

This document provides guidance for UTRGV users on correcting AP expenditures via journal vouchers. Journal vouchers are used to reclassify account codes, cost centers, or projects. Vouchers that have been denied or returned can be resubmitted without the need for a new journal voucher.

Grant-related corrections will be routed to the grant accountant for approval in the workflow. Include justification, the MFR, and original invoice, in the comments and attachments. Corrections older than 90 days must include the Grants & Contracts Expenditure Correction Request Form. Consult with your grant accountant for guidance.

Corrections originating from GL journals (e.g., UTRGV Print Services) or related to specific chart fields (e.g., fund code, department, function) must be made via a GL journal and processed by the Accounting Office for unrestricted cost centers and by Grants Accounting for restricted cost centers and grant projects. For additional information, please contact Accounting and Reporting or Grants Accounting.

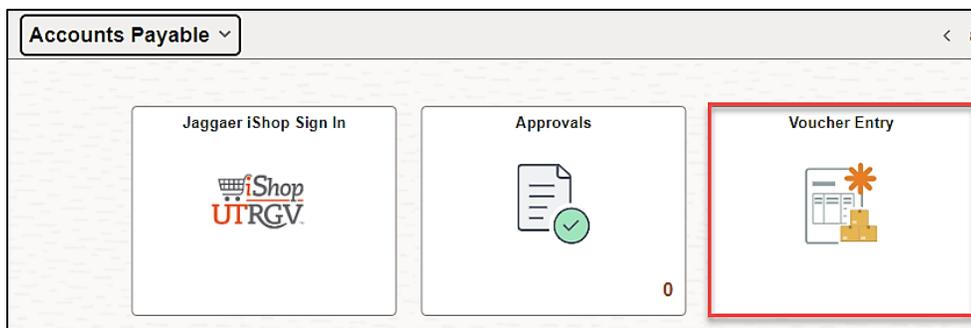
### Identify Expense to Be Corrected

Obtain information from your monthly reconciliation reports in GL and Sahara. *Sample:*

Cost Centr	Trans Line Amou	Dept	Func	Fu	Account	Supplier ID	Supplier Name	Invoice Num	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

### Enter a Journal Voucher

1. Log in to *my.utrgv.edu* using your UTRGV credentials.
2. Select the **PeopleSoft** application icon.
3. Navigate to the **Accounts Payable** homepage, select the **Voucher Entry** tile.  
 Or use the navigation path: *Navigator > Menu > Financials > Accounts Payable > Vouchers > App/Update > Regular Entry*
4. Ensure the **Business Unit** field remains **UTRGV**.
5. Ensure the **Voucher ID** field remains **NEXT**.
6. Select the **Journal Voucher** from the drop-down menu.
7. Type the *Supplier Name* in the **Supplier Name** field. If no options appear use the magnifying glass to narrow your search. Once located, select to auto-populate the **Supplier ID**, **Supplier Location**, and **Address Sequence Number**.
8. Enter the *Invoice ID* in the **Invoice Number** field as reflected in the monthly reconciliation. For iTravel+ related reimbursements, use the Expense Report ID.  
  
**Note:** If the *Invoice ID* is incorrect, the journal voucher will be denied and must be fixed and resubmitted.
9. Enter the *current date* in the **Invoice Date** field.
10. Click **Add**. (See image on next page.)



**Voucher**

**Add a New Value** Q Find an Existing Value

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\*Business Unit  Q

\*Voucher ID

\*Voucher Style  ▼

Supplier Name  Q

Short Supplier Name  Q

Supplier ID  Q

Supplier Location  Q

Address Sequence Number  Q

Invoice Number

Invoice Date  📅

←

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

**Regular Entry**

Invoice Information | Payments | Voucher Attributes

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Business Unit	UTRGV	Invoice No	<input type="text" value="20241234"/>	<b>Invoice Total</b>	<a href="#">Session Defaults</a> <a href="#">Comments(0)</a> <a href="#">Attachments (0)</a> <a href="#">Basis Date Calculation</a> <a href="#">Template List</a> <a href="#">Advanced Supplier Sea</a> <a href="#">Supplier Hierarchy</a> <a href="#">Supplier 360</a>	
Voucher ID	NEXT	Accounting Date	<input type="text" value="10/10/2024"/> 📅	Line Total		0.00
Voucher Style	Journal Voucher	Pay Terms	NET30	*Currency		<input type="text" value="USD"/> Q
Invoice Date	<input type="text" value="10/10/2024"/> 📅	Basis Date Type	Inv Date	Total		0.00
Invoice Received	<input type="text"/> 📅			Difference		0.00
<b>123 SCREEN PRINTING LLC</b> Supplier ID <input type="text" value="0000053389"/> Q			Control Group	<input type="text"/>		
ShortName	<input type="text" value="123 SCREEN-001"/> Q	Pay Schedule	Manual			
Location	<input type="text" value="EPRO-001"/> Q	Related Voucher	<input type="text"/>			
*Address	<input type="text" value="1"/> Q					
<input type="checkbox"/> Incomplete Voucher Justification <input type="text"/> ▼						

