



PeopleSoft Payables

LSUNO Voucher Approvals

Approver Guide

August 2025

VERSION CONTROL

Version	Date	Task	Owner	Description
0.1	02/09/2017	Created	Danielle Burlison Barbara Doss	Created Document for Voucher Approval Framework (VAF) Workflow for LSUNO Approvers
0.2	03/15/2017	Updates	Barbara Doss	Draft Edits
0.3	03/20/2017	Updates	Barbara Doss	Draft Edits
0.4	03/23/2017	Review	Danielle Burlison Michele Gonzales Barbara Doss	Document Review
0.5	03/23/2017	Update	Barbara Doss	After-review format clean-up. Add: Worklist note for dual approvers (requisitions and vouchers)
0.6	03/26/2017	Update	Barbara Doss	Update header from “Business Manager” to “Approver Guide”
0.7	03/31/2017	Update	Danielle Burlison Barbara Doss	Page #4 – Approver section- Only APPROVED vouchers will be selected for payment. Page#10- add to #2&3- prevents voucher from completing workflow process; the invoice will not be paid.
1.0	03/31/2017	Review / Approve	Danielle Burlison	Document Approved
1.1	8/14/17	Update	Barbara Doss Michele Gonzales	Additional Approval Path #6 for Information Technology
2.0	05/08/2024	Update	Barbara Doss	Update – Tools 8.59; Image 27. Add Approval via Worklist section
3.0	08/22/2025	Update	Barbara Doss	PUM51 Upgrade

Contents

VERSION CONTROL	2
Overview	4
Voucher Approval Workflow.....	4
Benefits.....	4
How Workflow Works	4
Standard Approval Workflow	4
Utility Invoices Auto approved	4
Professional Services Invoices	4
Sponsored Projects Invoices.....	5
Capital Improvements Invoices	5
Information Technology Invoices	5
Approval via Email Notification.....	6
Voucher Review	8
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 vouchers and approval of invoices through PeopleSoft.

Benefits

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

How Workflow Works

Similar to our existing email set-up, employees with invoice approval authority have been reviewed and approved by the department Business Manager and/or Department Head. Access to be able to approve/deny a voucher in PeopleSoft will be requested through information security (upon official go-live in PS, the AP “INV” email distribution lists will not be maintained).

Requests for signature authority memos will still be requested.

- ✓ **The routing rules are governed by the department id on the chartstring and/or account code.**
- ✓ **Only APPROVED vouchers will be selected for payment.**

Standard Approval Workflow

- ✓ A LSUNO PO voucher that is **not** a utility payment, sponsored project, professional service or capital improvement.
- ✓ Vouchers are routed to approvers assigned to department id on the chart-string.
- ✓ If there are two chart-strings with different department ids, all approvers will be notified via email; only one approval is required in PeopleSoft. .
- ✓ If you send an invoice of this type via email or fax stating or signed “approved”, the voucher will route through workflow and require your electronic approval.

To minimize this, **please have your suppliers send all PO related / AP invoices to 433 Bolivar Street or emailed to noacctacipay@lsuhsc.edu**.

Utility Invoices Auto approved

- ✓ Will be self-approved; these vouchers will not go into the electronic workflow approval process.

Professional Services Invoices

- ✓ Continue to route with ink signatures.
- ✓ Invoices and associated supporting documentation routed via campus mail or emailed to noacctacipay@lsuhsc.edu with signatures; documentation will be reviewed by AP for all required approval signatures and attached. If all required signatures are confirmed, PeopleSoft Vouchers of this type will not require additional electronic approval.

Sponsored Projects Invoices

- ✓ Continue to route with ink signatures.
- ✓ Invoices and associated supporting documentation routed via campus mail or emailed to noacctacctpays@lsuhsc.edu with signatures; documentation will be reviewed by AP for all required approval signatures and attached in PeopleSoft. If all required signatures are confirmed, vouchers of this type will not require additional electronic approval.

Capital Improvements Invoices

- ✓ Routed to Facility Services for review and approval.
- ✓ This path uses a single or small group of approvers and will not require Department level (fiduciary) approval.

Information Technology Invoices

- ✓ Two-step approval process for purchase order vouchers with the SHIP_TO of either 1324000 or LSU_DPC.
- ✓ Routed to the department for review and approval based on the purchase order line chart-string.
- ✓ Additional approval routing to a small group of Information Technology approvers for a second approval on the voucher.

