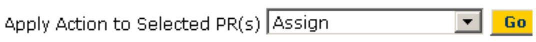
Quick Guide - Rejecting a PR (06/18/09)

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.

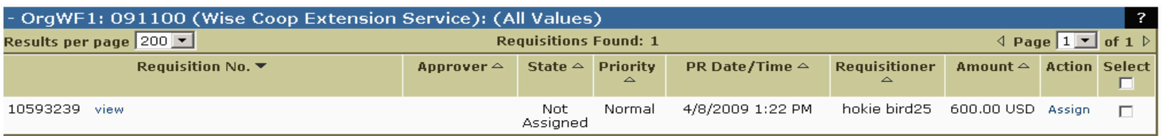
- Click “Assign” to assign PR for Approver action. **<u>If the approver does not wish to act on the PR at the present time</u>:**
- Click “Assign.”
- Click “Go.”



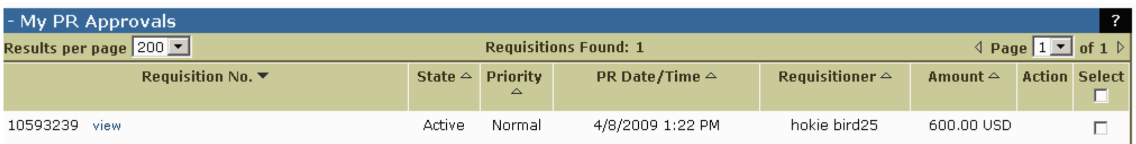
The PR will remain assigned to the current Approver.

To complete the rejection of the PR:

- Click “view.”



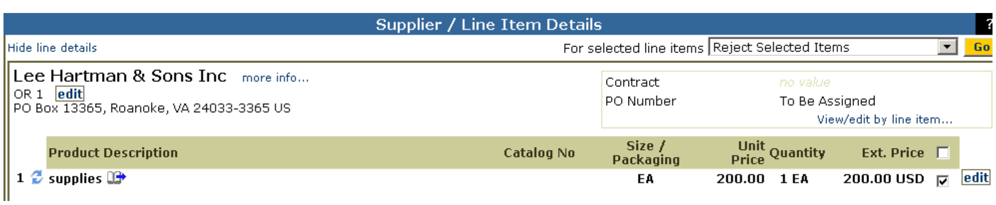
Transaction will move to “My PR Approvals” folder.



- Click “view.”

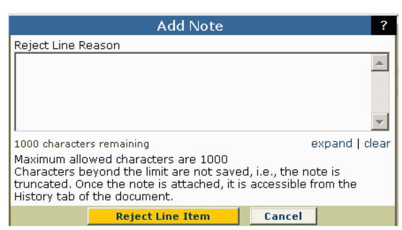
The detailed PR will appear. View details (items, quantities, funding, etc.). Make any necessary updates/changes. To reject complete PR or specific line items from the drop-down menu,

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



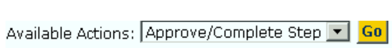
An “Add Note” box will open which allows the Approver to add specific notes about the rejection. The note can be seen in the PO history.

- 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.”



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