

### [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 starts with 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.