

1. After logging in to PeopleSoft Financials, click on the **Worklist** link at the top right corner of the screen. [Worklist](#)
2. The next screen displays all transactions waiting for your approval. Note that for some users these could include Property Control inventory or non-inventory transactions, requisitions, and/or grant proposals.

Worklist for JMANAGER: James D Manager

Detail View Work List Filters:

**Worklist** Link to the transaction.

From	Date From	Work Item	Worked By Activity	Priority	Link
PeopleSoft User	05/19/2011	SLU_AM_BUDGET_UNIT	SLU_AM_PCS_TRANS		<a href="#">SLULA, 50, 40099, 60870</a>
PeopleSoft User	05/17/2011	SLU_PC_NON_BUDGET_WORKLIST	SLU_PC_NON_INVENTORY		<a href="#">SLULA, 47, 40099</a>

3. Click on the link to access the **Property Control Transaction Approval** screen.

**Property Cntrl Admin** Attachments Attachments screen

Tag Number: 60870      PROJ INFOCUS MULTIMEDIA      Transaction Status: Submitted  
 Serial ID: 3EW006000037      Transaction: 50  
 Budget Unit: 40099      XYZ Department      Transaction Date: 05/19/2011  
 Location: MGH350      Lucius McGehee Hall, Rm 350      Entered by: PSUSER

Select One Transaction Type and Provide Information.

Change Asset's Location       Transfer to another Budget Unt  
 Request to Surplus Inventory       Request to Dismantle for Parts  
 Request to Trade-in Asset       Report Unlocated/Stolen

Request transfer to surplus inventory:  
 Select a transfer method.  
 Please describe asset condition in Comments section below.

Effective Date: 05/19/2011

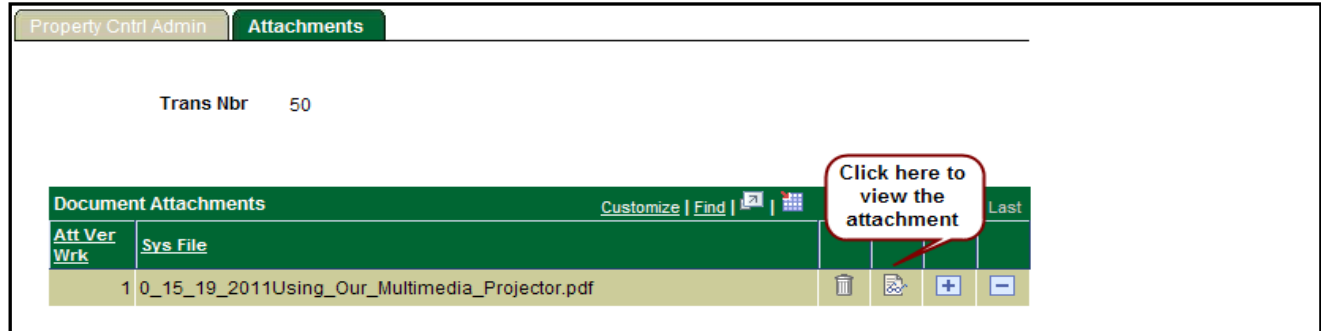
Transfer Method: Dept will deliver to Surplus

Comments: PSU 5/19/11: Manual for the projector is attached.

Approve      Pushback

## APPROVING PROPERTY CONTROL TRANSACTIONS

- To review attachments, click on the **Attachments** tab and then click on the paper/eyeglass icon to open.



Return to the Property Cntrl Admin tab to complete the approval.

- Before approving or pushing back the transaction, add a comment if needed by inserting it below any existing comment. Include your initials and date at the beginning of the comment.



- Press the **Approve** button to authorize the transaction. Choose **Pushback** to deny authorization and return the transaction to the user who created the entry.

If the transaction is approved, it will then move to another user for the next required approval. Based on the type of transaction, it may require approvals from another Budget Unit Head, the Director of Basic Computing, and Property Control.