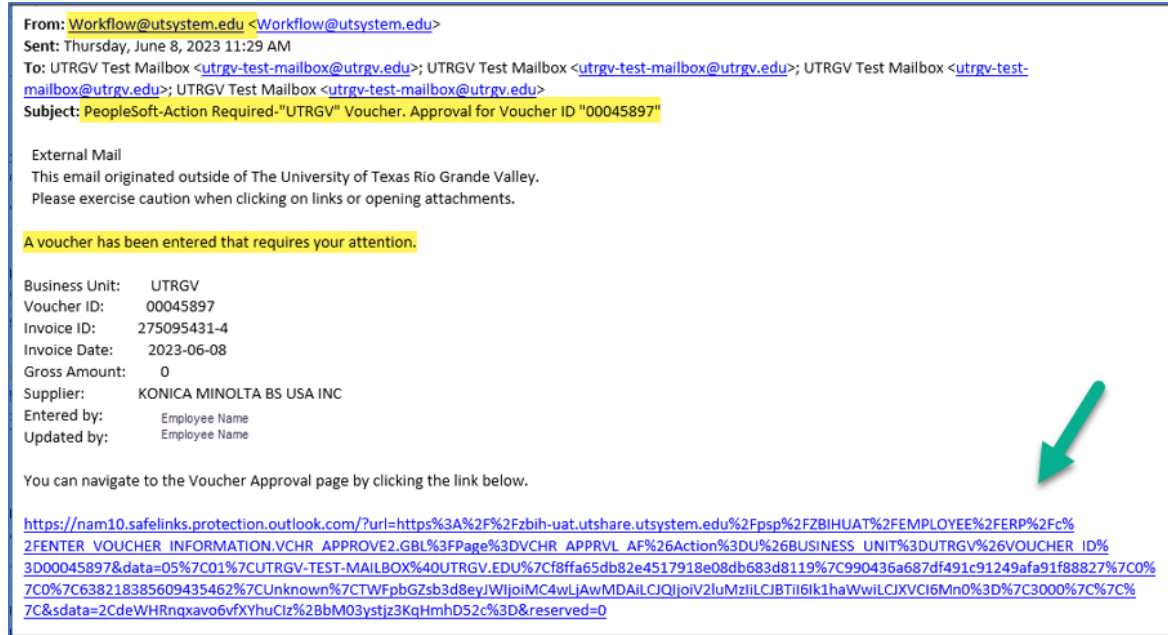


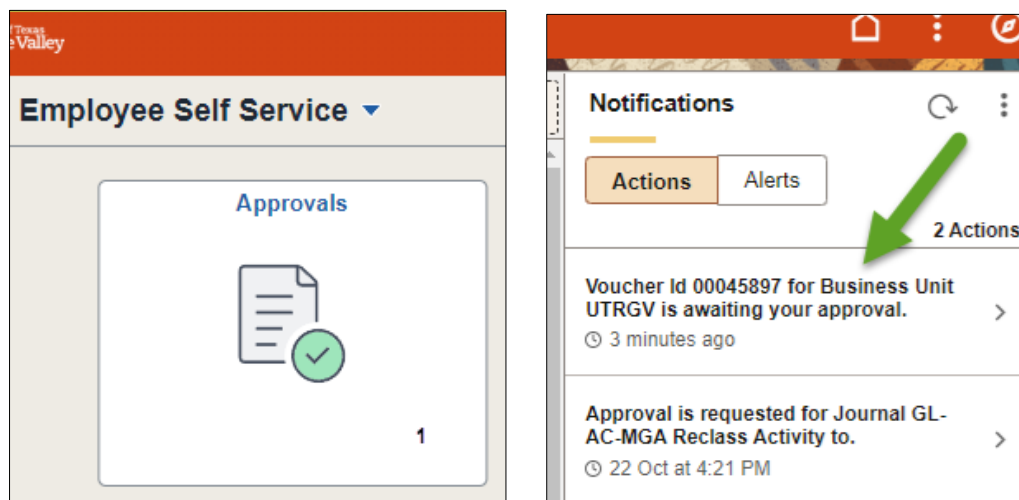
This document guides **Cost Center Managers, Project Managers, and assigned approvers** in viewing and approving expenditure corrections submitted via an AP journal voucher in PeopleSoft.

Following the submission of an AP journal voucher in PeopleSoft, approvers will receive an email from Workflow@utsystem.edu notifying them that a voucher is waiting for an approval.

