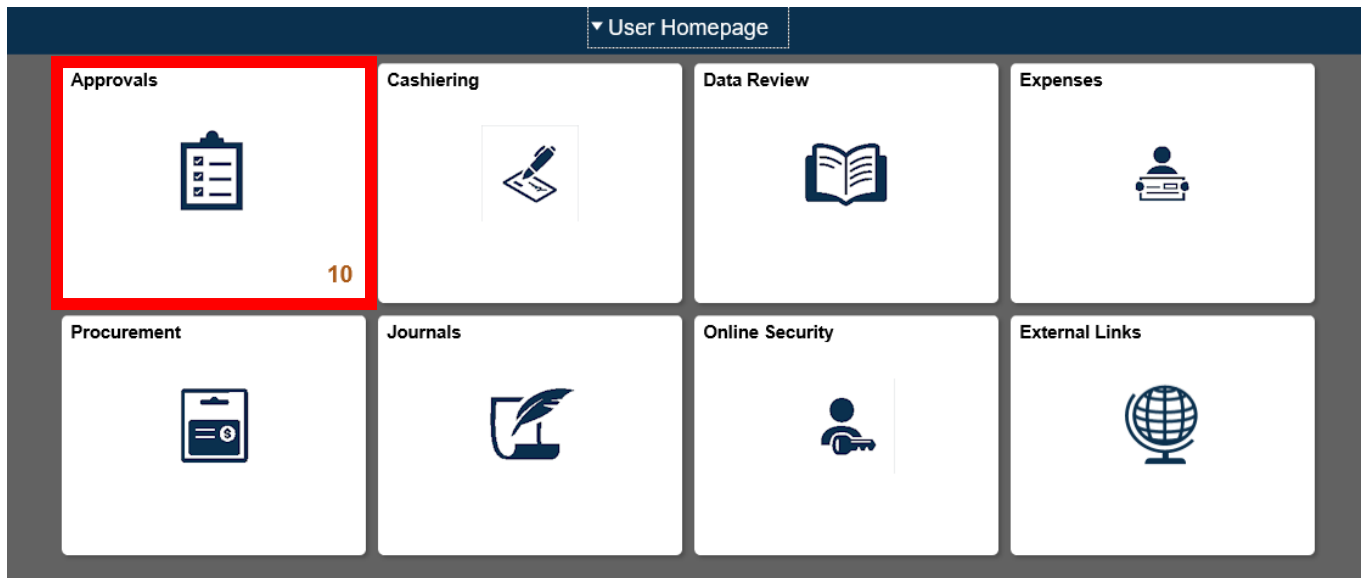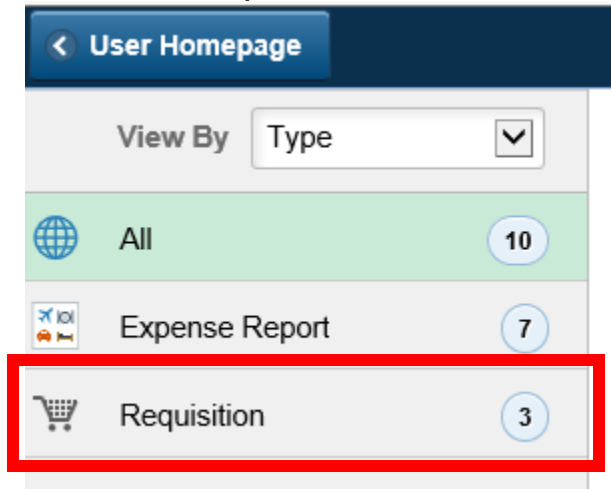# PeopleSoft – Approving Requisitions

1. From the User Home Page, click the **Approvals** tile.

From here, you will see all approvals that you have pending you review.

2. Click on Requisition from the left hand menu

3. Click on the Requisition you want to review

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4. To see the chartfield information, click on the requisition line, then on the schedule in the line details
5. Click back to Header to return to the main approval page.
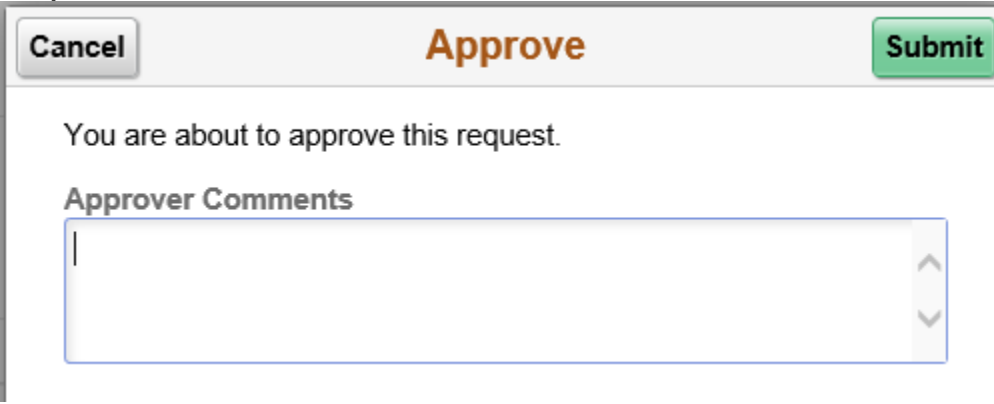6. Click on the Approval Chain to see Approval comments

7. When you are ready to take action on the requisition, you can Approve or Deny. You will have Pushback as an option only if there is an approval level before yours. If not, the Pushback option will not be highlighted.

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8. When you click on an option, you may add a comment, then submit the approval. If you Deny or Pushback and requisition, you are required to add a comment.

9. After you submit your approval, you will be taken back to your Approvals page.

End of Procedure.