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 Property Control inventory or non-inventory transactions, requisitions, and/or grant proposals.

3. Click on the link to access the **Property Control Transaction Approval** screen.
4. To review attachments, click on the **Attachments** tab and then click on the paper/eyeglass icon to open.

Return to the Property Cntrl Admin tab to complete the approval.

5. Before approving or pushing back the transaction, add a comment if needed by inserting it below any existing comment. Include your initials and date at the beginning of the comment.

6. Press the **Approve** button to authorize the transaction. Choose **Pushback** to deny authorization and return the transaction to the user who created the entry.

If the transaction is approved, it will then move to another user for the next required approval. Based on the type of transaction, it may require approvals from another Budget Unit Head, the Director of Basic Computing, and Property Control.