



## Denying Approval on a Purchase Order

Approvers access the Purchase Order's pending approval from the **Approvals Tile**. After reviewing the information on the **PO Approvals** page an approver can **Deny** the approval to send it back to the Buyer. 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 notification alerts with a status of **Transaction Denied**.

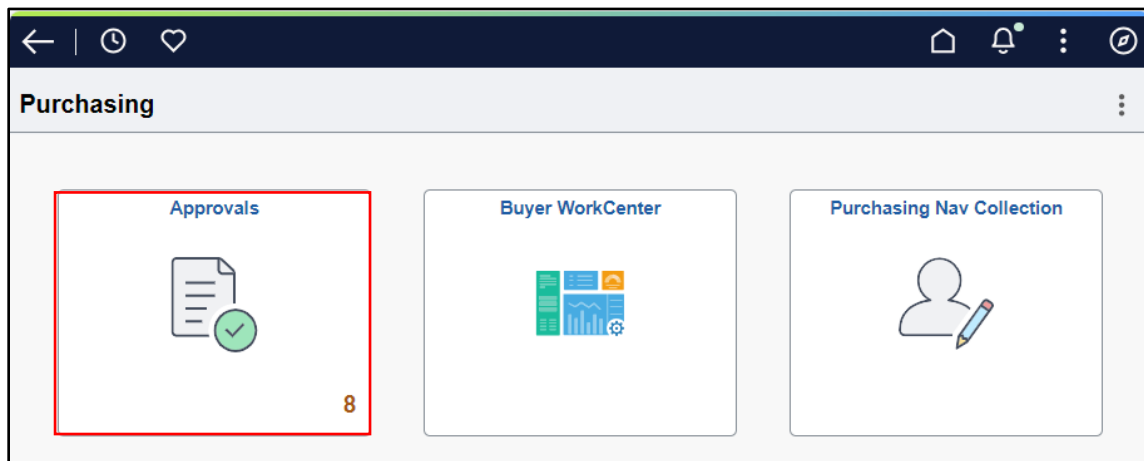
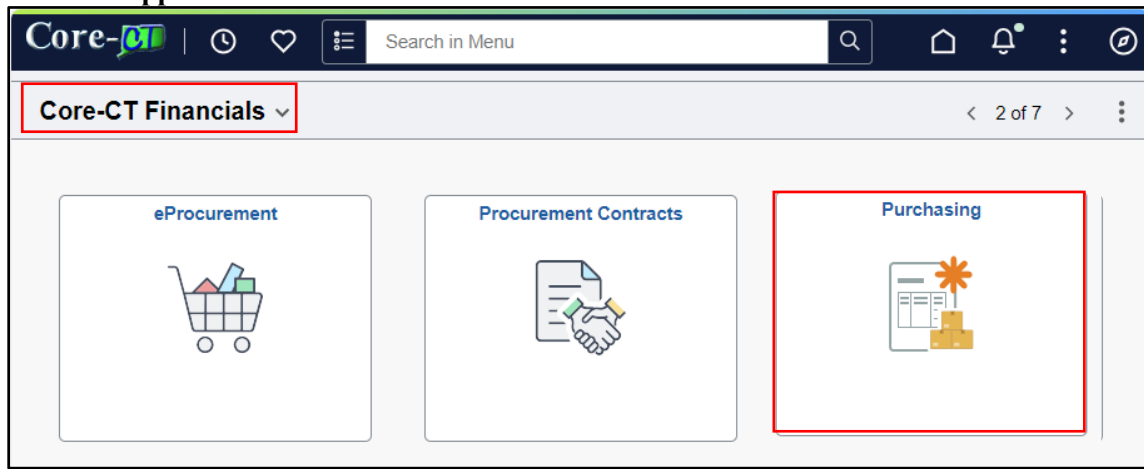
### Procedure

Navigation:

