Denying Approval on a PO

Core-

Approvers access the POs pending approval from the **Worklist**. After reviewing the information on the **PO Approvals** page an approver can **Deny** the approval to send it back to the Buyer for action. The approver is required to add **Approval Comments** before clicking the **Deny** button to communicate whether they wish the Buyer to either revise or cancel the PO. The buyer receives an email notification and the PO is visible in their worklist with a status of **Transaction Denied**.

Procedure

Navigation: Worklist

Worklist					Personalize L Fin	d View All 🗖 📜 Firs	t 🛙 1-7 of 7 🖸
From	Date From	Work Item	Worked By Activity	Priority	Link		
DOT-TURBERT Julie	01/29/2013	Approval Routing	Approval Workflow	2-Medium 💌	PurchaseOrder, 981, STATE, 1901- 01-01, N. 0. BUSINESS UNIT:DOTM1 PO ID:0000115480	Mark-Worked	Reassign
DOT-TURBERT Julie	01/30/2013	Approval Routing	Approval Workflow	2-Medium 🗸	PurchaseOrder, 1011, STATE, 1901- 01-01, N. 0, BUSINESS UNIT:DOTM1 PO ID:0000115483	Mark-Worked	Reassign
DOT-TURBERT Julie	01/30/2013	Approval Routing	Approval Workflow	2-Medium 🗸	PurchaseOrder, 1031, STATE, 1901- 01-01, N. 0, BUSINESS UNIT:DOTM1 PO ID:0000115484	Mark-Worked	Reassign
DOT-TURBERT Julie	01/30/2013	Approval Routing	Approval Workflow	2-Medium 💌	PurchaseOrder, 1052, STATE, 1901- 01-01, N. 0, BUSINESS UNIT:DOTM1 PO ID:0000115485	Mark Worked	Reassign
DOT-TURBERT Julie	01/30/2013	Approval Routing	Approval Workflow	2-Medium 🗸	PurchaseOrder, 1061, STATE, 1901- 01-01, N. 0. BUSINESS UNIT:DOTM1 PO ID:0000115399	Mark-Worked	Reassign
DOT-TURBERT Julie	01/31/2013	Approval Routing	Approval Workflow	2-Medium 🗸	PurchaseOrder, 1071, STATE, 1901- 01-01, N. 0, BUSINESS UNIT:DOTM1 PO ID:0000115486	Mark-Worked	Reassign
DOT-TURBERT Julie	02/04/2013	Approval Routing	Approval Workflow	2-Medium 💌	PurchaseOrder, 1101, STATE, 1901- 01-01, N. 0, BUSINESS UNIT:DOTM1 PO ID:0000115490	Mark Worked	Reassign

Step	Action
1.	Click the PurchaseOrder, 981, STATE, 1901-01-01, N, 0, BUSINESS_UNIT:DOTM1 link.
	PurchaseOrder, 981, STATE, 1901- 01-01, N. 0. BUSINESS UNIT:DOTM1 PO ID:0000115480

	Worklist > Worklist		Но	me Worklist Pe	rformance Trace A	udd to Favorites Sign ou
• •	*					📝 Personalize Page
Purchase Orde	er Approval					
Business Unit: PO ID: PO Total: Vendor ID: Buyer: PO Reference: Edit PO	DOTM1 0000115480 <u>View Print</u> 7,500.00 USD 0000010009 SUBURBA TurberU Test Speed Chart	able Version N STATIONERS INC		PO Status: PO Date: Budget Status: Justification: No justification entered	Pend Appr 01/29/2013 Not Chk'd d by buyer.	
✓ Review Lines						
Line Details Select Line	Item Description	Quantity UOM	Personalize Find Price	View All Carrent	1 of 1 🛂 Last	
1	Test Item	300.0000 EA	25.00000	7,500.00 USD		
PO AMOUNT AP	rs PROVER Ise Order 0000115480:P PROVER Approvers Approver Less than \$10K	ending E	Start New Path			
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Step	Action
2.	Click the scrollbar.

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Line Details	-5			Personalize Find	View All 1	First 🕅 1 of 1 🖸 Last		
Select	Line	Item Description	Quantity UOM	Price	Merchandise Amount	Currency		
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Approval Con	nments				700			
Approve		Hold Deny						
Return to Wor	klist							
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Step	Action
3.	Comments are required when denying approval on a PO.
	Enter Please cancel per our Telcon into the Approval Comments field.

