

[How To: Access your Worklist](#)

1. Log into PeopleSoft Financials Core System with your **User ID** and **Password**.
2. Click the **Worklist** hyperlink in the upper right corner of the home page.
3. Click a **Requisition link** under the “link” column to display a requisition.

[How To: Approve a Requisition](#)

1. Select the **requisition** from your **Worklist**.
2. Review each line item’s descriptions by clicking on the **Item Description** hyperlinks.
3. Review each line item’s details by selecting them with a **checkmark** and clicking the **View Line Details** button.
4. Review the **approval path** if desired. You can insert additional approvers if needed (see lesson #).
5. Enter any **comments** you wish to add to the requisition. Do not include any slashes (/) in the comments field.
6. Select the lines you want to approve with a **checkmark** and then click the **Approve** button.
7. After receiving the approval confirmation, click the **Return to Worklist** link.

[How To: Deny a Requisition](#)

1. Select the **requisition** from your **Worklist**.
2. Review each line item’s descriptions by clicking on the **Item Description** hyperlinks.
3. Review each line item’s details by selecting them with a **checkmark** and clicking the **View Line Details** button.
4. Review the **approval path** if desired.
5. Enter **comments** explaining why you are denying the requisition. Do not include any slashes (/) in the comments field.
6. Select the **lines** you want to deny with a **checkmark** and then click the **Deny** button.
7. After receiving the denial confirmation, click the **Return to Worklist** link.

[How to Push Back a Requisition to the Previous Approver](#)

1. Select the **requisition** from your **Worklist**.
2. Review each line item’s descriptions by clicking on the **Item Description** hyperlinks.
3. Review each line item’s details by selecting them with a checkmark and clicking the **View Line Details** button.
4. Review the approval path if desired.
5. Enter **comments** as to why you are pushing the requisition back to the previous approver. Do not include any slashes (/) in the comments field.
6. Select the lines you want to push back with a checkmark and then click the **Push Back** button.
7. After receiving the Push Back confirmation, click the **Return to Worklist** link.

How To: Assign an Alternate Approver

1. In PeopleSoft Financials Core System, select **eProcurement** in the menu.
2. Select **My Profile**.
3. Select the **Alternate User ID** look up icon.
4. Search for your alternate user by either **User ID** or name (Description).
5. Select your alternate user by clicking on their **User ID**.
6. Enter the **Effective Date From**.
7. Enter the **Effective Date To**.
8. Click the **Save** button.

My Profile

[Manage Personal Templates](#) [Request Procurement Card](#)
[Manage Favorites Groups](#)

Password
[Change password](#)
[Change or set up forgotten password help](#)

Preferences
[Edit Email Addresses](#)

You are currently logged in using English
Language for reports and email
Currency

Alternate User
If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID
Effective Date From (example:12/31/2000)
Effective Date To (example:12/31/2000)

How To: Insert Ad Hoc Approver

1. Select the **requisition** from your **Worklist**.
2. Review each line item's descriptions by clicking on the **Item Description** hyperlinks.
3. Review each line item's details by selecting them with a checkmark and clicking the **View Line Details** button.
4. Review the **approval** path.
5. Click the **green plus sign (+)** where you want to insert the ad hoc approver.
6. Click the **User ID** look up icon in the pop-up window.
7. **Search** for the name or User ID of the approver you want to add. Click on that person's name.
8. Select either **Approver** or **Reviewer**.
9. Click the **Insert** button.
10. Click the **Apply Approval Changes** button.
11. Enter any **comments** you wish to add to the requisition. Do not include any slashes (/) in the comments field.
12. Select the lines you want to approve with a checkmark and then click the **Approve** button.
13. After receiving the approval confirmation, click the **Return to Worklist** link.

The screenshot displays the 'Requisition Approval' interface. At the top, a 'Confirmation' box shows a green checkmark and the message: 'PTK/SGA MY-Campus Cafe has been routed for further approval.' Below this is a 'Review/Edit Approvers' section. Under 'Department and Proj. Approval', two lines are listed: 'Line 1: Awaiting Further Approvals' (Organic Apples (case)) and 'Line 2: Awaiting Further Approvals' (Ice water w/lemon (Gallon)). The 'Logistical Services Approval' section shows a 'Purchasing Manager Approval' flow. It includes an 'Approved' box for 'Barnaby James, Buyer Approval, 11/10/15 - 2:33 PM' and a 'Pending' box for 'Jackson Vagillia, Inserted Approver'. A 'Return to Worklist' link is at the bottom left.