

Denying a Requisition

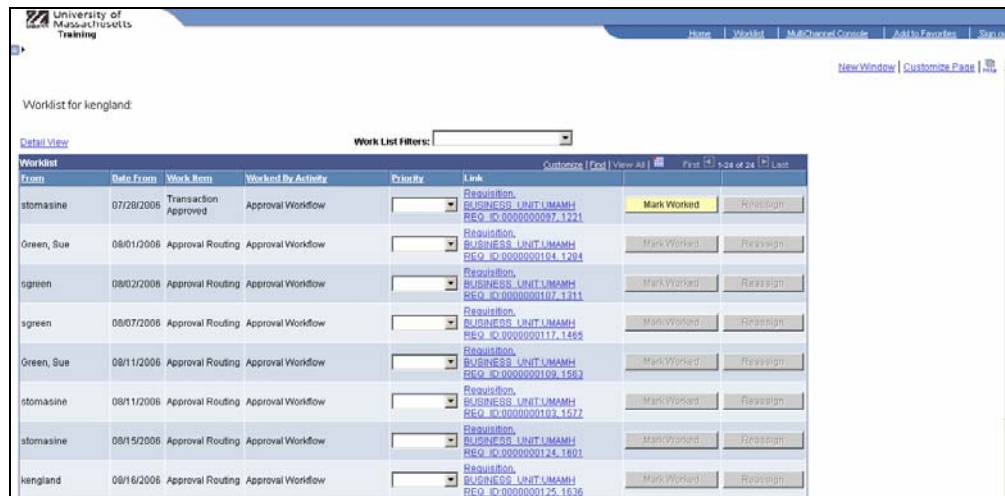


Once a requisition has been created and submitted to approval, the Approver must review the requisition and either approve or deny the requisition. When a requisition is submitted for approval and there is an issue, an Approver can deny the requisition. Follow the steps below to deny a requisition.

- Step 1.** Log into the Finance Application with your FIN Username and Password.

Click the **Worklist** link on the top right.

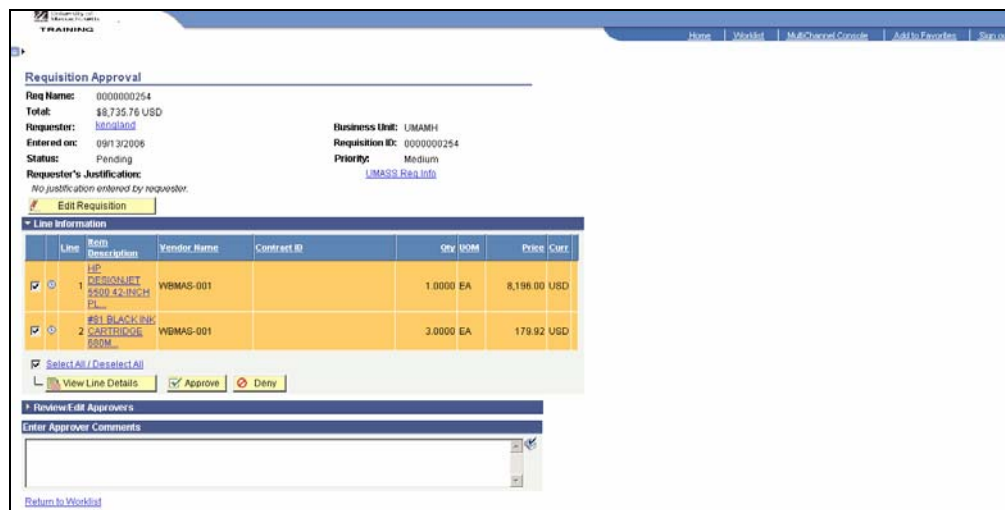
The **Worklist** page opens.



From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
stomasine	07/28/2006	Transaction Approved	Approval Workflow		Requisition, BUSINESS_UNIT_UMAMH REQ_ID:000000097,1221	Mark Worked	Reassign
Green, Sue	08/01/2006	Approval Routing	Approval Workflow		Requisition, BUSINESS_UNIT_UMAMH REQ_ID:000000104,1204	Mark Worked	Reassign
sgreen	08/02/2006	Approval Routing	Approval Workflow		Requisition, BUSINESS_UNIT_UMAMH REQ_ID:000000107,1211	Mark Worked	Reassign
sgreen	08/07/2006	Approval Routing	Approval Workflow		Requisition, BUSINESS_UNIT_UMAMH REQ_ID:000000117,1485	Mark Worked	Reassign
Green, Sue	08/11/2006	Approval Routing	Approval Workflow		Requisition, BUSINESS_UNIT_UMAMH REQ_ID:000000109,1583	Mark Worked	Reassign
stomasine	08/11/2006	Approval Routing	Approval Workflow		Requisition, BUSINESS_UNIT_UMAMH REQ_ID:000000103,1577	Mark Worked	Reassign
stomasine	08/15/2006	Approval Routing	Approval Workflow		Requisition, BUSINESS_UNIT_UMAMH REQ_ID:000000124,1601	Mark Worked	Reassign
kengland	08/16/2006	Approval Routing	Approval Workflow		Requisition, BUSINESS_UNIT_UMAMH REQ_ID:000000125,1636	Mark Worked	Reassign

- Step 2.** Click the requisition **Link**.