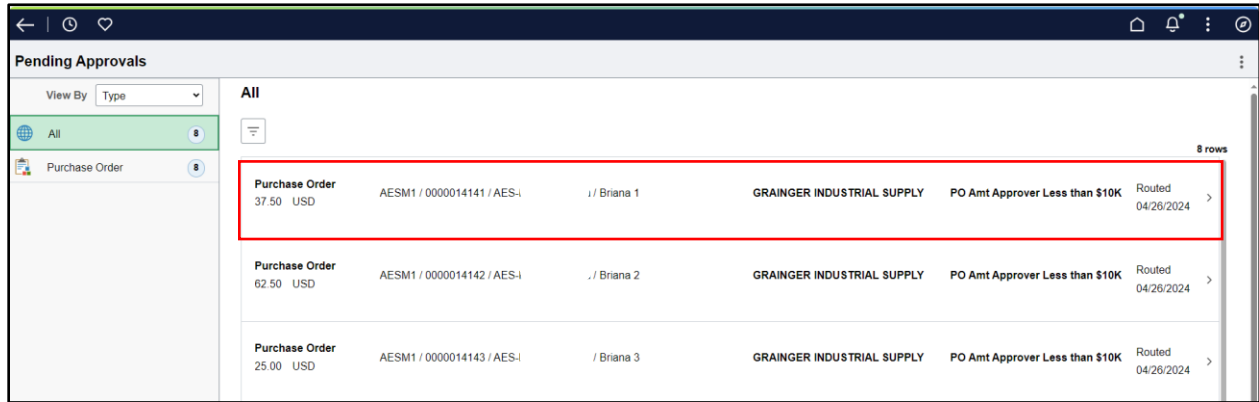
Select **Core-CT Financials**

Click the **Purchasing Tile**

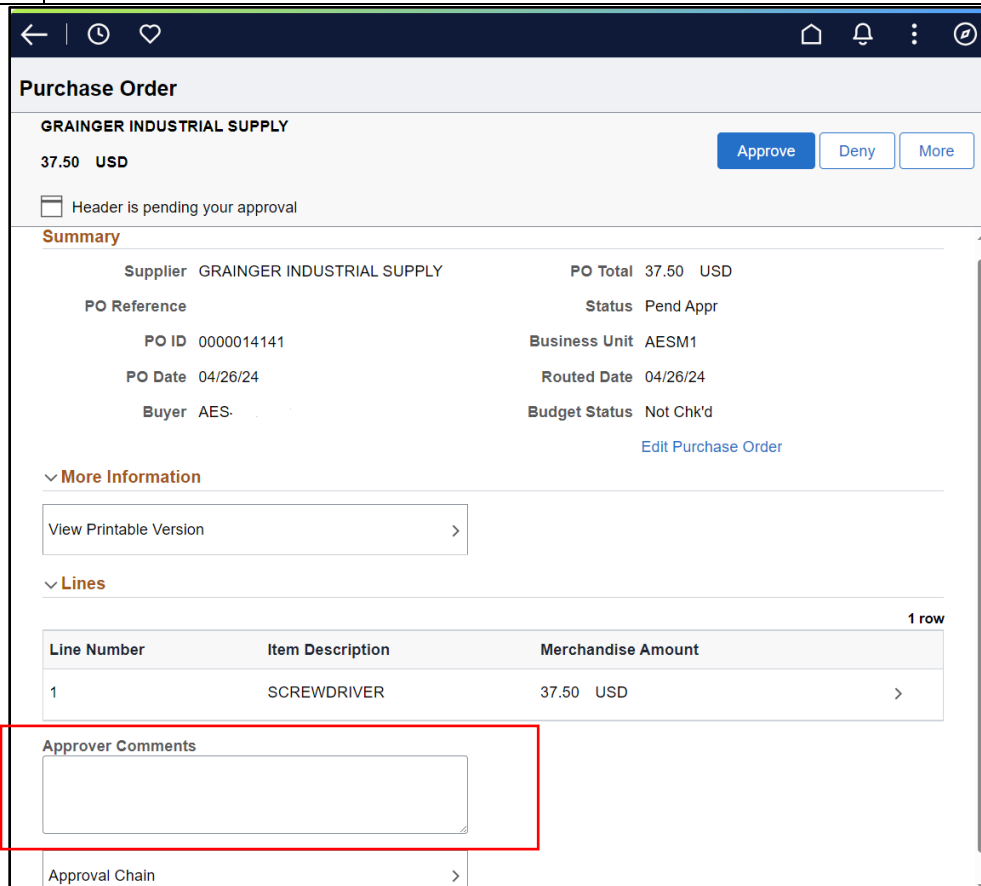
