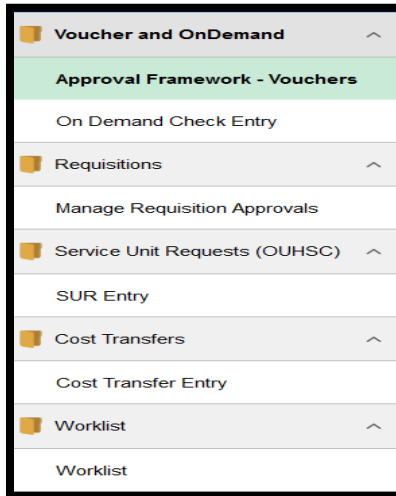




Step	Action
------	--------

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. |



- | | |
|----------|--|
| 4 | By default, the approval screen will default to Approval Framework -Vouchers . Click Search to see all vouchers needing approval. To approve a specific voucher, type in the Voucher ID and click Search . |
|----------|--|

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 =

Case Sensitive

[Basic Search](#)

Search Results

[View All](#)

1-100 of 144

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Approval Status
OUHSC	10000555	1243213345564322	4560	05/01/2020	1099EXPRES-001	9100028750	1099EXPRESS DALLAS LLC	Pending
OUHSC	10000356	7654	765	04/15/2020	10X GENOMI-001	9100046962	10X GENOMICS INC	Pending
OUHSC	10000456	65432	400	05/01/2020	1ST LINE M-001	9100037975	1ST LINE MEDICAL INC	Pending

- | | |
|----------|--|
| 6 | Review the details of the voucher including the supplier's name , amount and invoice attached in the hyperlink. |
|----------|--|



Approval

Business Unit	OUHSC	Invoice Number	1243213345564322
Voucher	10000555	Supplier	1099EXPRESS DALLAS LLC
Invoice Date	05/01/2020	ID	9100028750

Voucher Details

Transaction Currency	USD	Terms	NET 45
Total	4,560.00	Approval Status	Pending
Misc Amt	0.00	Added By	535039
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	9100028750	Remitting Address	06/15/2020	4560.00	USD	1099EXPRESS DALLAS

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

Remit SetID	Remit Supplier	Remitting Address	Scheduled to Pay	Gross Amt	Currency	Supplier Name
SOONR	9100028750	Remitting Address	06/15/2020	4560.00	USD	1099EXPRESS DALLAS

Remit Address

Address Line 1	6602 LAKE SHORE DR	Country	USA
Address Line 2			
City	GARLAND	State	TX
		Postal Code	75044-2042

Accounting Charge Information

Account	Description	Voucher Line Description	Fund	Org	Function
921200	PARTICIPANT PMTS & GIFT CARDS	TEST	SPNSR	OUP00843	00012

Misc Voucher Info

Departmental Comments

Priority Processing Normal Processing

Rush Justification Handling

8 If all appears accurate, click **Approve**. Vouchers can also be denied. A **comment** for the enterer should be added when denying a voucher.



Denial comments go here.

230 characters remaining

Approve Deny Pushback Add Comments Hold

Return to Search Previous in List Next in List Notify

9 To approve an **OnDemand**, click **OnDemand Check Entry**, type in the **Check Transaction ID** and click **Search**.

On Demand Check Entry

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

Find an Existing Value

Search Criteria

Business Unit = [v] OUHSC

Check Transaction Id begins with [v] 000600084

Plan Type = [v]

Check Number begins with [v]

Entered Date = [v] [B1]

Processed

Search Clear Basic Search Save Search Criteria

10 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.



Ondem Check Entry
Attachments

General Information

Business Unit: OUHSC Transaction ID: 000600084 Plan Type: OR Status: Active

*Check Num: 000000000 Vendor: 9100007615 REFUND VEN-001

*Name: RANDY REFUND Voucher ID:

*Street: 1234 MAIN STREET Street 2:

*City: TULSA *State: OK *Zip: 74105-2412

*Invoice Ref: CR7885 *Check Amt: 150.00

Comments: (prints on check) Created By: 535039

Chartfield Information

*GL Acct: 482342 *Fund: CLNOP *Org: OUP00801 *Function: 00124 *Entity: 00000 Prj/Grant: Source: Purpose:

Processing Information

*Priority Processing: Normal Processing

Rush Justification Handling:

Approvals

Approver Comments

11 To review **Requisitions** under the Requisitions header, select **Manage Requisition Approvals**. Click **Search** to see all available requisitions and then click on the **Requisition ID number**.

