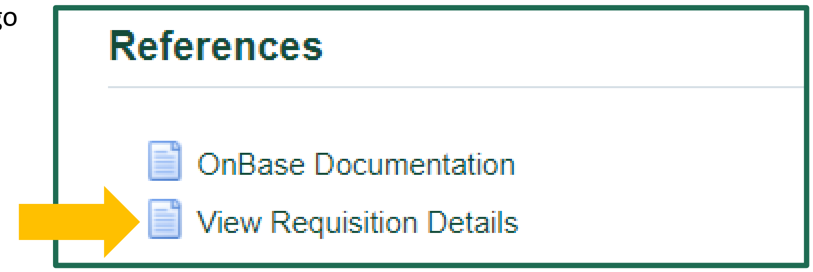
Viewing and Approving Purchase Order Requisitions from the Personal Worklist

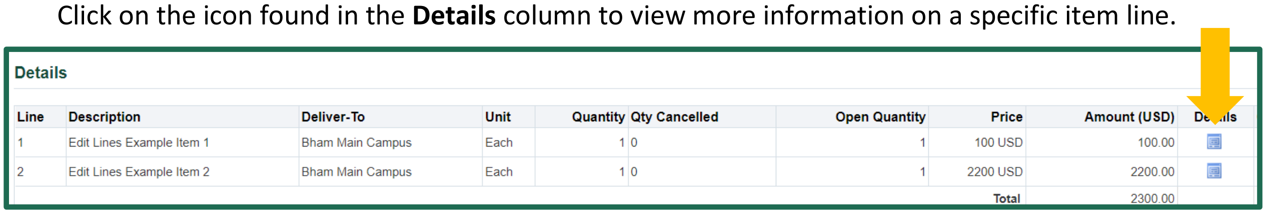
1. Go to your **Personal Worklist** to select and open an approval notification for a requisition.

2. When the notification appears, go to the bottom of the notification and click the **View Requisition Details** link.



3. The requisition will open in a separate tab. The item lines will appear under the **Details** section of the screen.

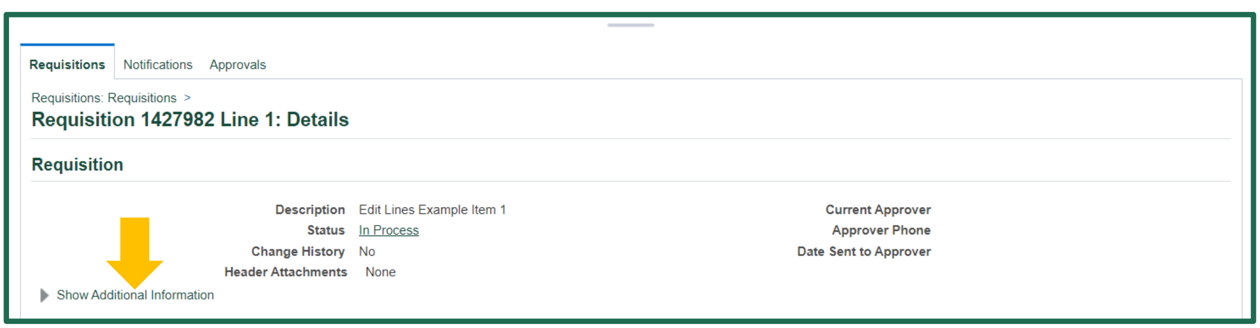
   Click on the icon found in the **Details** column to view more information on a specific item line.



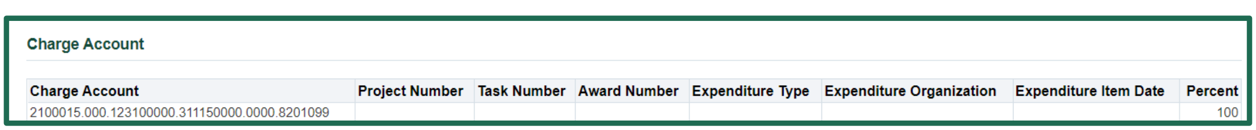
Details

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	

4. When the **Details** screen appears, click the **Show Additional Information** link.



5. The **Item Information** section is displayed. You can view the item's account distributions here.



Charge Account

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

6. When you have finished viewing the account information for the item, click on your browser's back arrow to go back to the previous screen. Repeat steps 3-5 if necessary to view information for any additional item lines.

7. When you have finished viewing the information for your items, close your current tab. The tab with the notification will be visible again.

8. Click the **Approve** button Approve to approve the requisition. To reject a requisition, enter a comment in the **UAB Note** textbox and click **Return to Requestor** Return to Requestor.