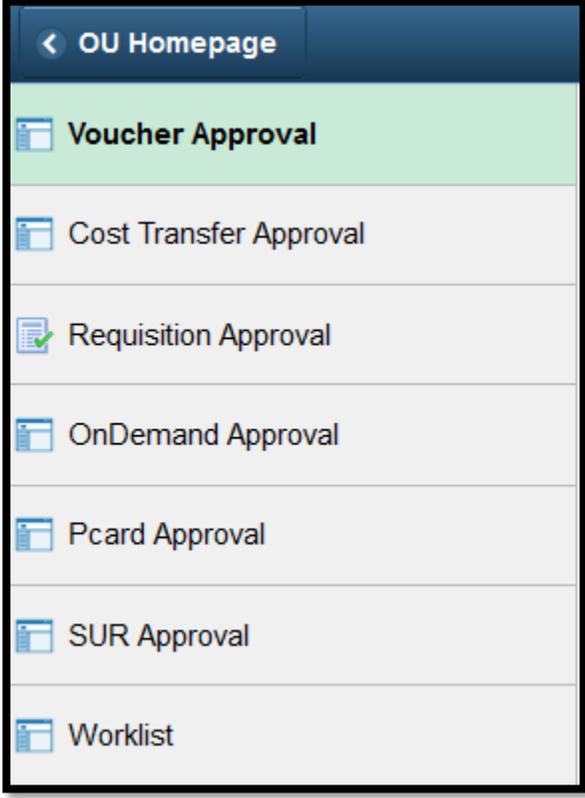




Step	Action
Navigation: Worklist - Worklist	
1	To view any items awaiting approval in PeopleSoft Financials, click on the Approvals tile on the Home Screen .
 <p>The screenshot shows the 'OU Homepage' with a grid of application tiles. The 'Approvals' tile, which features a document icon with a green checkmark, is highlighted in yellow. Other visible tiles include 'Service Unit Request (OUHSC)', 'Accounts Payable', 'eProcurement', 'Reports and Query Viewer', 'Cash Receipts', 'Cost Transfer', and 'P-Card'.</p>	
2	On the left side menu, the different modules will be displayed.
 <p>The screenshot shows a vertical navigation menu on the left side of the interface. The menu items are: 'Voucher Approval' (highlighted in green), 'Cost Transfer Approval', 'Requisition Approval', 'OnDemand Approval', 'Pcard Approval', 'SUR Approval', and 'Worklist'. The top of the menu has a back arrow and the text 'OU Homepage'.</p>	
3	By default, the approval screen will default to Approval Framework - Vouchers . To approve a specific voucher, type in the Voucher ID and click Search . Hint: The screen can be widened by clicking the navigation guide  .



< OU Homepage
Approvals

- Voucher Approval
- Cost Transfer Approval
- Requisition Approval
- OnDemand Approval
- Pcard Approval
- SUR Approval
- Worklist

Voucher Approval AF

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit =

Voucher ID begins with

Invoice Number begins with

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Approval Status =

Routing begins with

Case Sensitive

Search

Clear

[Basic Search](#) [Save Search Criteria](#)

4

Review the details of the voucher including the **supplier's name, amount** and **invoice** attached in the hyperlink.



Approval

Business Unit NORMN

Voucher 50114313

Invoice Date 12/15/2021

Invoice Number 682368

Supplier HOMELAND STORES

ID 9100025099

Voucher Details

Transaction Currency USD	Terms NET 45
Total 66.32	Approval Status Pending
Misc Amt 0.00	Added By
Freight 0.00	Attachments (1)
Sales Tax 0.00	
Use Tax 0.00	
Entered VAT 0.00	

Details

Remit SetID	Remit Supplier	Remitting Address	Scheduled to Pay	Gross Amt	Currency	Supplier Name
SOONR	9100025099	Remitting Address	01/29/2022	66.32	USD	HOMELAND STORES

5

Scroll down to review the **supplier's address**, the **chartfield spread**, including the **GL Code**, and any **comments** that may have been entered.