Step	Action
4.	Click the Deny button.
	Deny

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view Approva	15		
Business Unit:	DOTM1		
PO ID:	0000115480 View Printable Version	PO Status: Denied	
PO Total:	7,500.00 USD	PO Date: 01/29/2013	
/endor ID:	0000010009 SUBURBAN STATIONERS INC	Budget Status: Not Chk'd	
Buyer:	TurbertJ	Justification:	
PO Reference:	Test Speed Chart	No justification entered by buyer.	2
Edit PO			
Review Lines		L	
Review / Edit Approv	ers		
PO AMOUNT A	PPROVER		
- Purch	ase Order 0000115480:Denied (View/Hide Comments		
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Step	Action
5.	Click the Return to Worklist link.
	Return to Worklist

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rom	Date From	Work Item	Worked By Activity	Priority	Link		1-0010
OT-TURBERT ulie	01/30/2013	Approval Routing	Approval Workflow	2-Medium 💌	PurchaseOrder, 1011, STATE, 1901- 01-01, N. 0. BUSINESS UNIT:DOTM1 PO ID:0000115483	Mark Worked	Reassign
OT-TURBERT Ilie	01/30/2013	Approval Routing	Approval Workflow	2-Medium 🗸	PurchaseOrder, 1031, STATE, 1901- 01-01, N. 0, BUSINESS UNIT:DOTM1 PO ID:0000115484	Mark-Worked	Reassign
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OT-TURBERT	01/31/2013	Approval Routing	Approval Workflow	2-Medium 🗸	PurchaseOrder, 1071, STATE, 1901- 01-01, N. 0, BUSINESS UNIT:DOTM1 PO ID:0000115486	Mark-Worked	Reassign
OT-TURBERT ulie	02/04/2013	Approval Routing	Approval Workflow	2-Medium 🗸	PurchaseOrder, 1101, STATE, 1901- 01-01, N. 0. BUSINESS UNIT:DOTM1 PO ID:0000115490	Mark Worked	Reassign

Step	Action
6.	The denied PO is no longer listed in the approver's worklist.

ibject: Info	ormation has been requested for PO ID "0000115503" Business Unit "Dept. of Transportation"	
The following	purchase order has been "Denied".	
Business Unit:	: Dept. of Transportation	
PO ID:	0000115480	
O Reference	: Test Speed Chart	
PO Date:	2013-01-29	
Buyer:	TurbertJ	
You can navig	ate directly to the approval page by clicking the link below.	
https://corect	t.ct.gov:30100/psp/F91UAT/EMPLOYEE/ERP/c/MANAGE_PURCHASE_ORDERS.PO_APPROVAL.GBL?	
Page=PO API	PROVAL&Action=U&BUSINESS_UNIT=DOTM1&PO_ID=0000115480	

Step	Action
7.	The buyer receives a notification email with a link to access the approvals page for this item.

