



PeopleSoft Payables

LSUSH Voucher Approvals

Approver Guide

August 2025

VERSION CONTROL

Date	Task	Owner	Description
02/09/2017	Created	Barbara Doss	Created Document for Voucher Approval Framework (VAF) Workflow for LSUSH Approvers
03/15/2017	Update	Barbara Doss	Draft Edits
06/01/2018	Update	Barbara Doss	Review and update with Betty Rusley
12/04/2018	Review	Steven McAlister	Draft Document Review
12/06/2018	Update	Barbara Doss	Update
12/07/2018	Review	Steven McAlister Betty Rusley	Draft Document Review
01/09/2018	Update	Barbara Doss	Final document Update
01/11/2019	Update	Barbara Doss	Add Query Section
01/24/2019	Update	Barbara Doss	Proofread
01/30/2019	Update	Barbara Doss	Final review and update
02/26/2019	Update	Barbara Doss	Remove Approval via Worklist (This will not be used)
03/01/2019	Update	Barbara Doss	Update Queries section
03/05/2019	Update	Barbara Doss	Add WBT
09/06/2022	Update	Barbara Doss	Update <i>Overview: Approvers, Hold A Voucher</i> and <i>Approvals WBT's</i>
04/06/2023	Update	Barbara Doss	Update – Upgrade to Tools 8.59 Pum19
09/15/2023	Update	Barbara Doss	Update – Tools 8.59; Image 27
02/08/2024	Review	Ulander Holloway Barbara Doss	Review
02/08/2024	Update	Barbara Doss	Add updates from review session. Add Approval via Worklist section
03/31/2024	Review / Update	Barbara Doss	Prep for LSUSH Approver training
08/01/2025	Update	Barbara	PUM51 Upgrade

Contents

VERSION CONTROL	2
Overview	4
Voucher Approval Workflow	4
Benefits	4
Approvers.....	4
Approving Vouchers via Email Notification	5
Voucher Review	7
Working Pending Vouchers	10
Approve a Voucher	10
Deny a Voucher.....	12
Hold a Voucher	14
Approving Vouchers via Approvals tile.....	16
Approval – Timeouts.....	18
Escalation Schedule	18
Support	19

Overview

Voucher Approval Workflow

The electronic movement of invoices, vouchers and the approval of each through PeopleSoft Accounts Payable.

Benefits

- ✓ AP invoices and other related documentation are imaged and stored with the voucher.
- ✓ Approvals capture electronically date-stamped transactions.
- ✓ Maximize tools available in PeopleSoft.
- ✓ Move to a paperless environment.

Approvers

Employees with invoice approval authority have been reviewed and approved by Department Heads and the Vice Chancellor of Administration or their appointee. Access to approve or deny a voucher in PeopleSoft will be requested via Accounting Services to Information Security.

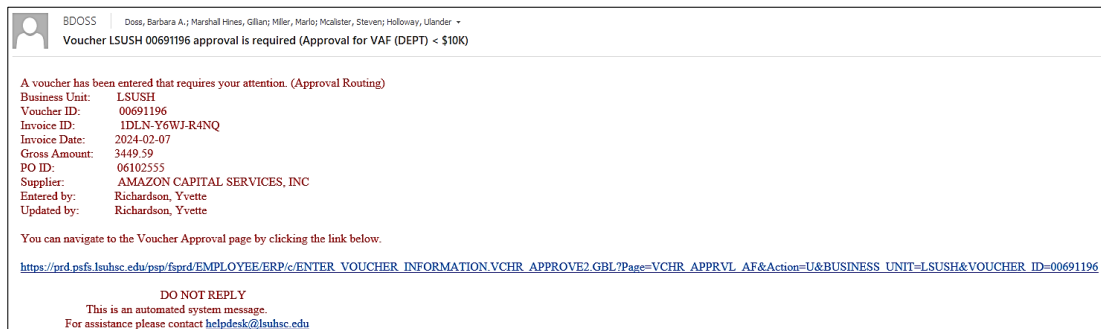
The routing rules are governed as follows:

- ✓ If the total voucher amount is less than \$10,000.00, workflow will route to the designated Business Manager(s)/Director. This is considered Level 1 Approval.
- ✓ If the amount is \$10,000.00 or greater, workflow will route to the designated Department Head. This is considered Level 2 Approval.