Approval via Email Notification

Once Accounts Payable creates a voucher, you will receive an email from **LSUHSC Accounts Payable-Invoice Approval**: [PeopleSoft FS Accounts Payable@lsuhsc.edu](mailto:PeopleSoft_FS_Accounts_Payable@lsuhsc.edu) like the one shown below, requesting approval.



PeopleSoft_FS_Accounts_Payable@lsuhsc.edu
 Doss, Barbara A.; Burlison, Danielle; Rouzan, Eugene; Tran, Hue; Gonzales, Michele S. ▾

Voucher LSUNO 00464364 approval is required (Standard Voucher Approval)

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

Business Unit: LSUNO
 Voucher ID: 00464364
 Invoice ID: 3-0856
 Invoice Date: 2023-12-20
 Gross Amount: 50
 PO ID: 00396283
 Supplier: EMILY J MCCULLOCH
 Entered by: Hurst, Bassicena
 Updated by: Hurst, Bassicena

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

https://prd.psfs.lsuhs.edu/psp/fsprd/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_APPROVE2.GBL?Page=VCHR_APPRVL_AF&Action=U&BUSINESS_UNIT=LSUNO&VOUCHER_ID=00464364

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

Once you receive the email click on the link to view the voucher information.

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



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.

Sign In

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.

14,991.60 USD

In Process

Approve Deny More

Summary

Business Unit: LSUNO
Invoice Number: NS00007155
Supplier Name: NEXTSOURCE, INC.
Due Date: 04/01/25
Voucher Source: Online

Voucher ID: 00487191
Created By: Levy, Darayell Contence
Modified By: Keegan, John
Invoice Date: 04/01/25
Voucher Style: Regular Voucher
[Edit Voucher](#)

Line Details

Voucher Line	Item	Description	Quantity	UOM	Unit Price	Amount
1		Contract to fill staffing vaca	1.0000	YR	12,734.36 USD	12,734.36 USD
2		CHANGE PROJECT-Burn Residual	1.0000	YR	2,247.24 USD	2,247.24 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.

650,734.58 USD

In Process - Multiple Approvers

Summary

Business Unit: LSUNO
Invoice Number: TESTING_TEST_MCTESTFACE070725
Supplier Name: ORACLE AMERICA INC
Due Date: 07/13/25
Voucher Source: Online

Voucher ID: 00487196
Created By: Keegan, John
Modified By: Doss, Barbara A
Invoice Date: 06/13/25
Voucher Style: Regular Voucher
[Edit Voucher](#)

Line Details

Voucher Line	Item	Description	Quantity	UOM	Unit Price	Amount
1		PS Program Support, Fiscal Yea	0.5000	EA	26,903.26 USD	13,451.63 USD
2	CS# 14486485		0.5000	EA	96,539.93 USD	48,269.97 USD
3	CS# 15454931		0.5000	EA	989,965.95 USD	494,982.98 USD
4	CS# 14479615		0.5000	EA	51,779.61 USD	25,889.81 USD
5	CS# 15454968		0.5000	EA	45,850.28 USD	22,925.14 USD
6	CS# 14486482		0.5000	EA	88,918.12 USD	40,459.06 USD
7	CS# 15284669		0.5000	EA	9,507.97 USD	4,753.99 USD

More Information

[View Attachments \(1\)](#)

[View Printable Version](#)

[View Remit Supplier Information](#)

Approval Chain

If you are not the correct approver, notify LSUNO ADMIN to reassign to the correct approver by sending a request to NOACCTACCTPAY@LSUHSC.EDU.

