Approving a Requisition

As an Approver, you need to access Peoplesoft and view your Worklist regularly in order to approve requisitions. You will receive an email notifying you of the requisition(s) needing your approval including a link to the requisition in Peoplesoft.

Accessing your Worklist

1. Log in to Peoplesoft.

   ![Image of Peoplesoft login page]

   **User ID:** AALLEN65  
   **Password:**  
   **Sign In**

2. From the Menu page, click on the Worklist link.

   ![Image of Peoplesoft Menu page with Worklist link highlighted]
3. View the Worklist Summary to find the requisition needing approval. The most recently created requisition will be listed last.

4. Click the blue link for the requisition to approve.

5. Skip to Step 5 of the section “Navigating to the Worklist”.

Navigating to the Worklist

1. Navigation: Purchasing > Requisitions > Approve Amounts
2. Enter the Business Unit.
3. Enter the Requisition ID.
4. Click Search.
5. Click Line Details.
6. Verify that all the information is correct by clicking on both the Amounts/Qty and Details tabs.
7. Click the Comments icon to view any Header or Line comments.

8. Click the View button(s) to view the attachments(s).
9. Click the Return button to return to the requisition.
10. Set the Approval Action to Approve.
11. Click Save.

12. Approval Status should now be In Process or Complete.
    If the Approval Status shows In Process, a business manager, vice chancellor or procurement services will also need to approve the requisition. If the Approval Status shows Complete, no other approvals are needed.