# Reviewing and Approving or Rejecting a Requisition by Email

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>Approvers that have been designated according to the Requisitions Approval Workflow will receive an email once a <strong>Requisition</strong> is submitted. Supervisors may choose to <strong>Approve</strong> or <strong>Reject</strong> a Requisition from the email by clicking <strong>Approve</strong> or <strong>Reject</strong>.</td>
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**Pro Tip:** Use G-mail filters to sort incoming Workflow emails to a separate folder for review.

| 2.   | An email response will be generated and the approver may insert comments and add attachments in the body of the email. The approver must also click **Send**. |
### Step 3
To access the **Requisition** in the system, click Workspace Application and Sign In to Oracle Financials Cloud.

Access this task in the **Workspace Application** or take direct action using the links in this email:

**Actions:** Approve | Reject

### Step 4
Click **My Tasks** under **Inbox** in the upper left hand corner.

**My Tasks (1)**

### Step 5
Select the **Title** of the Requisition to review.

**Note:** Disabling Pop-Up Blockers may be necessary.

### Step 6
Funding Source Managers may view Funding Source details by clicking **View Requisition Details**.

View the **Funding Source Segment** under **Charge Account**.

**Pro Tips:**
To view the Segments broken out next to their titles, hover over the segment string. Open a new tab to easily navigate between the **Requisition** and the **Budget vs Actuals Report**.

### Step 7
After reviewing the appropriate information the **Approver** may choose to **Approve** or **Reject** the transaction.

**Actions** ▾  [Approve]  [Reject]

**Note:** The Approver must add a comment in order to Reject the transaction. This comment will be included in the notification email to the employee that submitted the Purchase Requisition.

For more options, see the **Modifying the Approval Workflow** job aid.

### Step 8
**End of Procedure.**