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 Requisition Name

Business Unit *Status Pending

Date From 06/30/2019 Date To 06/29/2020

Requester 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	0000000327	0000000327	OUHSC	06/18/2020			20000.00 USD

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

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



Requisition Approval

Business Unit: OUHSC
 Requisition ID: 0000000327
 Requisition Name: 0000000327
 Requester: [Name]
 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 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

Approve | Deny

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

Business Unit: OUHSC
 Requisition: 0000000327
 Requisition Name: 0000000327

Requester: 520767
 Requested By: [Name]
 Entered Date: 6/18/20

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

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

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	

14 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

1-2 of 2

	Line	Item Description	Supplier Name	Quantity	UOM	Price		Requester's Comments
<input type="checkbox"/>	1	Architectural Services - In...	MCFARLAND-006	1.0000	LOT	10000.00000	USD	
<input type="checkbox"/>	2	Architectural Services - Gra...	MCFARLAND-006	1.0000	LOT	10000.00000	USD	

Select All / Deselect All

► Review/Edit Approvers

Enter Approver Comments

Denial comments go here.

[Return to Approve Requisitions](#) [Previous in List](#) [Next in List](#)

15 For SUR's, click on **Service Unit Requests - SUR Entry**. SUR's are specific to HSC. 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, review any **attachments** and verify that the **chartfield information** is correct.

General Information

Business Unit: OUHSC
 Number: NEW Status: Requested On: 06/29/2020
 Requested By: 522812 Service Unit: OneCard
 Required By: 06/29/2020 *Department: ADH01001 VP Admin and Finance

Location of Delivery/Work

*Building: 865 Research Park Building *Room: 563

Contact Person Information

*First Name: Mickey *Last Name: Mouse
 *Phone Number: 405-555-5555 Extension: 12345
 *Building: 865 Research Park Building *Room: 563
 Email:

Request Description

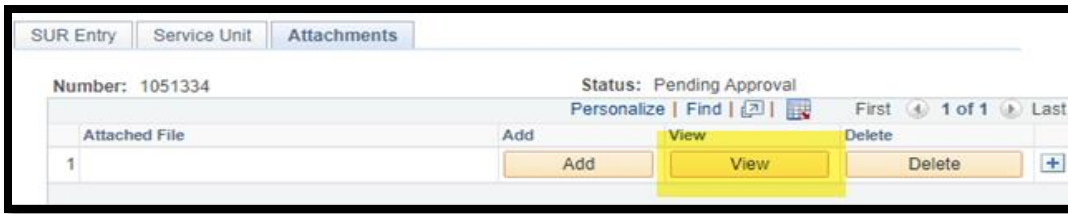
Check for Estimate
 Mickey Mouse needs a new OneCard.

Chartfield Information

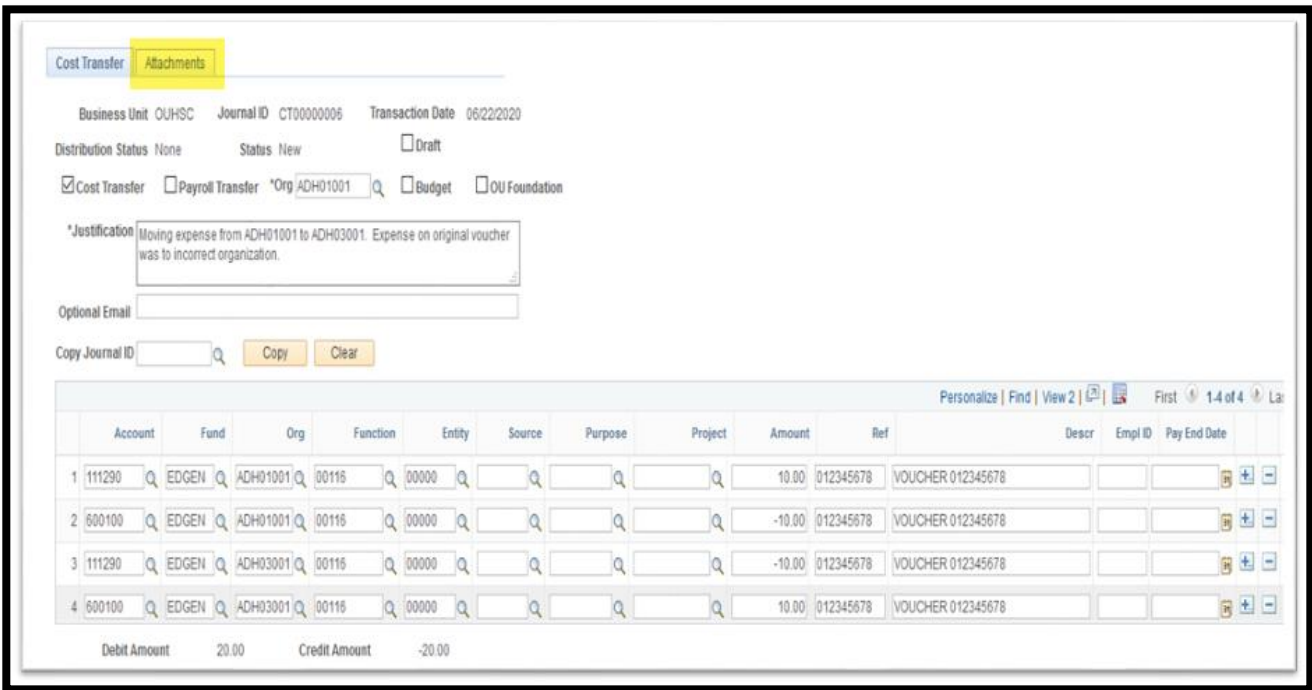
Fund	Dept	Function	Class	Source	Purpose	Project	Percentage
1	EDGEN	ADH01001	00124	00000			100