Remit Address

Address Line 1 PO BOX 25008 Country USA
 Address Line 2
 City OKLAHOMA CITY State OK Postal Code 73125-0008

Accounting Charge Information

1-1 of 1 | View All

GL Chart

Account	Description	Voucher Line Description	Fund	Org	Function	Entity	Source
630400	SUPP-FOOD/BEVERAGE-LIGHT ITEMS	Department meeting	EGFEE	CAS09001	00211	00000	NECONPRG

Misc Voucher Info

Departmental Comments Food for department meeting related to search committee for recruitment. There were 22 in attendance.
 Priority Processing Normal Processing
 Rush Justification Handling

6 If all appears accurate, click **Approve**. Vouchers can also be denied. A **comment** for the enterer should be added first before clicking **Deny** to deny the voucher.

Denial comments go here.

230 characters remaining

Approve **Deny** Pushback Add Comments Hold

Worklist

Return to Search Previous in List Next in List Notify

7 To move to the next voucher available for approval, click the **Worklist** hyperlink.

8 For Cost Transfers, click on **Cost Transfer Entry** from the left side menu, type the **Cost Transfer Number** in the **Journal ID** field and click **Search**.



← OU Homepage
Approvals

- Voucher Approval
- Cost Transfer Approval
- Requisition Approval
- OnDemand Approval
- Pcard Approval
- SUR Approval
- Worklist

Cost Transfer Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit ▼ 🔍

Journal ID ▼ 🔍 CT00035970

Transaction Date ▼ 🔍

Org ▼ 🔍

Entity ▼ 🔍

Project ▼ 🔍

Cost Transfer Status ▼ Pending

Entered by ▼ 🔍

Routing ▼ Department Approval

Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

9 Approvers will want to make sure that **Justification** is correct. If it is not correct or if there is not enough information provided, the cost transfer may be denied. Approvers will want to make sure that the **chartfield information** is correct. Be sure to double check the **debits** and **credits** of the cost transfer. Approvers will also want to review any **attachments** and make sure that the required attachments are available for review.

Cost Transfer
Budget Change
Attachments

Business Unit OUHSC Journal ID CT00036223 Transaction Date 01/14/2022

Distribution Status None Status Pending Draft

Cost Transfer Payroll Transfer *Org OPH03001 Budget OU Foundation

*Justification MOVING TO CORRECT ACCOUNTS

Optional Email

Copy Journal ID Copy Clear

Account	Fund	Org	Function	Entity	Source	Purpose	Project	Amount	Ref	Descr
1 111701	SUAUX	OPH03001	00051	00000	AX450000			-15.00	KH20220106	GUEST FEE
2 466200	SUAUX	OPH03001	00051	00000	AX450000			15.00	KH20220106	GUEST FEE
3 111701	SUAUX	OPH03001	00051	00000	AX450000			15.00	KH20220106	GUEST FEE
4 466550	SUAUX	OPH03001	00051	00000	AX450000			-15.00	KH20220106	GUEST FEE
Debit Amount		30.00	Credit Amount		-30.00					

10 Approvers can deny by clicking the **Deny** button and putting in **denial comments**. An email will be sent to the entry person. Entry users can update the cost transfer and then resubmit for approval. If the information is correct, click the **Approve** button. An email is then sent to the Financial Services department letting them know there is a cost transfer waiting their review.

Approvals

Comments

Approve
Deny



- 11 To approve an **OnDemand**, click **OnDemand Check Entry** from the left menu, type in the **Check Transaction ID** and click **Search**.

- 12 Review the details on the OnDemand, including the **documents** attached in the second tab, and click **Approve** or **Deny**. Denials will require **comments** to the enterer.

- 13 To approve Pcard charges, click P-Card Transactions on the left side menu.

- 14 For approvers (not cardholders/reconcilers), the default search view will show transactions that have been **reconciled** but not **approved** or **processed**. Click **Search** to see the transactions available for approval.



← OU Homepage
Approvals

- Voucher Approval
- Cost Transfer Approval
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- Pcard Approval
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P-Card Transactions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit begins with Q

Transaction ID begins with

Transaction Date = BT

Posted Date = BT

Empl ID begins with

Name begins with

Card Number begins with

Org begins with Q

Reconciled By begins with

Supplier Name begins with

Total Amount =

Reconciled = v

Approved = v

Processed = v

Audited = v

Case Sensitive

Search
Clear
Basic Search BT
Save Search Criteria

15 For transactions that have been reconciled, the approver should review the **vendor**, **amount** charged and the **chartfield spread**, including the GL code(s). Note that the approver can update the chartfield spread or add additional attachments, if necessary.

