1. Log into PeopleSoft and look for the **Financials Approvals** tile in homepage.

2. Select the **“All”** link to display all financial documents pending your approval.

3. Select the individual document lines to review and approve separately.

4. Review **Summary** information (Amount, Description, Comment).

5. If available, review **Attachments**.

6. Review Expenses (Date, Description, Line Amount).

7. To see funding information, select > arrow to open a pop-up window and then select **View Accounting**.

8. To go back, click the exit (X) button and on the left hand corner of the page click **Back to Header**.

9. Use the **Approve**, **Terminate**, or **More (Sendback)** buttons on the top right corner to continue. Select the **More** button to **Sendback**.

10. From the confirmation pop-up window, press **Submit** to complete. Please note: Comments are required when sending back or terminating a document.