

The purpose of this document is to guide UTRGV users on how to create and submit an expenditure correction via a journal voucher. The corrections are for account codes, cost centers or projects.

Journal vouchers that have been denied or returned can be resubmitted as they do not require a new journal voucher submission.

Please **DO NOT** submit expenditure corrections for GL Journals. (example: Print Services)

1. Identify the pending correction. This information is obtained from your monthly reconciliation.

*Sample (Sahara report):*

GL Adhoc Transactions HR,AP,EX													
Cost Centr	Trans Line Amou	Dept	Func	Fu	Account	Supplier I	Supplier Name	Invoice Numb	Transaction ID	PO ID	Invoice Da	Journal ID	
31050068	3.53	202001	700	3105	64031	0000000433	KONICA MINOLTA BS USA INC	275095431	R0162422	V000087974	8/31/2021	PAC0053866	

2. Log in to my.utrgv.edu using your UTRGV credentials.
3. Select the PeopleSoft application icon.
4. From the **Accounts Payable** module, select the **Voucher Entry** tile **OR** use the Navigation path: *Navigator > Menu > Financials > Accounts Payable > Vouchers > App/Update > Regular Entry*
  - The Business Unit field remains **UTRGV**
  - Voucher ID field remain **NEXT**
  - Select the **Journal Voucher** from the drop-down menu.
  - Type in the Supplier Name (vendor information) Supplier Name field. If the system does not provide options, use the magnifying glass to narrow the search. Once located, select to populate the Supplier ID, Supplier Location and Address Sequence Number.
  - Enter the **Invoice ID** in the Invoice Number field. (as reflected in the monthly reconciliation)
  - Enter the *current date* in the Invoice Date field.
  - Click **Add**

Voucher

Add a New Value

Find an Existing Value

\*Business Unit

UTRGV

\*Voucher ID

NEXT

\*Voucher Style

Journal Voucher

Supplier Name

KONICA MINOLTA BS USA

Short Supplier Name

KONICA MIN-001

Supplier ID

0000000433

Supplier Location

EPRO-001

Address Sequence Number

3

Invoice Number

275095431-3

Invoice Date

03/08/2022

Add

- Click on **Basis Date Calculation** from the right-side menu.

Session Defaults  
Comments(0)  
Attachments (0)  
**Basis Date Calculation**  
Template List  
Advanced Supplier Search  
Supplier Hierarchy  
Supplier 360

- Enter the *current date* in the **Invoice Receipt Date** field and **Goods/Services Receipt Date** field. Click on **Calculate**. This will populate the *Fed Payment Basis Date*. Click on **Back to Invoice**.

**Date Calculation**

[Back to Invoice](#)

Date Calculation Basis: Texas Prompt Pay

Fed Pymnt Basis Date: 03/08/2022

Invoice Receipt Date: 03/08/2022

Invoice Date: 03/08/2022

Goods/Services Receipt Date: 03/08/2022

Acceptance Date:

Project Service Dates

☐ Edit Project Service Dates

Service Start Date: 03/08/2022

Service End Date: 03/08/2022

[Update ALL Voucher Lines](#)

[Cancel](#) [Calculate](#)

- Select the applicable justification from the **Justification** drop down menu.

**< accounts Payable Regular Entry**

**Invoice Information** | Payments | Voucher Attributes

Business Unit: UTRGV Invoice No: 275095431

Voucher ID: NEXT Accounting Date: 03/08/2022

Voucher Style: Journal Voucher Pay Terms: 00 Due Immedi

Invoice Date: 03/08/2022 Basis Date Type: Inv Date

Invoice Received: 03/08/2022

Supplier ID: KONICA MINOLTA BS USA INC 0000000433

ShortName: KONICA MIN-001

Location: EPRO-001

\*Address: 3

Control Group:

Pay Schedule: Manual

Related Voucher:

☐ Incomplete Voucher

Justification:

CC/PRJ Funding not Available  
CC/PRJ Pend Creation or Setup  
CC/PRJ Pending Budget Revision  
Incorrect Account Code  
Incorrect CC/Project

[Save](#) [Save For Later](#)

Invoice Lines ?