16 Approvers should also review any details in the **Transaction Details** tab as well as view the attachment on the **Attachments** tab.

P-Card Transaction
Transaction Details
Attachments

Business Unit NORMN Empl ID Name Card# 4733

Transaction ID TXN00712499 Transaction Date 12/16/2021 Posted Date 12/17/2021

Vendor WM SUPERCENTER #7294

Amount 20.00

Reconciled 02/18/2022

Approved

Processed

Audited

Account	Fund	Org	Function	Entity	Project	Source	Purpose	Description	OU Amount	Budget Date
1 602700	EDGEN	RES18001	00311	00000					10.00	02/18/2022 BT
2 602700	MISCA	RES18001	00311	00000					10.00	12/16/2021 BT

Save Return to Search Previous in List Next in List Notify

17 When the review is complete, check the **Approved** box and then **Next in List** to move to the next transaction.



P-Card Transaction | Transaction Details | Attachments

Business Unit NORMN Empl ID Name Card# 4733
 Transaction ID TXN00712499 Transaction Date 12/16/2021 Posted Date 12/17/2021
 Vendor WM SUPERCENTER #7294 Amount 20.00
 Reconciled 02/18/2022 Comment
 Approved
 Processed
 Audited

Account	Fund	Org	Function	Entity	Project	Source	Purpose	Description	OU Amount	Budget Date
1 602700	EDGEN	RES18001	00311	00000					10.00	02/18/2022
2 602700	MISCA	RES18001	00311	00000					10.00	12/16/2021

Save Return to Search Previous in List **Next in List** Notify

18 If a cardholder/reconciler is out of the office, the approver will have the ability to update the chartfield spread and add an attachment. Change the default search field to **Reconciled = No** and then click **Search**.

P-Card Transactions

Enter any information you have and click Search. Leave fields blank for a list of results.

Find an Existing Value

Search Criteria

Business Unit begins with

Transaction ID begins with

Transaction Date =

Posted Date =

Empl ID begins with

Name begins with

Card Number begins with

Org begins with

Reconciled By begins with

Supplier Name begins with

Total Amount =

Reconciled =

Approved =

Processed =

Audited =

Case Sensitive

Search Clear Basic Search Save Search Criteria

19 Please ensure that all transactions are reconciled by the monthly cutoff deadline. Any chartfield spread updates that need to be made after that date must be done via a cost transfer. Note that documentation for Pcard transactions can be added after the cutoff date.

20 To review **Requisitions**, select **Manage Requisition Approvals** on the left side menu. Click **Search** to see all available requisitions and then click on the **Requisition ID number**.



← OU Homepage
Approvals

- [Voucher Approval](#)
- [Cost Transfer Approval](#)
- [Requisition Approval](#)
- [OnDemand Approval](#)
- [Pcard Approval](#)
- [SUR Approval](#)
- [Worklist](#)

Manage Requisition Approvals

Search Requisitions

To locate requisitions that require your approval (or requisitions that previously required your approval), edit the criteria below and click the Search button.

Requisition ID

Business Unit

Date From

Requester

Requisition Name

*Status

Date To

Entered by

[Show Advanced Search](#)

Requisitions

To view the complete details and approve a Requisition, click the requisition ID link.

[Expand All](#) [Collapse All](#)

Action/Status	Req ID	Requisition Name	Bus. Unit	Date	Requester	Entered By	Total	
▶ Pending	0000010690	0000010690	OUHSC	09/02/2021			1863.00	USD
▶ Pending	0000010694	0000010694amy2	OUHSC	09/08/2021			1863.00	USD
▶ Pending	0000010748	0000010748	OUHSC	03/18/2022			178.00	USD
▶ Pending	0000010753	0000010753	OUHSC	04/11/2022			1.00	USD
▶ Pending	0000010755	NAME	OUHSC	04/12/2022			1.00	USD
▶ Pending	0000010756	0000010756	OUHSC	04/15/2022			1500.00	USD
▶ Pending	0000010757	0000010757	OUHSC	04/15/2022			2500.00	USD
▶ Pending	0000010761	0000010761	OUHSC	04/21/2022			1.00	USD

