# Modifying Standard Approval Workflow in Procurement

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| 1.   | Access the transactions pending approval using the Email Notification, Worklist, Notification Bell, Workspace, or Expense module.  

*Note:* For more information, access the [Reviewing and Approving/Rejecting an Expense Report - Funding Source Manager](#) training. |
| 2.   | To modify the **Approval Workflow** click the **Actions** drop down in the upper right hand corner and select the appropriate action.  

![Actions Dropdown]

  - Request Information...  
  - Reassign...  
  - Adhoc Route...  
  - Withdraw  
  - Save |
| 3.   | **Request Information** allows the approver to request additional information from another OFC user through **Attachments** and **Comments**.  

Select **Other users** and click magnifying glass to search users and select appropriate user. Ensure that **Comments** are entered, select the **Return Option**, and click **OK**.  

![Request Information]

*Note:* The person adding documentation cannot change the information submitted on the original transaction. |
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| 4.   | **Reassign** allows the approver to reassign both the task and the responsibility to **Approve** or **Reject** the transaction.  
Select **Reassign** or **Delegate**, search for user, select appropriate user, and click **OK**.  
**Reassign Task**  
Reassign tasks to one or more users.  
This will transfer ownership of the task and remove it from your worklist  
- Reassign (transfer task to another user or group)  
- Delegate (allow specified user to act on my behalf) |
| 5.   | **Adhoc Route** allows the approver to add more approvers to the workflow and Approves the transaction by the assigner.  
Select **Single Approver** or **Chain of Single Approvers**, enter **Comments**, search for user(s) and select appropriate user(s) below, and click **OK**.  
**Route Task** |
| 6.   | **End of Procedure.** |

**Note:** Review the transaction prior to designating an Adhoc Approver. The default decision will be Approve.