Voucher Review

Voucher

1 4,875.00 USD

2 In Process

Summary

Business Unit LSUNO Voucher ID 00487189
 Invoice Number 01306 Created By Levy,Darayell Contence
 Supplier Name UNIVERSITY MEDICAL CTR MANAGEMENT CORP Modified By Levy,Darayell Contence
 Due Date 03/08/25 Invoice Date 02/08/25
 Voucher Source Online Voucher Style Regular Voucher

Line Details

Voucher Line	Item	Description	Quantity	UOM	Unit Price	Amount
1		PROFESSIONAL SERVICE CONTRACT	1.0000	EA	4,875.00 USD	4,875.00 USD

More Information

5 View Attachments (1) >
 6 View Printable Version >
 7 View Remit Supplier Information >

8 Approver Comments

10 Approval Chain >

On the Approval page, review the following:

1. Invoice Amount
2. Invoice Approval Status (Optional)
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 LSUNO Invoice Date 08/18/2025
 Voucher ID 00495025 Invoice No 487914
 Voucher Style Regular Invoice Total 112.08 USD
 Supplier Name BERTRAM DENTAL LAB INC.
 408 SECOND STREET
 MENASHA, WI 54952

Entry Status Postable Pay Terms Net 30
 Match Status Ready Approval History Voucher Source Online
 Approval Status Pending Origin ONL
 Post Status Unposted Created On 08/22/2025 2:26PM
 Created By BHURST
 Last Update 08/22/2025 2:27PM
 Modified By BHURST
 ERS Type Not Applicable
 Budget Status Not Chk'd Close Status Open
 Budget Misc Status Valid

View Related Payment Inquiry Go

4. Distribution – Review *Distribution and Line*.

Distributions

Fluid Approval Distribution

Line 1

4a. Description To Purchase Cast Metal
 Merchandise Amt -180.00 USD
 Quantity 1.0000 YR

4b.

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	Source Type	Category	Subcategory	Affiliate	Fund Affiliate
1	-1.0000	LSUNO	-180.00	USD	545710			113	1223000	20001	40400		LSUNO	5223000002	1					

5. View Attachments *NOTE: ALL PO Vouchers are required to have attachments.*

View Attachments

Business Unit LSUNO
Voucher ID 00487202

▼ Attachments

Sequence	Attached File	Attachment Description	Entered By
1	 Test_doc_for_c19.docx		Doss, Barbara A

6. View Printable Version

ORACLE Enterprise Payables

Invoice

Page: 1 of 1
Run Date: 2025-08-25
Run Time: 08:57:19

Business Unit: LSUNO
Voucher Number: 00487202
Voucher Style: CORR
Supplier: 0000004364
Supplier Location: 0000000001
SPECIAL EFFECTS DENTAL LAB
SPECIAL EFFECT
629 DERBIGNY ST
GRETNA LA 70053
NET30

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

Invoice Number: REV
Invoice Date: 2025-03-20
Miscellaneous: 0
Freight: 0
VAT: 0

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

Invoice Total: -180

Line	Item	Description	Quantity	Unit Price	Unit Of Measure	Amount	Distribution Information
1		To Purchase Cast Metal	1	-180	YR	-180	Distrib # Account Amount 1 545710 -180

7. View Remit Supplier

Remit Supplier Information

Business Unit LSUNO
Voucher ID 00487202
Invoice Number REV

Remit Supplier

Remit SetID	Remit Supplier	Supplier Name	Additional Name	Supplier Location	Remitting Address
SHARE	0000004364	SPECIAL EFFECTS DENTAL LAB		0000000001	1

8. Approve

9. Approval Comments (Optional)

10. Deny or Hold (Required)

11. Approval Chain – View all Approvers
Comments

12. Approval Chain – Review Approvers

Approval Chain

Approval Framework -Stage 1

▼ BUSINESS_UNIT=LSUNO,
VOUCHER_ID=00487202 Pending

Start New Path

STANDARD APPROVAL

Pending +

Multiple Approvers
Voucher Approvers(LSUNO) >

► Comment History

If you are not the correct approver, notify LSUNO ADMIN to reassign the voucher to the correct approver by sending a request to NOACCTACCTPAY@LSUHSC.EDU.

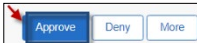
Working Pending Vouchers

You can now complete one of the following tasks:

- **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 LSUNO 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 LSUNO ADMIN, the Accounts Payable Coordinator who entered the voucher and the Approver who placed the voucher on hold.

