To confirm the submission of your transaction, cancel the adjustment or to view the adjustment history for a cost transaction, select the Adjustment History tab.

The Adjustment History tab displays:
- the date of the transaction
- Preparer of the adjustment
- the adjustment type – Transfer or Split Transfer
- the adjustment status – Pending Approval, Approved or Rejected
- the justification
- the adjustment source
- the rejection reason if any

**Note:** An adjustment can be withdrawn, if it has not been approved, by selecting Cancel Adjustment.
1. After an Approver logs into the Financial Management system, select the Bell from the home page to view your pending notifications.

2. Click on the More Details drop-down menu. Select Projects from the list.

3. The Worklist will display a list of hyperlinks for transactions requiring approval. Click on a transaction hyperlink.
4. Review the transaction details. Click **Approve** to process the transaction or click **Reject** if the transaction is incorrect. An approver can request additional information from the preparer instead of rejecting the transaction.