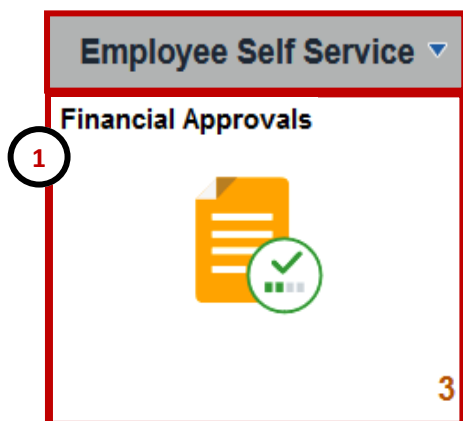


Financial Approvals



1. Log into PeopleSoft, from the Employee Self Service home page select for the **Financial Approvals** tile.
2. Select the “**All**” link to view 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 ap-

View By	Type	
All	2	3
Expense Report	1	
Travel Authorization	1	
Voucher	1	

All		3 rows
Travel Authorization 100.00 USD	0000139356 Tony Stark	Routed 11/14/2019
Expense Report 50.00 USD	Tony Stark - 0000234590 / Business Meeting Expense ↓ Low Priority	Routed 11/14/2019
Voucher 25.99 USD	UTEP1 / 00098289 / 111419_001 Scott Lang ⚠ Medium Priority	Routed 11/14/2019

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 view all pending finance documents (**Recommended**)
 - B) **Expense Report**- to view pending Expense Report documents
 - C) **Travel Authorization**- to view pending Travel Authorization documents
 - D) **Voucher**- to view 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, if needed.