

Quick Guide - Rejecting a PR (06/18/09)

Approvers should receive an automatic email informing them of a pending transaction. Approvers must have their email preferences set up to receive the automatic emails.

- Click “approvals” tab.



- Click “Assign” to assign PR for Approver action. **If the approver does not wish to act on the PR at the present time:**

- Click “Assign.”

- Click “Go.”

Apply Action to Selected PR(s)

The PR will remain assigned to the current Approver.

To complete the rejection of the PR:

- Click “view.”

- OrgWF1: 091100 (Wise Coop Extension Service): (All Values)							
Results per page	Requisitions Found: 1			Page 1 of 1			
Requisition No. ▼	Approver ▲	State ▲	Priority ▲	PR Date/Time ▲	Requisitioner ▲	Amount ▲	Action Select
10593239 view	Not Assigned		Normal	4/8/2009 1:22 PM	hokie bird25	600.00 USD	Assign <input type="checkbox"/>

Transaction will move to “My PR Approvals” folder.

- My PR Approvals							
Results per page	Requisitions Found: 1			Page 1 of 1			
Requisition No. ▼	State ▲	Priority ▲	PR Date/Time ▲	Requisitioner ▲	Amount ▲	Action Select	
10593239 view	Active	Normal	4/8/2009 1:22 PM	hokie bird25	600.00 USD		<input type="checkbox"/>

- Click “view.”

The detailed PR will appear. View details (items, quantities, funding, etc.). Make any necessary updates/changes. To reject complete PR or specific line items: from the drop-down menu,

- Click “Reject Selected Items” from the drop-down menu.
- Click “Go.”

Supplier / Line Item Details							
Hide line details				For selected line items <input type="text" value="Reject Selected Items"/> <input type="button" value="Go"/>			
Lee Hartman & Sons Inc more info... OR 1 edit PO Box 13365, Roanoke, VA 24033-3365 US				Contract <i>no value</i> PO Number To Be Assigned View/edit by line item...			
Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price		
1 supplies		EA	200.00	1 EA	200.00 USD	<input checked="" type="checkbox"/>	edit

An “Add Note” box will open which allows the Approver to add specific notes about the rejection. The note can be seen in the PO history.

- Click “Reject Line Item” after adding the notes.

Final step to approve the rejection:

- Click “Approve/Complete Step” in the upper right-hand corner of the screen.
- Click “Go.”

Available Actions:

Add Note

Reject Line Reason

1000 characters remaining expand | clear
 Maximum allowed characters are 1000
 Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

The PR is now rejected and will not become a PO.