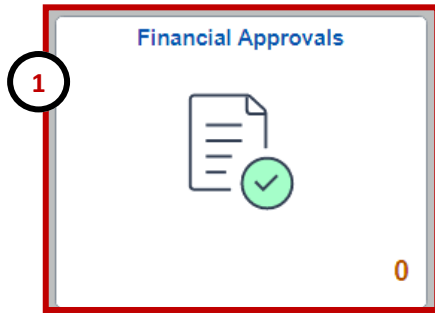
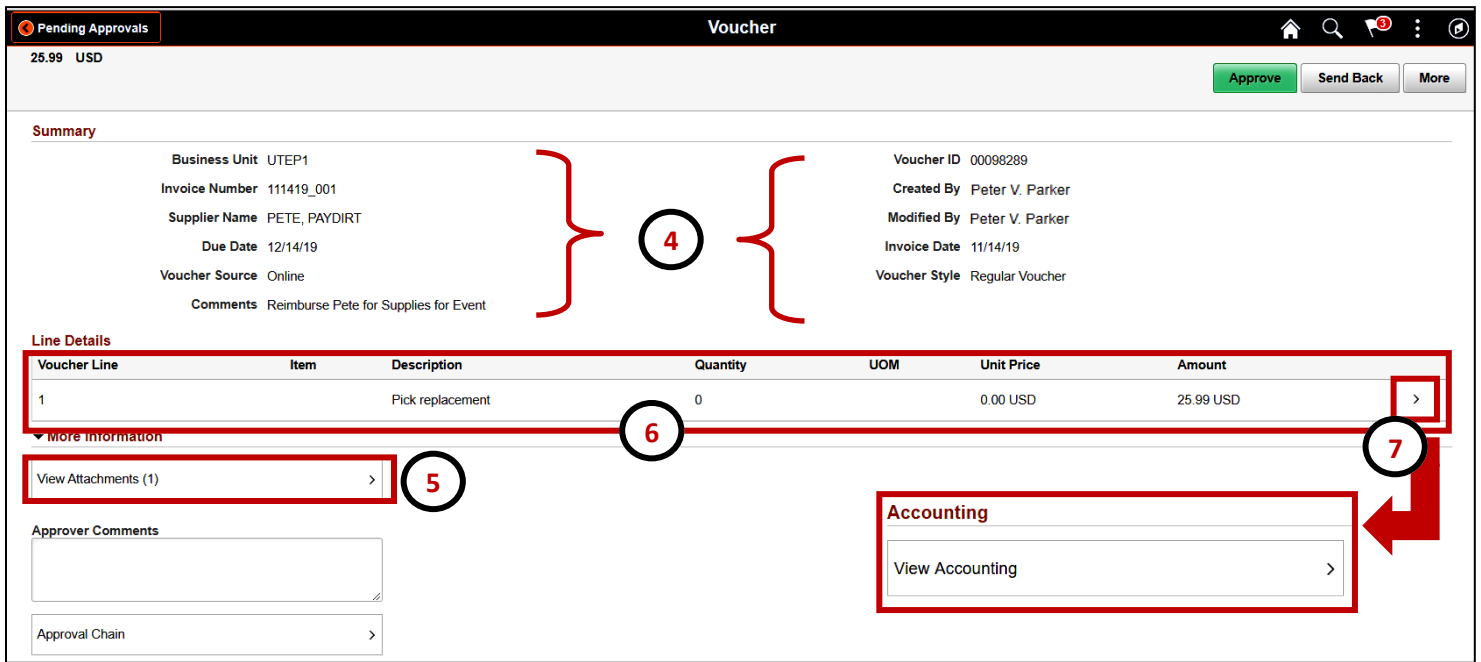


Approve Non PO Vouchers



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 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.