NOTE: *Departments can have multiple approvers at both levels. If this is the case, each approver will be notified and any one of the approvers can approve the voucher. Basically approving a voucher is on a “first come, first served” bases.*

Approving Vouchers via Email Notification

Once Accounts Payable creates a voucher, the approver(s) will receive an email from **LSUHSC Accounts Payable-Invoice Approval** PeopleSoft_FS_AccountsPayable@lsuhsc.edu, like the one shown below, requesting approval.



BDOS | Doss, Barbara A.; Marshall Hines, Gillian; Miller, Mario; Mcalister, Steven; Holloway, Ulander

Voucher LSUH 00691196 approval is required (Approval for VAF (DEPT) < \$10K)

A voucher has been entered that requires your attention. (Approval Routing)

Business Unit: LSUSH
 Voucher ID: 00691196
 Invoice ID: 1DLN-Y6WJ-R4NQ
 Invoice Date: 2024-02-07
 Gross Amount: 3449.59
 PO ID: 06102555
 Supplier: AMAZON CAPITAL SERVICES, INC
 Entered by: Richardson, Yvette
 Updated by: Richardson, Yvette

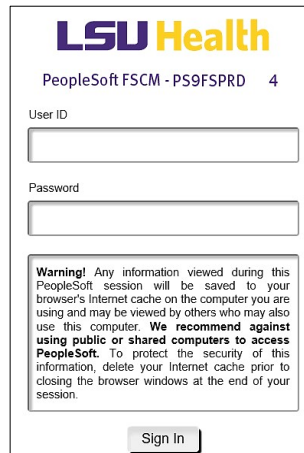
You can navigate to the Voucher Approval page by clicking the link below:

https://prd.psfs.lsuhs.edu/psp/fspd/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION_VCHR_APPROVE2.GBL?Page=VCHR_APPRVL_AF&Action=U&BUSINESS_UNIT=LSUSH&VOUCHER_ID=00691196

DO NOT REPLY
 This is an automated system message.
 For assistance please contact helpdesk@lsuhsc.edu

Once the email is received, click the link to view the voucher information.

If you are not already logged on to PeopleSoft Financials, you will be prompted to do so.



LSU Health

PeopleSoft FSCM - PS9FSPRD 4

User ID

Password

Warning! Any information viewed during this PeopleSoft session will be saved to your browser's Internet cache on the computer you are using and may be viewed by others who may also use this computer. **We recommend against using public or shared computers to access PeopleSoft.** To protect the security of this information, delete your Internet cache prior to closing the browser windows at the end of your session.

Enter your User ID and Password.

Click

If the voucher has not been approved, the below page appears.

Note: The voucher has an “*In Process*” status and the “*Approve*”, “*Deny*” and “*More*” buttons are available.

408.71 USD

Approve
Deny
More

In Process

Summary

Business Unit LSUSH Invoice Number 7858746 Supplier Name FISHER SCIENTIFIC COMPANY, LLC Due Date 01/30/25 Voucher Source Online	Voucher ID 00706698 Created By Nolta, Adennia W Modified By Doss, Barbara A Invoice Date 12/31/24 Voucher Style Regular Voucher Edit Voucher
---	---

Line Details

Voucher Line	Item	Description	Quantity	UOM	Unit Price	Amount	
1		AMMONIUM HYDROXIDE ACS 2.5L3b	1.0000	EA	110.69 USD	110.69 USD	>
2		96WELL PLATES FOR FLUORESCENCE	1.0000	EA	195.81 USD	195.81 USD	>
3		PF 06424439 5 MCJ3b01da6f.6789	1.0000	EA	102.21 USD	102.21 USD	>

More Information

View Attachments (1) >

View Printable Version >

View Remit Supplier Information >

Approver Comments

Approval Chain >

If there are multiple approvers assigned to the department, the voucher may already be approved. If this is the case the voucher will show a Status of Completed and Approved. You can review the voucher details using Voucher Inquiry.