[Create New Requisition](#)
[Manage Requisitions](#)

21 Click on the **view printable version** hyperlink.

Requisition Approval

Business Unit: OUHSC

Requisition ID: 0000000327

Requisition Name: 0000000327

Requester:

Entered on: 06/18/2020

Status: Pending

Priority: Medium

Budget Status: Valid

Total Amount: 20,000.00 USD

Requester's Justification: *No justification entered by requester.*

[Header Comments](#) View printable version

Line Information ⓘ

Line Information

Line	Item Description	Supplier Name	Quantity	UOM	Price	Requester's Comments
1	Architectural Services - In...	MCFARLAND-006	1.0000	LOT	10000.00000	
2	Architectural Services - Gra...	MCFARLAND-006	1.0000	LOT	10000.00000	

Select All / Deselect All

Review/Edit Approvers

Enter Approver Comments

22 This will display the details of the requisition, including the **chartfield spread**.

4/22/2022

Page 9 of 13



Business Unit: OUHSC	Requester: 520767	Status: Pending Approval
Requisition: 0000000327	Requested By: [REDACTED]	Currency: USD
Requisition Name: 0000000327	Entered Date: 6/18/20	Requisition Total: 20,000.00

Line: 1 **Item Description:** Architectural Services - Interior Design **Quantity:** 1.0000 **UOM:** LOT **Price:** 10000.0000 **Line Total:** 10,000.00
Line Status: Pending

Line Comments:
 <<Per Quote #RF-8976>>

Ship Line: 1	Ship To: SOCC05000	Address:	Shipping Quantity: 1.0000
Attention: CLINIC	Due Date:	STEPHENSON CANCER CENTER - OU	Shipping Total: 10,000.00
Ship Via: UPS	Freight Terms: DP	CANCER INSTITUTE	
		800 NE 10TH STREET SOCC05000	
		OKLAHOMA CITY OK 73104	
		United States	

Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	SOCC05000	1.0000	100.00	10,000.00	OUHSC	821530

Dept	Fund	Program	Class
OUP00800	CLNOP	00124	00000

Open QTY	Open Amt
0.0000	10000.0000

GL Base Amount	Currency	Sequence	Capitalize
10,000.00	USD	0	N

Line: 2 **Item Description:** Architectural Services - Graphic Design **Quantity:** 1.0000 **UOM:** LOT **Price:** 10000.0000 **Line Total:** 10,000.00
Line Status: Pending

Ship Line: 1	Ship To: SOCC05000	Address:	Shipping Quantity: 1.0000
Attention: CLINIC	Due Date:	STEPHENSON CANCER CENTER - OU	Shipping Total: 10,000.00
Ship Via: UPS	Freight Terms: DP	CANCER INSTITUTE	
		800 NE 10TH STREET SOCC05000	
		OKLAHOMA CITY OK 73104	
		United States	

Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	SOCC05000	1.0000	100.00	10,000.00	OUHSC	821530

Dept	Fund	Program	Class
OUP00800	CLNOP	00124	00000

Open QTY	Open Amt
0.0000	10000.0000

GL Base Amount	Currency	Sequence	Capitalize
10,000.00	USD	0	N



23 Close the details and scroll to the bottom of the requisition to **Approve** or **Deny**. Denials will require **comments** to the enterer.

Line Information

Line Information

Line	Item Description	Supplier Name	Quantity	UOM	Price	Requester's Comments
1	Architectural Services - In...	MCFARLAND-006	1.0000	LOT	10000.00000 USD	
2	Architectural Services - Gra...	MCFARLAND-006	1.0000	LOT	10000.00000 USD	

Select All / Deselect All

View Line Details

Review/Edit Approvers

Enter Approver Comments

Denial comments go here.

Approve Deny

Return to Approve Requisitions Previous in List Next in List

24 For SUR's, click on **SUR Entry** on the left side menu, click **Search** and then click on the SUR. SUR's are specific to HSC.

