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.

From: Workflow@utsystem.edu <Workflow@utsystem.edu>
Sent: Thursday, June 8, 2023 11:29 AM
To: UTRGV Test Mailbox <utrgv-test-mailbox@utrgv.edu>; UTRGV Test Mailbox <utrgv-test-mailbox@utrgv.edu>; UTRGV Test Mailbox <utrgv-test-mailbox@utrgv.edu>; UTRGV Test Mailbox <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%2Fzbih-uat.utshare.utsystem.edu%2Fpsp%2FZBIHUAT%2FEMPLOYEE%2FERP%2Fc%2FENTER_VOUCHER_INFORMATION.VCHR_APPROVE2.GBL%3FPage%3DVCHR_APPRVL_AF%26Action%3DU%26BUSINESS_UNIT%3DUTRGV%26VOUCHER_ID%3D00045897&data=05%7C01%7CUTRGV-TEST-MAILBOX%40UTRGV.EDU%7Cf8ffa65db82e4517918e08db683d8119%7C990436a687df491c91249afa91f88827%7C0%7C0%7C638218385609435462%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=2CdeWHRnqxavo6vfXYhuCIz%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.
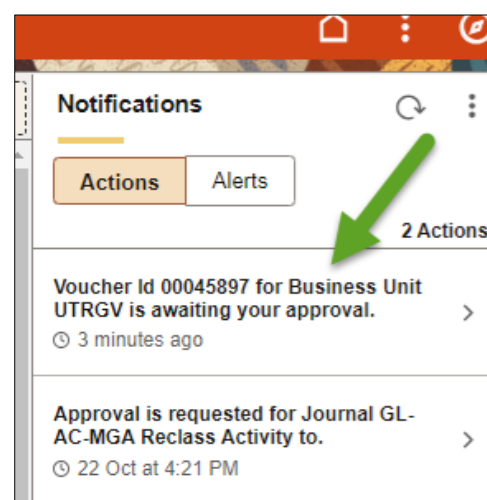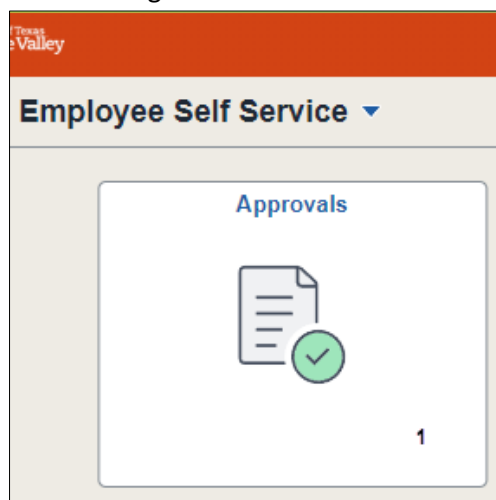
2. Select your decision by clicking **Approve**, **Den**y or **Hold** on the right side of the page.
   a) **Approve:** The voucher will be routed to the next approver in the workflow.
   b) **Deny**: The voucher will be returned to the user who submitted it.
   c) **Hold**: Holding the voucher is enables by clicking the "More" button. The voucher is reviewed and held.

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:

<u>Voucher Approval Chain</u>

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.

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.