Approve a Voucher

-180.00 USD							Approve	Deny	More
In Process									
Summary									
Business Unit LSUNO				Voucher ID 00487202					
Invoice Number REV				Created By Doss, Barbara A					
Supplier Name SPECIAL EFFECTS DENTAL LAB				Modified By Doss, Barbara A					
Due Date 04/19/25				Invoice Date 03/20/25					
Voucher Source Online				Voucher Style Reversal Voucher					
				Edit Voucher					
Line Details									
Voucher Line	Item	Description	Quantity	UOM	Unit Price	Amount			
1		To Purchase Cast Metal	1.0000	YR	-180.00 USD	-180.00 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

-180.00 USD

Approve
Deny
More

In Process

Summary

Business Unit LSUNO

Invoice Number REV

Supplier Name SPECIAL EFFECTS DENTAL LAB

Due Date 04/19/25

Voucher Source Online

Voucher ID 00487202

Created By Doss, Barbara A

Modified By Doss, Barbara A

Invoice Date 03/20/25

Voucher Style Reversal Voucher

[Edit Voucher](#)

Line Details

Voucher Line	Item	Description	Quantity	UOM	Unit Price	Amount
1		To Purchase Cast Metal	1.0000	YR	-180.00 USD	-180.00 USD

Reasons for Denials:

1. Department says the chart-string/account code is incorrect
 - a. AP cannot change chart-string information; if department is requesting account code and/or chart-string change, the denied voucher must be deleted/closed and the PO must be modified.
 - b. Voucher must be deleted or closed – AP Management only.
2. Incorrect amount/quantity on voucher
 - 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 reentered.
3. Pricing on invoice is incorrect or does not match to PO
 - a. Contact buyer to adjust PO.
 - b. Contact supplier to send adjusted/correct invoice.
 - c. Voucher must be deleted or closed-AP Management only.

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

Select Deny

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

Deny. Wrong invoice attached.

Select 

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 notification will be sent back to the LSUNO 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

Reply
Reply All
Forward



PeopleSoft_FS_Accounts_Payable@lsuhsc.edu
LSUNO Voucher 00494939 has been Denied. (Standard Voucher Approval)

Doss, Barbara A.; Burlison, Danielle; + 7

The following Voucher has been **Denied**.

Business Unit:	LSUNO
Voucher ID:	00494939
Invoice ID:	19286318080925
Invoice Date:	2025-08-09
Gross Amount:	26.99
PO ID:	00400719
Supplier:	KENTWOOD SPRINGS
Entered by:	Travis, Karen
Updated by:	Travis, Karen
Comment:	We changed this department number to reflect Financial Aid Dept 1352000. Is chart string on this voucher correct?

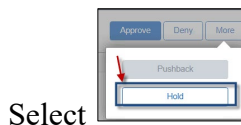
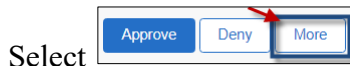
DO NOT REPLY

This is an automated system message.

For assistance please contact helpdesk@lsuhsc.edu

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.

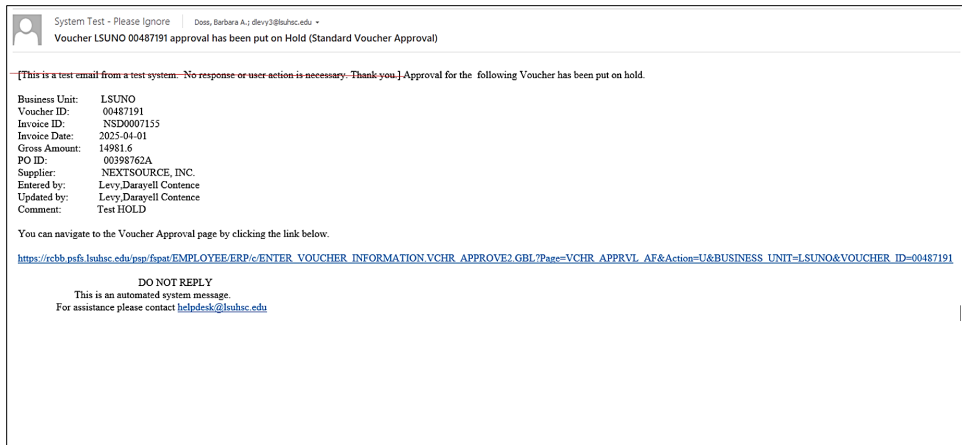


Enter your *Required* Approver Comments.



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).



