PEOPLESOFIT FINANCE FLUID
Accessing Approvals
Quick Guide

Improve your working style with
PeopleSoft Fluid Upgrade
Approvals in Fluid
(formerly Worklist)

If you have items to approve, they will now appear in the tile called ‘Approvals’ in your Employee Self Service. This tile will show all pending items that you have awaiting approval:

- Requisitions
- ABAs
- IDTs
- CTs
The Approvals page provides access to approve all or separate sections of the approval queue based on the access granted to the user:

- **Requisition** – Approve or Review ePRO Requisitions
- **Journal Entry** – Approve Journals
- **ABA** – Approve ABAs
- **IDT** – Approve IDTs
- **CT** – Approve CTs

**Approvals in Fluid**

(formerly Worklist)
Approval page now offers a filter function. You can filter on:

- Type
- Requester
- From (who last approved or the entry person)
- Date Period
- Priority
Approval page also offers a view by function to sort the items by:

- Type
- Requestor
- From (who last approved or the entry person)
- Date Routed
- Priority

Approvals in Fluid (formerly Worklist)
Inside of the approval page has also changed with the approval, deny, hold functions located at the top of the page now.

Comments are located at the bottom of the page.

The ‘who has approved’ or ‘who is approving next’ is now Approval Change. This now operates a pop out function at the very bottom of the page.