Approving Non-PO Vouchers (two options)

**Option 1: Email Approval option**
1. After voucher is submitted, the approver will receive an email notification stating: “Approval is requested for Voucher ID xxxxx.”
2. Click the hyperlink to navigate to the Voucher Approval page to review and approve.
3. Enter your University credentials if you are not already logged into PeopleSoft.

**Option 2: Worklist Approval option**
4. Click the Worklist hyperlink located on the upper right corner of the PeopleSoft home page. The link will take you directly to the Voucher Approval Page.
5. Select Approval Routing to filter worklist items.
6. Identify and select voucher to approve. Click View 100 to see all documents.

**PeopleSoft Tips:**
- Voucher ID number appears on the email title, body, and email link.
- The Approver can immediately approve documents using the email link.
- Worklist is updated every 5 minutes; please wait for the Worklist to update.
- Email link Troubleshooting Options:
  1. Delete cookies on current browser and closeout current browser.
  2. Or copy the email link to a new browser.
1. Review Vendor used.
2. Click the Attachments hyperlink to open uploaded invoice.
3. Select the Charge Information tab.
4. Verify voucher is posting to the correct Project/Cost Center.
PeopleSoft Tips:

- After each approval, the document will automatically route to additional approvers(s).
- Denied documents will be **RETURNED** to the creator. The creator can then modify the document and re-submit it for approval.
- A justification is required in the Comments section for all denied documents. The approver must indicate and provide an explanation if the document needs to be **DELETED** or **MODIFIED**.