# Finance Officer-Admin-Payment Voucher Approval

## Overview

The finance and accounts approver user use the purchase module for purchase related activities.

## Payment Voucher Approval

Finance and Accounts user can follow these steps to approve payment voucher:

1. Login to Campuslabs ERP using your credentials.
2. Select “Finance Officer-Admin” role.
3. Click on “My Vouchers” from left menu pane.
4. The requests will be shown with “Forwared/Requested” status in the Inbox.
5. Open the request by double clicking on it.
6. User can check payment details in the mail (Figure-Payment Details).



1. Click on “Forward” button (Figure-Payment Voucher Approval).



1. Select value from “Forward this request to”dropdown.
2. Enter Remarks.
3. Click on “Approval” button.

The Payment Voucher will be approved and forwarded to next person.