

The purpose of this process is for UTRGV employees assigned as Reconcilers to get access to submit an expenditure correction via an AP journal voucher. Employees given the Reconciler responsibility after August 2, 2023, are required to submit an access request.

1. Log into my.utrgv.edu
2. Access the IT Support Center application.



3. Click on **Get Access!** from the Popular Services menu.
4. Click on the Request Access button.



5. Select **PeopleSoft-Financials** from the Category menu.
6. Select **PeopleSoft-Accounts Payable** from the Resource menu.
7. Select **RECONCILER** from the PeopleSoft-Accounts Payable role.
8. In the description field, enter the purpose for your request:
 Example: Requesting access to submit AP journal vouchers in PeopleSoft for expenditure corrections.
 Please include the EMPLOYEE NAME and EMPLOYEE ID NUMBER.
9. Click the Request button.

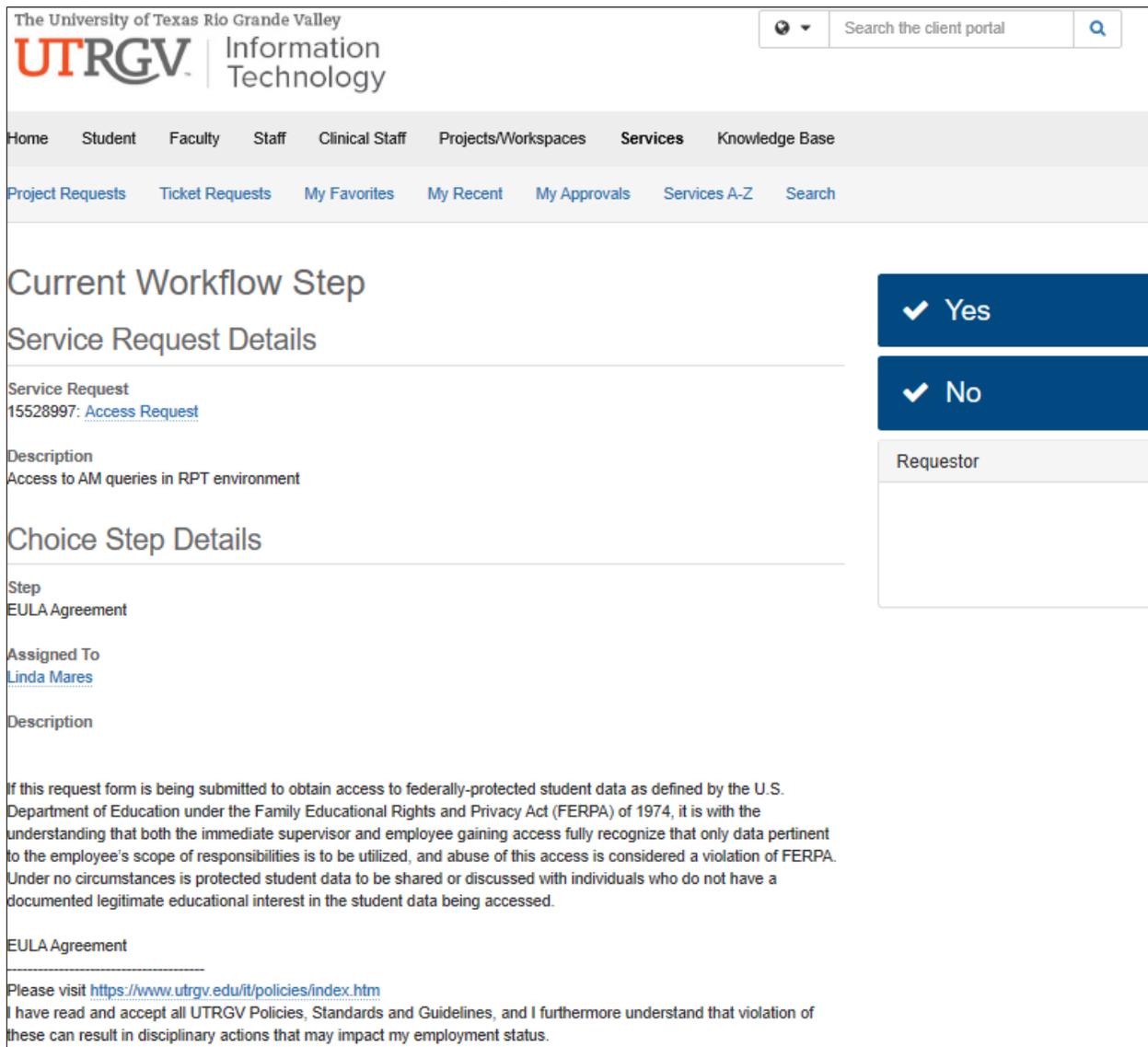
Sample of Completed Request:

This will trigger an email containing the EULA Agreement Workflow Step to the user email address.

10. Use the link provided to login.



11. Click **Yes** in agreement with the terms and conditions. If you do not agree, click **NO**. (clicking NO will terminate the access request).



12. Click **Save**. This will update the EULA status and push the workflow to employee supervisor followed by the module owner(s).

The screenshot shows a web application interface. At the top, there is a navigation bar with the following items: Home, Student, Faculty, Staff, Clinical Staff, Projects/Workspaces, Services, and Knowledge Base. Below this is a secondary navigation bar with: Project Requests, Ticket Requests, My Favorites, My Recent, My Approvals, Services A-Z, and Search. The main content area is titled 'Current Workflow Step'. Underneath, there is a radio button labeled 'Yes'. Below the radio button is a text area labeled 'Comments' with a vertical cursor. At the bottom of the form are two buttons: 'Save' and 'Cancel'.