PeopleSoft Approvals (Vouchers)

Blanket PO Invoices and Invoices over $3,000

Things to check before approving:

- Verify accuracy of the invoice. (Vendor and Amount)
- Confirm receipt of goods and service.
- Verify available balance on the Purchase Order and on the budget.
- Confirm pre-approval was received, (for blanket P.O. orders only)

Note: Please check in PeopleSoft regularly due to the worklist does not send notifications on items that are waiting for your approval.

The Process

County Based Offices – Sign in to OSU VPN

1. Sign in to PeopleSoft. finance.it.ohio-state.edu
2. Verify through BuckeyePass Duo.
3. On the top right side of the screen click the worklist tab.
4. Click on the invoice to be approved. Note: Do not click “Mark Worked”
5. To view the voucher, click on the web/earth icon. It will open in a new window.
6. Review the invoice for accuracy.
7. Go back to worklist tab and click the approved radial button.
8. Click Save
   Note: Approved button will turn gray when approved.

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The only time the “Mark Worked” radial button should be used is when the invoice can be verified as paid and you need to clear it off your worklist.
Once you enter the Voucher Id#, click on search. Review the invoice and select Approved and click on the saved button.