The **Requisition Approval** page opens.



Requisition Approval

Req Name: 000000254
 Total: \$8,735.76 USD
 Requester: hcozabod
 Entered on: 09/13/2006
 Status: Pending
 Requester's Justification: No justification entered by requester.
 Business Unit: UMAMH
 Requisition ID: 000000254
 Priority: Medium
[UMASS Req Info](#)

Line	Item Description	Vendor Name	Contract ID	Qty	UOM	Price	Curr
1	LSP DEKONJET 2500 42 INCH BL...	WBMAS-001		1.0000	EA	8,196.00	USD
2	#81 BLACK INK CARTRIDGE 880M	WBMAG-001		3.0000	EA	179.92	USD

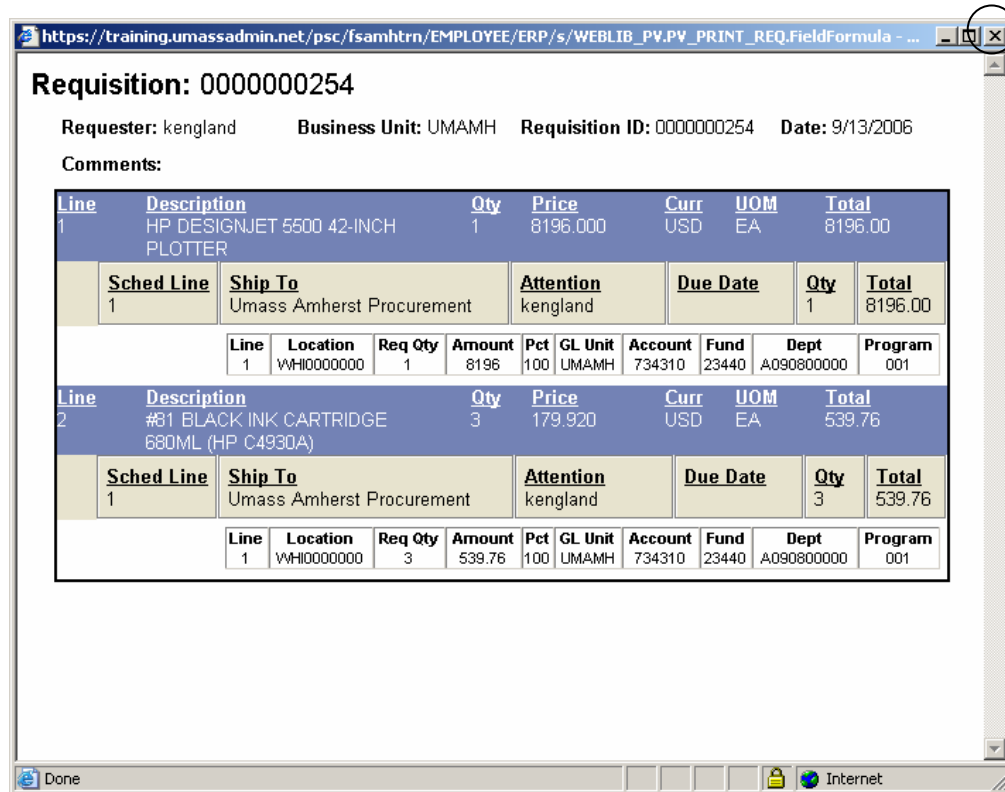
Enter Approver Comments

[Return to Worklist](#)

Step 3. Click the **Select All** checkbox if lines are not selected.

Click  View Line Details


The Line Information opens in a new window.




