PS Financials 9.2
Denying Requisitions

1. Click on My Worklist.
2. Click on the Requisition link.

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.

4. Click the Close button.
5. Click the Deny button and then click OK.

6. Enter a comment in the section Enter Approver Comments. This is required when denying a requisition.

7. Click the Deny button to see the list of approvers that the requisition was routed to.
8. Click the Return to Worklists link.

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