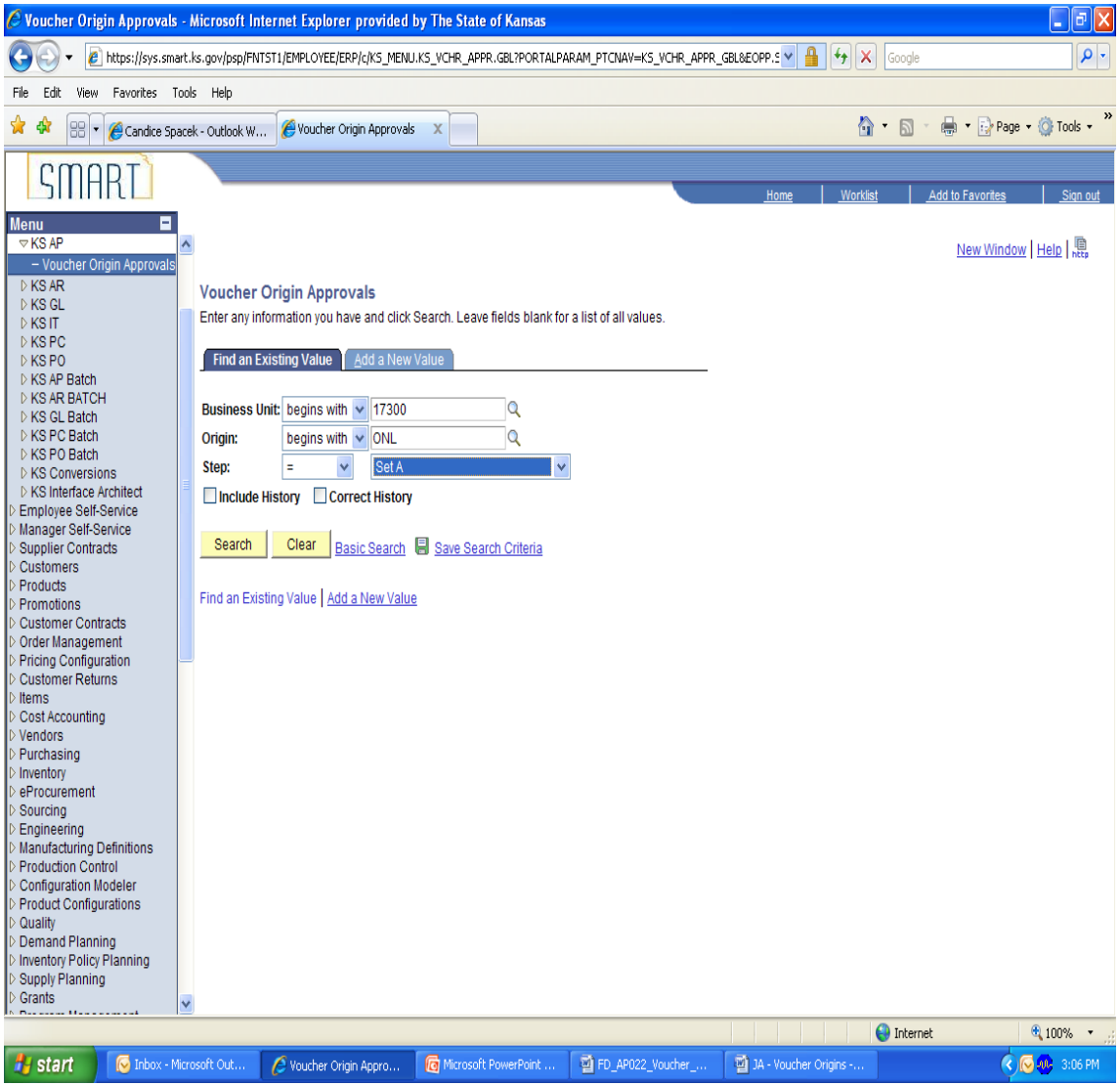
Maintain Voucher Origin Approvals

Navigation: Kansas > KS AP > Voucher Origin Approvals – Find an Existing Value

