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## Approve Vouchers

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From	Select
G04 Accounts Payable	Supplier & Voucher Entry
G0411 Supplier & Voucher Entry	Voucher Journal Review

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After you enter a batch of vouchers, you might need to approve it prior to posting. This depends on whether your company requires management approval before posting a batch. Based on your company requirements, as defined in the A/P constants, the system assigns either a pending or an approved status to the batch.



### Preventing a Batch from Posting

- ◆ To temporarily prevent a batch from posting, change its status from approved to pending.

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See also *Revising Unposted Vouchers* and *Revising Posted Vouchers*.

## 1-2-3

1. On the Voucher Journal Review screen, locate an appropriate list of batches.
2. Complete the **Approved** field for the batch.