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

### Date Calculation

Back to Invoice
Help

Date Calculation Basis: Texas Prompt Pay

Fed Pymnt Basis Date: [Empty]

Invoice Receipt Date: 10/10/2024 | Invoice Date: 10/10/2024

Goods/Services Receipt Date: 10/10/2024 | Acceptance Date: [Empty]

Project Service Dates

Edit Project Service Dates

Service Start Date: 10/10/2024

Service End Date: 10/10/2024

Update ALL Voucher Lines

Cancel | **Calculate** ←

15. Include **Comments** and **Attachments** as needed. Though not mandatory, it's strongly recommended for approver review, and required for grant-related corrections.
16. Select the applicable justification from the **Justification** drop down menu.

### Regular Entry

Invoice Information
Payments
Voucher Attributes

Business Unit	UTRGV	Invoice No	20241234
Voucher ID	NEXT	Accounting Date	10/10/2024
Voucher Style	Journal Voucher	Pay Terms	NET30
Invoice Date	10/10/2024	Basis Date Type	Inv Date
Invoice Received	10/10/2024		
123 SCREEN PRINTING LLC			
Supplier ID	0000053389	Control Group	[Empty]
ShortName	123 SCREEN-001	Pay Schedule	Manual
Location	EPRO-001	Related Voucher	[Empty]
*Address	1		

Download Details to Excel

Save | Save For Later

**Justification** [Dropdown Arrow]

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

**Invoice Lines** ?

Line	Description

7. Enter Transaction Details in the **Invoice Lines**:

- a. **SpeedChart**: Fill in the current cost center or project number. The Fund, Dept, and Function fields will automatically populate.
- b. **Description**: Enter required format "CORR-VOUCHER#-PO#", e.g., CORR-R0162422-V00012345. Incorrect descriptions will result in a denial, requiring correction and resubmission.
- c. **Line Amount**: Input a negative number (*Credit*) to indicate the amount being transferred out of the account code or cost center/project. Enter a positive number (*Debit*) to indicate funds moving to the account code or cost center/project.
- d. **Account**: Enter the account code for this charge.
- e. **Copy Lines**: Use the "Copy Down" feature as needed.
- f. **Add Lines**: Click the plus (+) button on the right of the Invoice Lines section. Specify the number of rows in the pop-up and click **OK**.
- g. **Remove Lines**: Click the minus (-) button to delete lines as needed.

Invoice Lines ⊙ Q | < > | 1 of 1 | > > | View All

Line 1  Copy Down SpeedChart 31000861 Q

\*Distribute by Amount Ship To UTRGV\_CR Q  One Asset + -

Item Description CORR-R1062424-V000012345 Calculate

Quantity Line Amount -25.00 CREDIT TO REMOVE EXPENSE

Unit Price Travel Request ID Report Name

\* 10/10/2024 10/10/2024

Service Start Date: 10/10/2024 Service End Date: 10/10/2024

Empl ID:

▼ Distribution Lines

+ - Q

**GL Chart** Exchange Rate Statistics Assets ▮

	Copy Down	Line	Merchandise Amt	*GL Unit	Account	Fund	Dept	Function	Cost Center	Project	Program
<span>+</span>	<input type="checkbox"/>	1	-25.00	UTRGV <span>Q</span>	63001 <span>Q</span>	3100 <span>Q</span>	202001 <span>Q</span>	700 <span>Q</span>	31000861 <span>Q</span>	<span>Q</span>	<span>Q</span>

Enter number of rows to add:

**OK** Cancel

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

Line 2  Copy Down

SpeedChart 31050068

\*Distribute by Amount

Ship To UTRGV\_CR

One Asset

UPN

Item

Description CORR-R1062424-V000012345

Quantity

Unit Price

Line Amount 25.00 **DEBIT TO CHARGE EXPENSE**

Travel Request ID

Report Name

Service Start Date: 10/10/2024

Service End Date: 10/10/2024

Empl ID:

**Distribution Lines**

GL Chart Exchange Rate Statistics Assets

Copy Down	Line	Merchandise Amt	*GL Unit	Account	Fund	Dept	Function	Cost Center	Project	Program
<input type="checkbox"/>	1	25.00	UTRGV	63001	3105	202001	700	31050068		