8. Populate the SpeedChart field with the current cost center or project number.
  - a. In the **Description** field, enter the required naming convention: **"CORR-VOUCHER#-PO#"**, Example: CORR-R0012345-V00012345
  - b. In the Line Amount, enter the amount to reflect a negative number. *The negative amount indicates the amount moving FROM the account code or cost center/project.*
  - c. In the **Account** field enter the account associated with this charge. The Fund, Dept and Function fields will auto populate.

Invoice Lines

Line 1 ☐ Copy Down

\*Distribute by Amount

Item

Quantity

UOM

Unit Price

Line Amount -3.53

SpeedChart 31050068

Ship To UTRGV\_CR

Description CORR-R0162422-V00012345

One Asset ☐

Calculate

Service Start Date: 03/08/2022 Service End Date: 03/08/2022

Empl ID:

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Cost Center	Fund	Dept	Function	PC Bus Unit	Project	Activity	Budget Date
<input type="checkbox"/>	1	-3.53		UTRGV	4031	31050068	3105	202001	700				03/08/2022

9. Add an additional line(s) by clicking the plus (+) button at right of the Invoice Lines section and enter the number of rows needed in the pop-up box, then click **OK**.  
*Users also have the ability to Copy Down.*  
To remove lines, click the minus button (-).

Enter number of rows to add:

1

On Line 2, Enter the correct cost center or project number in the SpeedChart field.

- In the **Description** field, enter the required naming convention: **"CORR-VOUCHER#-PO#"**, Example: CORR-R0012345-V00012345
- In the Line Amount, enter the amount to reflect a positive number. *The positive amount indicates the amount moving TO the account code, cost center or project.*
- In the **Account** field enter the account associated with this charge. The Fund, Dept and Function fields will auto populate.

## SUBMIT AN EXPENDITURE CORRECTION VIA AN AP JOURNAL VOUCHER (RECONCILERS ONLY)

**Line 2** ☐ Copy Down

\*Distribute by: Amount

Item:

Quantity:

UOM:

Unit Price:

Line Amount: 3.53

SpeedChart: 21000068

Ship To: UTRGV\_CR

Description: CORR-R0162422-V00012345

Travel Request ID:

Service Start Date: 06/02/2023

Service End Date: 06/02/2023

One Asset: ☐ UPN:  Calculate

**Distribution Lines**

GL Chart	Exchange Rate	Statistics	Assets	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Program	Function	PC Bus Un
				1	3.53		UTRGV	63001		2100	202001		700	

Save Save For Later

10. Click the **Save** button. Verify the Invoice Total equal zero.

**Invoice Information** Payments Voucher Attributes

Business Unit: UTRGV Invoice No: 275095431

Voucher ID: NEXT Accounting Date: 03/08/2022

Voucher Style: Journal Voucher Pay Terms: 00 Due Immedi

Invoice Date: 03/08/2022 Basis Date Type: Inv Date

Invoice Received: 03/08/2022

Supplier ID: KONICA MINOLTA BS USA INC 0000000433 Control Group:

ShortName: KONICA MIN-001 Pay Schedule: Manual

Location: EPRO-001 Related Voucher:

\*Address: 3

Justification: Incomplete Voucher Incorrect CC/Project

Save Save For Later Action:

**Invoice Total**

Line Total: 0.00

\*Currency: USD

Total: 0.00

Difference: 0.00

Session Defaults  
Comments(0)  
Attachments(0)  
Basis Date Calculation  
Template List  
Advanced Supplier Search  
Supplier Hierarchy  
Supplier 360

