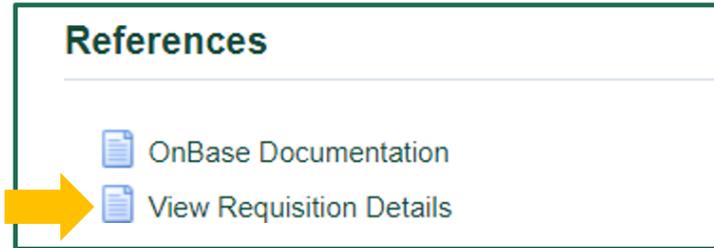


Follow the steps to [access your Personal Worklist](#) (if needed), then select and open an approval notification for a requisition.

When the notification appears:

- Click **View Requisition Details**.



Review the item lines under the **Details** section of the screen:

- Click the icon in the **Details** column for more information on a specific line item.

Line	Description	Deliver-To	Unit	Quantity	Qty Cancelled	Open Quantity	Price	Amount (USD)	Details
1	Edit Lines Example Item 1	Bham Main Campus	Each	1	0	1	100 USD	100.00	
2	Edit Lines Example Item 2	Bham Main Campus	Each	1	0	1	2200 USD	2200.00	
Total								2300.00	

On the Line Details screen:

- Click **Show Additional Information**.

The screenshot shows the 'Requisition 1427982 Line 1: Details' screen. It includes fields for Description (Edit Lines Example Item 1), Status (In Process), Change History (No), Header Attachments (None), Current Approver, Approver Phone, and Date Sent to Approver. A yellow arrow points to the 'Show Additional Information' link.

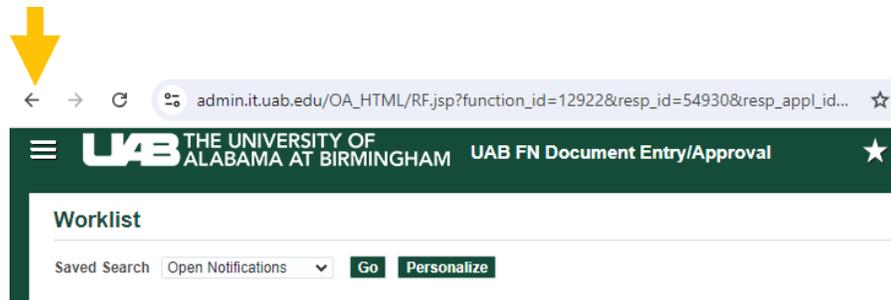
The **Item Information** is displayed:

- View the item's account distributions here.

Charge Account	Project Number	Task Number	Award Number	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent
2100015.000.123100000.311150000.0000.8201099							100

Click the browser's back arrow to return to the previous screen.

- Repeat the steps above to view information for any additional line items.



Return to the **Personal Worklist** screen with the requisition notification.

To Approve the requisition:

- Enter an **optional** comment in the **UAB Note textbox** at the bottom of the screen. *This note will be included in an email notification sent to the requester.*
- Click **Approve** in the top right corner.

UAB Note

Note: Information entered in the UAB Note box will be included on the rejected/approval email sent back to the requester.

Approve

Return to Requestor

Reassign

To Reject the requisition:

- Enter a **required** comment in the **UAB Note** textbox. *This note will be included in an email notification sent to the requester.*
- Click **Return to Requestor**.

UAB Note

Note: Information entered in the UAB Note box will be included on the rejected/approval email sent back to the requester.

Approve

Return to Requestor

Reassign