8. Click the **Save** button and ensure the **Invoice Total** equals zero.

**Regular Entry**

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

Business Unit UTRGV Invoice No 20241234

Voucher ID 00059562 Accounting Date 10/10/2024

Voucher Style Journal Voucher Pay Terms NET30 Net Due 30

Invoice Date 10/10/2024 Basis Date Type Inv Date

Invoice Received 10/10/2024

**123 SCREEN PRINTING LLC**

Supplier ID 0000053389 Control Group

ShortName 123 SCREEN-001 Pay Schedule Manual

Location EPRO-001 Related Voucher

\*Address 1

Download Details to Excel Justification Incorrect CC/Project

Save Action

**Invoice Total**

Line Total 0.00

\*Currency USD

**Total 0.00**

Difference 0.00

Run Calculate Print

## Run Budget Check

1. Select **Budget Checking** from the **Action** dropdown menu and click **Run**. When asked in a popup window if you want to wait for the process to complete, click "Yes."

**Regular Entry**

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

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Business Unit	UTRGV	Invoice No	<input type="text" value="20241234"/>	<b>Invoice Total</b>	
Voucher ID	00059562	Accounting Date	<input type="text" value="10/10/2024"/>	Line Total	0.00
Voucher Style	Journal Voucher	Pay Terms	NET30	*Currency	USD
Invoice Date	<input type="text" value="10/10/2024"/>	Basis Date Type	Inv Date	Total	0.00
Invoice Received	<input type="text" value="10/10/2024"/>	Net Due 30		Difference	0.00
<b>123 SCREEN PRINTING LLC</b>					
Supplier ID	<input type="text" value="0000053389"/>	Control Group	<input type="text"/>		
ShortName	<input type="text" value="123 SCREEN-001"/>	Pay Schedule	Manual		
Location	<input type="text" value="EPRO-001"/>	Related Voucher	<input type="text"/>		
*Address	<input type="text" value="1"/>	Justification	Incorrect CC/Project		
<input type="button" value="Save"/>		<b>Action</b> <input type="button" value="Budget Checking"/>		<input type="button" value="Run"/>	
		<input type="button" value="Calculate"/>		<input type="button" value="Print"/>	

2. To check the **Budget Status**, click the **Summary** tab.
  - a. A valid status will display as "Valid". If there is a budget issue, the status will display "Exception." Click the provided link to view budget error details.

**Regular Entry**

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

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Business Unit	UTRGV	Invoice Date	10/10/2024
Voucher ID	00059562	Invoice No	20241234
Voucher Style	Journal	Invoice Total	0.00    USD
<b>Supplier Name</b> 123 SCREEN PRINTING LLC 715 N GLASSCOCK RD SUITE 2 MISSION, TX 78572			
Entry Status	Postable	Pay Terms	Net Due 30
Match Status	No Match	Voucher Source	Online
Approval Status	Pending	Origin	JRL
Post Status	Unposted	Created On	10/10/2024 12:17PM
		Created By	6001144503
		Last Update	10/10/2024 1:05PM
		Modified By	6001144503
		ERS Type	Not Applicable
		Close Status	Open

<b>Budget Status</b> Valid	
<b>Budget Misc Status</b> Valid	
*View Related	<input type="text" value="Payment Inquiry"/> <input type="button" value="Go"/>

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### Submit for Approval

1. Click on the **Invoice Information** tab to **Submit Approval**.

**Regular Entry**

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

Business Unit	UTRGV	Invoice No	20241234	<b>Invoice Total</b>	Session Defaults Comments(0) Attachments (0) Basis Date Calculation Template List Advanced Supplier Search Preview Approval Supplier Hierarchy Supplier 360
Voucher ID	00059562	Accounting Date	10/10/2024		
Voucher Style	Journal Voucher	Pay Terms	NET30	Line Total	0.00
Invoice Date	10/10/2024	Basis Date Type	Inv Date	*Currency	USD
Invoice Received	10/10/2024			Total	0.00
				Difference	0.00

Supplier: **123 SCREEN PRINTING LLC**

Supplier ID: 0000053389   ShortName: 123 SCREEN-001   Location: EPRO-001   \*Address: 1

Pay Schedule: Manual   Related Voucher:   Justification: Incorrect CC/Project

Download Details to Excel   Save   Action:   Run   Calculate   Print   **Submit Approval**

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

**Approval Comments**

Business Unit: UTRGV  
Voucher ID: 00059562

Additional Details: Please approve correction to reclassify expenditure to the correct cost center.

175 characters remaining

**OK**   Cancel   Refresh

- From the Summary tab, the Approval Status will show as Pending. Click on the Approval History link to view workflow approvers.

