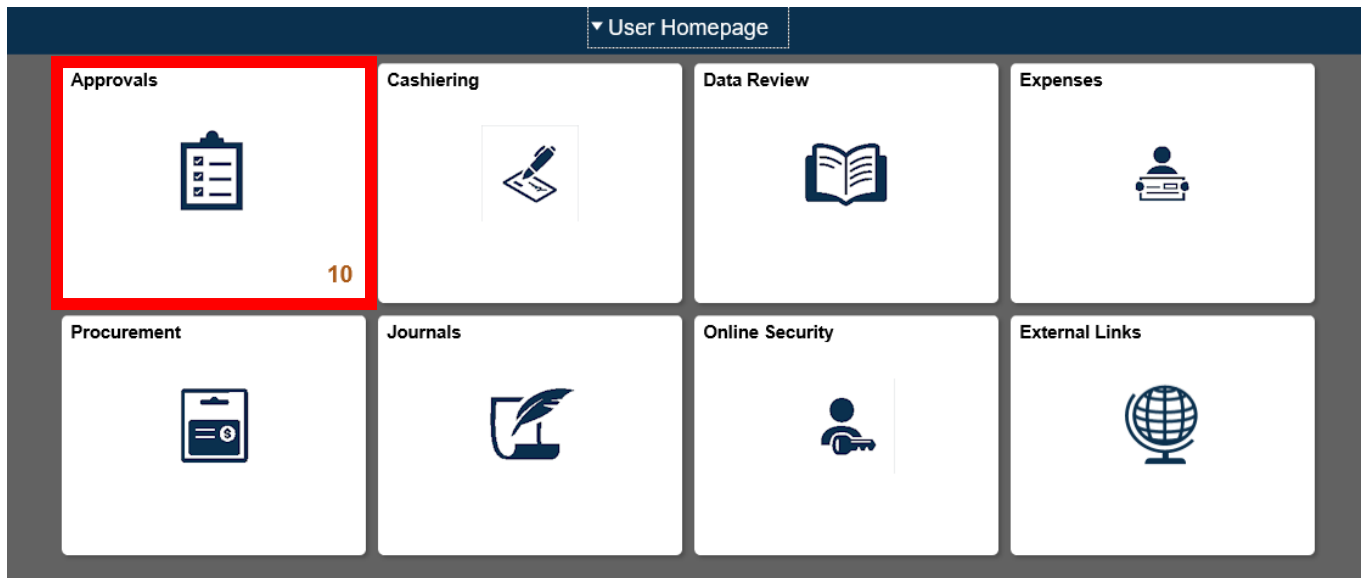


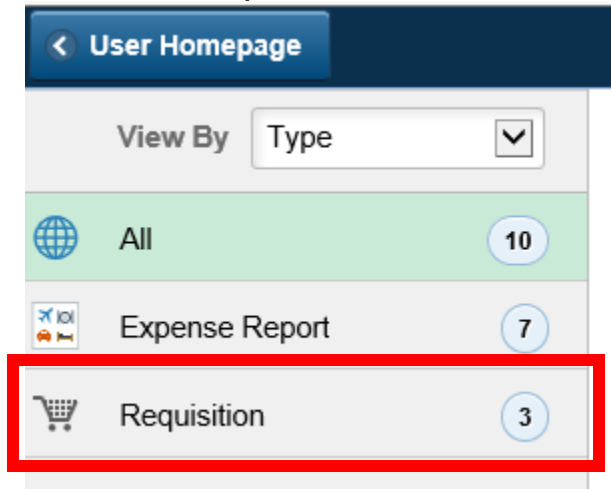
PeopleSoft – Approving Requisitions

1. From the User Home Page, click the **Approvals** tile.



From here, you will see all approvals that you have pending your review.

2. Click on Requisition from the left hand menu



3. Click on the Requisition you want to review



PeopleSoft – Approving Requisitions

4. To see the chartfield information, click on the requisition line, then on the schedule in the line details
5. Click back to Header to return to the main approval page.
6. Click on the Approval Chain to see Approval comments

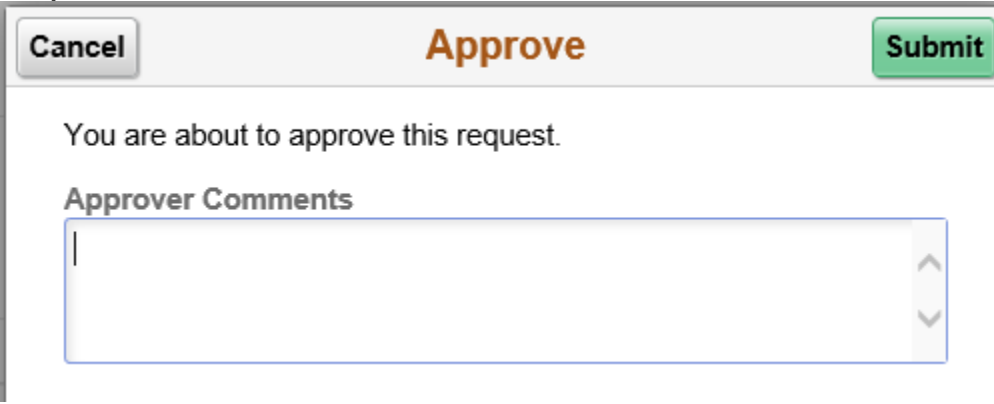
The screenshot displays the 'Approval Chain' window for a requisition. The main window shows a 'Request for' amount of 512.00 USD, with a status of 'Header is pending your approval' and a note 'Pushed Back by Gray,Debbie Johnetta'. The 'Summary' section includes 'Business Unit CASE1', 'Routed Date December 6, 2019', and 'Requester [redacted]'. A red box highlights the 'Approval Chain' link in the 'More Information' section. The 'Approval Chain' window shows 'Stage: 1' with a 'Pending' status. It includes a 'Start New Path' button, an 'Amount and Category Approval' section with a 'Pending' status and a '+', and a 'Pushed Back' section with a comment from Gray,Debbie Johnetta dated 12/20/19 4:52 PM. A red box highlights the 'Comments' section, which contains the text: 'Gray,Debbie Johnetta at 12/20/19 - 4:52 PM Please resubmit when University Marketing has given approval. Thank you!'.

7. When you are ready to take action on the requisition, you can Approve or Deny. You will have Pushback as an option only if there is an approval level before yours. If not, the Pushback option will not be highlighted.

The screenshot shows the bottom navigation bar of the PeopleSoft interface. It features a dark blue header with icons for Home, Search, Flag, Menu, and Refresh. Below the header, there are three buttons: 'Approve' (green), 'Deny' (gray), and 'Pushback' (gray).

PeopleSoft – Approving Requisitions

- When you click on an option, you may add a comment, then submit the approval. If you Deny or Pushback and requisition, you are required to add a comment.



The screenshot shows a dialog box for approving a requisition. At the top, there are three buttons: "Cancel" (grey), "Approve" (orange), and "Submit" (green). Below the buttons, the text reads "You are about to approve this request." Underneath this text is a text area labeled "Approver Comments" with a vertical scrollbar on the right side.

- After you submit your approval, you will be taken back to your Approvals page.

End of Procedure.