1. The agency must enter a valid *Business Unit*, *Origin* and *Step* code combination.

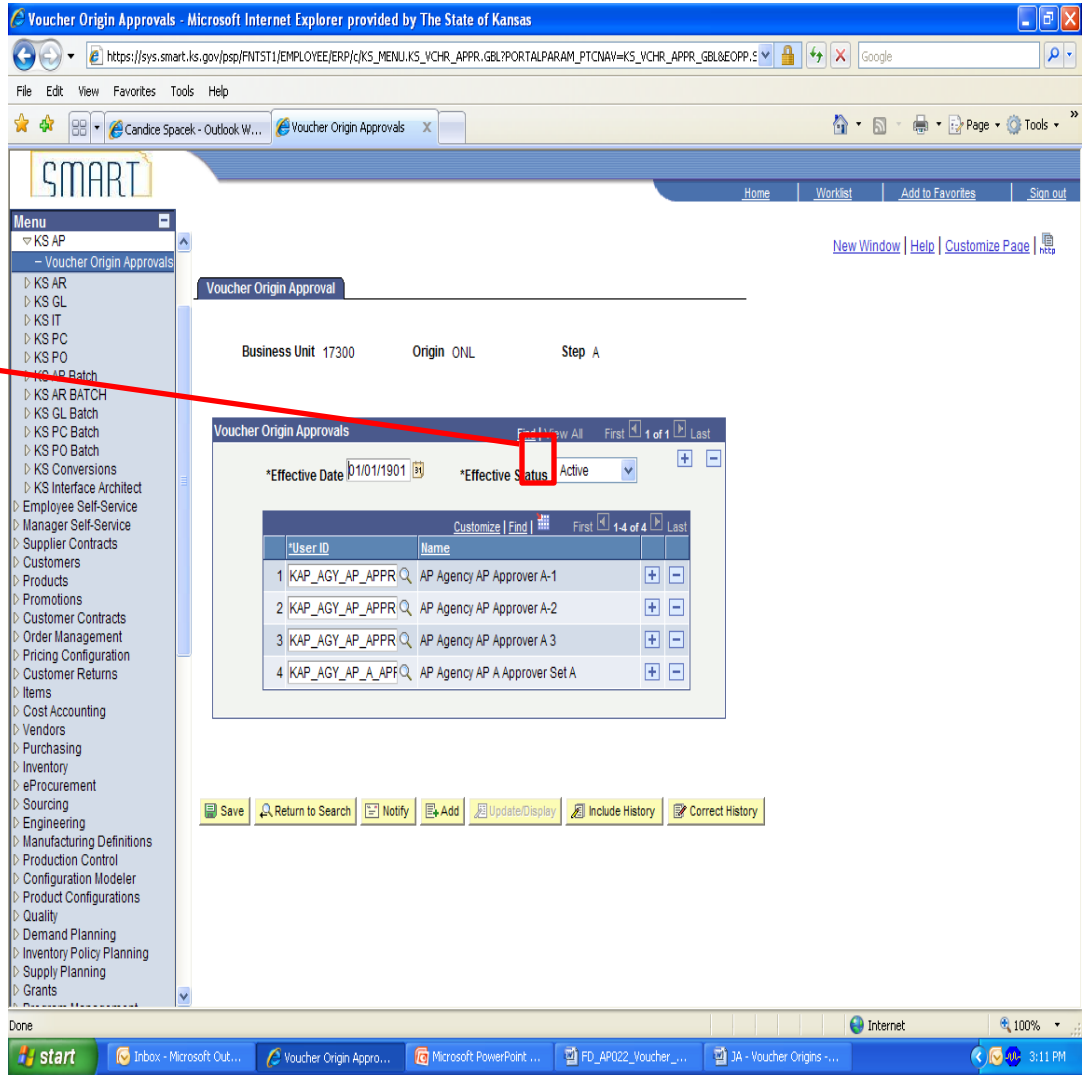
2. Click 'Search'.

