

PS Financials 9.2

Denying Requisitions



1. Click on My Worklist.

A screenshot of the PS Financials 9.2 web application interface. The top navigation bar is dark red with a white left arrow and the text "Staff Homepage" on the left, and "Financials & Annual Budget" on the right. Below the navigation bar is a sidebar menu on the left with a light green header "Chartfield Value Lookup". The menu items are: "Annual Budget", "Carryover Projects", "Grants and Projects", "Purchasing & Payables Inquiry", "My Worklist" (highlighted with a blue arrow), "My Requisitions", "Create Requisition", "Requisition Inquiry", "Purchase Order Inquiry", "Temporary Requisition Approver", "Wells Fargo P-Card Portal", and "Forms". The main content area on the right has a search bar with tabs for "Department Search", "Account Search", "Project Search", "Chartfield1 Search", and "SpeedChart Search". Below the search bar is a "Department Lookup" section with two input fields: "Department begins with:" and "Description contains:". There are "Search" and "Clear" buttons next to the second field. Below this section is a scrollable list area with a right-pointing arrow. At the bottom of the main content area, there is another set of search tabs: "Department Search | Account Search | Project Search | Chartfield1 Search | SpeedChart Search".

2. Click on the Requisition link.

The screenshot shows the 'Worklist' interface. At the top, there is a navigation bar with 'Staff Homepage' and 'WORKLIST'. Below this, the 'Worklist Items' section contains a table with the following columns: From, Date From, Work Item, Worked By Activity, Priority, Link, Mark Worked, and Reassign. The first row of data is for 'Anje Dunn' on '04/07/2022' with 'Approval Routing' as the work item and 'Approval Workflow' as the activity. The priority is '2-Medium'. The 'Link' column contains a yellow-highlighted link: 'Requisition: 494890 - REQUEST FOR QUOTATION - 2022 - 04/07/2022 - 04/07/2022 - 04/07/2022 - 04/07/2022'. A blue arrow points to this link. Below the table is a 'Refresh' button.

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.

The screenshot shows the 'Requisition Review' page. It displays various details for a requisition, including Business Unit (PUGET), Requisition ID (0000012795), Requisition Name (Carpet Replacement 3318 N 9th), and Requester (Anje Dunn). The status is 'Approved' and the total amount is '698.00 USD'. Below this, there is a section for 'Line Information' with a table of line items. The first line item is selected, and a blue arrow points to the 'View Line Details' button. The table has columns for Line, Item Description, Supplier Name, Quantity, UOM, Price, and Requester's Comment.

Line	Item Description	Supplier Name	Quantity	UOM	Price	Requester's Comment
1	Carpet Replacement 3318 N 9th	MEYERFLOOR-001	1.0000	EA	698.00000	USD

4. Click the Close button.

5. Click the Deny button and then click OK.

Requisition Approval

Business Unit: PUGET
Requisition ID: 0000012800
Requisition Name: Baseball Field Fence Repair
Requester: Angei Duhon
Entered on: 04/07/2022
Status: Pending
Priority: Medium
Budget Status: Valid
Total Amount: 783.00 USD

Requester's Justification: No justification entered by requester.
[Edit Requisition](#) [View printable version](#)

Line Information

Line	Item Description	Supplier Name	Quantity	UOM	Price	Requester's Comment
1	Fence Repair at Baseball Fie	ECONOMYFEN-001	1.0000	EA	783.00000 USD	

Select All / Deselect All
[View Line Details](#) [Approve](#) [Deny](#)

Review/Edit Approvers
Enter Approver Comments

[Return to Worklist](#)

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

Requisition Approval

Business Unit: PUGET
Requisition ID: 0000012800
Requisition Name: Baseball Field Fence Repair
Requester: Angei Duhon
Entered on: 04/07/2022
Status: Pending
Priority: Medium
Budget Status: Valid
Total Amount: 783.00 USD

Requester's Justification: No justification entered by requester.
[Edit Requisition](#) [View printable version](#)

Line Information

Line	Item Description	Supplier Name	Quantity	UOM	Price	Requester's Comment
1	Fence Repair at Baseball Fie	ECONOMYFEN-001	1.0000	EA	783.00000 USD	

Select All / Deselect All
[View Line Details](#) [Approve](#) [Deny](#)

Review/Edit Approvers
Enter Approver Comments

[Return to Worklist](#)

7. Click the Deny button to see the list of approvers that the requisition was routed to.

8. Click the Return to Worklists link.

Requisition Approval

Business Unit: PUGET
Requisition ID: 0000012800
Requisition Name: Baseball Field Fence Repair
Requester: Ange Dunn
Entered on: 04/07/2022
Status: Pending
Priority: Medium
Budget Status: Valid
Total Amount: 763.00 USD

Requester's Justification
No justification entered by requester.

[Edit Requisition](#) [View printable version](#)

Line Information

Line	Item Description	Supplier Name	Quantity	UOM	Price	Requester's Comment
1	Fence Repair at Baseball Field	ECONOMYFEN-001	1.0000	EA	763.00000 USD	


Select All / Deselect All

[View Line Details](#) [Approve](#) [Deny](#)

Review/Edit Approvers

Enter Approver Comments

[Return to Worklist](#)



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