Regular Entry					
Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit	UTRGV	Invoice Date	10/10/2024		
Voucher ID	00059562	Invoice No	20241234		
Voucher Style	Journal	Invoice Total	0.00	USD	
Supplier Name	123 SCREEN PRINTING LLC 715 N GLASSCOCK RD SUITE 2 MISSION, TX 78572				
Entry Status	Postable	Pay Terms	Net Due 30		
Match Status	No Match	Voucher Source	Online		
Approval Status	Pending	Origin	JRL		
Post Status	Unposted	Created On	10/10/2024 12:17PM		

[Approval History](#)



### Approval History ×

[Help](#)

Business Unit UTRGV Total 0.00  
 Voucher ID 00059562  
 Approval Status Pending

#### Cost Center Approval

**BUSINESS\_UNIT=UTRGV, VOUCHER\_ID=00059562:Pending** [View/Hide Comments](#)

Cost Center Approval

Pending

Multiple Approvers  
Cost Center Approver

Cost Center Approval

Pending

Multiple Approvers  
Cost Center Approver

**Comments**

#### AP Approval

**BUSINESS\_UNIT=UTRGV, VOUCHER\_ID=00059562:Awaiting Further Approvals**

AP Approval

**Not Routed**

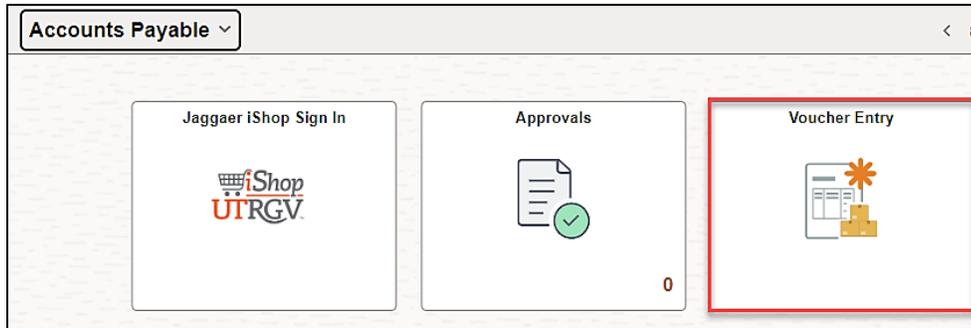
Multiple Approvers  
AP Approval

[Return](#)

## Viewing and Resubmitting Journal Vouchers

### View Current Submissions

1. Click on **Find an Existing Value** from the **Voucher Entry** tile.
2. Enter the **Voucher ID** or **Invoice number** and click **Search**.
3. Scroll down to view the search results.
4. Click on the desired line or use the right arrow to open the Summary.
5. If the **Approval Status** shows as "Posted," Accounts Payable has approved the correction. If not visible in GL, it will appear the following business day as the process updates overnight.



### Voucher

**Find an Existing Value** ⊕ Add a New Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches  Saved Searches

Business Unit =

Voucher ID

Invoice Number

Invoice Date =

Short Supplier Name

Supplier ID

Supplier Name

Show fewer options  
 Case Sensitive



Search Results  
 1 rows - Business Unit "UTRGV" Voucher ID "00059562"

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	00059562	20241234	0	0	10/10/2024	123 SCREEN-001	0000053389	123 SCREEN PRINTING LLC	Journal	(blank)	Postable	Online	Complete

### Regular Entry

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

<b>Business Unit</b>	UTRGV	<b>Invoice Date</b>	10/10/2024
<b>Voucher ID</b>	00059562	<b>Invoice No</b>	20241234
<b>Voucher Style</b>	Journal	<b>Invoice Total</b>	0.00 USD
<b>Supplier Name</b>	123 SCREEN PRINTING LLC 715 N GLASSCOCK RD SUITE 2 MISSION, TX 78572		
<b>Entry Status</b>	Postable	<b>Pay Terms</b>	Net Due 30
<b>Match Status</b>	No Match	<b>Voucher Source</b>	Online
<b>Approval Status</b>	Posted	<b>Origin</b>	JRL

- ### Resubmitting Journal Vouchers
1. Locate the voucher using the "Find an Existing Value" option in the **Voucher** tile and enter the "Voucher ID".
  2. Edit and Resubmit:
    - a. Click the **Invoice Information** tab.
    - b. **Edit** the necessary data (e.g., Invoice No, SpeedChart, Line amount, or account code).
    - c. Add attachments if needed.
    - d. **Save** the voucher.
    - e. From the **Action** dropdown, select **Budget Checking** and click **Run**.
    - f. If successful, click **Submit Approval**.