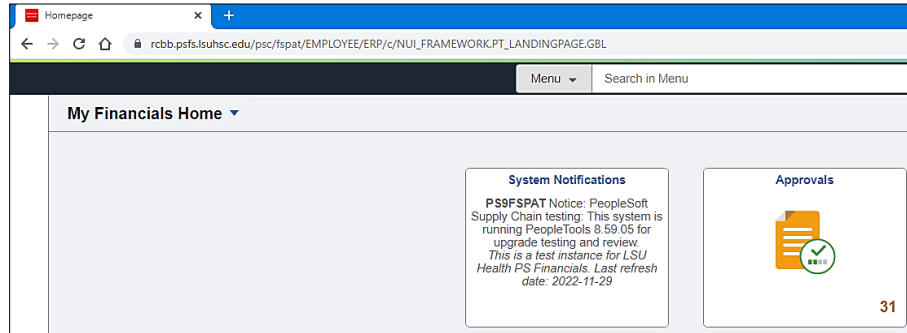
NOTE: Vouchers placed on **Hold** should be monitored as no additional workflow email notifications will be sent. All future communications will be sent via regular email.

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

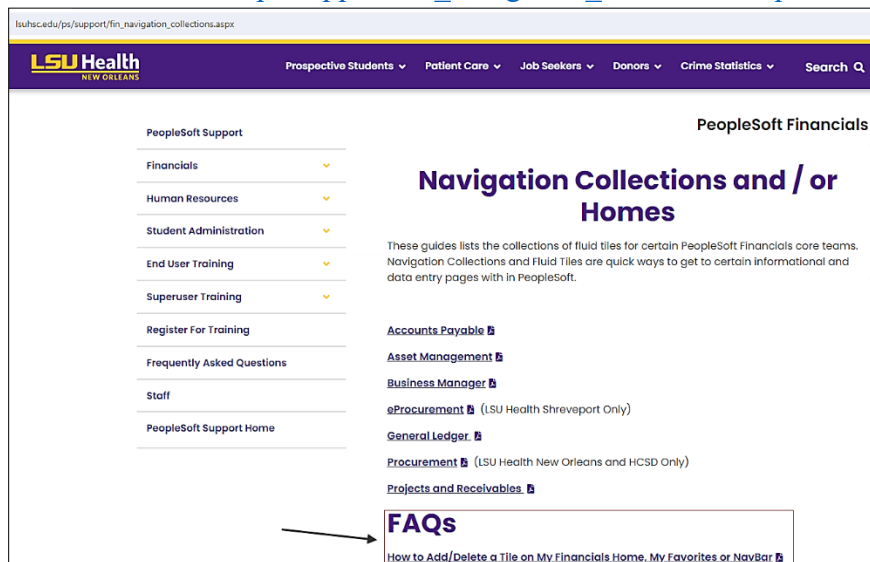
Approving Vouchers via Approvals tile

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.

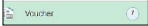


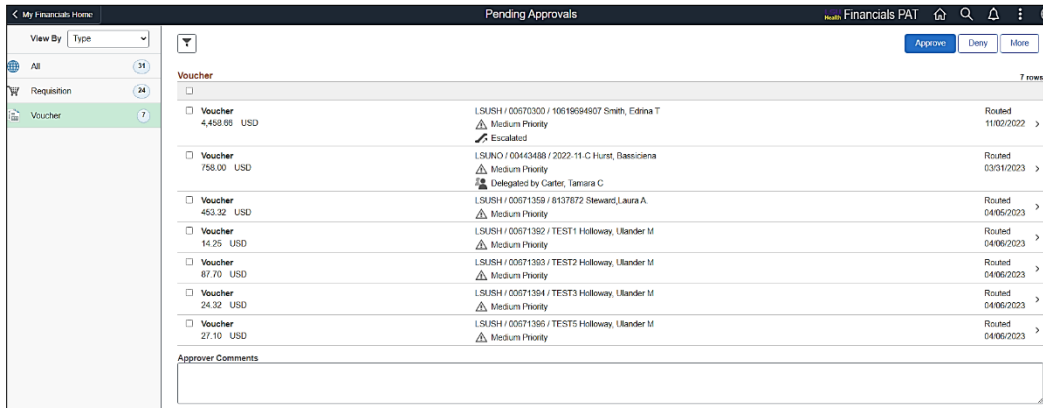
Note: If you have not added this tile to the homepage, please see the delta document located at https://www.lsuhs.edu/ps/support/fin_navigation_collections.aspx



