

# Approving PeopleSoft Requisitions Version 8.9



**Step 1:** You, the Approver, will receive an email message when a requisition needs to be approved. Then, navigate to the Worklist.

- Click on the **Worklist** link in the Navigation Bar (top right corner of page) OR
- Choose from the main menu **Worklist, Worklist**.

**Step 2:** The Worklist page displays.

Worklist for AC624SF: McKibben,Sue IT Training

Detail View

Work List Filters: Req Approval Worklist

From	Date From	Work Item	Worked By Activity	Priority	Link
Instructor,Suzie	11/08/2006	Req Approval Worklist	Requisition Amount Approval		55914_AKRON_000037426

Verify that the **Work List Filters** field is set to Req Approval Worklist.

**Step 3:** Click on the requisition link (in the Link column) for the requisition that you want to review and approve.

Work List Filters: Req Approval Worklist

Worked By Activity	Priority	Link
Requisition Amount Approval		55914_AKRON_000037426

**Step 4:** The Approval page returns. You can view the complete requisition by clicking the **View Printable Req** button. A separate window will open indicating the report is running – **DO NOT close this window**. When the report is finished the requisition will load in Adobe Acrobat.

Requisition Amount Approval

Unit: AKRON Req: 000037426 Requester: Instructor,Suzie

Approval Action: Approve Approval Status: In Process View Printable Req

Amount Details

Requisition Date:	11/08/2006
Total Amount:	25,000 Dollar
Total Base Amount:	25,000 Dollar

Line Details

Save View Worklist Notify

**Step 5:** In the **Approval Action** field, use the down arrow to select:

- Approve:** The requisition is approved upon saving and will move to the next step in the Requisition Life Cycle.
- Deny:** The request is denied and will not move forward in the Requisition Life Cycle.
- Recycle:** This option send the requisition into a “Recycle” status for editing by the requester.

**Step 6:** Add any comments you want the Requester to receive in the **Comments** edit box and then click on the **Save** button.

The Requester will get an email message indicating the action you took on the requisition. The requisition now moves to Budget Checking.