If you are not a valid approver, you will see the aproval page, but the *Approve*, *Deny* and *More* buttons will not be available.

408.71 USD

In Process

Summary

Business Unit LSUSH Invoice Number 7858746 Supplier Name FISHER SCIENTIFIC COMPANY, LLC Due Date 01/30/25 Voucher Source Online	Voucher ID 00706698 Created By Nolta, Adennia W Modified By Doss, Barbara A Invoice Date 12/31/24 Voucher Style Regular Voucher Edit Voucher
---	---

Line Details

Voucher Line	Item	Description	Quantity	UOM	Unit Price	Amount	
1		AMMONIUM HYDROXIDE ACS 2.5L3b	1.0000	EA	110.69 USD	110.69 USD	>
2		96WELL PLATES FOR FLUORESCENCE	1.0000	EA	195.81 USD	195.81 USD	>

If you are not the correct approver, notify LSUSH ADMIN to reassign to the correct approver by sending a request to SHVACCOUNTSPAYABLE@LSUHS.EDU.

Voucher Review

1 408.71 USD

2 In Process

8 Approve Deny More

Summary

Business Unit LSUSH

Invoice Number 7658746

Supplier Name FISHER SCIENTIFIC COMPANY, LLC

Due Date 01/30/25

Voucher Source Online

Voucher ID 00706698

Created By Nolta, Adennia W

Modified By Doss, Barbara A

Invoice Date 12/31/24

Voucher Style Regular Voucher

3 Edit Voucher

Line Details

Voucher Line	Item	Description	Quantity	UOM	Unit Price	Amount	4
1		AMMONIUM HYDROXIDE ACS 2.5L3b	1.0000	EA	110.69 USD	110.69 USD	>
2		96WELL PLATES FOR FLUORESCENCE	1.0000	EA	195.81 USD	195.81 USD	>
3		PF 06424439 5 MG3B61da68-8789	1.0000	EA	102.21 USD	102.21 USD	>

More Information

5 View Attachments (1) >

6 View Printable Version >

7 View Remit Supplier Information >

9 Approver Comments

10 Approval Chain >

On the Approval page, review the following:

1. Invoice Amount
2. Invoice Approval Status
3. Edit Voucher – Although the terminology reads “**Edit**”, no edits can be performed. You can “**View**” the voucher and related information as it is displayed from the Voucher Entry page.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit LSUSH		Invoice Date 02/24/2025			
Voucher ID 00709114		Invoice No 1JNC-TYN6-9P9K			
Voucher Style Regular		Invoice Total 235.04 USD			
Supplier Name AMAZON CAPITAL SERVICES, INC 410 TERRY AVENUE NORTH SEATTLE, WA 98109					
Entry Status Postable		Pay Terms Net 30			
Match Status Matched	Approval History	Voucher Source Online			
Approval Status Pending		Origin ONL			
Post Status Unposted		Created On 03/20/2025 3:34PM			
		Created By YRICH3			
Doc Tol Status Valid		Last Update 08/22/2025 8:19AM			
Budget Status Valid		Modified By JKEEGA			
		ERS Type Not Applicable			
Budget Misc Status Valid		Close Status Open			
View Related	Payment Inquiry	Go			

4. Distribution – Review *Description* and *Distribution Line*.

Distributions

Fluid Approval Distribution

Line 1

4a Description AlphaTrak 3 Test Strips for Us

Merchandise Amt 235.04 USD

Quantity 4.0000 EA

4b. Distribution

Distribution Line	Quantity	GL Business Unit	Merchandise Amount	Currency	Account	Alternate Account	Operating Unit	Fund Code	Department	Program Code	Class Field	Product	PC Business Unit	Project	Activity
1	4.0000	LSUSH	235.04	USD	549200			113	1490010	30001	55200		LSUSH	149001020A	1