Click the **Approvals Tile**




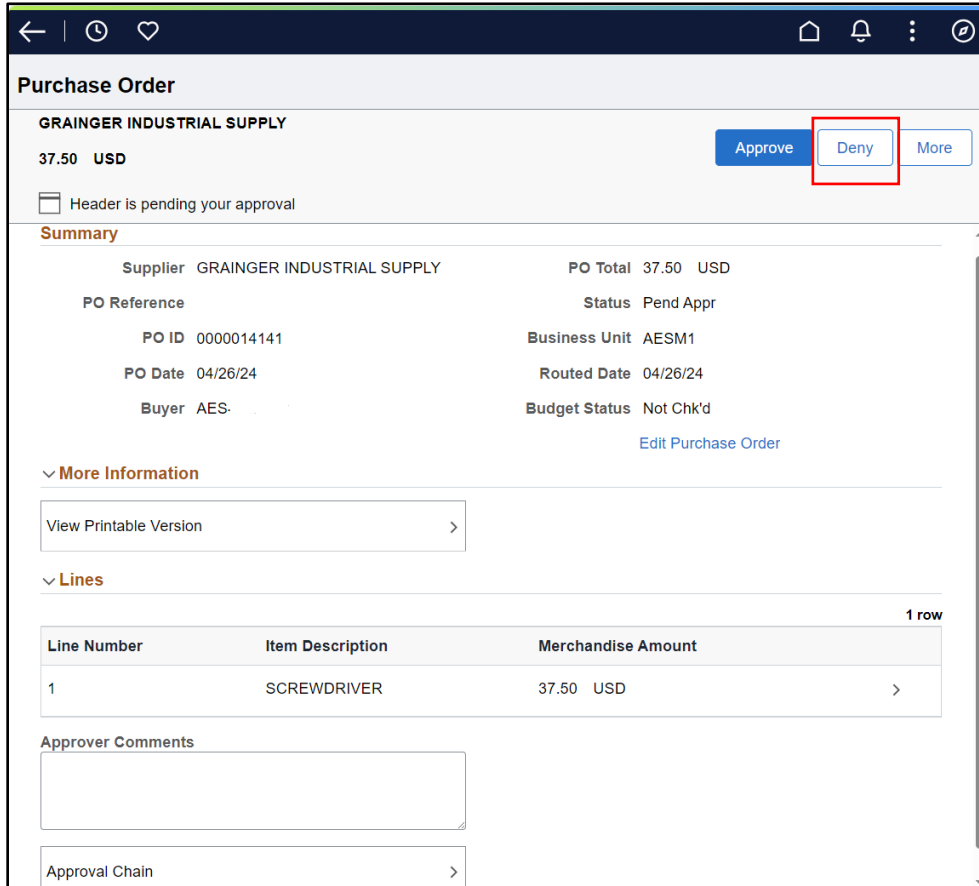
Step	Action
1.	Click the row of the Purchase Order you want to review.

