1. After logging in to PeopleSoft Financials, click on the **Worklist** link at the top right corner of the screen.

2. The next screen displays all transactions waiting for your approval. Note that for some users these could include PCard transactions, Property Control transactions, requisitions, and/or grant proposals. Click on the link on the right side of the screen to proceed.

3. If you are the approver for only one cardholder, you will be taken directly to the approval screen (step 4). If you are the approver for multiple cardholders, you will be taken to the search screen and must select a cardholder and/or workflow status of "SuprNeeded". Press the Search key after making these selections.
4. The next screen is the approval screen. It also provides links for reviewing the transaction.

5. To review the distribution assigned by the cardholder, click on the link on the righthand side of the page. A screen with budget unit and account codings will appear.

6. To review the receipt for the transaction, click on the comments link: On the Comments screen, click View and the attached receipt will be displayed.
7. On the main page,

(1) Place a check mark on the line(s) that you wish to approve or deny.
(2) Press the **SLU Approve** button to approve the transaction or press **Denied** to deny
    (pressing **Denied** will return the transaction to the cardholder for reworking).
(3) Press **Save** to record your approval or denial of the transaction.