Run Calculate Print

## SUBMIT AN EXPENDITURE CORRECTION VIA AN AP JOURNAL VOUCHER (RECONCILERS ONLY)

11. Run a budget check by selecting **Budget Checking** from the Action dropdown menu and click **Run**.  
A popup window will ask if you want to wait for the process to be completed, Click on **Yes**.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit: UTRGV Voucher ID: 00043423 Voucher Style: Journal Voucher Invoice Date: 03/08/2022 Invoice Received: 03/08/2022 Supplier ID: 0000000433 ShortName: KONICA MIN-001 Location: EPRO-001 *Address: 3		Invoice No: 275095431 Accounting Date: 03/08/2022 Pay Terms: 00 Basis Date Type: Inv Date Pay Schedule: Manual Related Voucher: <input type="text"/> Justification: Incorrect CC/Project	<b>Invoice Total</b> Line Total: 0.00 *Currency: USD Total: 0.00 Difference: 0.00		
<input type="button" value="Save"/>		Action: <b>Budget Checking</b>	<input type="button" value="Run"/> <input type="button" value="Calculate"/> <input type="button" value="Print"/>		

12. To view the budget status, click the **Summary** tab at the top left. The Budget Status will read **"Valid"**. If there is an budget issue, the status will read **"Exception"**, and a link will be available for you to view error details.

Regular Entry	
Summary	Related Documents
Business Unit: UTRGV Voucher ID: 00045896 Voucher Style: Journal Supplier Name: KONICA MINOLTA BS USA INC COPIES DEPT 2366 P O BOX 122366 DALLAS, TX 75312-2366 Entry Status: Postable Match Status: No Match Approval Status: Pending Post Status: Unposted <b>Budget Status: Valid</b> Budget Misc Status: Valid *View Related: Payment Inquiry	Invoice Date: 03/08/2022 Invoice No: 275095431-3 Invoice Total: 0.00 USD Pay Terms: Due Immedi Voucher Source: Online Origin: JRL Created On: 06/06/2023 2:35PM Created By: 6001144503 Last Update: 06/06/2023 2:50PM Modified By: 6001144503 ERS Type: Not Applicable Close Status: Open

Note: to view future approvers, click the Preview Approval link

Approval History	
Business Unit	UTRGV
Voucher ID	00045896
Approval Status	Pending
<b>Cost Center Approval</b>	
BUSINESS_UNIT=UTRGV, VOUCHER_ID=00045896:Initiated Cost Center Approval Not Routed Multiple Approvers Cost Center Approver	
<b>AP Approval</b>	
BUSINESS_UNIT=UTRGV, VOUCHER_ID=00045896:Initiated AP Approval Not Routed Multiple Approvers AP Approver	
<input type="button" value="Return"/>	

13. Click on the Information Invoice Tab to **Submit Approval**.

**Regular Entry**

Summary Related Documents **Invoice Information** Payments Voucher Attributes Error Summary

Business Unit UTRGV Invoice No TEST JV

Voucher ID 00045892 Accounting Date 06/02/2023

Voucher Style Journal Voucher Pay Terms 00 Due Immedi

Invoice Date 03/08/2023 Basis Date Type Inv Date

Invoice Received 06/02/2023

KONICA MINOLTA BS USA INC

Supplier ID 0000000433

ShortName KONICA MIN-001 Pay Schedule Manual

Location EPRO-001 Related Voucher

\*Address 3

Justification Incorrect Account Code

Save Action Run Calculate Print **Submit Approval**

**Invoice Total**

Line Total 0.00

\*Currency USD

Total 0.00

Difference 0.00

Session Defaults  
Comments(0)  
Attachments(0)  
Basis Date Calculation  
Template List  
Advanced Supplier Search  
Preview Approval  
Supplier Hierarchy  
Supplier 360

14. Insert comments in the Additional Details field and click on **OK**. (optional)

**Approval Comments**

Business Unit UTRGV

Voucher ID 00043423

Additional Details

Please approve correction to reclassify expenditure to the correct cost center.

174 characters remaining

OK Cancel Refresh

15. From the Summary Tab, the **Approval Status** will show as **Pending**.

**Regular Entry**

**Summary** Related Documents Invoice Information Payments Voucher Attributes Error Summary

Business Unit UTRGV Invoice Date 03/08/2022

Voucher ID 00045896 Invoice No 275095431-3

Voucher Style Journal Invoice Total 0.00 USD

Supplier Name KONICA MINOLTA BS USA INC  
COPIES DEPT 2366  
P O BOX 122366  
DALLAS, TX 75312-2366

Entry Status Postable Pay Terms Due Immedi

Match Status No Match Voucher Source Online

Approval Status **Pending** Origin JRL

Post Status Unposted Created On 06/06/2023 2:35PM

Approval History

The Approval History link will list future approvers for this JV correction workflow. (see next page).  
Workflow status view:

