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## New 9.2 Training Materials
For New Approvers

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Menu Options

- Click on the ‘Worklist’ hyperlink – top right corner
- Click on the ‘Worklist’ link – from the menu

By clicking on the Requisition number, the information about that Requisition will be displayed so you can complete the approval process.
Review Information

Review Requisition

Click

Click

Header comments and line details will appear
**Approver Steps Include:**

- Departmental
- Specialty
- Grants
- AP
- Requisition PO (Purchasing)

Reviewer - will be Buyer Assigned to Requisition

Click
HSC - Approval Options - Requisitions

Approver Options

“**Approve**” sends the requisition to next level of approvers

“**Deny**” sends the requisition back to Entry Person

If Deny is selected type the reason in the comments field. An email notification, including comments will automatically be sent to Requester and Entry Person. The Creator will have access to the Requisition to make necessary changes. The Denied Requisition is saved to “Pending” and workflow will re-route to Approver.

If Requisition is no longer required contact Purchasing to close and recon funds.

“**Hold**” If department has more than one approver the hold Requisition will no longer be available on the other approvers worklist.

“**Pushback**” sends requisition to previous approval step without any notification.

NOTE: Only Specialty Approvers will see this.

The following requisition has been "Denied".

Requisition Number: 0000069212
Date: 2014-04-30

You can navigate directly to the approval page for more information by clicking the link below.


Click one of the options

Requisition Approvals

[Diagram of Requisition Approvals]

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Feature: View Worklist Link

Allows the user to jump back to the Worklist and view the remaining Approvals that need processing.

Select next available approval link to review the information. Approval page will be displayed so you can complete the approval process.
**Menu Choice**
- Purchasing
- Requisition
- Review Requisition Information

Click on Header Comments

Header comments will appear click “view”