1. Click the link at the bottom of the email to log into PeopleSoft and view the voucher.



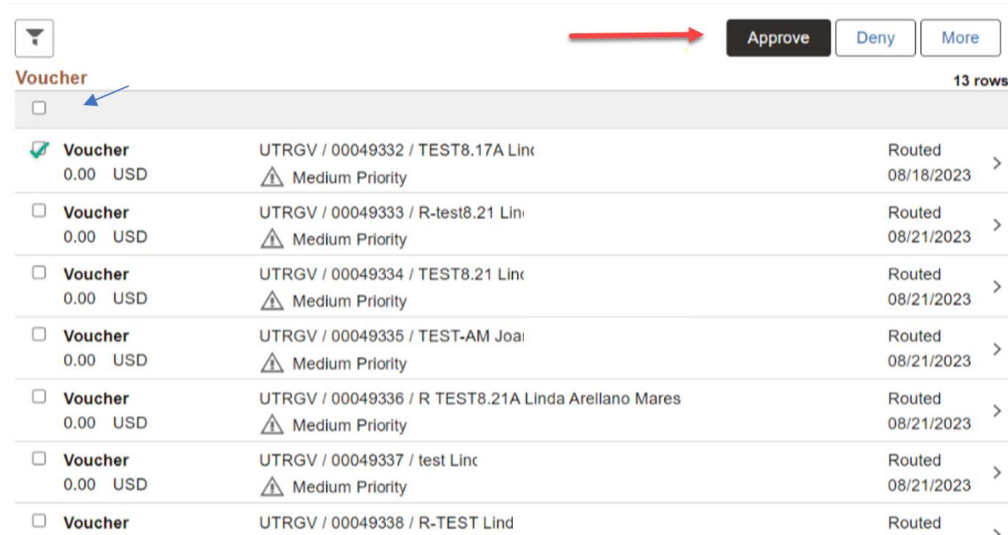
Alternatively, in PeopleSoft, from the Employee Self Service homepage, click on the Approvals tile, or view Notifications in the right sidebar.



2. Approvers will view all pending vouchers.

A mass approval/deny option is available by selecting the Vouchers on the left side and Approve or DENY at once.

To approve individually go to step 3.



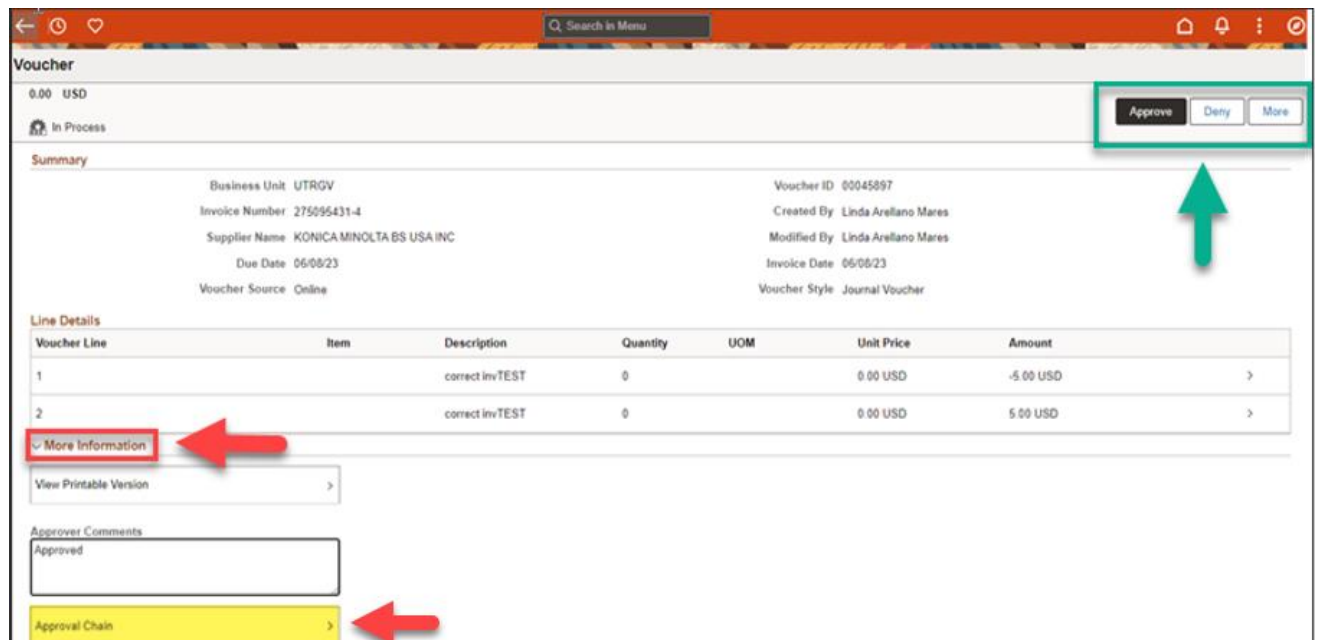
Voucher					13 rows
<input checked="" type="checkbox"/>	Voucher 0.00 USD	UTRGV / 00049332 / TEST8.17A Linc ⚠ Medium Priority	Routed 08/18/2023	>	
<input type="checkbox"/>	Voucher 0.00 USD	UTRGV / 00049333 / R-test8.21 Linc ⚠ Medium Priority	Routed 08/21/2023	>	
<input type="checkbox"/>	Voucher 0.00 USD	UTRGV / 00049334 / TEST8.21 Linc ⚠ Medium Priority	Routed 08/21/2023	>	
<input type="checkbox"/>	Voucher 0.00 USD	UTRGV / 00049335 / TEST-AM Joa ⚠ Medium Priority	Routed 08/21/2023	>	
<input type="checkbox"/>	Voucher 0.00 USD	UTRGV / 00049336 / R TEST8.21A Linda Arellano Mares ⚠ Medium Priority	Routed 08/21/2023	>	
<input type="checkbox"/>	Voucher 0.00 USD	UTRGV / 00049337 / test Linc ⚠ Medium Priority	Routed 08/21/2023	>	
<input type="checkbox"/>	Voucher 0.00 USD	UTRGV / 00049338 / R-TEST Lind	Routed	>	