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Worklist					Personalize Find	View All	🚺 1-25 of 41 🚺 La
From	Date From	Work Item	Worked By Activity	Priority	Link		
DOT-Colonese Eugene	12/18/2012	Transaction Approved	Approval Workflow	2-Medium 🗸	PurchaseOrder, 161, STATE, 1901- 01-01, N, 0, BUSINESS UNIT:DOTM1 PO ID:0000115391	Mark Worked	Reassign
DOT-Colonese Eugene	12/18/2012	Transaction Approved	Approval Workflow	2-Medium 🗸	PurchaseOrder, 171, STATE, 1901- 01-01, N. 0. BUSINESS UNIT:DOTM1 PO ID:0000115392	Mark Worked	Reassign
DOT-Colonese Eugene	12/18/2012	Transaction Approved	Approval Workflow	2-Medium 🗸	PurchaseOrder, 172, STATE, 1901- 01-01, N. 0, BUSINESS UNIT:DOTM1 PO ID:0000115393	Mark Worked	Reassign
DOT-Torcia Mario	12/20/2012	Transaction Approved	Approval Workflow	2-Medium 🗸	PurchaseOrder, 181, STATE, 1901- 01-01, N. 0, BUSINESS UNIT:DOTM1 PO ID:0000115394	Mark Worked	Reassign
Core-CT Camara Noreen M	12/20/2012	Transaction Approved	Approval Workflow	2-Medium 🗸	PurchaseOrder, 211, STATE, 1901- 01-01, N. 0. BUSINESS UNIT:DOTM1 PO ID:0000115397	Mark Worked	Reassign
Core-CT Camara Noreen M	12/20/2012	Transaction Approved	Approval Workflow	2-Medium 💌	PurchaseOrder, 212, STATE, 1901- 01-01, N. 0, BUSINESS UNIT:DOTM1 PO ID:0000115398	Mark Worked	Reassign
Core-CT Camara Noreen M	12/21/2012	Transaction Approved	Approval Workflow	2-Medium 💌	PurchaseOrder, 291, STATE, 1901- 01-01, N. 0, BUSINESS UNIT:DOTM1 PO ID:0000115406	Mark Worked	Reassign
DOT-Torcia Mario	12/21/2012	Transaction Approved	Approval Workflow	2-Medium 🗸	PurchaseOrder, 301, STATE, 1901- 01-01, N. 0. BUSINESS UNIT:DOTM1 PO ID:0000115409	Mark Worked	Reassign
DOT-Torcia Mario	12/24/2012	Transaction Approved	Approval Workflow	2-Medium 🗸	PurchaseOrder, 311, STATE, 1901- 01-01, N. 0. BUSINESS UNIT:DOTM1 PO ID:0000115410	Mark Worked	Reassign
DOT-Torcia Mario	12/24/2012	Transaction Approved	Approval Workflow	2-Medium 🗸	PurchaseOrder, 331, STATE, 1901- 01-01, N. 0, BUSINESS UNIT:DOTM1 PO ID:0000115412	Mark Worked	Reassign
Core-CT Camara		Transaction			PurchaseOrder, 281, STATE, 1901-		

Step	Action
8.	This screenshot displays the buyer's worklist.
9.	Click the Work List Filters list.
10.	Click the Transaction Denied list item. Transaction Denied

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Worklist					Personalize Fir	d View All 🗖 🛗 First 🗹	1-3 of 3 🖸 Last
From	Date From	Work Item	Worked By Activity	Priority	Link		
DOT-GERMAIN KATHLEEN	12/20/2012	Transaction Denied	Approval Workflow	2-Medium 💌	PurchaseOrder, 241, STATE, 1901- 01-01, N. 0, BUSINESS UNIT:DOTM1 PO ID:0000115401	Mark Worked	
DOT-Torcia Mario	01/17/2013	Transaction Denied	Approval Workflow	2-Medium 🗸	PurchaseOrder, 741, STATE, 1901- 01-01, N. 0, BUSINESS UNIT:DOTM1 PO ID:0000115446	Mark Worked	Reassign
DOT-GERMAIN KATHLEEN	02/06/2013	Transaction Denied	Approval Workflow	2-Medium 🗸	PurchaseOrder, 981, STATE, 1901- 01-01, N. 0, BUSINESS_UNIT:DOTM1 PO_ID:0000115480	Mark Worked	Reassign
Refresh							

Step	Action
11.	Click the PurchaseOrder , 981 , STATE , 1901-01-01 , N , 0 , BUSINESS_UNIT:DOTM1 PO ID:0000115480 link. PurchaseOrder, 981 , STATE, 1901- 01-01, N, 0, BUSINESS_UNIT:DOTM1 PO_ID:0000115480

CIU		Home Worklist Performance Trace Add to Favorites Sign
avorites Main Menu	> Worklist > Worklist	
		Y Personalize Page
View Approva	als	
Business Unit:	DOTM1	
PO ID:	0000115480 View Printable Version	PO Status: Denied
PO Total:	7,500.00 USD	PO Date: 01/29/2013
Vendor ID:	0000010009 SUBURBAN STATIONERS INC	Budget Status: Not Chk'd
Buyer:	TurbertJ	Justification:
PO Reference:	Test Speed Chart	No justification entered by buyer.
Edit PO		
Review Lines		
Review / Edit Appro	wers	
PO AMOUNT A	APPROVER	
v Purc	hase Order 0000115480:Denied (Diew/Hide Commen	<u>s</u>
PO AMOUNT A	APPROVER	
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02/06	MT Approver Less than \$10K W13 - 7:11 PM	
▶ Comr	ments	
PO Chartfield	Approver	
Purch	hase Order 0000115480:Denied	<u>s</u>
Return to Worklist		

Step	Action
12.	Click the View/Hide Comments button.
13.	The buyer reviews the approver's comments.
14.	End of Procedure.