Reviewing and Approving or Rejecting a Requisition by Notification Bell

1. Begin by signing in to Oracle Fusion Cloud (OFC) from myBoiseState.edu.

2. To access the Home Screen in OFC, click the house icon at the top right hand corner.

3. Click the Notifications icon in the upper right corner.

4. Select the requisition from the Recent Notifications list to review transaction detail OR click Approve or Reject in the list.

Note: Disabling Pop-Up Blockers may be necessary.

5. Funding Source Managers may view Funding Source details by clicking View Requisition Details.

View the Funding Source Segment under Charge Account.

ProTip! To view the segments broken out next to their descriptions, hover over the segment string.

6. After reviewing the appropriate information the Approver may choose to Approve or Reject the transaction.

Note: The Approver must add a comment by clicking the + under Comments prior to rejecting a Requisition.

This comment will be included in the notification email to the employee that submitted the Requisition.

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

7. End of Procedure.