OU Homepage Approvals

- Voucher Approval
- Cost Transfer Approval
- Requisition Approval
- OnDemand Approval
- Pcard Approval
- SUR Approval**
- Worklist

SUR Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit begins with []

Service Number begins with []

Service Unit = []

Org begins with []

Entity begins with []

Project begins with []

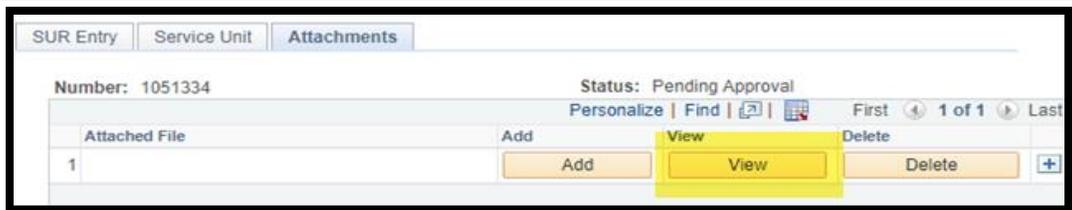
SUR Status = Pending Approval

Search Clear Basic Search Save Search Criteria

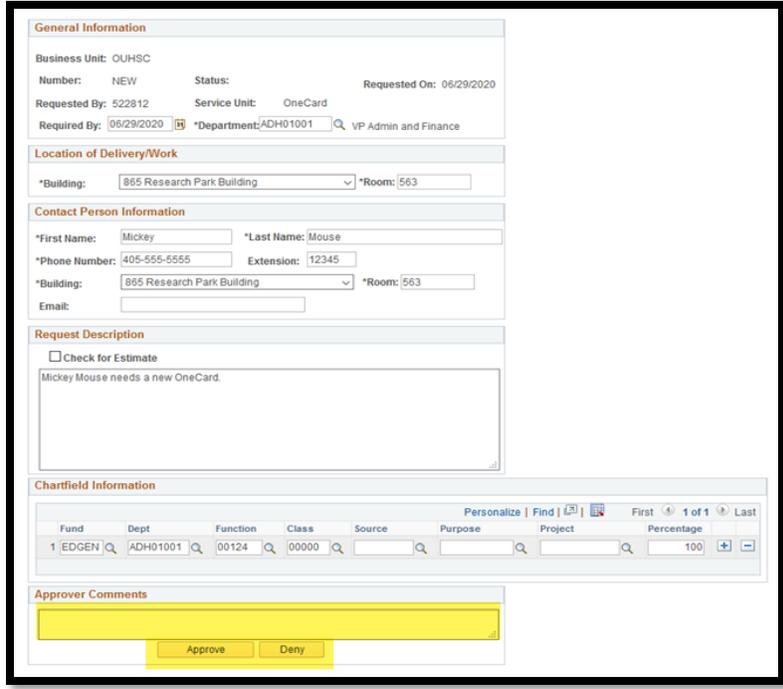
Search Results

Business Unit	Service Number	Service Unit	Requested Date	Org	Entity	Project	SUR Status
OUHSC	1005438	Moving	08/31/2021	ADH03001	00000	(blank)	Pend App

25 Approvers will want to make sure that the information in the **Request Description** box has enough information for the Service Unit to work the SUR. Approvers should also review any **attachments** on the **Attachments** tab and verify that the **chartfield information** is correct.

