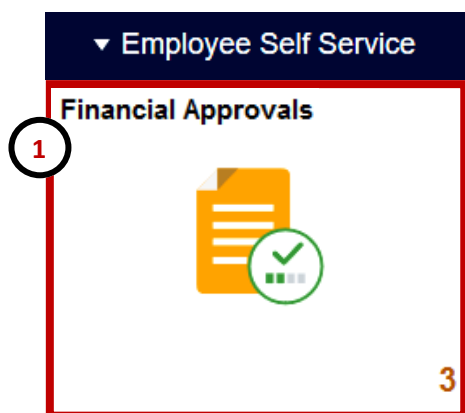


# Financial Approvals



1. Log into PeopleSoft, from the Employee Self Service home page select for the **Financial Approvals** tile.
2. Select the “**All**” link to display all financial documents pending your approval.
3. Review all pending documents appearing on the **Pending Approvals** page. Each document line must be selected individually for review and approval.

Pending Approvals			
View By: Type			
<b>All</b>			3
Expense Report			1
Travel Authorization			1
Voucher			1
<b>All</b> 3 rows			
<b>Travel Authorization</b>	0000139356 Tony Stark		Routed 11/14/2019 >
100.00 USD			
<b>Expense Report</b>	Tony Stark - 0000234590 / Business		Routed 11/14/2019 >
50.00 USD	Meeting Expense		
	↓ Low Priority		
<b>Voucher</b>	UTEF1 / 00098289 / 111419_001		Routed 11/14/2019 >
25.99 USD	Scott Lang		
	⚠ Medium Priority		

## PeopleSoft Tips:

- The Financial Approvals tile shows a number at the lower right hand corner representing the number of documents pending approval.
- The Pending Approvals page sorts documents by:
  - A) **All**- to see all pending finance documents (**Recommended**)
  - B) **Expense Report**- to only see pending Expense Report documents
  - C) **Travel Authorization**- to only see pending Travel Authorization documents
  - D) **Voucher**- to only see pending Voucher documents
- To return to the main PeopleSoft homepage, select the “Home” 🏠 icon located on the right hand corner.
- Remember to select the “Actions List” ⋮ icon and click the “Sign Out” link to log out of the system.