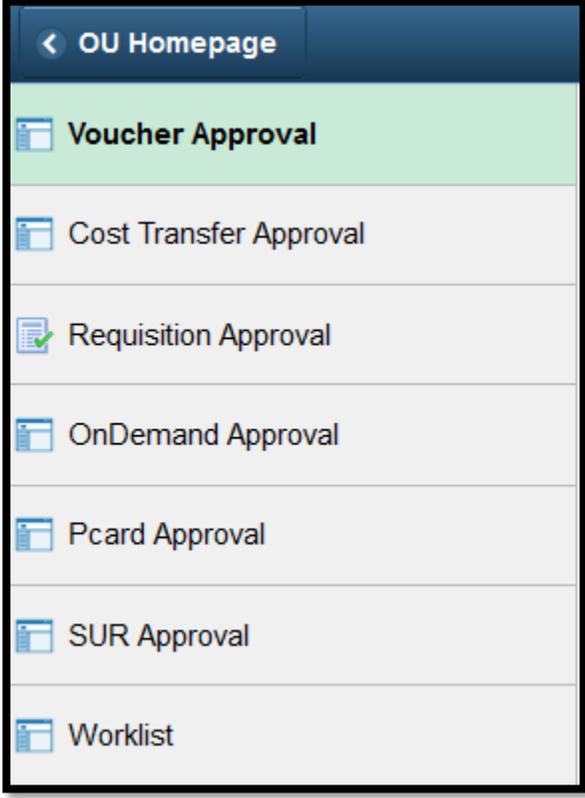The UNIVERSITY of OKLAHOMA

Step	Action
Navigation: Worklist - Worklist	
1	To view any items awaiting approval in PeopleSoft Financials, click on the **Approvals** tile on the **Home Screen**.
2	On the left side menu, the different modules will be displayed.
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 ⏸.

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

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Approval

Business Unit	NORMN
Voucher	50114313
Invoice Date	12/15/2021

Invoice Number	682368
Supplier	HOMELAND STORES
ID	9100025099

Voucher Details

Transaction Currency	USD
Total	66.32
Misc Amt	0.00
Freight	0.00
Sales Tax	0.00
Use Tax	0.00
Entered VAT	0.00

Terms	NET 45
Approval Status	Pending
Added By	
Attachments (1)	

Details

1-1 of 1   View All

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.

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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**.

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| 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. |

| 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. |

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.

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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.

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

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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**.

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**.

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

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

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Business Unit: OUHSC	**Requester:** 520767	**Status:** Pending Approval
Requisition: 0000000327	**Requested By:**	**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:**
Attention: CLINIC	**Due Date:**	STEPHENSON CANCER CENTER - OU
Ship Via: UPS	**Freight Terms:**DP	CANCER INSTITUTE

Shipping Quantity: 1.0000
Shipping Total: 10,000.00

Address:
STEPHENSON CANCER CENTER - OU
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	10000.000

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:**
Attention: CLINIC	**Due Date:**	STEPHENSON CANCER CENTER - OU
Ship Via: UPS	**Freight Terms:**DP	CANCER INSTITUTE

Shipping Quantity: 1.0000
Shipping Total: 10,000.00

Address:
STEPHENSON CANCER CENTER - OU
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	10000.000

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

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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