Requisition: 0000000254
 Requester: kengland Business Unit: UMAMH Requisition ID: 0000000254 Date: 9/13/2006

Comments:

Line	Description	Qty	Price	Curr	UOM	Total																				
1	HP DESIGNJET 5500 42-INCH PLOTTER	1	8196.000	USD	EA	8196.00																				
<table border="1"> <thead> <tr> <th>Sched Line</th> <th>Ship To</th> <th>Attention</th> <th>Due Date</th> <th>Qty</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Umass Amherst Procurement</td> <td>kengland</td> <td></td> <td>1</td> <td>8196.00</td> </tr> </tbody> </table>							Sched Line	Ship To	Attention	Due Date	Qty	Total	1	Umass Amherst Procurement	kengland		1	8196.00								
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Line	Description	Qty	Price	Curr	UOM	Total																				
2	#81 BLACK INK CARTRIDGE 680ML (HP C4930A)	3	179.920	USD	EA	539.76																				
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Step 4. Review all line information; then click the  at the top right corner.

Return to the **Requisition Approval** page.

Step 5. Click  to expand the **Review/Edit Approvers** section.

The **Review/Edit Approvers** section expands.

Review/Edit Approvers

Department Approval

▷ **Line 1:Completed** [View Comments](#)
[Start New Path](#)

HP DESIGNJET 5500 42-INCH PLOTTER

▷ **Line 2:Completed** [View Comments](#)
[Start New Path](#)

#81 BLACK INK CARTRIDGE 680ML (HP C4930A)

Account and Fund Approval

▷ **Line 1:Completed** [View Comments](#)
[Start New Path](#)

HP DESIGNJET 5500 42-INCH PLOTTER

▷ **Line 2:Completed** [View Comments](#)
[Start New Path](#)

#81 BLACK INK CARTRIDGE 680ML (HP C4930A)

Procurement Approval

▽ **Line 1:Pending** [View Comments](#)
[Start New Path](#)

HP DESIGNJET 5500 42-INCH PLOTTER

Dept > \$1,000 - Dist 01

Pending

[Multiple Approvers](#) +

Dept Proc Approver - Dist 1

Approval Comment History

kengland at 9/14/2006 - 11:48 AM
Include additional comments, if needed. Example: Rush Order.

Training01 at 9/14/2006 - 11:44 AM
Enter Approver comments here, if needed.

▽ **Line 2:Pending** [View Comments](#)
[Start New Path](#)

#81 BLACK INK CARTRIDGE 680ML (HP C4930A)

Dept > \$1,000 - Dist 01

Pending

[Multiple Approvers](#) +

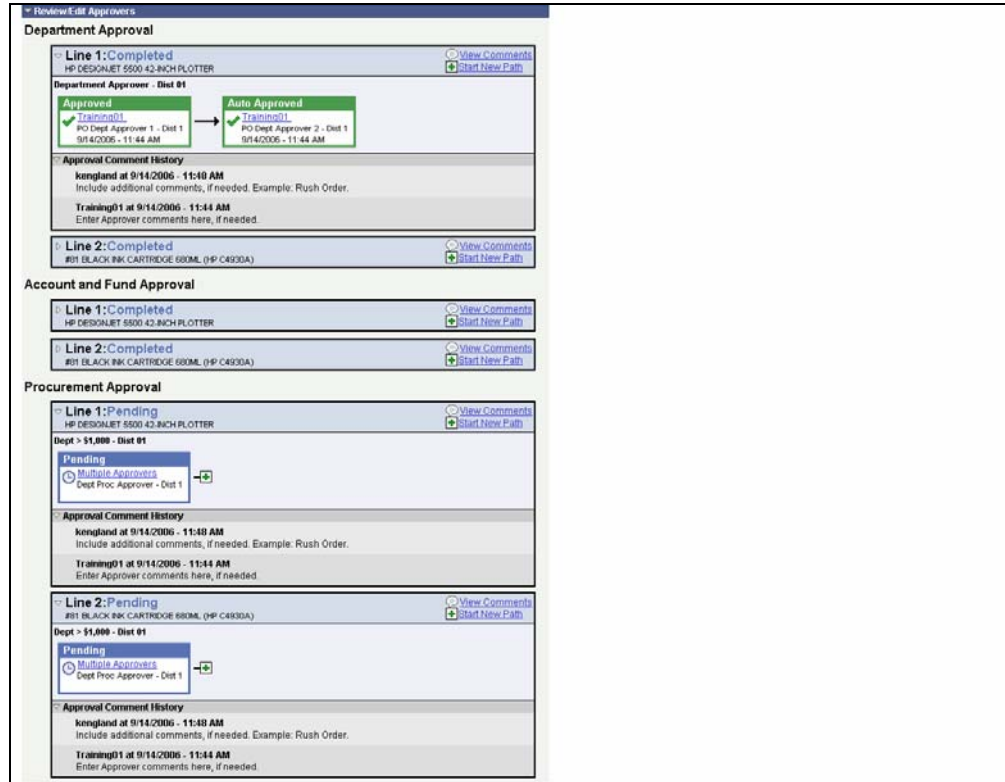
Dept Proc Approver - Dist 1

Approval Comment History

kengland at 9/14/2006 - 11:48 AM
Include additional comments, if needed. Example: Rush Order.

