1. Log into PeopleSoft and look for the Financials Approvals tile on the homepage.
2. Select the “All” link to display all documents pending your approval.
3. Select the individual document lines to review and approve separately.

4. Review Summary information (Amount, Desc, Comment, Dates, Creator).
5. If attachments were included, select the View Attachments link.
6. Review individual detail expense lines (Date, Expense Type, Amount).
7. To see funding information, select > arrow for each line item to open an Accounting pop-up window. Then select View Accounting link.
8. To go back to the main page, click the exit (X) button from Accounting pop-up, and then from the left hand corner of the page click Back to Header.
9. Use the Approve, Send Back, or More buttons on the top right corner to continue.
10. Confirmation pop-up window, press Submit to complete. Please note: Comments are required when sending back or terminating documents.