Modifying Standard Approval Workflow in Requisitions

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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 a Requisition](#) training materials. |
| 2.   | To modify the **Approval Workflow** click the **Actions** drop down in the upper right hand corner and select the appropriate action. |
| 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 by clicking the radio button.  
Ensure that **Comments** are entered, select the **Return Option**, and click **OK**. |

Request More Information

![Request More Information](image)
### Step 4

The user will receive an email with the request and may respond with the information in one of three ways:

1. **Email**: Click **Submit Info**, attach documentation or enter comments in the email, and click **Send**.
2. **Notification Bell**: Select Expense Report from list, add comments and/or attachments, and click **Submit Information** from the **Actions** menu.
3. **Worklist**: Select Expense Report from list, add comments and/or attachments, and click **Submit Information** from the **Actions** menu.

![Actions and Attachments](image)

*Note*: The person adding documentation cannot change the information submitted on the original transaction, they may opt to withdraw the transaction to edit.

### Step 5

**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](image)

**Note**: Review the transaction prior to designating an Adhoc

### Step 6

**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](image)

**Note**: Review the transaction prior to designating an Adhoc

### Step 7

**End of Procedure.**