

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

Login: ABCXXX  
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Click on "Approve Doc" next to the document needing review

Bank Code	From	Date From	Source	Work List Name	BU	Voucher ID	Invoice Number	Approve Doc
CHASV	Robinson,Aurora - UHV	06/08/2007	ITS	Route for Additional Approvals	00765	00045774	2321	<a href="#">Approve Doc</a>

Then click on the "Documents" tab


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Unit: 00765 Invoice: 2321 Vendor: SOLUTIONS TRAINING GROUP  
Voucher: 00045774 Date: 05/31/2007 ID: 0000066717

Select "Print Voucher Coversheet" to see the detailed document


Voucher Coversheet [Print Voucher Coversheet](#)  Include Approval History

Voucher Document Images

After review, close screen 

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



After review, close screen 

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Click on the down arrow next to Action and select Approval, 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.

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