

Denying a Requisition

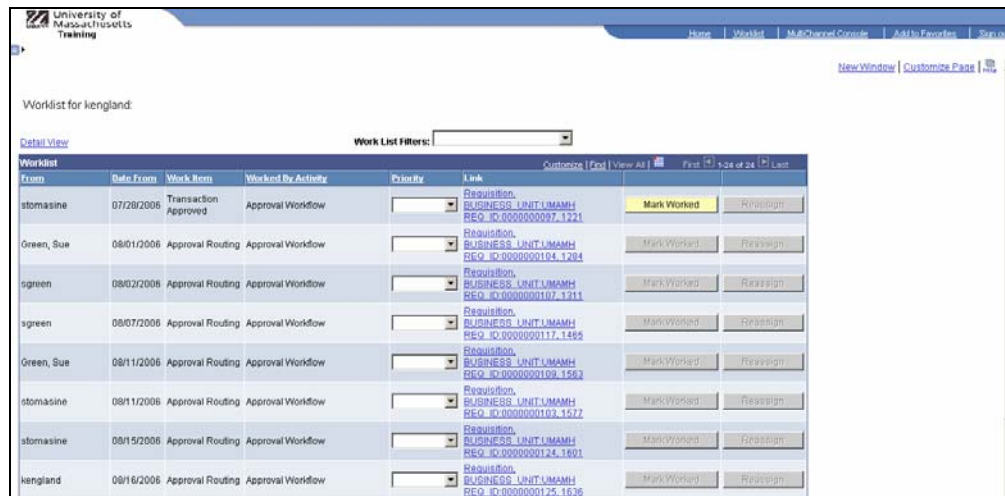


Once a requisition has been created and submitted to approval, the Approver must review the requisition and either approve or deny the requisition. When a requisition is submitted for approval, and the Approver has an issue, an Approver can deny the requisition. Follow the steps below to deny a requisition.

Step 1. Log into the e*mpac Application with your FIN Username and Password.

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

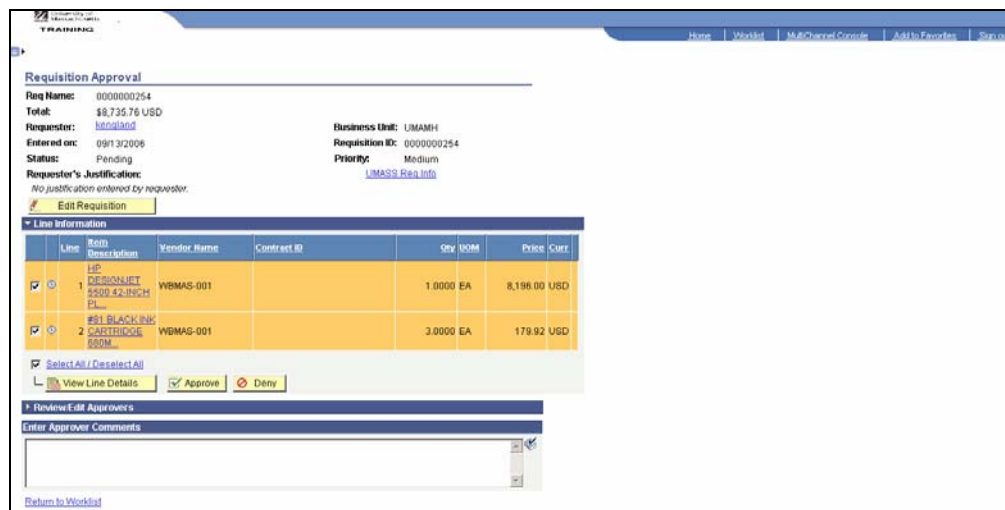
The **Worklist** page opens.



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: kengland
 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](#)

[Edit Requisition](#)

Line	Item Description	Vendor Name	Contract ID	Qty	UOM	Price	Curr
1	ISP #1000JET #200 42 INCH BL...	WBMAS-001		1.0000	EA	8,196.00	USD
2	#81 BLACK INK #80M	WBMAG-001		3.0000	EA	179.92	USD

