

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:

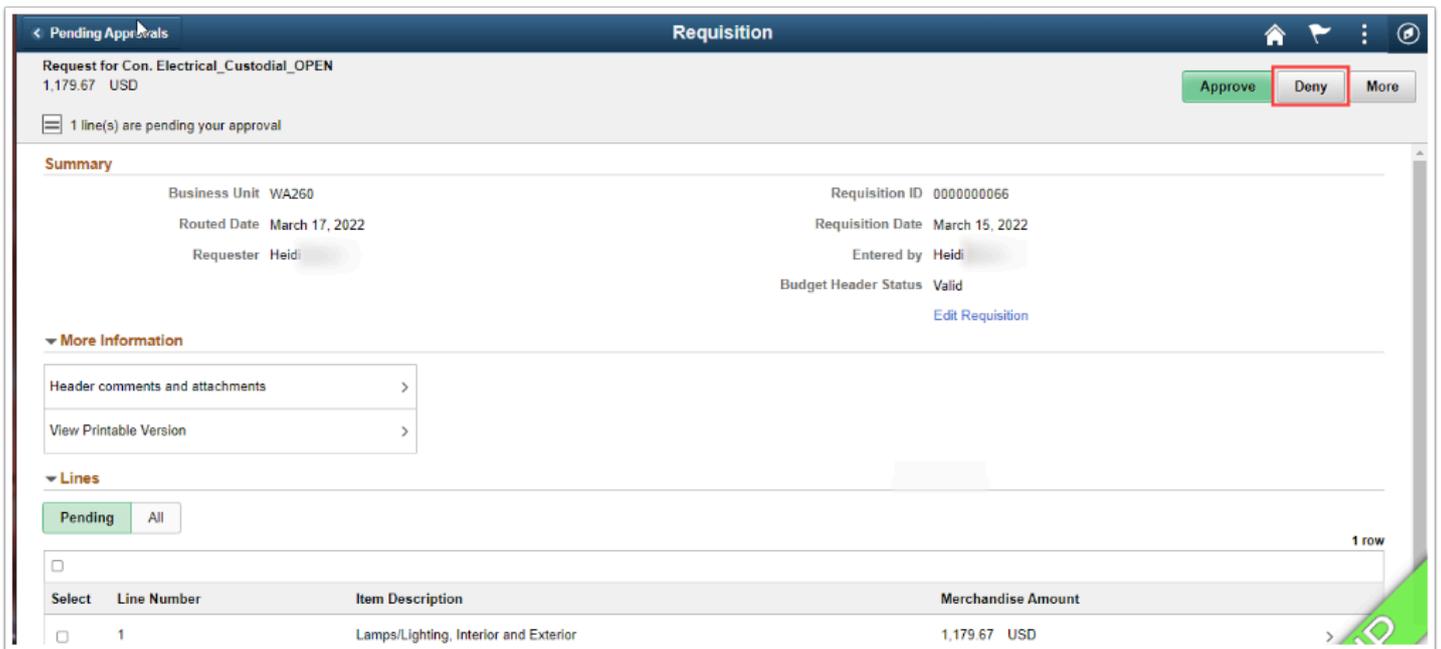
- [User Preferences: Requisition Entry](#)
- [Requester Setup](#)

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.

