



# Business Process Document

## PS FIN Purchasing: Denying Requisition Amounts

---

<b>Department</b>	
<b>Responsibility/Role</b>	
<b>File Name</b>	Denying Requisition Amounts_BUSPROC.doc
<b>Version</b>	
<b>Document Generation Date</b>	8/12/2009
<b>Date Modified</b>	8/12/2009
<b>Last Changed by</b>	
<b>Status</b>	

### Denying Requisition Amounts

Trigger:

Required Field(s)	Comments

Output - Results	Comments

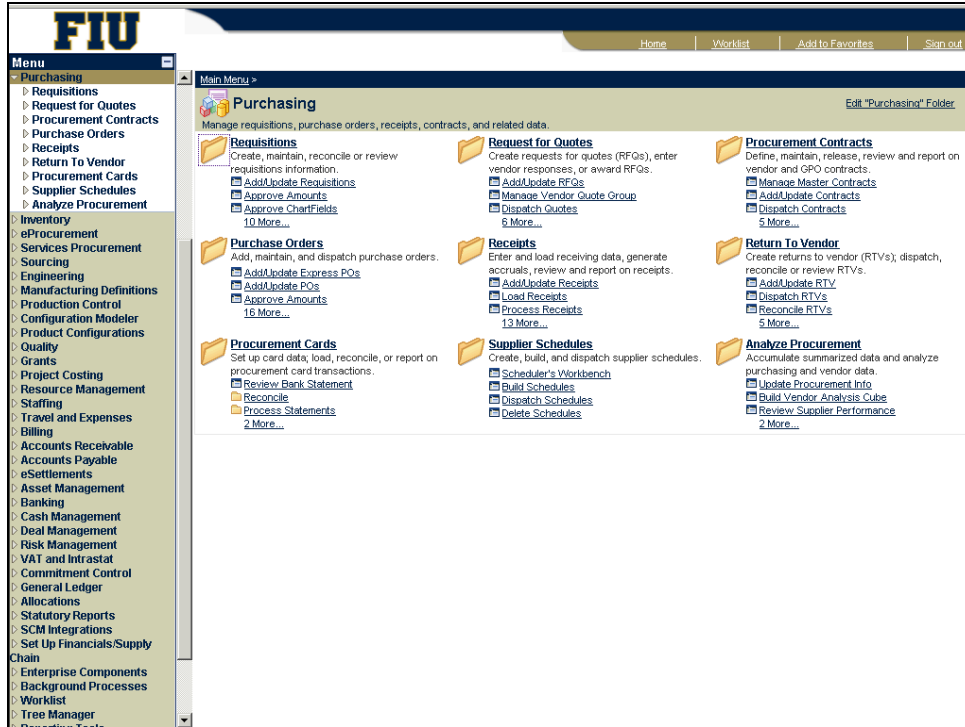
### Additional Information



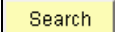
### Procedure

In this topic you will be denying a requisition amount.



Step	Action
1.	Click the <b>Purchasing</b> link. <b>Purchasing</b>




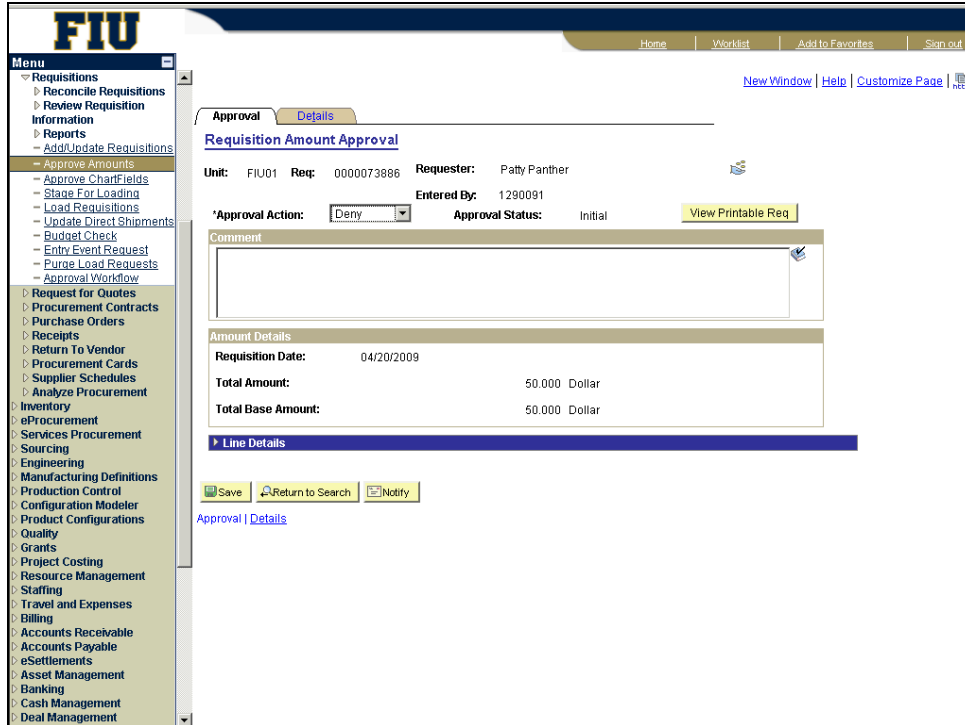
Step	Action
2.	Click the <b>Requisitions</b> link. 
3.	Click the <b>Approve Amounts</b> link. 
4.	Enter the desired information into the <b>Requisition ID:</b> field. Enter <b>"000073886"</b> .
5.	Click the <b>Search</b> button. 



# Business Process Document

## PS FIN Purchasing: Denying Requisition Amounts



Step	Action
6.	Click <b>Approval Action</b> drop down menu and select 'Deny'.
	



Step	Action
7.	<p>Enter the desired information into the <b>Comment</b> field. Enter "<b>Requisition has been denied (enter information for the reason)</b>".</p> <p>A comment should be entered in the Comment section explaining the reason for denial. A workflow notification along with the comment entered will be sent to the user that entered the requisition. The user should then either modify or cancel the requisition, whichever is appropriate.</p>
8.	<p>Click the <b>Save</b> button.</p> 
9.	<p>Notice the Approval Status has been changed to denied. This indicates that the requisition has been denied.</p>
10.	<p>Click the <b>Home</b> link.</p> 
11.	<p>Congratulations. You have successfully denied a requisition amount. <b>End of Procedure.</b></p>