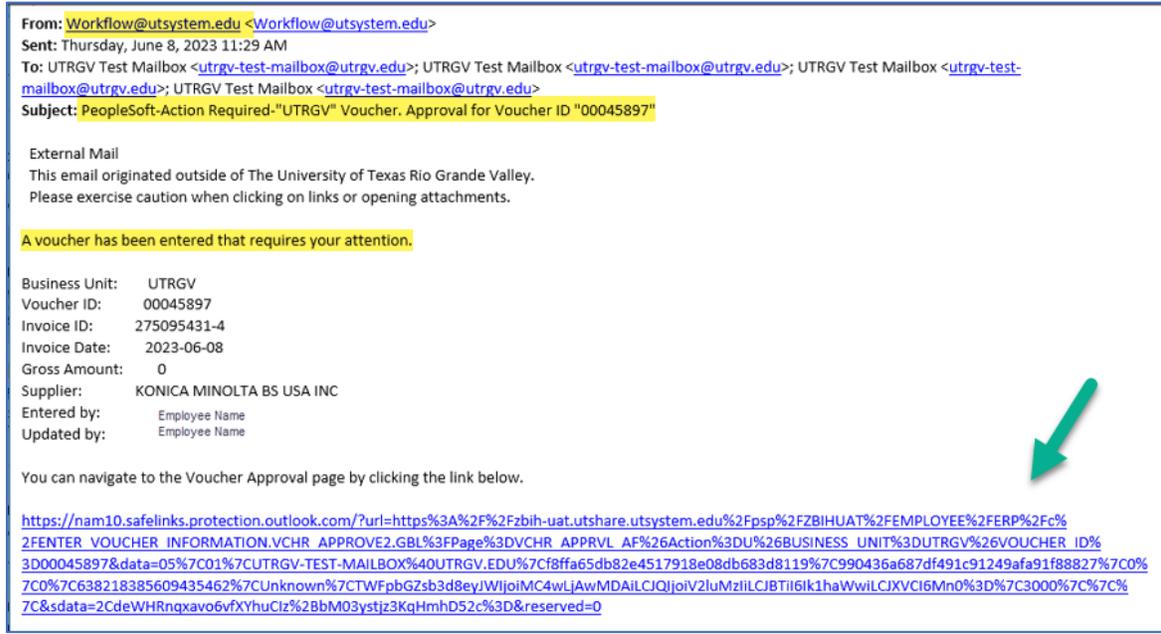


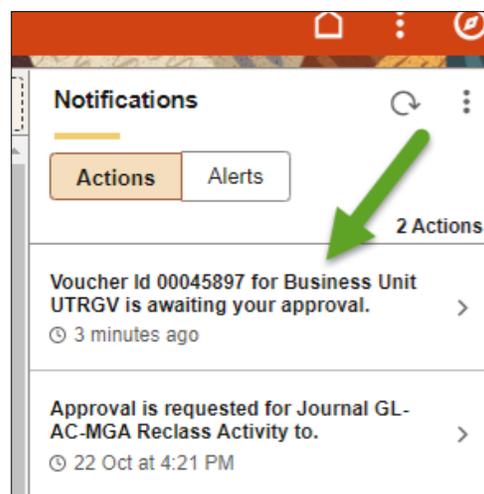
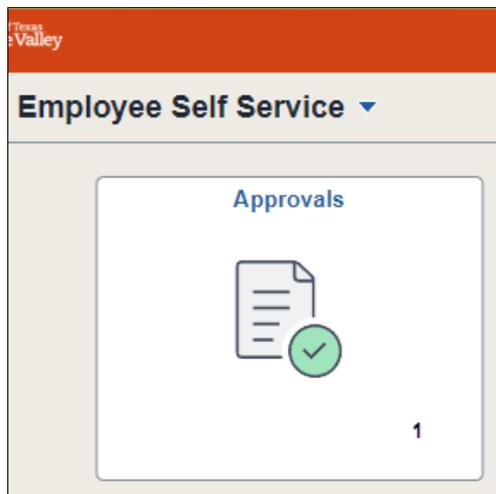
This document guides Cost Center Managers, Project Managers, and assigned approvers in viewing and approving expenditure corrections submitted via an AP journal voucher in PeopleSoft.

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.