3. Select your decision by clicking **Approve**, **Deny** or **Hold** on the right side of the page.

a) **Approve**: The voucher will be routed to the next approver in the workflow.

b) **Deny**: The voucher will be returned to the user who submitted it.

c) **Hold**: Holding the voucher is enabled by clicking the “More” button. The voucher is reviewed and held.



Voucher
0.00 USD
In Process

Summary

Business Unit	UTRGV	Voucher ID	00045897
Invoice Number	275095431-4	Created By	Linda Arellano Mares
Supplier Name	KONICAMINOLTA BS USA INC	Modified By	Linda Arellano Mares
Due Date	06/08/23	Invoice Date	06/08/23
Voucher Source	Online	Voucher Style	Journal Voucher

Line Details

Voucher Line	Item	Description	Quantity	UOM	Unit Price	Amount
1		correct invTEST	0		0.00 USD	-5.00 USD
2		correct invTEST	0		0.00 USD	5.00 USD

More Information

View Printable Version >

Approver Comments

Approved

Approval Chain >

The “More Information” section allows you to view or send a printable version of the AP journal voucher correction, insert approver comments, and view the workflow approval chain.

Printable Version Sample:

ORACLE [®] Enterprise Payables		Invoice	Page: 1 of 1
		Run Date: 2023-06-08	Run Time: 11:24:06
Business Unit:	UTRGV	Invoice Number:	275095431-4
Voucher Number:	00045897	Invoice Date:	2023-06-08
Voucher Style:	JRNL	Miscellaneous:	0
Supplier:	0000000433	Freight:	0
Supplier Location:	EPRO-001 KONICA MINOLTA BS USA INC KONICA MIN-001 COPIES DEPT 2366 P O BOX 122366 DALLAS TX 75312-2366 00	VAT:	0
Payment Terms:		Currency:	USD
Control Group:		Use Tax:	0
Related Voucher Number:		VAT Not on Invoice:	0
Lease Number:		Invoice Total:	0

Voucher Line Information													
Line	Item	Description	Quantity	Unit Price	Unit Of Measure	Amount	Distribution Information						
1		correct invTEST	0	0		-5	<table border="1"> <thead> <tr> <th>Distrib #</th> <th>Account</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>64001</td> <td>-5</td> </tr> </tbody> </table>	Distrib #	Account	Amount	1	64001	-5
Distrib #	Account	Amount											
1	64001	-5											
2		correct invTEST	0	0		5	<table border="1"> <thead> <tr> <th>Distrib #</th> <th>Account</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>63001</td> <td>5</td> </tr> </tbody> </table>	Distrib #	Account	Amount	1	63001	5
Distrib #	Account	Amount											
1	63001	5											

Voucher Approval Chain

The voucher approval chain displays all approvers in the workflow. Users can view group or employee details by clicking on Multiple Approvers or an employee name in blue text. Additionally, all comments are reflected in this view.

Approval Chain

Grants Approval

BUSINESS_UNIT=UTRGV,
VOUCHER_ID=00045897

Pending

Start New Path

Grants Approval

Pending

Multiple Approvers
Project Manager

Not Routed

Jane Doe
Grants Central Office

Comments

Johnny Doe
at 06/08/23 - 11:16 AM
TEST APPROVAL: CORRECT COST CENTER

Capital Projects Approval

BUSINESS_UNIT=UTRGV,
VOUCHER_ID=00045897

Awaiting Further Approvals

Start New Path

Capital Projects Approval

Not Routed

Multiple Approvers
Project Manager

Asset Management Approval

BUSINESS_UNIT=UTRGV,
VOUCHER_ID=00045897

Awaiting Further Approvals

Once approved, the status will update from Pending to **Approved** in green. This is time/date stamped and will list the employee who approved or denied the request.

BUSINESS_UNIT=UTRGV, VOUCHER_ID=00045897:Approved

Start New Path

Grants Approval

Approved

Admin Approved

Approver Name
Project Manager
06/08/23 - 11:29 AM

Approver Name
Grants Central Office
06/08/23 - 11:29 AM

Comments

Capital Projects Approval

BUSINESS_UNIT=UTRGV, VOUCHER_ID=00045897:Approved

Start New Path

Capital Projects Approval

Auto Approved

Approver Name
Project Manager
06/08/23 - 11:29 AM

Asset Management Approval

BUSINESS_UNIT=UTRGV, VOUCHER_ID=00045897:Pending

Start New Path

Asset Management Approval2

Pending

Multiple Approvers
Asset Management Approval 2