Training01 at 9/14/2006 - 11:44 AM
Enter Approver comments here, if needed.

Step 6. Click the [View Comments](#) link to view approval comments.



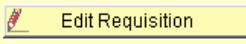
The screenshot displays the 'Review/Edit Approvals' interface, organized into three main sections: Department Approval, Account and Fund Approval, and Procurement Approval.

- Department Approval:** Shows 'Line 1: Completed' for 'HP DESIGNJET 5500 42-INCH PLOTTER'. It includes a 'Department Approver - Dist 01' section with 'Approved' and 'Auto Approved' status boxes for 'Training01' at 9/14/2006 - 11:44 AM. An 'Approval Comment History' section shows comments from 'kongland' and 'Training01'.
- Account and Fund Approval:** Shows 'Line 1: Completed' and 'Line 2: Completed' for 'HP DESIGNJET 5500 42-INCH PLOTTER' and '891 BLACK INK CARTRIDGE 680ML (HP C4930A)' respectively.
- Procurement Approval:** Shows 'Line 1: Pending' and 'Line 2: Pending' for the same items. Each line includes a 'Dept > \$1,000 - Dist 01' section with a 'Pending' status and a 'Multiple Approvers' box. The 'Approval Comment History' section for each line shows comments from 'kongland' and 'Training01'.

Step 7. Scroll down to the **Enter Approver Comments** box.

The screenshot shows a web interface for requisition approval. It lists several requisition lines with their status (Completed or Pending) and details. At the bottom, there is a section titled "Enter Approver Comments" with a text input field and a "Return to Worklist" link.



Note: Before approving or denying a requisition, you can click the  **Edit Requisition** button at the top of the page, which accesses the **Edit Requisition (Review and Submit)** page. Here you can make changes to the requisition, based on your security access.

Step 8. Fill in the **Enter Approver Comments** box (required).

The image shows a close-up of the "Enter Approver Comments" text box. The text inside reads: "Comments are required when a requisition or requisition line is denied." There is a scroll bar on the right side of the text area.




Note: The **Enter Approver Comments** box is required for denials. You can enter the reason for rejecting the Requisition. Keep in mind that the detail you provide will help the user who created the requisition to go back and edit the information.

Step 9. Scroll up to the **Line Information** section.

Line Information									
	Line	Item Description	Vendor Name	Contract ID	Qty	UOM	Price	Curr	
<input checked="" type="checkbox"/>	1	HP DESIGNJET 5500 42-INCH PL...	WBMAS-001		1.0000	EA	8,196.00	USD	
<input checked="" type="checkbox"/>	2	#81 BLACK INK CARTRIDGE 680M...	WBMAS-001		3.0000	EA	179.92	USD	

Select All / Deselect All

Step 10. Click the **Select All** checkbox to select all items or select an individual line item.

Step 11. Click the  button.

The **Confirmation** page opens.

The screenshot displays the 'Requisition Approval' confirmation page. At the top, a red error message states '000000254 has been denied.' Below this, the page is divided into four main sections: Department Approval, Account and Fund Approval, and Procurement Approval. Each section contains two lines of items. In the Department Approval section, both Line 1 and Line 2 are marked as 'Denied'. The Account and Fund Approval section also shows 'Denied' status for both lines. The Procurement Approval section shows 'Denied' status for both lines. Each line item includes details such as the department or account number, the item description, and the approval status. The 'Denied' status is highlighted in red, and a red 'X' icon is visible next to the 'Denied' label. The page also includes an 'Approval Comment History' section for each line, detailing the instructor's actions and the time of the denial.



Note: Once the requisition or line item is “Denied,” the request is not routed to the **Sourcing** page or other approvers. The user will receive an email rejection and must edit and resubmit the requisition to workflow.



Step 12. Scroll down to the bottom of the **Confirmation** page.

Step 13. Click the **Return to Worklist** link located at the bottom left.

The **Worklist** reopens.

Re-approve a Requisition after a Change

Once a requisition has been approved in workflow, the requester can still edit the requisition and resubmit it to workflow for approval. When a change is made, such as deleting an item or increasing the budget amount, the requester must resubmit the requisition to workflow. The re-approval process follows the same steps as Approving a Requisition (One Approver) or Approving a Requisition (Multiple Approvers). The requisition will re-appear in the Approver's worklist. For specific examples of how to make changes, please see the eProcurement for End Users Training Guide in your department.