The screenshot shows the 'Approval History' window for a journal voucher. At the top, it displays 'Business Unit: UTRGV' and 'Total: 0.00'. Below this, 'Voucher ID: 00045892' and 'Approval Status: Pending' are shown. The 'Cost Center Approval' section is expanded, showing two 'Pending' entries for 'Multiple Approvers' and 'Cost Center Approver'. A 'Comments' section is also visible. The 'AP Approval' section is expanded, showing a 'Not Routed' entry for 'Multiple Approvers' and 'AP Approval'. A 'Return' button is at the bottom left.

16. Accounts Payable will review, then approve the journal voucher to post the correction.

**Notes:**

To view current JV correction submissions or to resubmit returned or denied vouchers: Click on **Find an Existing Value** from the Voucher Entry tile:

The screenshot shows the 'Voucher' entry tile. It has a header 'Voucher' and a sub-header 'Find an Existing Value'. Below this, there are two buttons: 'Add a New Value' and 'Find an Existing Value' (highlighted in yellow).

Use the Voucher ID or Invoice number, then click **Search**.

The screenshot shows the 'Find an Existing Value' search form. It has a header 'Find an Existing Value' and a sub-header 'Search Criteria'. Below this, there are several search criteria fields: 'Business Unit' (UTRGV), 'Voucher ID' (begins with), 'Invoice Number' (begins with), 'Invoice Date', 'Short Supplier Name' (begins with), 'Supplier ID' (begins with), 'Supplier Name' (begins with), 'Voucher Style', 'Related Voucher' (begins with), 'Entry Status', 'Voucher Source', and 'Incomplete Voucher'. There are also 'Recent Searches' and 'Saved Searches' sections. At the bottom, there are 'Search' and 'Clear' buttons, with a green arrow pointing to the 'Search' button.

Scroll down to view results and click on the line to open or the right arrow to drill into the Summary.

▼ Search Results  
5 rows - Business Unit "UTGV" Invoice Number "275095431"

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Voucher Style	Related Voucher	Entry Status	Voucher Source	Incomplete Voucher	
UTRGV	00045894	275095431-1	0	0	03/08/2022	KONICA MIN-001	0000000433	KONICA MINOLTA BS USA INC	Journal	R0162422	Postable	Online	Complete	>
UTRGV	00045895	275095431-2	0	0	06/06/2023	KONICA MIN-001	0000000433	KONICA MINOLTA BS USA INC	Journal	(blank)	Postable	Online	Complete	>
UTRGV	00045896	275095431-3	0	0	03/08/2022	KONICA MIN-001	0000000433	KONICA MINOLTA BS USA INC	Journal	(blank)	Postable	Online	Complete	>

When the Approval Status indicates as **Posted**, Accounts Payable has approved the correction. If it is not visible in GL, it will be available the following business day as the process runs nightly.

Regular Entry											
Summary		Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary	
Business Unit				UTRGV		Invoice Date		03/08/2022			
Voucher ID				00045896		Invoice No		275095431-3			
Voucher Style				Journal		Invoice Total		0.00		USD	
Supplier Name				KONICA MINOLTA BS USA INC COPIES DEPT 2366 P O BOX 122366 DALLAS, TX 75312-2366							
Entry Status				Postable		Pay Terms		Due Immedi			
Match Status				No Match		Approval History		Voucher Source		Online	
Approval Status				Posted		Origin		JRL			
Post Status				Unposted		Created On		06/06/2023 2:35PM			

## RESUBMITTING JOURNAL VOUCHERS

Denied or returned journal vouchers can be resubmitted by locating the journal voucher ID.

Click the **Invoice Information** tab.

- Edit the data (SpeedChart, Line amount, or account code) for each applicable Invoice Line.
- Add attachments if required.
- **Save** the Voucher.
- From the Action drop down, select **Budget Checking** then click **Run**.
- If the budget check is successful, click on **Submit Approval**.