5. View Attachments *NOTE: ALL vouchers are required to have at least one attachment when created.*

View Attachments

Business Unit LSUSH

Voucher ID 00691196

▼ Attachments

3. Attached File

Sequence	Attached File	Attachment Description	Entered By
1	 1DLN-Y6WJ-R4NQ.pdf		Richardson, Yvette

6. View Printable Version

ORACLE Enterprise Payables

Invoice

Page: 1 of 1
Run Date: 2025-08-22
Run Time: 08:53:24

Business Unit: LSUSH
Voucher Number: 00706698
Voucher Style: REG
Supplier: 0000000955
Supplier Location: 0000000001
FISHER SCIENTIFIC COMPANY, LLC
FISHER SCI-002
CASH APPLICATION DEPT
2000 PARK LN
PITTSBURGH PA 15275
NET30

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

Invoice Number: 7858746
Invoice Date: 2024-12-31
Miscellaneous: 0
Freight: 0
VAT: 0

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

Invoice Total: 408.71

Voucher Line Information

Line	Item	Description	Quantity	Unit Price	Unit Of Measure	Amount	Distribution Information
1		AMMONIUM HYDROXIDE	1	110.69	EA	110.69	Distrib # 1
		ACS 2.5Lj3b					Account 549200
							Amount 110.69
2		96WELL PLATES FOR FLUORESCENCE	1	195.81	EA	195.81	Distrib # 1
							Account 549200
							Amount 195.81
3		PF 06424439 5	1	102.21	EA	102.21	Distrib # 1
		MGj3b01da6f-8789					Account 549200
							Amount 102.21

7. View Remit Supplier

Remit Supplier Information					
Business Unit LSUSH					
Voucher ID 00709114					
Invoice Number 1JNC-TYN6-9P9K					
Remit Supplier					
					1 row
Remit SetID	Remit Supplier	Supplier Name	Additional Name	Supplier Location	Remitting Address
SHARE	0000040629	AMAZON CAPITAL SERVICES, INC		7777777777	2

8. Approve
9. Approval Comments (*Optional*)
10. Deny or Hold (*Required*)
11. Approval Chain – View all Approvers

Approval Chain	
Voucher Approval Stage 1	
BUSINESS UNIT:LSUSH VOUCHER_ID:0071041	Pending
Start New Path	
Voucher Approval (Standard)	
Pending	+
Multiple Approvers Voucher Approvers (LSUSH)	
Comment History	
Holloway, Ulander M at 04/05/23 - 3:08 PM View History	

If you are not the correct approver, notify LSUSH ADMIN to re-assign the voucher to the correct approver by sending a request to SHVACCOUNTSPAYABLE@LSUHS.EDU.

Working Pending Vouchers

You can now complete one of the following actions:

- **Approve** – Approved vouchers will be processed for payment.
- **Deny** – Comments are required prior to denial. **Deny** actions terminate the workflow process. Vouchers will be deleted and re-entered. An email for all **Deny** actions will be sent to LSUSH ADMIN, the Accounts Payable Coordinator who entered the voucher and the Approver who denied the voucher.
- **Hold** – Comments are required prior to hold. **Hold** actions prevent vouchers from completing the workflow process. An email for all **Hold** actions will be sent to LSUSH ADMIN, the Accounts Payable Coordinator who entered the voucher and the Approver who placed the voucher on hold.

Approve a Voucher

408.71 USD

In Process

Approve Deny More

Summary

Business Unit: LSUSH
Invoice Number: 7858746
Supplier Name: FISHER SCIENTIFIC COMPANY, LLC
Due Date: 01/30/25
Voucher Source: Online

Voucher ID: 00706988
Created By: Nolte, Adornia W
Modified By: Doss, Barbara A
Invoice Date: 12/31/24
Voucher Style: Regular Voucher
[Edit Voucher](#)

Line Details

Voucher Line	Item	Description	Quantity	UOM	Unit Price	Amount	
1		AMMONIUM HYDROXIDE ACS 2.5L/3b	1.0000	EA	110.69 USD	110.69 USD	>
2		96WELL PLATES FOR FLUORESCENCE	1.0000	EA	195.81 USD	195.81 USD	>
3		PF 08424438 5 MG/3801da6f-8789	1.0000	EA	102.21 USD	102.21 USD	>

If it is ok to pay this voucher, click the  button.

