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.

**Worklist**

- Worklist for: 6001010117 Jaime Huerta
- Detail View

**Worklist Items**

<table>
<thead>
<tr>
<th>From</th>
<th>Date From</th>
<th>Work Item</th>
<th>Worked By Activity</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diana Espino</td>
<td>06/12/2019</td>
<td>Approval Routing</td>
<td>Approval Workflow</td>
<td>2-Medium</td>
</tr>
</tbody>
</table>

**Voucher**

- **75.00 USD**
- **In Process - Multiple Approvers**

**Summary**

- Business Unit: UTEP1
- Invoice Number: 540888
- Supplier Name: PETE, PAYDIRT
- Due Date: 06/21/19
- Voucher Source: Online

**Line Details**

<table>
<thead>
<tr>
<th>Voucher Line</th>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Office Supplies</td>
<td>0</td>
<td></td>
<td>0.00 USD</td>
<td>75.00 USD</td>
</tr>
</tbody>
</table>

**Accounting**

- View Accounting

**View Attachments**

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.