# Workflow – Approve, Deny, Pushback

1. Log in to CAPPS.
 
2. Go to your Worklist.

3. Click the hyperlink for the Requisition or PO you want to approve. The document number (Req ID, PO ID) is sort of buried at the bottom of the hyperlink.

4. From this page you can quickly Approve or Deny the Requisition.

5. If you **Approve**, the requisition will go to the next Approver. If you are the final approval step, the Requisiton will become approved and eligible to budget check.
6. If you **Deny**, you must enter a Comment in the box just above the button.
Denying sends the requisition back to the Requester.
The Requester can make changes and resubmit for approval or cancel the requisition.
7. You can view the approval path and even use the green + buttons to insert another approver or reviewer for this particular requisition only.
 
8. If you are not the first approver in the workflow path an additional button is available to push the requisition or PO back one step to the previous approver. Comments required.
