# Simplified Instructions
# For
# Approving & Budget Checking
# Requisitions

1. In the **PeopleSoft Financial Menu** find the **Worklist tab** at the top left side of the page and click.

2. On the Worklist will be a column list of requisitions. The list begins with **Requisition Amount Approvals** requisitions followed by **Requisition Chartfield Approval** requisitions. Thus, you must approve both the amount and chartfield for each requisition. First, click the **blue requisition number link** for amount approvals.

3. The blue requisition number link will take you to the **Amount Approval Page**. Click the **Save** button to approve the requisition amount. Find the yellow **Return to Worklist** button at the bottom of the page. Clicking this button will take you back to the Worklist.

4. Next, find the **Chartfield Approval** for the requisition. It should be on the list after the Amount Approvals. Click on the blue requisition number link for chartfield approvals. This will take you to the **Approve Chartfield** page. Click the **Save** button to approve the requisition chartfields.

5. ALTERNATE SEARCH: You may also navigate to the Amount Approval and Chartfield Approve pages by going to the **Main Menu**, select **Purchasing>Requisitions>Amount Approval or Chartfield Approval**. Use must enter the requisition number in the **Requisition ID** box and click **Search**.

6. BUDGET CHECK: PeopleSoft Financials has been modified to automatically budget check requisitions that have been approved. This process has been put in place so that requisitions cannot be modified after they have been approved.