

9.2 Editing a Denied Requisition

Purpose: Use this document as a reference when editing a denied Requisition in ctcLink.

Audience: Purchasing staff.

❗ You must have at least one of these local college managed security roles:

- <there are no college-assignable roles>

You must also set these User Preference Definitions:

- [User Preferences: Requisition Entry](#)
- [Requester Setup](#)

If you need assistance with the above security roles or User Preference Definitions, please contact your local college supervisor or IT Admin to request role access.

There's two options to update the approval routing when a pending Requisition is denied:

Option #1 - Current Approver in the Approval Workflow denies requisition.

On the Pending Approvals page, the Approver selects the **Deny** button.

Pending Approvals

Requisition

Request for Con. Electrical_Custodial_OPEN
1,179.67 USD

Approve Deny More

1 line(s) are pending your approval

Summary

Business Unit WA260 Requisition ID 0000000066
Routed Date March 17, 2022 Requisition Date March 15, 2022
Requester Heidi Entered by Heidi
Budget Header Status Valid
[Edit Requisition](#)

More Information

[Header comments and attachments](#) >
[View Printable Version](#) >

Lines

Pending All

Select	Line Number	Item Description	Merchandise Amount
<input type="checkbox"/>	1	Lamps/Lighting, Interior and Exterior	1,179.67 USD

1 row

The requisition's approval status changes to Denied, prior routing is canceled.

Employee Self Service

Add/Update Requisitions

Maintain Requisitions

Requisition

Business Unit WA260 Status Denied
Requisition ID 0000000066
Requisition Name Con. Electrical_Custodial_OPEN

Header

*Requester 101053
*Requisition Date 03/15/2022
Origin ONL
Currency Code USD
Accounting Date 03/15/2022

View Approvals

Business Unit WA260 Number of Lines 1
Requisition ID 0000000066 Total Amount 1,179.67 USD
Requisition Name Con. Electrical_Custodial_OPEN
Requested For Heidi
Status Denied
Budget Status Valid

Department Manager Approval

Line 1: Denied
Lamps/Lighting, Interior and Exterior

Procurement Dept Approval

Con. Electrical_Custodial_OPEN: Denied

Apply Approval Changes

Return

PeopleSoft requires a denied requisition to have one of the following fields changed to prompt reapproval routing: Quantity, Price, or Merchandise Amount. *While editing a pending requisition, the **Price** field will be editable.

Example of restarting a denied requisition:

1. Decrease the Denied Requisition's Line Price by one penny.

2. Input edits, such as changing the chartfield string values, as needed.
3. Save. The Approval Status changes from Denied to Pending.

Employee Self Service **Add/Update Requisitions**

Business Unit: WA260
 Requisition ID: 0000000066
 Requisition Name: Con. Electrical_Custodial_OPEN

Status: Pending (indicated by a red arrow)
 Budget Status: Not Chk'd
☐ Hold From Further Processing

Header

*Requester: 101053706 Heidi Davis
 *Requisition Date: 03/15/2022
 Origin: ONL On Line Entry
 *Currency Code: USD Dollar
 Accounting Date: 03/15/2022

Amount Summary

Total Amount: 1,179.66 USD
 Pre-Encumbrance Balance: 1,179.67 USD (indicated by a red arrow)

Add Items From

Purchasing Kit Item Search
 Catalog Requester Items

Select Lines To Display

Search for Lines
 Line: To: Retrieve

Line

Line	Item	Description	Quantity	*UOM	Category	Price
1	559-55	Lamps/Lighting, Interior	1.0000	EA	559	11,179.6600 (highlighted with a red box)

4. Immediately **change** the price back to the original value.
5. Select **Save**.
6. Note the Requisition remains in Pending Status.
7. Budget check as needed.

💡 Approval routing is updated based on current values.