Cancel Approve Submit

You are about to approve this request.

Approver Comments

Enter *Comments* if needed. (*Approval Comments* are not required)

Cancel Approve Submit

You are about to approve this request.

Approver Comments

Approved

Click 

You will receive a quick message in a green bar stating that

You have approved the request.

The voucher is approved and is no longer listed in the approvals list.

If there are issues with this voucher that require further review, proceed to the next step of ***Deny a Voucher.***

Deny a Voucher

APPROVAL TO REASSIGN TO CFO, DR. RAMEY BENFIELD ON BEHALF OF JOHN GLAWE. Approve Deny More

In Process

Summary

Business Unit	LSUSH	Voucher ID	00709114
Invoice Number	1JNC-TYN6-9P9K	Created By	Richardson, Yvette
Supplier Name	AMAZON CAPITAL SERVICES, INC	Modified By	Keegan, John
Due Date	03/26/25	Invoice Date	02/24/25
Voucher Source	Online	Voucher Style	Regular Voucher

[Edit Voucher](#)

Line Details

Voucher Line	Item	Description	Quantity	UOM	Unit Price	Amount
1		AlphaTrak 3 Test Strips for Us	4.0000	EA	58.76 USD	235.04 USD

Reasons for Denials.

1. Department determines the chart string/account code is incorrect
 - a. AP cannot change chart-string information. If the department is requesting an account code and/or chart-string change, AP must delete or close the voucher and the PO must be modified and re-submitted by Purchasing to AP.
2. Amount/quantity on voucher does not match the invoice.
 - a. If the voucher has NOT gone through matching, doc tolerance, budget checking, AP can make this change on the voucher and resubmit for approval.
 - b. If processes have run against denied voucher, the voucher must be closed (AP Management only) and re-entered. You will receive a new email requesting approval.
3. Pricing on invoice is incorrect or does not match to PO
 - a. AP will contact the buyer to adjust PO.
 - b. AP will request the supplier to send adjusted/correct invoice.
 - c. Voucher must be deleted or closed (AP Management only). You will receive a new email requesting approval.

When denying a voucher, you will be required to add a comment.

Click 

Cancel **Deny** Submit

You are about to deny this request.

Approver Comments

Enter your comment in the available text box.

Cancel
Deny
Submit

You are about to deny this request.

Approver Comments

Incorrect Invoice attached.

Click Submit

You will receive a quick message in a green bar stating that

“Your request has been denied”.

The status of the Voucher has been updated to “**Denied**”

You can view the Denied Voucher details by using Voucher Inquiry.

Once you click **DENY**, an email for the **DENY** action will be sent to LSUSH ADMIN, the Accounts Payable Coordinator who entered the voucher and the Approver who denied the voucher. Once denied, no additional processing or approvals can be performed.

Sample Deny Email

PeopleSoft_FS_Accounts_Payable@lsuhsc.edu

Doss, Barbara A.; Holloway, Ulander; + 2

11

LSUSH Voucher 00654886 has been Denied. (Approval)

To: [4]

The following Voucher has been "Denied".

Business Unit:	LSUSH
Voucher ID:	00654886
Invoice ID:	1684087
Invoice Date:	2021-10-31
Gross Amount:	5
PO ID:	06087030
Supplier:	MUSIC MOUNTAIN SPRING WATER
Entered by:	Smith, Edrina T
Updated by:	Smith, Edrina T
Comment:	Per Ulander/Steve/Cindy Cox, we do NOT pay late fees/esc charges

DO NOT REPLY

This is an automated system message.
For assistance please contact helpdesk@lsuhsc.edu

Work
IT APPLICATIONS SUPPRT ANALYST

Holloway, Ulander

Cote, Jessica B.

Smith, Edrina T.

