



PEOPLESOFT FINANCE FLUID

Accessing Approvals

Quick Guide

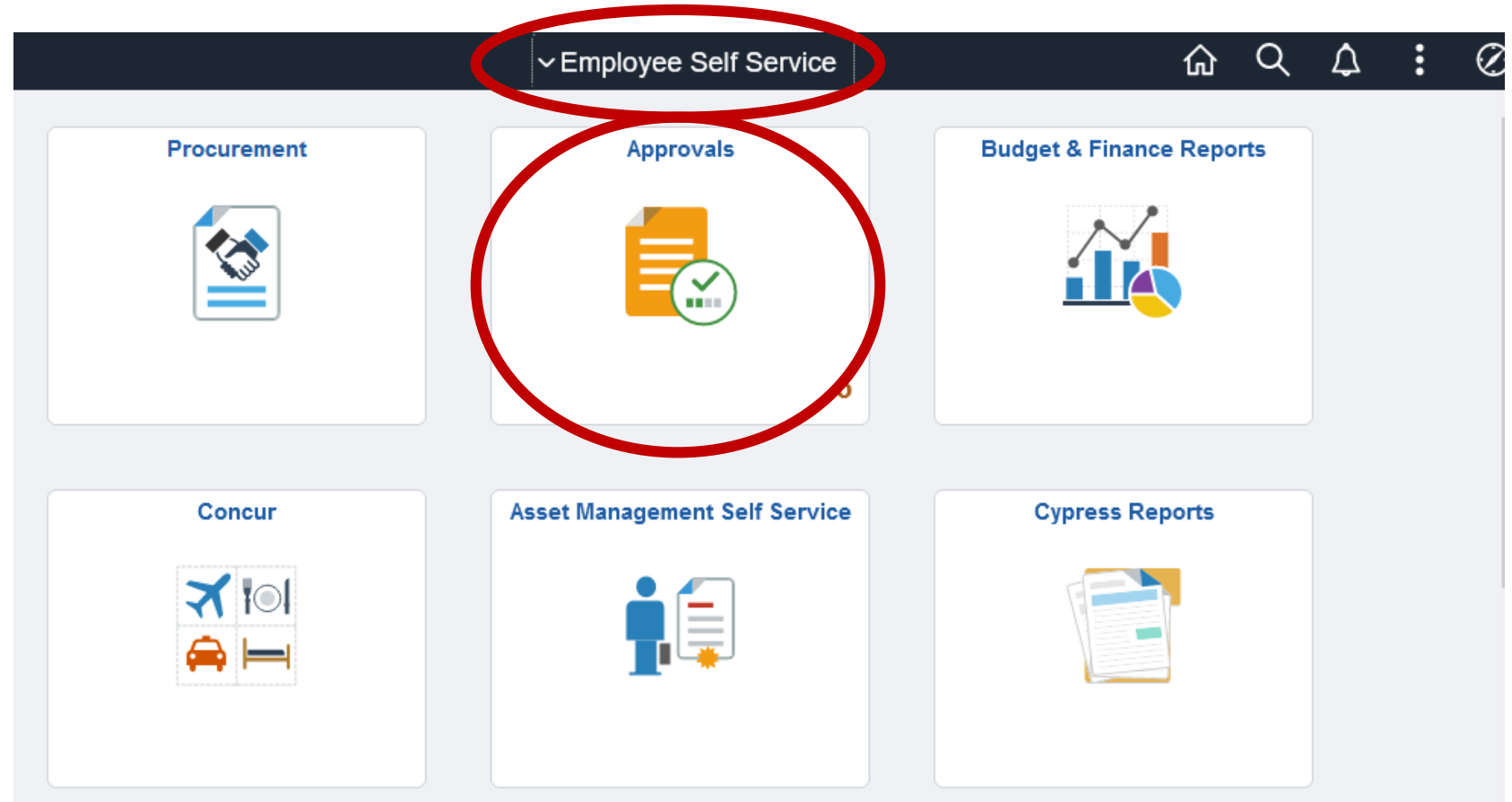
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Approvals in Fluid (formerly Worklist)

