# Reviewing and Approving or Rejecting a Requisition by Notification Bell

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

   ![Services](image)

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.

   ![Recent Notifications](image)

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

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

   ![View Requisition Details](image)

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

   ![Charge Account](image)

   **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**.

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

   ![Actions](image)

   **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.

7. **End of Procedure**.