Select All / Deselect All
 View Line Details Approve Deny

Review/Edit Approvals

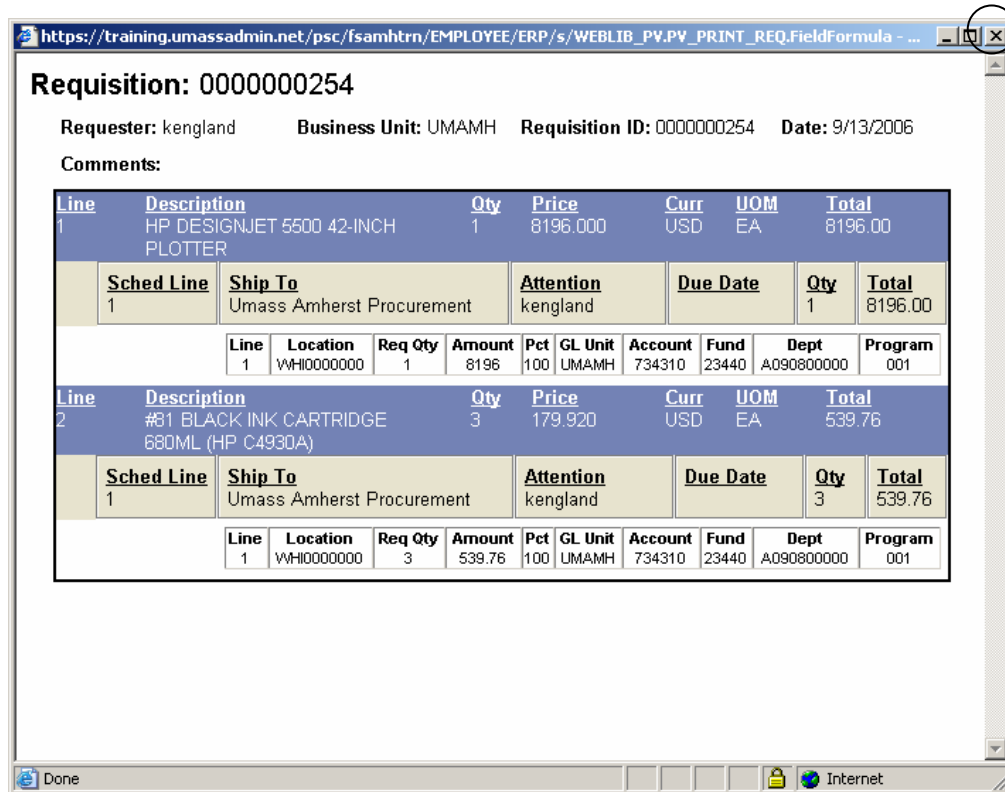
Enter Approver Comments

[Return to Worklist](#)

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

Click the  button.

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


Sched Line	Ship To	Attention	Due Date	Qty	Total
1	Umass Amherst Procurement	kengland		1	8196.00

Line	Location	Req Qty	Amount	Pct	GL Unit	Account	Fund	Dept	Program
1	WH10000000	1	8196	100	UMAMH	734310	23440	A090800000	001


Line	Description	Qty	Price	Curr	UOM	Total
2	#81 BLACK INK CARTRIDGE 680ML (HP C4930A)	3	179.920	USD	EA	539.76

Sched Line	Ship To	Attention	Due Date	Qty	Total
1	Umass Amherst Procurement	kengland		3	539.76

Line	Location	Req Qty	Amount	Pct	GL Unit	Account	Fund	Dept	Program
1	WH10000000	3	539.76	100	UMAMH	734310	23440	A090800000	001

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](#)
HP DESIGNJET 5500 42-INCH PLOTTER [Start New Path](#)

▷ **Line 2:Completed** [View Comments](#)
#81 BLACK INK CARTRIDGE 680ML (HP C4930A) [Start New Path](#)

Account and Fund Approval


▷ **Line 1:Completed** [View Comments](#)
HP DESIGNJET 5500 42-INCH PLOTTER [Start New Path](#)

▷ **Line 2:Completed** [View Comments](#)
#81 BLACK INK CARTRIDGE 680ML (HP C4930A) [Start New Path](#)

Procurement Approval

▽ **Line 1:Pending** [View Comments](#)
HP DESIGNJET 5500 42-INCH PLOTTER [Start New Path](#)

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](#)
#81 BLACK INK CARTRIDGE 680ML (HP C4930A) [Start New Path](#)