View All   First ◀ 1 of 1 ▶ Last

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

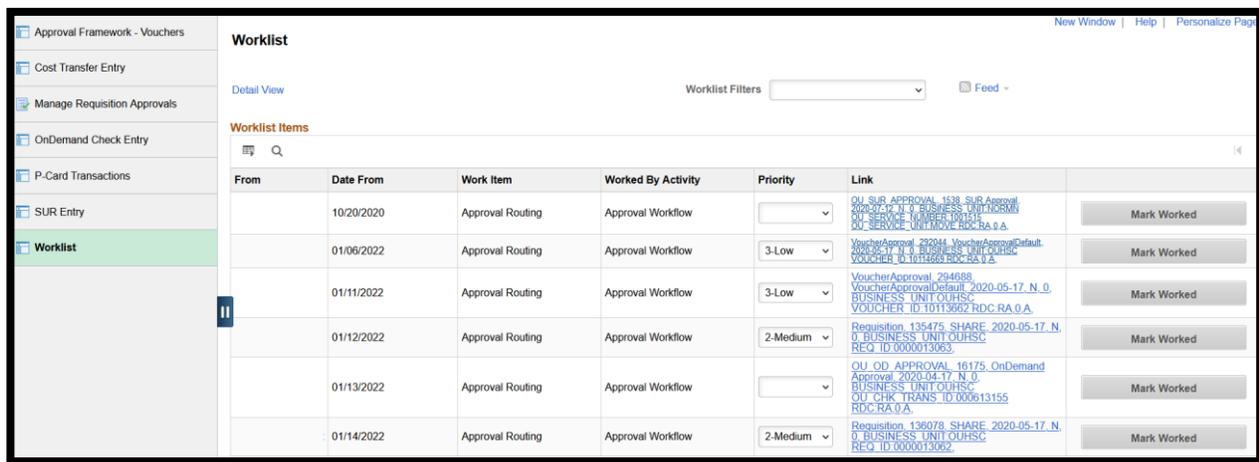| 25	Approvers will want to make sure that the information in the **Request Description** box has enough information for the Service Unit to work the SUR. Approvers should also review any **attachments** on the **Attachments** tab and verify that the **chartfield information** is correct.
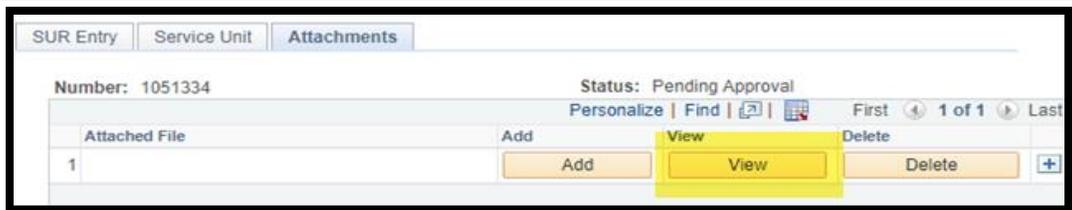
26	If the SUR is not correct, the approver can deny the SUR and send it back to the enterer for correction. Approvers can deny by clicking the **Deny** button and putting in **Denial comments**. An email will be sent to the entry person. Entry users may update the SUR and resubmit for approval.
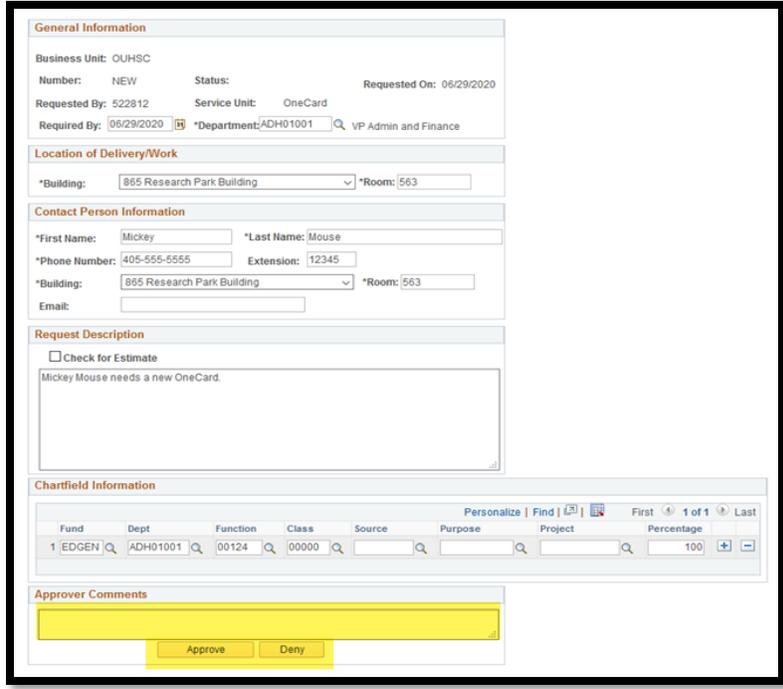
27	To approve the SUR, click the **Approve** button. An email is then sent to the Service Unit letting them know there is a SUR waiting for them. The approver can also add **Approver Comments** giving the Service Unit extra instructions for information.
28	To access all items needing your approval, use the **Worklist**. From the left side menu, click **Worklist**.

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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.**
	Online SUR User – choose ONE of the following Online SUR Roles ○ None ○ SUR Inquiry ○ SUR Entry ◉ SUR Approver ○ SUR Processor (granted all ORG access) Online Cost Transfer User – choose ONE of the following Online Cost Transfer Roles ○ None ○ Cost Transfer Department Entry ◉ Cost Transfer Department Approval Purchasing Financial User – choose ONE of the following Purchasing Roles ○ None ○ Departmental Purchasing Entry ◉ Departmental Purchasing Approval ○ Departmental Purchasing Inquiry Lab Animals Special Approver ○ Radioactive Special Approver Accounts Payable Financial User - choose ONE of the following Accounts Payable Roles ○ None ○ Departmental AP Entry ◉ Departmental AP Approval ○ Departmental AP Inquiry
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.
	Financial Organization numbers this user requires access to Enter numbers, ranges, or a combination of both **Org #1** [ ] [Add Org]
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.
	Cost Transfers = One email per Cost Transfer OnDemands = One summary email per day Requisitions = One summary email per day SUR's = No emails, check Worklist Vouchers = One summary email per day