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





Approvals in Fluid (formerly Worklist)

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

Employee Self Service		Pending Approvals		Home	Search	Notifications (3)	More	Close
View by Type								
All	6							
Journal Entry	3							
Requisition	3							
		All				6 rows		
Requisition	385.40 USD	Rat Order Dr. Becker - NT752 / 0000222981 Behavior Analysis	Routed					
		High Priority	09/27/2018					
Requisition	212,063.17 USD	Terrell PAC Carpet - NT752 / 0000250360 Facilities-Gen	Routed					
		High Priority	09/22/2021					
Requisition	253,603.00 USD	Entech Life Science A - NT752 / 0000248186 Facilities-Gen	Routed					
		Medium Priority	10/08/2021					
Journal Entry	75.00 USD		Routed					
			11/17/2021					
Journal Entry	340,745.83 USD		Routed					
			12/07/2021					
Journal Entry	1,186.20 USD		Routed					
			01/07/2022					



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

The screenshot shows the 'Employee Self Service' interface. The top navigation bar includes a back arrow, 'Employee Self Service', and a 'Pending Approvals' header. Below the header, there is a 'View By' dropdown set to 'Type' and a filter icon. A 'Filters' modal is open, displaying five filter categories: Type, Requester, From, Date Period, and Priority, each with a dropdown menu. A 'Reset' button is located at the bottom of the modal. The background shows a list of approval items with columns for status (e.g., Routed) and dates (e.g., 09/27/2018).



Approvals in Fluid (formerly Worklist)

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

Employee Self Service

Pending Approvals

View By Type

All 6

Employee Self Service

View By From

All

1,186.20 USD

Item Details	Routing Status	Routing Date
Rat Order Dr. Becker - NT752 / 0000222981 Behavior Analysis High Priority	Routed	09/27/2018
Terrell PAC Carpet - NT752 / 0000250360 Facilities-Gen High Priority	Routed	09/22/2021
Entech Life Science A - NT752 / 0000248186 Facilities-Gen Medium Priority	Routed	10/08/2021
	Routed	11/17/2021
	Routed	12/07/2021
	Routed	01/07/2022



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.

Requestion

Request for Rat Order Dr. Becker
385.40 USD

4 line(s) are pending your approval

Summary

Business Unit	NT752	Requisition ID	
Routed Date	September 27, 2018	Requisition Date	
Requester	Behavior Analysis	Entered by	
Approval Justification	These rats will be used by Dr. April Becker in her neuro science research. These rats were received 9/17/2018		Budget Header Status

[Edit Requisition](#)

More Information

- Header comments and attachments >
- View Printable Version >

Lines

Pending All 4 rows

Select	Line Number	Item Description	Merchandise Amount
<input type="checkbox"/>	1	6 female long Evans rats all 3 weeks old for Dr. April Becker with the Department of Behavior Analysis at UNT. Deliver to Imelda North at the RSB Room 218A. These Rats will arrive Monday September 17, 2018. If you have any questions contact Ruth Cross	131.40 USD >
<input type="checkbox"/>	2	6 male long Evans rats all 3 weeks old for Dr. April Becker with the Department of Behavior Analysis at UNT. Deliver to Imelda North at the RSB Room 218A. These Rats will arrive Monday September 17, 2018. If you have any questions contact Ruth Cross	129.60 USD >
<input type="checkbox"/>	3	Creates for 6 female and 6 male rats all3 weeks old for Dr. April Becker with the Department of Behavior Analysis at UNT. Deliver to Imelda North at the RSB Room 218A. These Rats will arrive Monday September 17, 2018. If you have any questions contact	39.30 USD >
<input type="checkbox"/>	4	Freight for 6 female and 6 male rats all3 weeks old for Dr. April Becker with the Department of Behavior Analysis at UNT. Deliver to Imelda North at the RSB Room 218A. These Rats will arrive Monday September 17, 2018. If you have any questions contact	85.10 USD >

Approver Comments

Approval Chain >