

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

Worklist for ESCOUT: Elaine Scout

Work List Filters:

From	Date From	Work Item	Worked By Activity	Priority	Link
Kathy Lakeman	04/20/2012	SLU_SUPR_WORKLIST	SLU_PCARD_CHARTFIELD		PCBA
ADMINISTRATOR	04/20/2012	MANAGER Worklist	SLU_AMOUNT_APPROVAL		2012-02-08_0 6063, SLULA, 0000007040

Note: A callout bubble points to the 'PCBA' link with the text: 'Click on the PCard transaction link.'

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.

Reconcile Statement Search

Role Name:

Employee ID:

Employee Name:

Card Issuer:

Card Number:

Transaction Number:

Sequence Number:

Line Number:

Billing Date:

Statement Status:

Budget Status:

Chartfield Status:

Merchant:

Transaction Date:

Charge Type:

Posted Date:

Wf Status:

Note: A callout bubble points to the Employee Name field with the text: 'Click here to choose from your cardholder list.'

Note: A callout bubble points to the Wf Status dropdown with the text: 'Set to SuprNeeded.'

APPROVING PROCUREMENT CARD TRANSACTIONS

4. The next screen is the approval screen. It also provides links for reviewing the transaction.

Reconcile Statement
Procurement Card Transactions

Bank Statement

Transaction Billing


Transaction	Empl ID	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	Status	Wf Status	Transaction Amount	Currency	Budget Status
1	0000000	Kathy Lakeman	PCBA	*****0000	04/18/2012	SOUTHEASTERN BOOKSTOR	Verified	SuprNeeded	45.94	USD	Valid

Select All Clear All

Search [Purchase Details](#) [Split Line](#) [SLU Approve](#) [Denied](#)

[Save](#) [View Worklist](#) [Previous in Worklist](#) [Next in Worklist](#) [Notify](#) [Refresh](#)

Annotations:
 - Status must be "Verified".
 - Wf status is "SuprNeeded".
 - Link for comments and receipt.
 - Link to the budget unit & account distribution.

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.

Reconcile Statement
Account Distribution

Line: 1 PO Qty: 1.0000 UOM: EA
 Billing Date: 05/05/2012 Billing Amount: USD Unit Price: 45.94
 SpeedChart: Transaction Unit Distribute by: Amount
 Price

Distributions


Chartfields [Details/Tax](#) [Asset Information](#) [Statuses](#)

Dist	Percent	Amount	Currency	GL Unit	Account	Fund	Budget Unit	Program	Class
1	100.0000	45.94	USD	SLULA	549999	20	99999	00002	DM001

Click OK

[OK](#) [Cancel](#) [Refresh](#)

To return to the main page, click **OK**.

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.

Reconcile Statement
Line Comments

Transaction Line Comments Find | View All First 1 of 1 Last

Comments: Status: Active

Reference book for XYZ class.

Associated Document

Attachment: Bookstore_receipt.pdf [Attach](#) [View](#) [Delete](#)

Click to see receipt.

[OK](#) [Cancel](#) [Refresh](#)

Approvers can add comments, but existing comments must not be changed or removed. To return to the main page, click **OK**.

APPROVING PROCUREMENT CARD TRANSACTIONS

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.

Reconcile Statement

Procurement Card Transactions

Bank Statement

Place checkmark on the line(s).

	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	Status	WF Status	Transaction Amount	Currency			Budget Status	
1	✓	00000000	Kathy Lakeman	PCBA	*****0000	4/18/2012	SOU BOO	To approve transaction(s)	To deny transaction(s)	SuprNeeded	45.94	USD	Valid

Press to save. Clear All

SLU Approve Denied

Save View Worklist Previous in Worklist Next in Worklist Notify Refresh