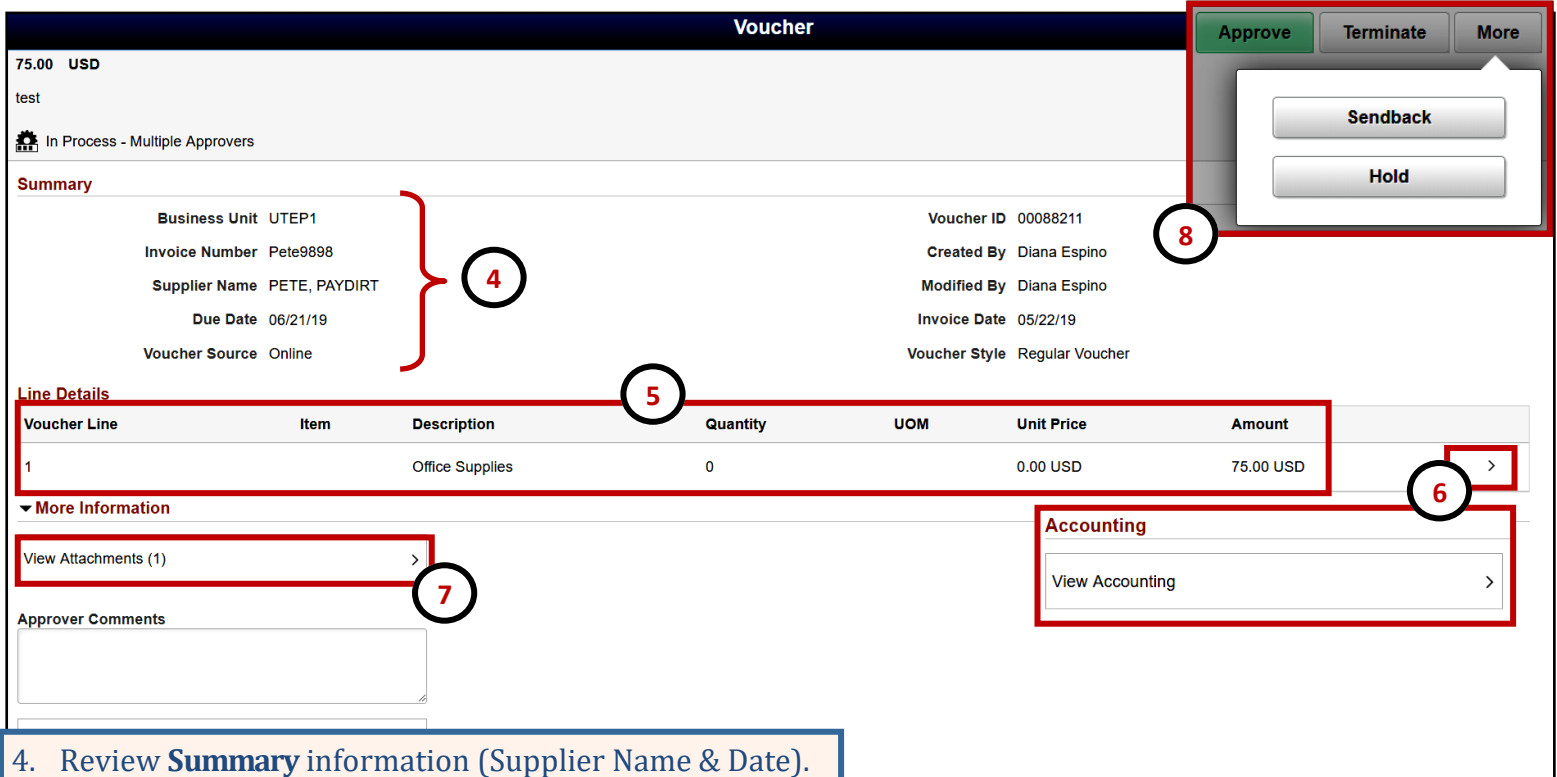
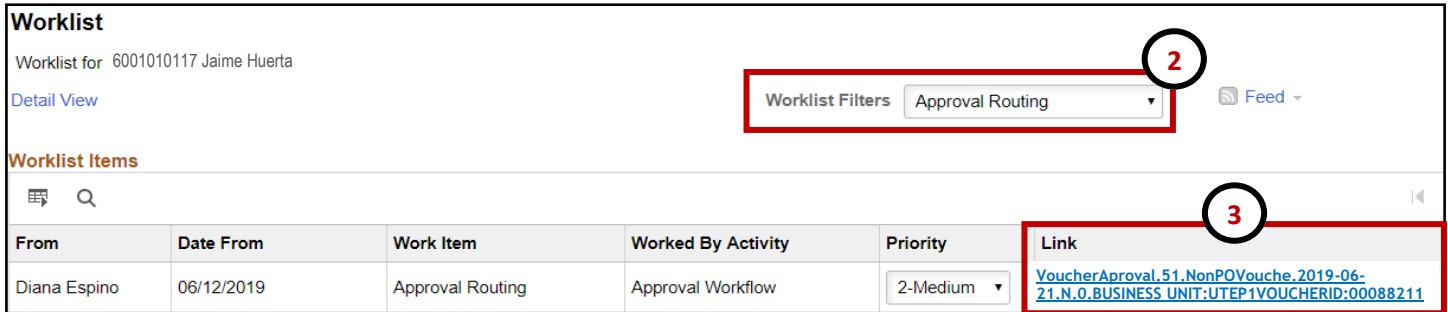


Approve Non-PO Voucher

Worklist Approval

1. Log into PeopleSoft and look for the **Worklist** link located on the upper right hand corner of the home page.
2. If needed, use the **Worklist Filters** dropdown and select **Approval Routing** to display pending documents.
3. Select the link to review/approve the document.



4. Review **Summary** information (Supplier Name & Date).
5. Review **Line Details** (Description/Line Amount).
6. To see funding information select the > arrow.
7. If available, review **Attachments**.
8. Use the **Approve** or **Send Back** buttons on the top right corner to continue.
9. From the confirmation pop-up window, press **Submit** to complete. Please note: Comments are required when sending back a document.