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

My Financials Home		Pending Approvals		Financials PAT
View By	Type			
All	31			
Requestion	24			
Voucher	7			
All				31 rows
Voucher	4,458.66 USD	LSUSH / 00570300 / 10619694907 Smith, Edina T	Routed	11/02/2022
		Medium Priority		
		Escalated		
Requestion	1,554.00 USD	Alexander-Biostat - LSUSH / 0078759 Patterson, Tanya G	Routed	11/16/2022
		Medium Priority		
Requestion	485.00 USD	C&B Microscopes - LSUSH / 0078776 Perkins, Connie F	Routed	11/17/2022
		Medium Priority		
Requestion	250.00 USD	Lab Coats (additional) - LSUSH / 0078795 Finley, Callym A	Routed	11/18/2022
		Medium Priority		
Requestion	23.44 USD	ODWIC - LSUSH / 0078820 Carlton, Jolinda K	Routed	11/21/2022
		Medium Priority		
Requestion	589.10 USD	ZHAO-BIORAD-BIOSTART - LSUSH / 0078833 Patterson, Tanya G	Routed	11/21/2022
		Medium Priority		
Requestion	504.09 USD	Mumane-Dell - LSUSH / 0078838 Patterson, Tanya G	Routed	11/21/2022
		Medium Priority		

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 PeopleSoft. On the left, there is a navigation menu with 'Voucher' selected. The main area displays a table of vouchers with columns for voucher details, routing status, and dates. Below the table is an 'Approver Comments' section.

Voucher			
☐	Voucher 4,458.95 USD	LSUSH / 00670300 / 10619584507 Smith, Edrina T Escalated	Routed 11/02/2022
☐	Voucher 758.00 USD	LSUNO / 00434486 / 2022-11 C.Hurst, Basiciana Delegated by Carter, Tamara C	Routed 03/31/2023
☐	Voucher 453.32 USD	LSUSH / 00671359 / 8137872 Steward, Laura A.	Routed 04/06/2023
☐	Voucher 14.25 USD	LSUSH / 00671382 / TEST1 Holloway, Ulander M	Routed 04/06/2023
☐	Voucher 87.70 USD	LSUSH / 00671383 / TEST2 Holloway, Ulander M	Routed 04/06/2023
☐	Voucher 24.32 USD	LSUSH / 00671384 / TEST3 Holloway, Ulander M	Routed 04/06/2023
☐	Voucher 27.10 USD	LSUSH / 00671385 / TEST5 Holloway, Ulander M	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.

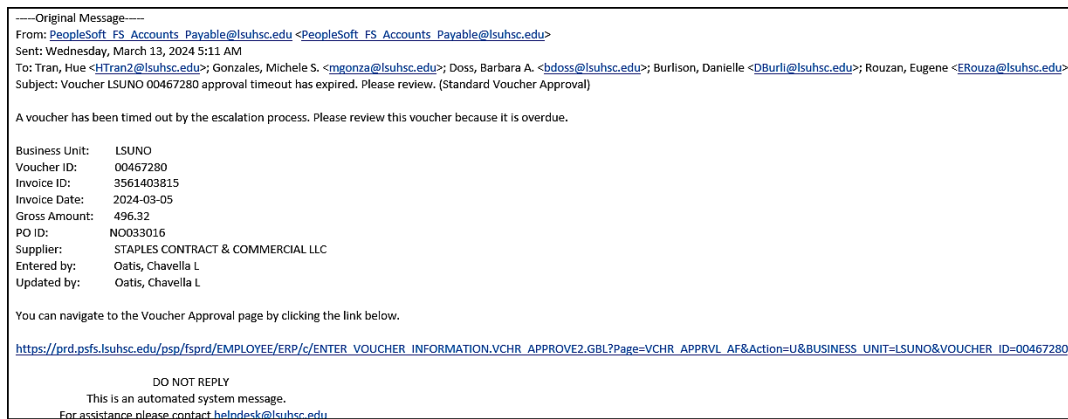
Approval – Timeouts

Escalation Schedule

Vouchers that are not approved, denied, or placed on hold will be subject to email reminders on a 7, 14, and 21-day 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

NOACCTACCTPAY@LSUHSC.EDU or DBURLI@LSUHSC.EDU

END OF PROCESS