

Approving Transactions in PeopleSoft Financials

Accessing Your Worklist:

Approvers will utilize the traditional, “classic view” for accessing their worklist. To access the “classic view” navigation menu, click on the Compass icon. Next click on the Navigator icon. The traditional PeopleSoft menu will be available. You can then select the Worklist link to access the approval worklist. Both expense reports and requisitions will be available for approval.



It is recommended that approvers add the Worklist link to their “My Favorites” page in order to make finding and accessing it easier.

Expense Reports:

- Expense reports will be reviewed by the approver and is certifying the appropriateness of the expenditure and reasonableness of the amount, availability of funds, compliance with funding agency regulations and State reimbursement policies and completeness of documentation and accuracy.
 - Click on [Accounting Defaults](#) to review chartstring information.
 - Click on the hyperlink for [Expense Line Items](#) to see additional details.
 - Review the approval path in the [Pending Actions](#) and [Action History](#) section.
 - Enter any [Comments](#) you wish to add to the transaction.
- Expense Reports must have a valid budget check status before they can be approved.
 - Budget Check Status = **Valid**
 - Transaction has passed budget checking and is ready to be approved.
 - Budget Check Status = **Error**
 - Transaction has a budget error and will need to be sent back to traveler or held until status is valid.
 - Budget Check Status = **Not Checked**
 - The budget check process has not yet run. Approver needs to log out and come back to transaction in a few hours. The budget check process runs three times a day.

- Approver Options
 - **Approve** – Approves and moves the expense transaction onto the next approver.
 - **Send Back** – Sends the transaction back to the traveler/submitter so they can make changes or corrections.
 - **Hold** – Overrides the eight-day workflow requirement and holds the transaction in the approver's Worklist.
 - **Deny** – Completely denies the transaction and the employee will not be able to resubmit a denied transaction. Approver can also deny only select lines and then approve the remaining portion of the transaction.
- Reassigning an Expense Report
 - Allows you to reassign a transaction to another approver

- If there are two levels of approval, the level 1 approver must reassign all transactions that are reimbursing the level 2 approver.
- To reassign, click on Manage Expenses Security > Reassign Approval Work
- Select the transaction that needs reassigning by clicking on the Select box (green checkmark)
- Enter or look up the approver you are reassigning the transactions to and enter this is the Reassign Work To field.
- Click the Reassign button

ePro Requisitions:

- ePro Requisitions should be reviewed by the approver and is certifying that the expense is relevant and justifiable to the mission of the University/Department, the expense is a prudent use of institutional assets, and that adequate funds are available in the budget for the expense to be charged.
 - To review the line item's description, click on the [Item Description](#) hyperlink.
 - To review the chartstring information, select the checkmark next to each line and click the [View Line Details](#) button.
 - To review the Approval path, click the Expand icon next to [Review/Edit Approvers](#).
 - To insert additional approvers or reviewers, click the green plus sign (+) to insert an ad hoc approver.
 - Enter any [Comments](#) you wish to add to the requisition.
- Approver Options
 - **Approve** – Approves the requisition and moves it on to the next approver or process.
 - **Deny** – Sends the entire requisition back to the requester for correction or cancellation.
 - **Pushback** – Sends the requisition back to the previous approver.

Setting Up an Alternate Approver:

- Allows you to designate another approver to take over responsibility of approving any new transactions that hit your Worklist during the specified time
- From the main PeopleSoft Home Page click on **My System Profile**
- Enter or look up the **Alternate User**.
- Enter the **From Date**.
- Enter the **To Date**.
- Click the **Save** button.

Approver can click on the Worklist link again to return to the Worklist to approve additional requisitions or expense reports.