Managing Rejected Requisitions - 1

1.1 Rejected Requisition Tasks

When a requisition is rejected, it is returned to the requisitioner as a task to amend and resubmit or close. Workflow tasks are sent to Your tasks list which is accessed by clicking the tick on the application toolbar. The number next to the tick shows how many workflow tasks you currently have.

In this example there is a single REQ: Approve to resubmit or reject (to close requisition) task in Your tasks list. Click the task to open it.

The tasks opens in the Requisition approval screen. The Workflow log contains a transcript of every step the requisition has taken since its initial submission into workflow. The reason the requisition was Rejected is shown here, in this example the requisition was coded to the incorrect work order.

1.2 Amending and Resubmitting the Requisition

The Requisition details table shows the product information, including the Product, Supplier, Quantity and Price for each item. When a row is active (appears blue), the fields with white backgrounds can be amended by overotyping the information in the fields which need updating.

The GL Analysis table shows the coding information for the currently active row in the Requisition details table. This includes the Analysis and work order (Workord) codes. Ensure that the relevant row is selected in the Requisition details table and overtype the information in these fields as required.

When the amendments are complete, click Approve at the bottom of the screen. The requisition is sent back into workflow for approval.
In this example, the **Rejected** comment in the **Workflow log** asks the requisitioner to close the requisition.

To close the requisition click **Reject** at the bottom of the screen.

A window opens containing an **Enter your comment** field. Enter the reason you are closing the requisition in this field.

Click **Reject**. The system issues a **Success** message.