

To access PeopleSoft, go to UHV homepage, select Faculty/Staff, then select People Advantage Self Service (P.A.S.S) link.

Login: 0123XX
Pswd: XXXXXXXX

User ID:
 Password:

Click on "View Item" next to the document needing review

UHS Finance Reporting DB

Budget Journal Worklist

Source	From	Worklist Date	Worklist Action	Ledger Group	Budget Entry Type	Long Desc	Business Unit	Journal ID	Journal Date	View Item
BUD	Wood,Sandra A	10/04/2007	Approval Required	ORG	Adjustment	MOVE FUNDS	00765	0001527187	10/04/2007	View Item
BUD	Hartley,SyMa	10/09/2007	Approval Required	ORG	Adjustment	To increas	00765	0001527860	10/09/2007	View Item
BUD	Hartley,SyMa	10/09/2007	Approval Required	REVEST	Adjustment	To increas	00765	0001527861	10/09/2007	View Item
FAC	Damborsky,Tracy L	01/17/2008	Approval Required	ORG	Adjustment	TEST	00765	0001529846	01/16/2008	View Item
AAF	Faulk,Cheryl Denise	01/24/2008	Approval Required	ORG	Adjustment	Test to tr	00765	0001529944	01/01/2008	View Item

Then click on the "Documents" tab

UHS Finance Reporting DB

Budget Header | Budget Lines | Budget Errors | Approval 2 | Approval History | **Documents**

Unit: 00765 Journal ID: 0001529944 Date: 01/01/2008
 Fiscal Year: 2008 Period: 5
 Ledger Group: ORG Budget Header Status: N

Select "Print Journal Entry Detail" to see the detailed document

Header | Lines | Totals | Errors | Approval2 | **Documents**

Unit: 00765 Journal ID: 0001523838 Date: 10/01/2007

[Print Journal Entry Detail](#)

After review, close screen



To see scanned support docs, click on the "attachments" icon



After review, close screen



When finished reviewing, click on the "Approval2" tab

Header | Lines | Totals | Errors | **Approval2** | Documents

Unit: 00765 Journal ID: 0001523838 Date: 10/01/2007

[Print Journal Entry Detail](#)

Click on the down arrow next to Action and select Approve, or Deny then click "Apply"

Approval Information

Appr Inst: 1119851
 Status: Pending
 Action:

And click on "OK" for final approval

This transaction must be approved. If you click OK, the system will route it to someone who can approve it; if you click Cancel, you can change the transaction without forwarding it.

Click "Home" to review others, or to back out of the application

Home | Add to Favorites | Sign out

Click "Sign Out" when ready to exit the application

Home | Add to Favorites | **Sign out**