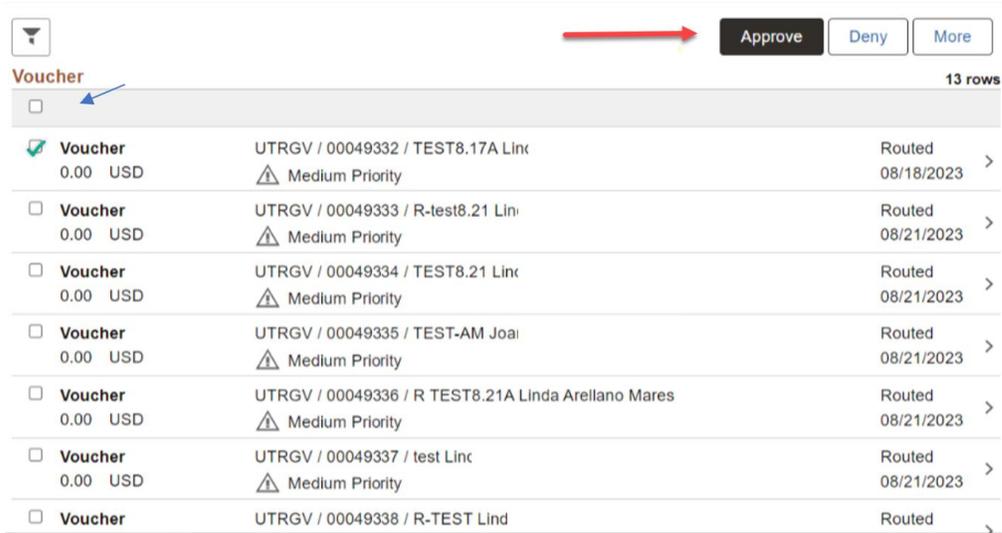
Alternatively, in PeopleSoft, from the Employee Self Service homepage, click on the Approvals tile, or view Notifications in the right sidebar.



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.

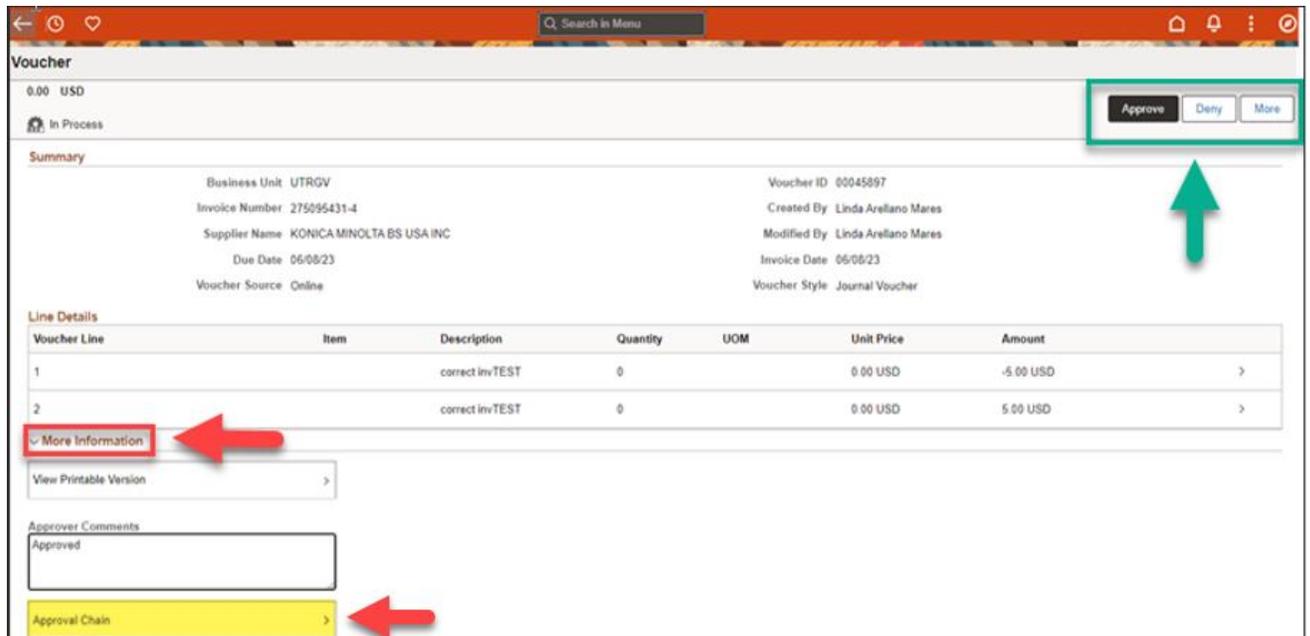


3. Select your decision by clicking **Approve**, **Deny** or **Hold** on the right side of the page.

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.



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	VAT:	0		
	KONICA MINOLTA BS USA INC				
	KONICA MIN-001				
	COPIES DEPT 2366				
	P O BOX 122366				
	DALLAS TX 75312-2366				
	00				
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	Distrib # 1 Account 64001 Amount -5
2		correct invTEST	0	0		5	Distrib # 1 Account 63001 Amount 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