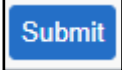


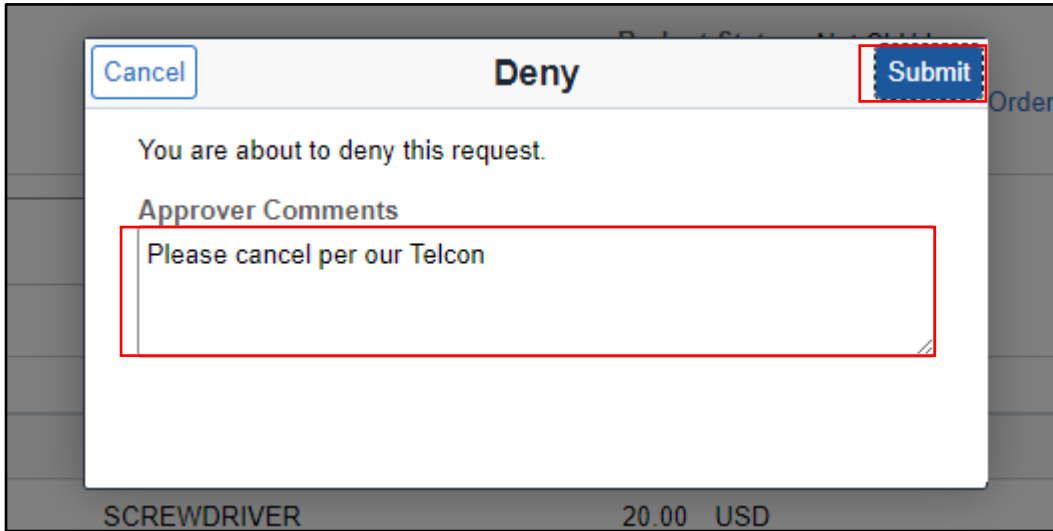
Step	Action
2.	Click the scrollbar and scroll down to the approver comments.
3.	Comments are required when denying approval on a PO.



Step	Action
4.	Click the <b>Deny</b> button. 



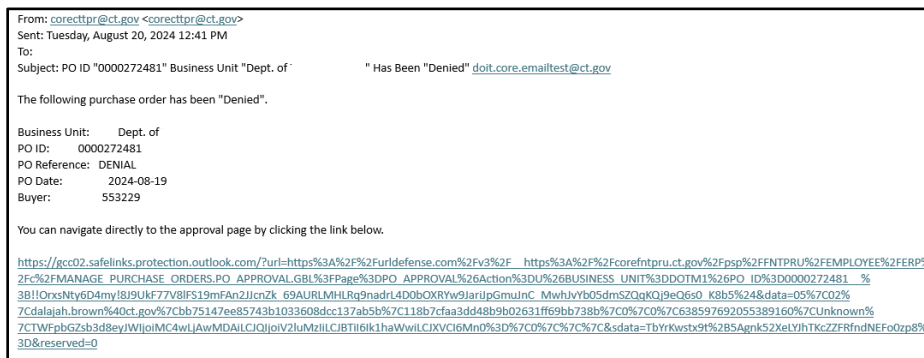
Step	Action
5.	Another box will pop up to input <b>Approver Comments</b> , if you haven't added any, this would be the chance to add it. Click the <b>Submit</b> button. 



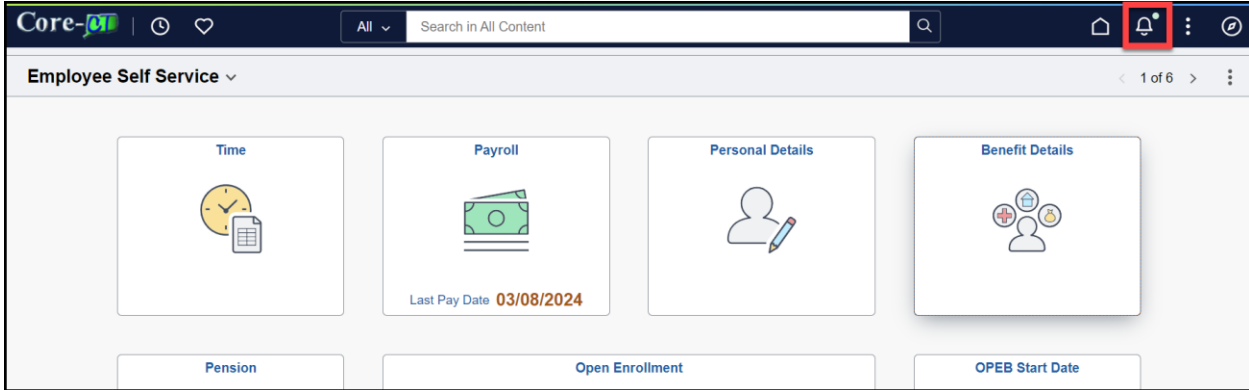
Step	Action
6.	The PO is no longer listed in the approver's pending approvals.