Hold a Voucher

By selecting this option, the transaction is placed on **Hold** until the Approver or the ADMIN staff take further action. A voucher that is placed on **Hold** will not be selected for payment.

408.71 USD

In Process

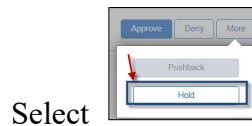
Summary

Business Unit: LSUSH	Voucher ID: 00706998
Invoice Number: 7858746	Created By: Nofa, Adennia W
Supplier Name: FISHER SCIENTIFIC COMPANY, LLC	Modified By: Doss, Barbara A
Due Date: 01/30/25	Invoice Date: 12/31/24
Voucher Source: Online	Voucher Style: Regular Voucher

[Edit Voucher](#)

Line Details

Voucher Line	Item	Description	Quantity	UOM	Unit Price	Amount
1		AMMONIUM HYDROXIDE ACS 2.5LJ3b	1.0000	EA	110.69 USD	110.69 USD



Cancel **Hold** Submit

You are about to put this request on hold.

Approver Comments

Enter your *Required* Approver Comments.

Cancel **Hold** Submit

You are about to put this request on hold.

Approver Comments

Awaiting department verification of receipt

Click **Submit**

You will receive a quick message in a green bar stating that “**You have put the request on Hold**”

Once you click **HOLD**, an email notification will be sent to VAF ADMIN for changes (if required).

System Test - Please Ignore Doss, Barbara A.; Holloway, Ulander

Voucher LSUSH 00671396 approval has been put on Hold (Approval for VAF (DEPT) < \$10K)

Approval for the following Voucher has been put on hold.

Business Unit: LSUSH
 Voucher ID: 00671396
 Invoice ID: TEST5
 Invoice Date: 2022-10-28
 Gross Amount: 27.1
 PO ID: 06091273
 Supplier: CAMBOY LLC
 Entered by: Holloway, Ulander M
 Updated by: Holloway, Ulander M

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

https://rcbb.psft.lsuhs.edu/jsp/firstEMPLOYEE/ERP%2FENTER_VOUCHER_INFORMATION_VCHR_APPROVE2.GBL?Page=VCHR_APPROVAL_AF&Action=U&BUSINESS_UNIT=LSUSH&VOUCHER_ID=00671396

DO NOT REPLY
 This is an automated system message.
 For assistance please contact helpdesk@lsuhsc.edu

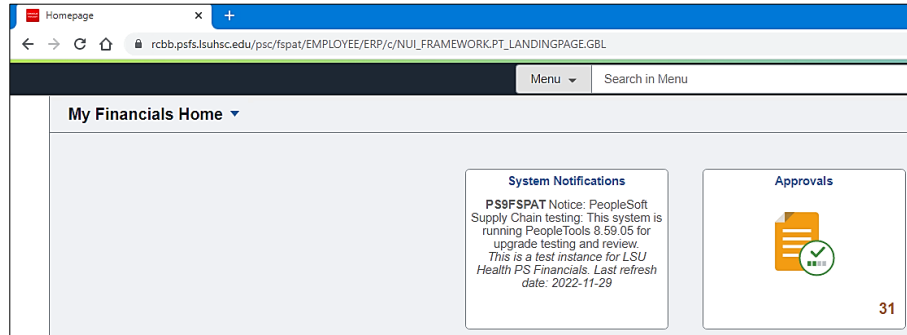
NOTE: Vouchers placed on **Hold** should be monitored as no additional workflow email notifications will be sent. All future communications will be sent via regular email.

Once the voucher is ready, select it and click Approve.

