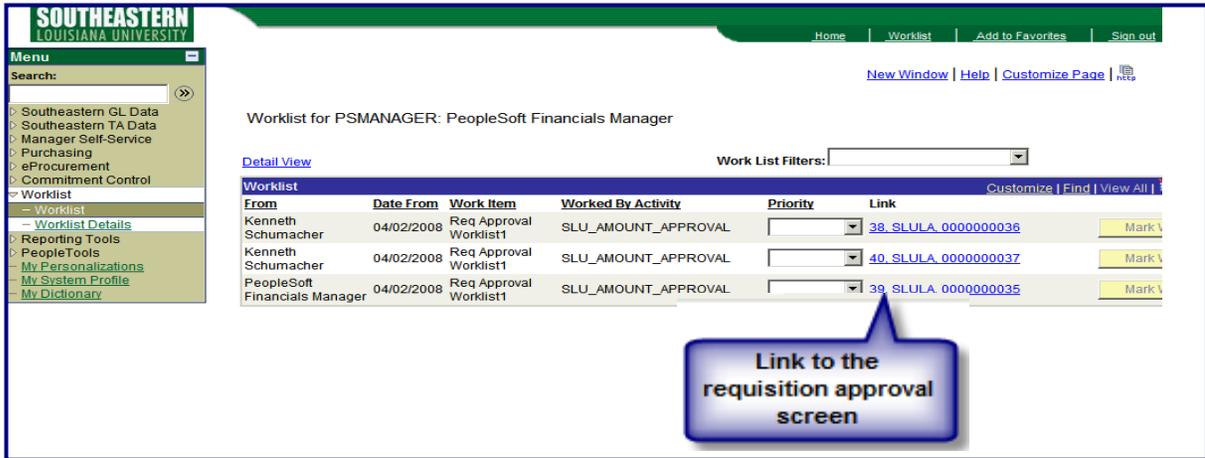


APPROVING A REQUISITION *In PeopleSoft Financials*

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 requisitions waiting for your approval:



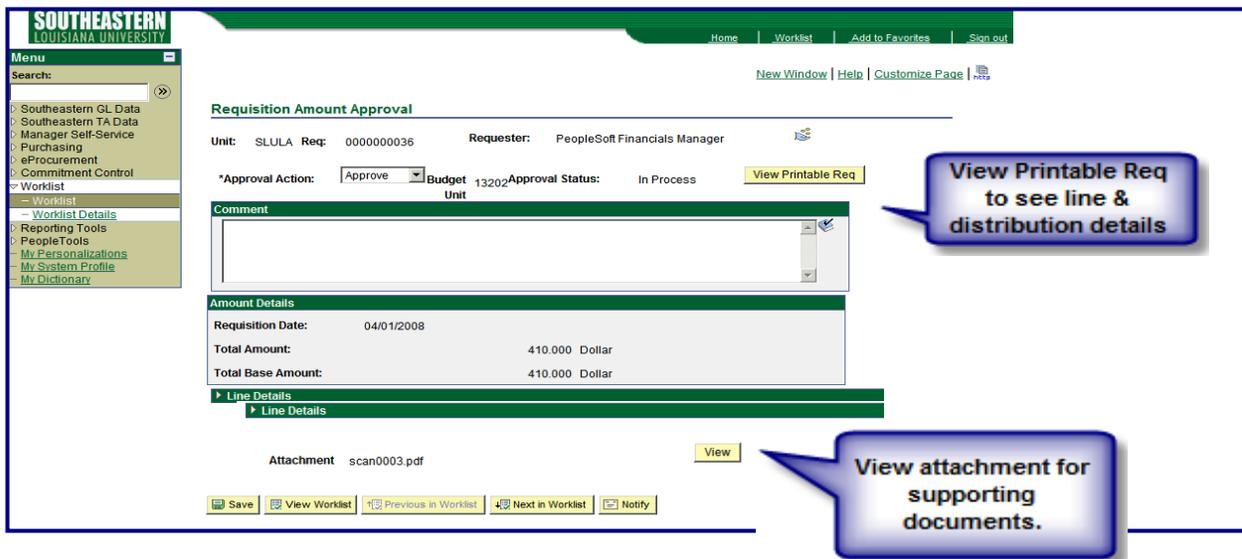
Worklist for PSMANAGER: PeopleSoft Financials Manager

Work List Filters: [Dropdown]

From	Date From	Work Item	Worked By Activity	Priority	Link
Kenneth Schumacher	04/02/2008	Req Approval Worklist1	SLU_AMOUNT_APPROVAL	[Dropdown]	39 SLULA 000000035
Kenneth Schumacher	04/02/2008	Req Approval Worklist1	SLU_AMOUNT_APPROVAL	[Dropdown]	40 SLULA 000000037
PeopleSoft Financials Manager	04/02/2008	Req Approval Worklist1	SLU_AMOUNT_APPROVAL	[Dropdown]	39 SLULA 000000035

Link to the requisition approval screen

3. Click on the link to access the **Requisition Amount Approval** screen.
4. To review the Requisition before approving, click on **View Printable Req.** (Be patient -- this can take time to open, but is worth the wait.) If there are attachments, click on the **View** button.



Requisition Amount Approval

Unit: SLULA Req: 000000036 Requester: PeopleSoft Financials Manager

*Approval Action: Budget Unit: 13202 Approval Status: In Process [View Printable Req](#)

Comment: [Text Area]

Amount Details

Requisition Date:	04/01/2008
Total Amount:	410.000 Dollar
Total Base Amount:	410.000 Dollar

Line Details

Attachment: scan0003.pdf [View](#)

View Printable Req to see line & distribution details

View attachment for supporting documents.

APPROVING A REQUISITION

- To approve the requisition, set the **Approval Action** drop-down to "Approve" and press the **Save** button.

SOUTHEASTERN LOUISIANA UNIVERSITY

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | Help

Requisition Amount Approval

Unit: SLULA Req: 0000000036

*Approval Action: Budget Unit

Printable Req

Comment

Amount Details

Requisition Date:	04/01/2008	
Total Amount:	410.000	Dollar
Total Base Amount:	410.000	Dollar

Line Details

Save View Work

Set Approval Action to "Approve"

Press "Save" to complete the approval.

- To deny the purchase requisition, choose **Deny** as the **Approval Action** from the drop-down list, enter a comment regarding the reason for the action, and press **Save**. The requisition will no longer be in the approval process. To begin the approval process again, the requisition must be edited and saved.
- If additional approvals are required from the Office of Sponsored Research and Programs or The Director of Basic Computing Services, or the Fleet Coordinator, you will receive a prompt to move the request to the next approver after you click on the **Save** button.