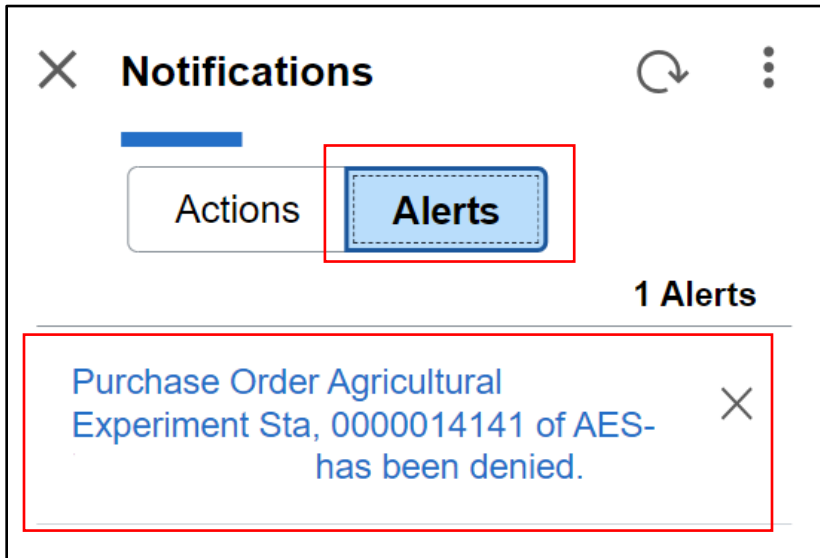
Step	Action
7.	The buyer receives a notification email with a link to access the approvals page for this item.



Step	Action
8.	This screenshot displays in the buyers notifications Alerts showing the PO has been denied.



9.	Click the <b>Denied Transaction</b> alert. <div data-bbox="365 871 852 997" style="border: 1px solid black; padding: 5px; margin-top: 10px;">                 Purchase Order Agricultural Experiment Sta, 0000014141 of AES- has been denied.             </div>
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Step	Action
10.	Click the <b>Approval Chain</b> button

**Purchase Order**

GRAINGER INDUSTRIAL SUPPLY  
37.50 USD

Denied on 08/13/2024

**Summary**

Supplier	GRAINGER INDUSTRIAL SUPPLY	PO Total	37.50 USD
PO Reference		Status	Denied
PO ID	0000014141	Business Unit	AESM1
PO Date	04/26/24	Routed Date	04/26/24
Buyer	AES-	Budget Status	Not Chk'd

[Edit Purchase Order](#)

▼ **More Information**

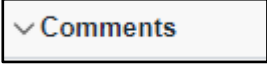
View Printable Version >

▼ **Lines**

Line Number	Item Description	Merchandise Amount
1	SCREWDRIVER	37.50 USD

1 row

Approval Chain >

Step	Action
11.	Click the <b>Comments</b> arrow. 
12.	The buyer reviews the approver's comments.

**Approval Chain** [X]

**PO AMOUNT APPROVER**

> Purchase Order 0000014141 **Denied**

▼ **Comments**

**AES-** at 08/13/24 - 12:04 PM  
Please cancel per our Telcon

**PO Chartfield Approver**

> Purchase Order 0000014141 **Denied**

Step	Action
13.	<b>End of Procedure.</b>