PS Financials 9.2

Denying Requisitions



1. Click on My Worklist.

	Financials & Annual Budget
Chartfield Value Lookup	Department Search Account Search Project Search Chartfield 1 Search Speed Chart Search
📔 Annual Budget	Department Lookup
Carryover Projects	Department begins with: Description contains: Clear
Grants and Projects	•
Purchasing & Payables Inquiry	
My Worklist	
Hy Requisitions	
Create Requisition	Department Search Account Search Project Search Chartfield1 Search SpeedChart Search
E Requisition Inquiry	
Purchase Order Inquiry	
Temporary Requisition Approver	
Wells Fargo P-Card Portal	
Forms	

2. Click on the Requisition link.

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rom	Date From	Work Item	Worked By Activity	Priority	Link			
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3. Click on the View Line Details button to evaluate the requested item and billing information. Make sure to select the checkbox for the line item you would like to review.

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4. Click the Close button.

5. Click the Deny button and then click OK.

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	Business Unit	PUGET									
	Requisition ID	0000012800									
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	Entered on	04/07/2022									
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6. Enter a comment in the section Enter Approver Comments. This is required when denying a requisition.

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7. Click the Deny button to see the list of approvers that the requisition was routed to.

8.

Click the Return to Worklists link.

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Business Unit	PUGET									
Requisition ID	0000012800									
Requisition Name Requester	Baseball Field Fence Repair Anje Dunn									
Entered on	04/07/2022									
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Select All / Deselect All View Line Details Review/Edit Approvers Iter Approver Comments	Aap	 0 1	iery (<u>P</u> P		

9. Congratulations! You just learned how to deny a requisition.