Dept > \$1,000 - Dist 01

Pending
[Multiple Approvers](#) 
Dept Proc Approver - Dist 1

▽ **Approval Comment History**

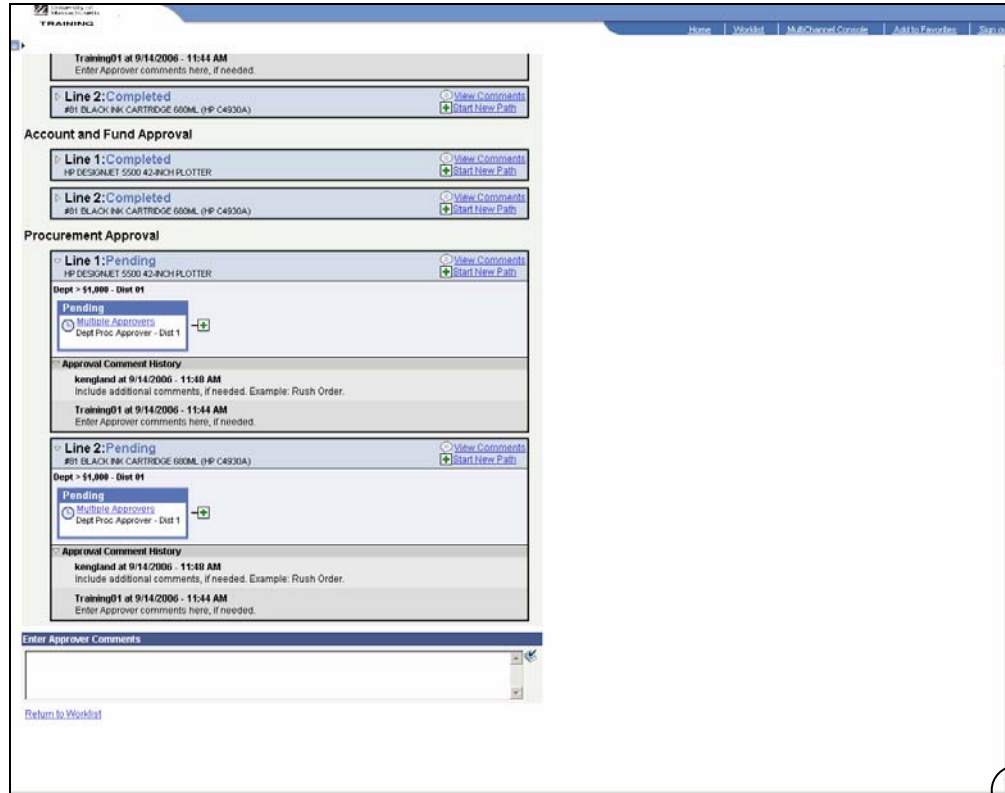
kengland at 9/14/2006 - 11:48 AM
Include additional comments, if needed. Example: Rush Order.

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, which is organized into three main sections: Department Approval, Account and Fund Approval, and Procurement Approval. Each section contains one or more 'Line' items, each with a status (e.g., 'Completed', 'Pending') and a 'View Comments' link. The Department Approval section shows a 'Line 1: Completed' item for 'HP DESIGNJET 5500 42-INCH PLOTTER' with a 'Department Approver - Dist 01' and an 'Approval Comment History' section. The Account and Fund Approval section shows two 'Line' items, both 'Completed', for 'HP DESIGNJET 5500 42-INCH PLOTTER' and '891 BLACK INK CARTRIDGE 680ML (HP C4930A)'. The Procurement Approval section shows two 'Line' items, both 'Pending', for the same items as above, with a 'Dept > \$1,000 - Dist 01' and a 'Pending' status box. The 'Approval Comment History' section for each line item includes a list of comments with timestamps and names, such as 'kongland at 9/14/2006 - 11:40 AM' and 'Training01 at 9/14/2006 - 11:44 AM'.

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



The screenshot shows a web-based requisition system interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign Out'. Below this, there are several requisition lines. The first line is 'Line 2: Completed' for '#81 BLACK INK CARTRIDGE 600ML (HP C4930A)'. Below it is the 'Account and Fund Approval' section with 'Line 1: Completed' for 'HP DESIGNJET 5500 42-INCH PLOTTER' and 'Line 2: Completed' for '#81 BLACK INK CARTRIDGE 600ML (HP C4930A)'. The 'Procurement Approval' section shows 'Line 1: Pending' for 'HP DESIGNJET 5500 42-INCH PLOTTER' with a 'Pending' status box and 'Approval Comment History' for 'kingland at 9/14/2006 - 11:40 AM'. Below this is another 'Line 2: Pending' for '#81 BLACK INK CARTRIDGE 600ML (HP C4930A)' with a similar 'Pending' status box and 'Approval Comment History'. At the bottom of the screenshot, there is a text input field labeled 'Enter Approver Comments' with a 'Return to Worklist' link below it.



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 the box 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 and a small icon in the top right corner.



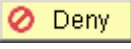
Note: The **Enter Approver Comments** box is required for denials. You can enter the reason for rejecting the Requisition. Keep in mind that the detail you provide will help the user who created the requisition to go back and edit the information.