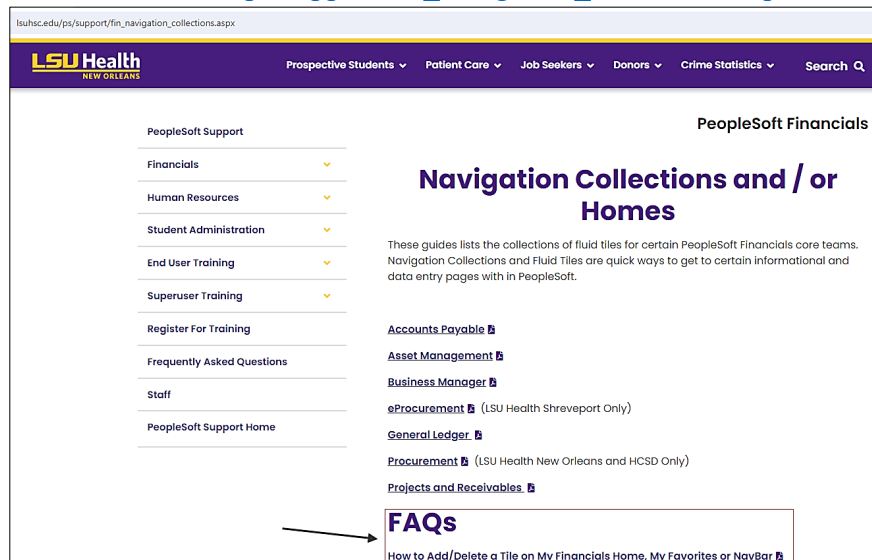
Approving Vouchers via Approvals tile

There are times when you will need to view all vouchers that require approval instead of selecting the link from individual your emails.

This can be accomplished by selecting the Approval tile from your “My Financials” Homepage.



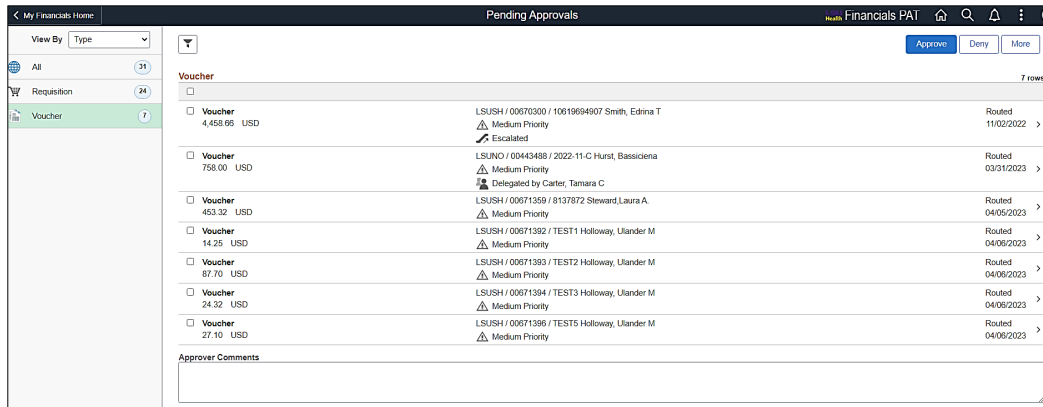
Note: If you have not added this tile to the homepage, please see the delta document located at https://www.lsuhs.edu/ps/support/fin_navigation_collections.aspx



Once the tile is available, select it and the following page will appear.

View By		Type	Pending Approvals		Financials PAT		
All	31						
Requisition	24						
Voucher	7						
All			LSUSH / 00670300 / 10619594907 Smith, Edrina T			Routed	31 rows
Voucher		4,458.66 USD	Medium Priority			11/02/2022	
			Escalated				
Requisition		1,554.00 USD	Alexander-Biotart - LSUSH / 0078756 Patterson, Tanya G			Routed	
			Medium Priority			11/16/2022	
Requisition		485.00 USD	C&B Microscopes - LSUSH / 0078778 Perkins, Connie F			Routed	
			Medium Priority			11/17/2022	
Requisition		250.00 USD	Lab Coats (additional) - LSUSH / 0078795 Finley, Callynn A			Routed	
			Medium Priority			11/18/2022	
Requisition		23.44 USD	ODWIC - LSUSH / 0078820 Carlton, Jolinda K			Routed	
			Medium Priority			11/21/2022	
Requisition		589.10 USD	ZHAO-BIORAD-BIOTART - LSUSH / 0078833 Patterson, Tanya G			Routed	
			Medium Priority			11/21/2022	
Requisition		504.09 USD	Mumane-Dell - LSUSH / 0078838 Patterson, Tanya G			Routed	
			Medium Priority			11/21/2022	

Click  on the left hand side of the page to view all vouchers that need to be reviewed/approved.



