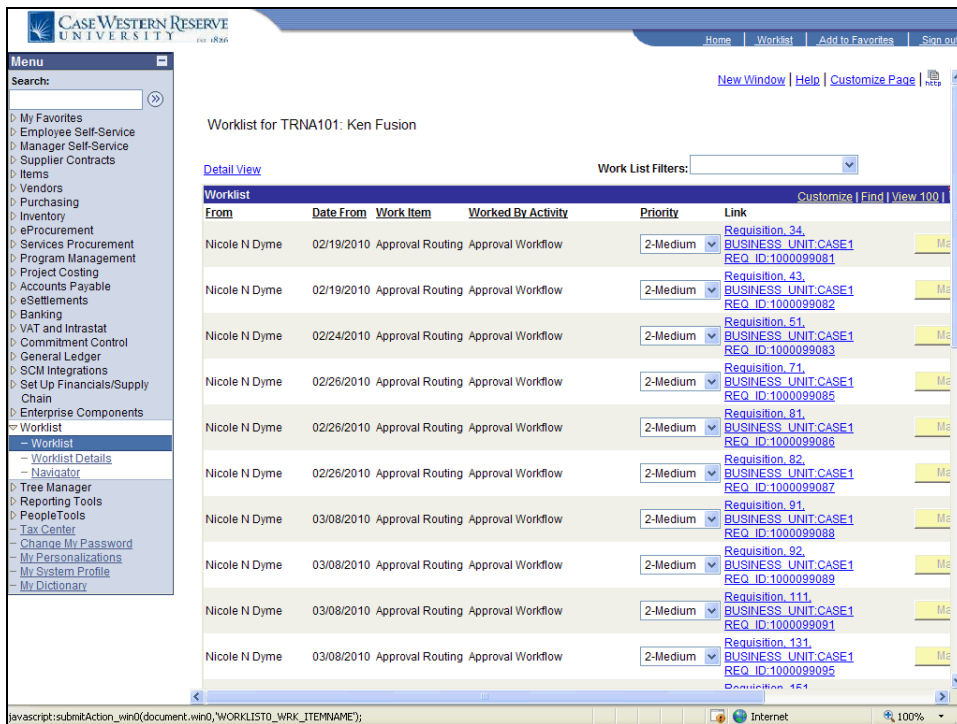# Approving a Requisition

Procedure

This guide will demonstrate how to approve Requisitions for both Special items that proceed to a buyer and SmartCART items that are processed electronically. The same method is used for each type of requisition.

Step	Action
1.	After logging into the Financials system, click the **Worklist** link on the top right menu bar. Worklist
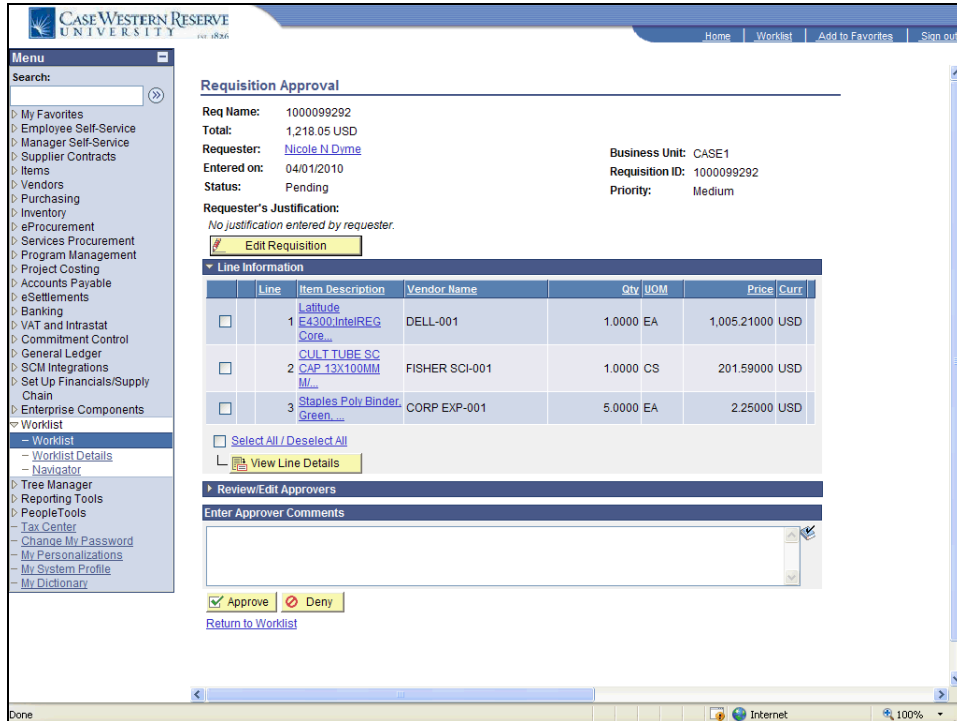
Step	Action
2.	Click the **Date From** column header to sort by date if necessary. All headers are links to be used to sort ascending or descending order. Date From
3.	Click the Requisition link. In this example, **Requisition, 1881, BUSINESS_UNIT:CASE1 REQ_ID:1000099292** .

Approving a Requisition

Step	Action
4.	The Requisiton Approval page opens. Click the checkbox next to the items to approve.
5.	To view the Requisition and see any attachments, click **Edit Requisition**. When completed choose **Cancel Changes** on the Requisition. To return click the **Worklist** link at the top of the page.
6.	To view the Line details which contains Speedtype and Account information, Click the **View Line Details** button. A new window will open with the information. When finished viewing, click the close button, red X in top right corner to close the window.
7.	Click the **Expand section** button to see the approvers and/or buyers.
8.	Enter any comments, in the **Enter Approver Comments** field.

Step	Action
9.	Click the **Approve** or **Deny** button.

Approving a Requisition

Step	Action
10.	The Requisition Approval page appears. Click the **Expand** button on the Comments to see more information. ▷
11.	Click the **Return to Worklist** link to continue approving items. Return to Worklist
12.	 **End of Procedure.**