3. If the combination does not exist , a message will appear: *"No matching values were found. "*



Maintain Voucher Origin Approvals

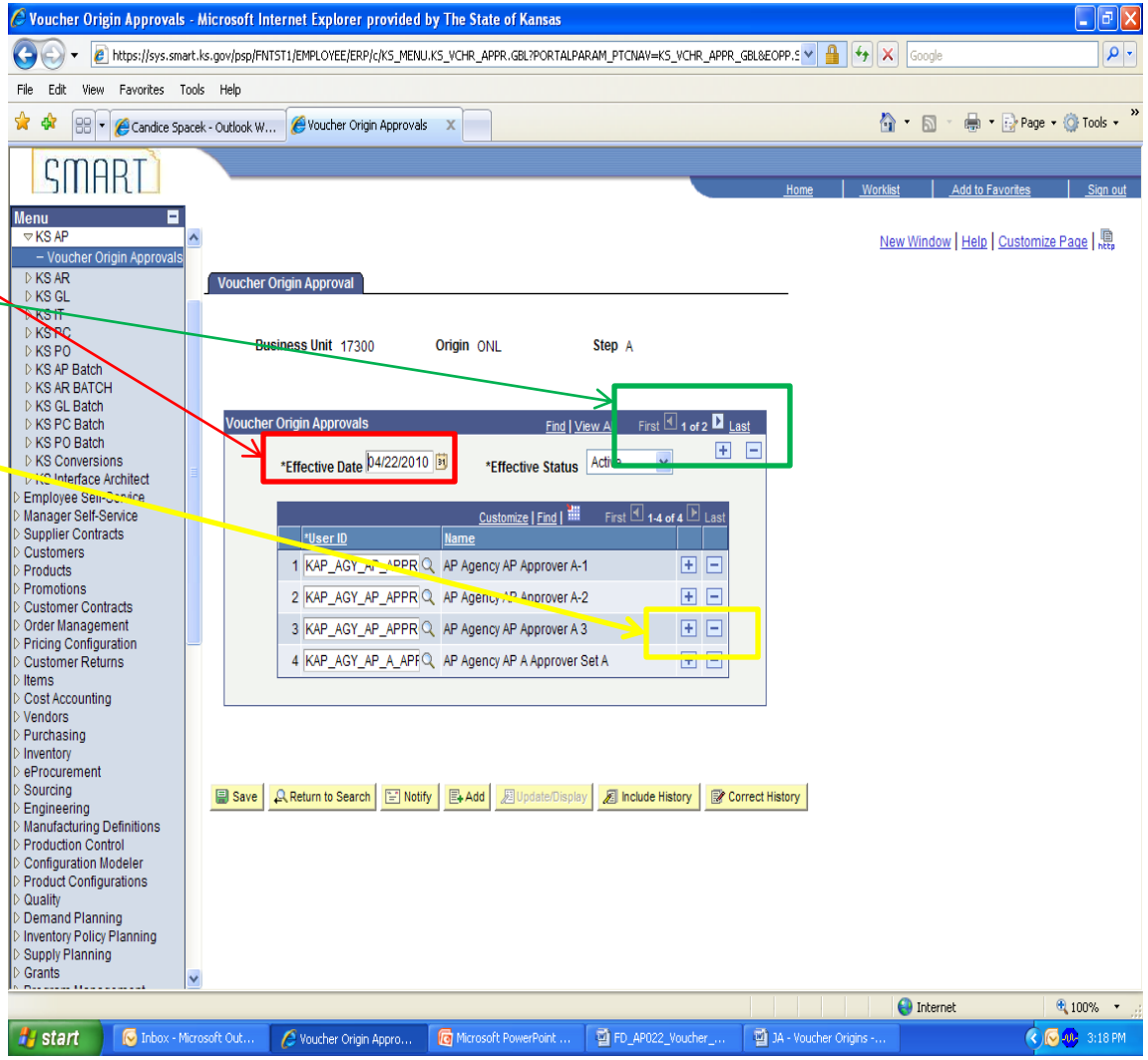
4. The Voucher Origin Approval Table is based on effective dates. Click on the '+' and there will be a new table with a new effective date.



Maintain Voucher Origin Approvals

5. New Effective Date

6. The new table is now the first table of two.

7. User ID's may be deleted by using the '-' or be added by using the '+'.

8. Click 'Save' when changes are complete.