

Approving a Requisition (NEW)

Overview

In this scenario, you will approve a requisition.

Procedure

1. Use either the Notifications bell or the Things to Finish section when searching for requisitions that are ready for review.
In this example, you will use the **Things to Finish section**.
Click the requisition to be reviewed.
2. The **Approve Requisition** page opens.
Click **Claim** if you will review the requisition and complete the Approve or Reject action.
3. Click the **Requisition number link**.
4. If desired, click Maximize for easier viewing.
5. Click More information.
6. Review details Line by Line.
7. Click the **Actions** button to view a Line's details.
8. The **Requisition Details View** opens for the selected Line.
Repeat for any remaining Lines.
When you have completed your review of all Lines, close the page by clicking the **Close** symbol (X).
9. Click Home.
10. Reopen the **Approve Requisition** page by clicking the Things to Finish tile for the requisition you just reviewed.
11. Based on your review, click Approve or Reject.
In this example, click **Approve**.
12. Click **Submit**. Comments are not required when Approving.
Note: Comments are required when Rejecting to explain what the initiator needs to do - correct or cancel the requisition.
13. You have completed reviewing and approving a requisition.