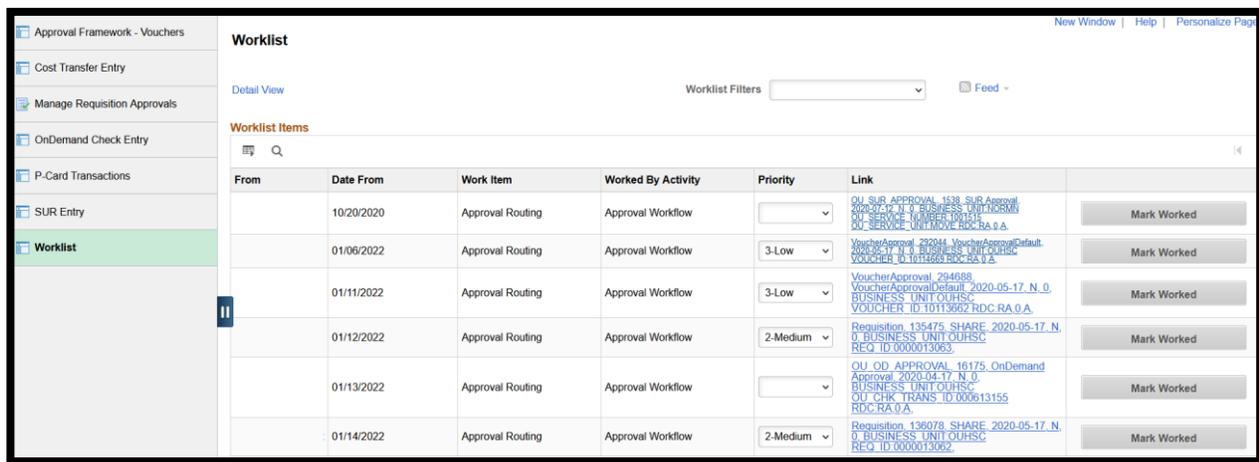


26 If the SUR is not correct, the approver can deny the SUR and send it back to the enterer for correction. Approvers can deny by clicking the **Deny** button and putting in **Denial comments**. An email will be sent to the entry person. Entry users may update the SUR and resubmit for approval.



27 To approve the SUR, click the **Approve** button. An email is then sent to the Service Unit letting them know there is a SUR waiting for them. The approver can also add **Approver Comments** giving the Service Unit extra instructions for information.

28 To access all items needing your approval, use the **Worklist**. From the left side menu, click **Worklist**.





29	All items needing approval will be displayed on this screen. To access any item, click on the hyperlink and review the necessary details to approve or deny.
30	To have the ability to approve Cost Transfers, OnDemands, Pcards, Requisitions, Service Unit Requests (SUR's) and/or Vouchers, users must take the Introduction to PeopleSoft and Approver training. Users must have their supervisor or an authorizing agent fill out the PeopleSoft End User Security Access Form in order to get access to the system. Users cannot complete their own forms.
<div style="border: 2px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>Online SUR User – choose ONE of the following Online SUR Roles</p> <p><input type="radio"/> None <input type="radio"/> SUR Inquiry <input type="radio"/> SUR Entry <input checked="" type="radio"/> SUR Approver <input type="radio"/> SUR Processor (granted all ORG access)</p> <hr/> <p>Online Cost Transfer User – choose ONE of the following Online Cost Transfer Roles</p> <p><input type="radio"/> None <input type="radio"/> Cost Transfer Department Entry <input checked="" type="radio"/> Cost Transfer Department Approval</p> <hr/> <p>Purchasing Financial User – choose ONE of the following Purchasing Roles</p> <p><input type="radio"/> None <input type="radio"/> Departmental Purchasing Entry <input checked="" type="radio"/> Departmental Purchasing Approval <input type="radio"/> Departmental Purchasing Inquiry</p> <p><input type="radio"/> Lab Animals Special Approver <input type="radio"/> Radioactive Special Approver</p> <hr/> <p>Accounts Payable Financial User - choose ONE of the following Accounts Payable Roles</p> <p><input type="radio"/> None <input type="radio"/> Departmental AP Entry <input checked="" type="radio"/> Departmental AP Approval <input type="radio"/> Departmental AP Inquiry</p> </div>	
31	The security form can be found on the Financial Services website. On the security forms, users will list which Orgs that need access to approve along with which approver roles they need. Remember that you cannot be an enterer and an approver at the same time for the same module.
<div style="border: 2px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>Financial Organization numbers this user requires access to</p> <p>Enter numbers, ranges, or a combination of both</p> <p>Org #1</p> <input style="width: 100%;" type="text"/> <p><input type="button" value="Add Org"/></p> </div>	
32	For most modules, email notifications will be sent when there is an item awaiting approval. However, as many modules would generate an inordinate amount of emails, some are reduced to a daily summary and some require that you manually check your Worklist for items to approve.
<p style="text-align: center;">Cost Transfers = One email per Cost Transfer</p> <p style="text-align: center;">OnDemands = One summary email per day</p> <p style="text-align: center;">Requisitions = One summary email per day</p> <p style="text-align: center;">SUR's = No emails, check Worklist</p> <p style="text-align: center;">Vouchers = One summary email per day</p>	