Employee Self Service **Add/Update Requisitions**

Business Unit: WA260
 Requisition ID: 0000000066
 Requisition Name: Con. Electrical_Custodial_OPEN

Status: Pending
 Budget Status: Not Chk'd

☐ Hold From Further Processing

Header

*Requester: 101053706 Heidi Davis
 *Requisition Date: 03/15/2022
 Origin: ONL On Line Entry
 *Currency Code: USD Dollar
 Accounting Date: 03/15/2022

Amount Summary

Total Amount: 1,179.67 USD
 Pre-Encumbrance Balance: 1,179.67 USD

Add Items From

Purchasing Kit Item Search
 Catalog Requester Items

Select Lines To Display

Search for Lines
 Line: To: Retrieve

Line

Line	Item	Description	Quantity	*UOM	Category	Price
1	559-55	Lamps/Lighting, Interior	1.0000	EA	559	1,179.6700

8. Process complete.

Option #2 - An AWE Administrator can use the Monitor Approvals screen to 'Restart' approval.



Users assigned the ZZ_AWE_ADMIN_(xxx) role are AWE Administrators.

The requester updates the requisition as needed (for example the distribution/chartfield string values) and saves.

The AWE admin would then use the Monitor Approvals screen to search for and select the requisition, then Restart the approval routing. (See [Monitor Approvals QRG](#) for detailed instructions).

Monitor Approvals

Approval Process: Requisition Definition ID: WA260
 Business Unit: WA260 Requisition ID: 0000000066
 Requisition Date: 2022-03-15 Requester: 101053706

Approver:
 Comment:

Line Details

	Business Unit	Requisition ID	Line Number
1	WA260	0000000066	1

Reassign Pending Tasks

The selected approver does not currently have an alternate approver selected in their user profile. You must manually select an alternate approver to reassign pending tasks.

Reassign To:

☐ Allow Self-Approval
☐ Allow Auto Approval

Administrative Approve/Deny

Act on behalf of the approver selected above by selecting the Approve/Deny buttons below. This action will apply to all tasks pending for the approver selected within the context of this transaction.

Department Manager Approval

Line 1: Pending

Department Manager Approval

Pending
 Casey Hubbsner
 Req-Dept Mgr-Line Level

Procurement Dept Approval

Con. Electrical_Custodial_OPEN: Awaiting Further Approvals

Procurement Dept Approval

Not Routed
 Multiple Approvers
 Req Purchasing Review

[Return](#)

Restarting the approval results in the cancellation of the prior routing:

Approval History

Approval Process: Requisition Definition ID: WA260
 Business Unit: WA260 Requisition ID: 0000000066

Department Manager Approval

Line 1: Terminated
 Lamps/Lighting, Interior and Exterior

Department Manager Approval

Terminated
 Casey
 Req-Dept Mgr-Line Level
 03/17/22 - 1:39 PM

Procurement Dept Approval

Con. Electrical_Custodial_OPEN: Terminated

Procurement Dept Approval

Terminated
 Multiple Approvers
 Req Purchasing Review

The approval routing is updated based on the requisition's current values.

Monitor Approvals

Approval Process

Business Unit

Requisition Date

Requisition

VA260

2022-03-15

Definition ID

Requisition ID

Requester

VA260

0000000066

10106

Approver

Comment

Line Details

	Business Unit	Requisition ID	Line Number
1	VA260	0000000066	1

Reassign Pending Tasks

The selected approver does not currently have an alternate approver selected in their user profile. You must manually select an alternate approver to reassign pending tasks.

Reassign To

☐ Allow Self-Approval
☐ Allow Auto Approval

Reassign

Administrative Approve/Deny

Act on behalf of the approver selected above by selecting the Approve/Deny buttons below. This action will apply to all tasks pending for the approver selected within the context of this transaction.

Approve

Deny

Pushback

Restart

Department Manager Approval

Line 1: Pending

View/Hide Comments

Start New Path

Department Manager Approval

Pending

Isaac

Reassign Approver

Comment History

Procurement Dept Approval

Con. Electrical_Custodial_OPEN:Awaiting Further Approvals

View/Hide Comments

Start New Path

Procurement Dept Approval

Not Routed

Multiple Approvers

Req Purchasing Review

Comment History

Return