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

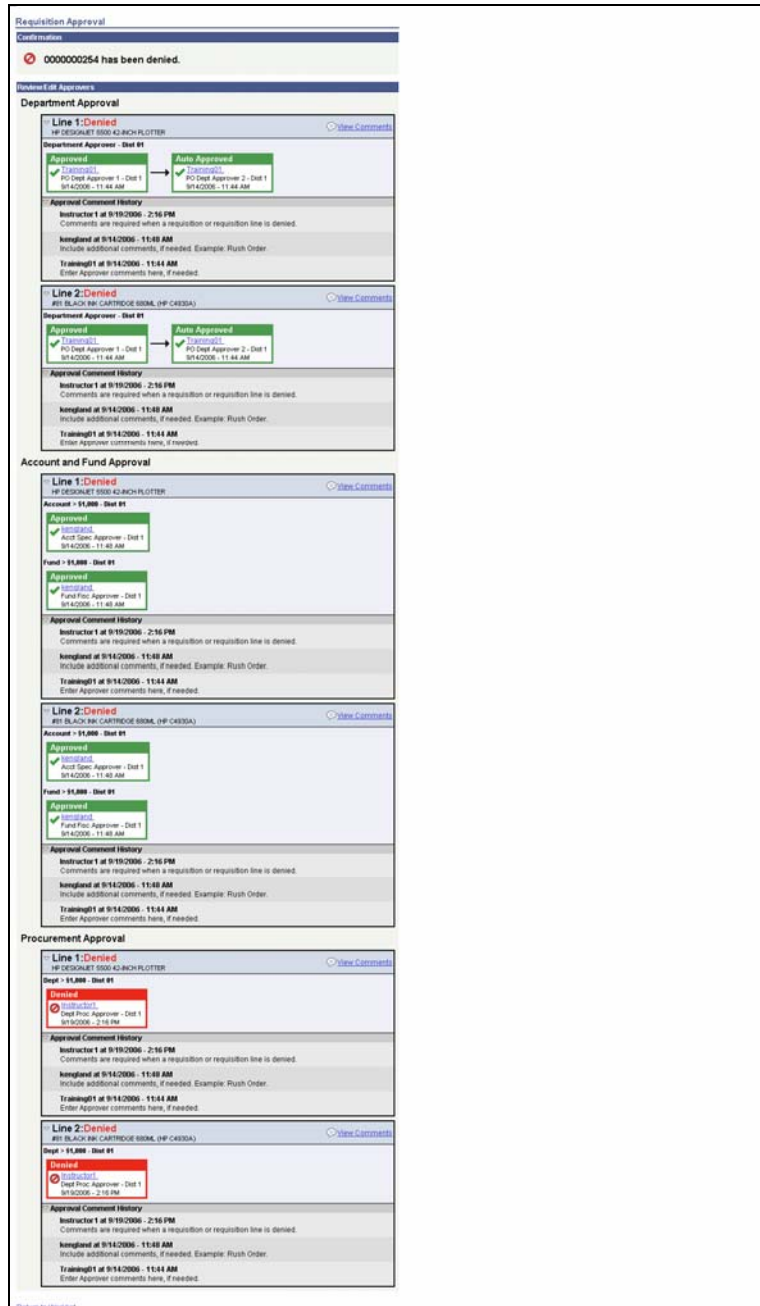
Line Information									
	Line	Item Description	Vendor Name	Contract ID	Qty	UOM	Price	Curr	
<input checked="" type="checkbox"/>	1	HP DESIGNJET 5500 42-INCH PL...	WBMAS-001		1.0000	EA	8,196.00	USD	
<input checked="" type="checkbox"/>	2	#81 BLACK INK CARTRIDGE 680M...	WBMAS-001		3.0000	EA	179.92	USD	

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.



Requisition Approval

Confirmation

000000264 has been denied.

Department Approval

Line 1: Denied

Department Approver - Dist 01

Approved

Approved Comment History

Line 2: Denied

Department Approver - Dist 01

Approved

Approved Comment History

Account and Fund Approval

Line 1: Denied

Account - \$1,000 - Dist 01

Approved

Fund - \$1,000 - Dist 01

Approved

Approved Comment History

Line 2: Denied

Account - \$1,000 - Dist 01

Approved

Fund - \$1,000 - Dist 01

Approved

Approved Comment History

Procurement Approval

Line 1: Denied

Dept - \$1,000 - Dist 01

Denied

Approved Comment History

Line 2: Denied

Dept - \$1,000 - Dist 01

Denied

Approved Comment History



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 ePro End User Training Guide.



Last Edited Date	September 26, 2006
Last Edited By	Kristina D. England