

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

Login: 0123XX
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User ID:
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Click on "View Item" next to the document needing review

Journal Worklist

Filter on [] for value [] Filter

Source From	Worklist Date	Worklist Action	Business Unit	Journal ID	Journal Date	Adjustment Type	Line Desc	Print Details	View Item
Wood,Sandra A	09/27/2007	Approval Required	00765	0001523838	10/01/2007	Actuals	MOV	Print Details	View Item
Rich,Kathi A	10/01/2007	Approval Required	00765	0001525499	10/25/2007	Actuals	COP	Print Details	View Item
Canion,Danette Ann	10/02/2007	Approval Required	00765	0001525665	10/02/2007	Actuals	Sep	Print Details	View Item
Landry,Lydia Faye	10/02/2007	Approval Required	00765	0001526342	10/02/2007	Actuals	JP	Print Details	View Item
\$INACTIVE\$Lowder,Jennifer	10/04/2007	Approval Required	00765	0001527180	10/02/2007	Actuals	Tra	Print Details	View Item

Then click on the "Documents" tab

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

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

Long Description: MOVE FUNDS FROM NP CENTER, LEADERSHIP INST AND ASS CONSULTANTS TO FUND POSITION 00500484


Ledger Group: ACTUALS Auto Generate Lines

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**