Approver Comments

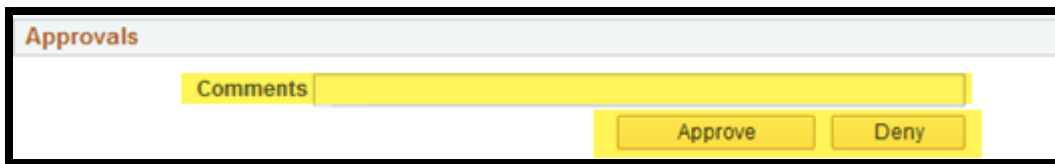
16 If it is not correct, the approver can deny the SUR and send it back to the enterer for re-entry. Approvers can deny by clicking the **Deny** button and putting in **Denial comments**. An email will be sent to the entry person. Entry person may update and resubmit for approval. To approve the SUR, click the **Approve** button. An email is then sent to the Service Unit letting them know there is an SUR waiting for them. The Approver can also add **Approver Comments** giving the Service Unit extra instructions for information.



17 For Cost Transfers, click on **Cost Transfers** then **Cost Transfer Entry**. Approvers will want to make sure that **Justification** is correct. If it is not correct or if not enough information is supplied, 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.



18 Approvers can deny by clicking the **Deny** button and putting in **denial comments**. An email will be sent to the entry person. Entry person may update and 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 for them.



19 To access all items needing your approval, use the Worklist. Click on **Approvals – Worklist - Worklist**. 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.



Worklist New Window | H

Detail View Worklist Filters Feed

Worklist Items

1-25 of 35 | View All

From	Date From	Work Item	Worked By Activity	Priority	Link		
	08/29/2020	Approval Routing	Approval Workflow	<input type="text"/>	OU_OD_APPROVAL_93_OnDemand Approval_2020-04-07_N_0_BUSINESS_UNIT:OUHSC OU_CHK_TRANS_ID:000800084 OU_PLAN_TYPE:OR RDC:RA.0.A	Mark Worked	Reassign
	05/19/2020	Approval Routing	Approval Workflow	3-Low	VoucherApproval_549 VoucherApprovalDefault_2020-05-17_N_0_BUSINESS_UNIT:OUHSC VOUCHER_ID:10000551 RDC:RA.0.A	Mark Worked	Reassign
	05/12/2020	Approval Routing	Approval Workflow	3-Low	VoucherApproval_389 VoucherApprovalDefault_2020-04-02_N_0_BUSINESS_UNIT:OUHSC VOUCHER_ID:10000529 RDC:RA.0.A	Mark Worked	Reassign
	05/19/2020	Approval Routing	Approval Workflow	3-Low	VoucherApproval_551 VoucherApprovalDefault_2020-05-17_N_0_BUSINESS_UNIT:OUHSC VOUCHER_ID:10000553 RDC:RA.0.A	Mark Worked	Reassign
	05/19/2020	Approval Routing	Approval Workflow	3-Low	VoucherApproval_550 VoucherApprovalDefault_2020-05-17_N_0_BUSINESS_UNIT:OUHSC VOUCHER_ID:10000552 RDC:RA.0.A	Mark Worked	Reassign
	05/13/2020	Approval Routing	Approval Workflow	3-Low	VoucherApproval_463 VoucherApprovalDefault_2020-04-02_N_0_BUSINESS_UNIT:OUHSC VOUCHER_ID:10000530 RDC:RA.0.A	Mark Worked	Reassign

20

To be able to approve Cost Transfers, OnDemands, Requisitions, Service Unit Requests (SURs) and 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.

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

21

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

<p>22</p>	<p>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>
<p>23</p>	<p>Cost Transfers = One email per Cost Transfer</p> <p>OnDemands = One summary email per day</p> <p>Requisitions = No emails, check Worklist</p> <p>SUR's = No emails, check Worklist</p> <p>Vouchers = One summary email per day</p>