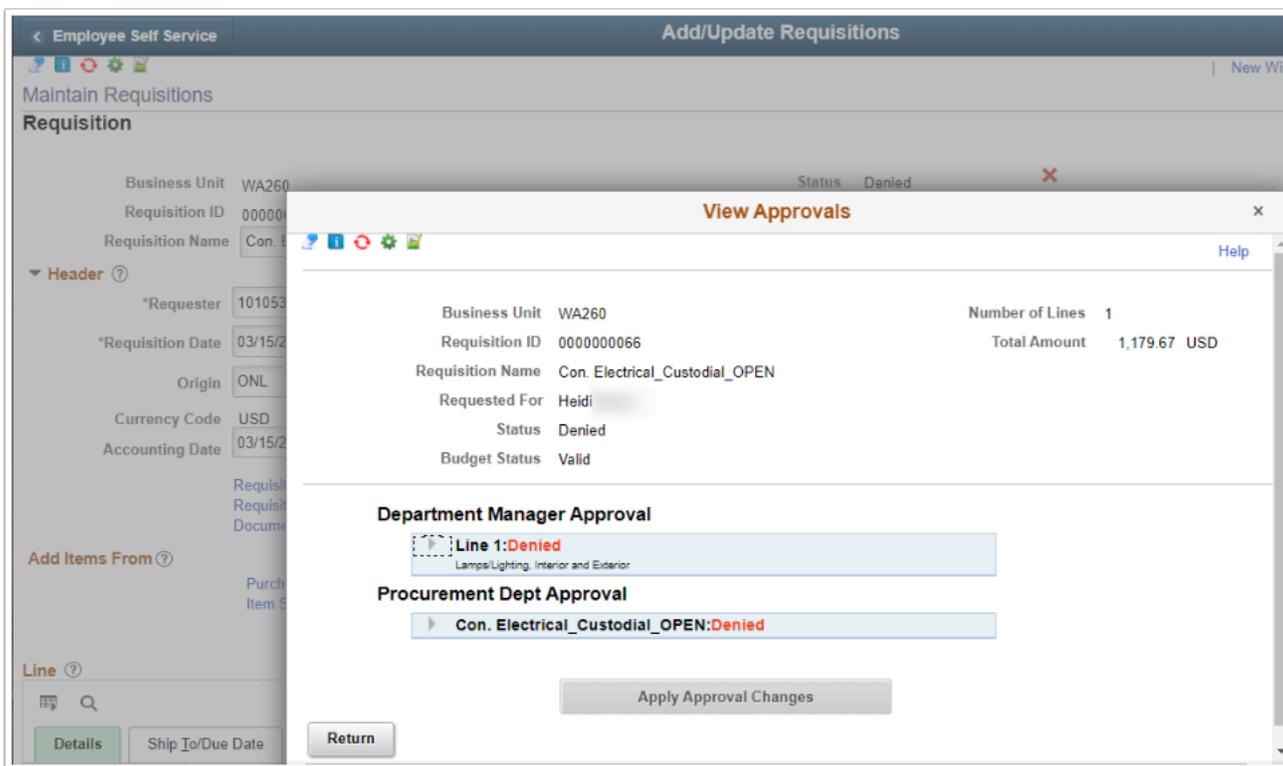
There's two options to update the approval routing when a pending Requisition is denied:

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

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



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



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.

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

Employee Self Service | **Add/Update Requisitions**

Business Unit: WA260 | Status: Pending | Budget Status: Not Chk'd

Requisition ID: 0000000066 | Requisition Name: Con. Electrical_Custodial_OPEN

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

Line

Line	Item	Description	Quantity	*UOM	Category	Price
1	559-55	Lamps/Lighting, Interior	1.0000	EA	559	1,179.6600

- Immediately **change** the price back to the original value.
- Select **Save**.
- Note the Requisition remains in Pending Status.
- 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

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 0000000068
 Requisition Date 2022-03-15 Requester 101053706

Approver
 Comment

Line Details

Line	Business Unit	Requisition ID	Line Number
1	WA260	0000000068	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
 Lamps/Lighting, Interior and Exterior
 Department Manager Approval
 Pending
 Casey Hubbner
 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 0000000068

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: Requisition Definition ID: WA260
 Business Unit: WA260 Requisition ID: 0000000066
 Requisition Date: 2022-03-15 Requester: 10105

Approver:
 Comment:

Line Details

Line	Business Unit	Requisition ID	Line Number
1	WA260	0000000066	1

Reassign Pending Tasks

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Reassign To: Allow Self-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

Tasks:

Procurement Dept Approval

Con. Electrical_Custodial_OPEN: Awaiting Further Approvals

Procurement Dept Approval

Not Routed

Multiple Approvers

Res Purchasing Review

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