

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](mailto:Workflow@utsystem.edu) notifying them that a voucher is waiting for an approval.

**From:** [Workflow@utsystem.edu](mailto:Workflow@utsystem.edu) <[Workflow@utsystem.edu](mailto:Workflow@utsystem.edu)>  
**Sent:** Thursday, June 8, 2023 11:29 AM  
**To:** UTRGV Test Mailbox <[utrgv-test-mailbox@utrgv.edu](mailto:utrgv-test-mailbox@utrgv.edu)>; UTRGV Test Mailbox <[utrgv-test-mailbox@utrgv.edu](mailto:utrgv-test-mailbox@utrgv.edu)>; UTRGV Test Mailbox <[utrgv-test-mailbox@utrgv.edu](mailto:utrgv-test-mailbox@utrgv.edu)>; UTRGV Test Mailbox <[utrgv-test-mailbox@utrgv.edu](mailto:utrgv-test-mailbox@utrgv.edu)>  
**Subject:** PeopleSoft-Action Required-"UTRGV" Voucher. Approval for Voucher ID "00045897"


External Mail  
 This email originated outside of The University of Texas Rio Grande Valley.  
 Please exercise caution when clicking on links or opening attachments.

**A voucher has been entered that requires your attention.**

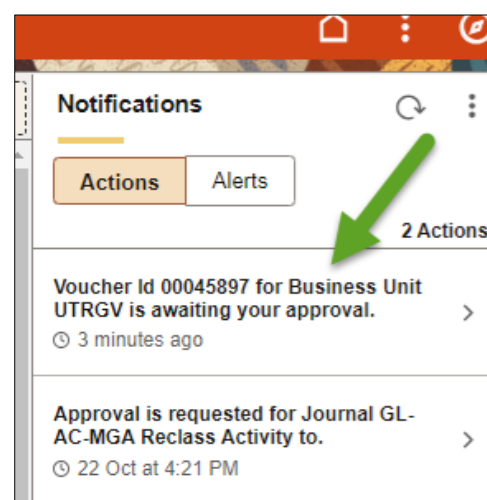
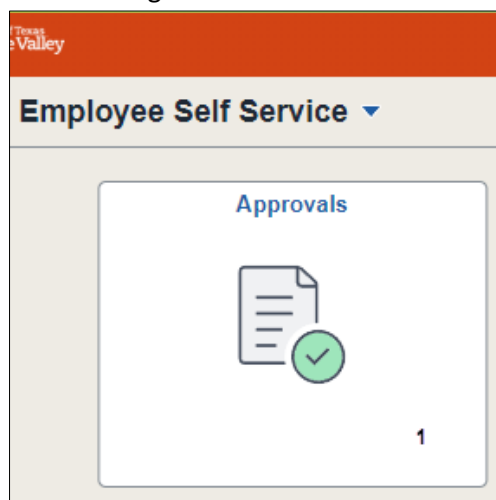
Business Unit: UTRGV  
 Voucher ID: 00045897  
 Invoice ID: 275095431-4  
 Invoice Date: 2023-06-08  
 Gross Amount: 0  
 Supplier: KONICA MINOLTA BS USA INC  
 Entered by: Employee Name  
 Updated by: Employee Name

You can navigate to the Voucher Approval page by clicking the link below.

[https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fzbihi-uat.utshare.utsystem.edu%2Ffpp%2FZBIHUAT%2FEMPLOYEE%2FERP%2Fc%2FENTER\\_VOUCHER\\_INFORMATION.VCHR\\_APPROVE2.GBL%3FPage%3DVCHR\\_APPRVL\\_AF%26Action%3DDU%26BUSINESS\\_UNIT%3DUTRGV%26VOUCHER\\_ID%3D00045897&data=05%7C01%7CUTRGV-TEST-MAILBOX%40UTRGV.EDU%7Cf8ffa65db82e4517918e08db683d8119%7C990436a687df491c91249afa91f88827%7C0%7C0%7C638218385609435462%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAilCJQIjoiv2luMzliLCJBTiI6IkhWwILCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=2CdeWHRnqxavo6vfYhuClz%2BbM03ystjz3KqHmhD52c%3D&reserved=0](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fzbihi-uat.utshare.utsystem.edu%2Ffpp%2FZBIHUAT%2FEMPLOYEE%2FERP%2Fc%2FENTER_VOUCHER_INFORMATION.VCHR_APPROVE2.GBL%3FPage%3DVCHR_APPRVL_AF%26Action%3DDU%26BUSINESS_UNIT%3DUTRGV%26VOUCHER_ID%3D00045897&data=05%7C01%7CUTRGV-TEST-MAILBOX%40UTRGV.EDU%7Cf8ffa65db82e4517918e08db683d8119%7C990436a687df491c91249afa91f88827%7C0%7C0%7C638218385609435462%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAilCJQIjoiv2luMzliLCJBTiI6IkhWwILCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=2CdeWHRnqxavo6vfYhuClz%2BbM03ystjz3KqHmhD52c%3D&reserved=0)



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 Notification in the right sidebar.



## REFERENCE GUIDE: APPROVING A JOURNAL VOUCHER EXPENDITURE CORRECTION (APPROVERS ONLY)

2. 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 enables 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: KONICA MINOLTA 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** (indicated by a red arrow)

View Printable Version >

**Approver Comments**

Approved

**Approval Chain** (indicated by a red arrow)

**Approve Deny More** (indicated by a green arrow)

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  
**Voucher Number:** 00045897  
**Voucher Style:** JRNL  
**Supplier:** 0000000433  
**Supplier Location:** EPRO-001  
KONICA MINOLTA BS USA INC  
KONICA MIN-001  
COPIES DEPT 2366  
P O BOX 122366  
DALLAS TX 75312-2366

**Payment Terms:** 00  
**Control Group:**  
**Related Voucher Number:**  
**Lease Number:**

**Invoice Number:** 275095431-4  
**Invoice Date:** 2023-06-08  
**Miscellaneous:** 0  
**Freight:** 0  
**VAT:** 0

**Currency:** USD  
**Use Tax:** 0  
**VAT Not on Invoice:** 0  
**Invoice Total:** 0

| Voucher Line Information |      |                 |          |            |                 | Distribution Information |           |         |
|--------------------------|------|-----------------|----------|------------|-----------------|--------------------------|-----------|---------|
| Line                     | Item | Description     | Quantity | Unit Price | Unit Of Measure | Amount                   | Distrib # | Account |
| 1                        |      | correct invTEST | 0        | 0          |                 | -5                       | 1         | 64001   |
| 2                        |      | correct invTEST | 0        | 0          |                 | 5                        | 1         | 63001   |

### 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 - 11:28 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 Approval 2**

Pending

Multiple Approvers  
Asset Management Approval 2