The screenshot shows the 'Pending Approvals' page in the PeopleSoft Financials PAT application. On the left, a navigation menu has 'Voucher' selected. The main area displays a table of pending vouchers. Each row includes a checkbox, a voucher number and amount, a description, a priority level, and a routing status. At the bottom, there is a text area for 'Approver Comments'.

Voucher				
☐	Voucher 4,458.05 USD	LSUSH / 00670300 / 10019694907 Smith, Edrina T	Medium Priority Escalated	Routed 11/02/2022
☐	Voucher 758.00 USD	LSUNO / 0043488 / 2022-11-C Hurst, Basiciana	Medium Priority Delegated by Carter, Tamara C	Routed 03/31/2023
☐	Voucher 453.32 USD	LSUSH / 00671359 / 8137872 Steward, Laura A	Medium Priority	Routed 04/05/2023
☐	Voucher 14.25 USD	LSUSH / 00671392 / TEST1 Holloway, Ulander M	Medium Priority	Routed 04/06/2023
☐	Voucher 87.70 USD	LSUSH / 00671393 / TEST2 Holloway, Ulander M	Medium Priority	Routed 04/06/2023
☐	Voucher 24.32 USD	LSUSH / 00671394 / TEST3 Holloway, Ulander M	Medium Priority	Routed 04/06/2023
☐	Voucher 27.10 USD	LSUSH / 00671396 / TEST5 Holloway, Ulander M	Medium Priority	Routed 04/06/2023

Approver Comments

Click the voucher line and proceed with your action of **Approve**, **Deny** or **Hold** as discussed in the “**Working Pending Vouchers**” section above.

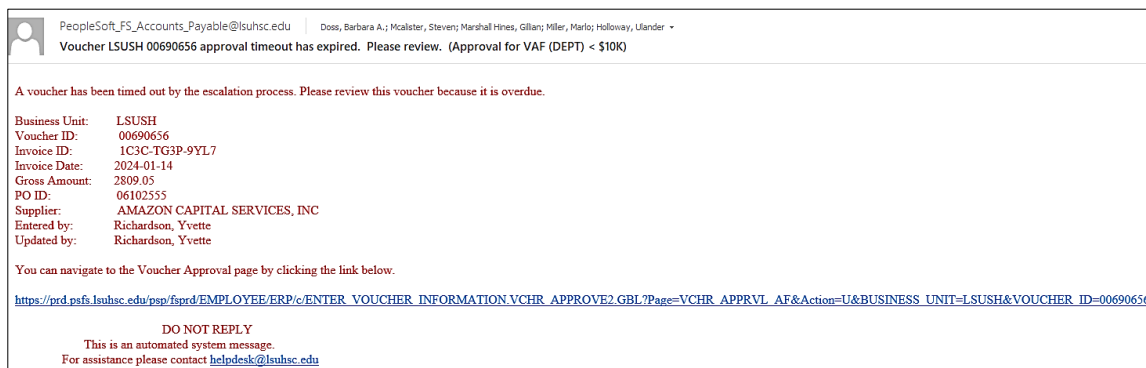
Approval – Timeouts

Escalation Schedule

Vouchers with a pending status will be subject to email reminders sent to the approver on a 7, 14, and 21day schedule.

On the 28th day, an email is sent to VAF ADMIN regarding pending vouchers.

Approval Escalation email is shown below. If received, proceed to the Approvals tile to approve the voucher.



Remember, Accounts Payable **CANNOT** pay the voucher until it has been approved and all processing is completed!!

Support

Should you have any questions or issues, please contact

SHVACCOUNTSPAYABLE@LSUHS.EDU or Ulander.holloway@lsuhs.edu

END OF PROCESS