

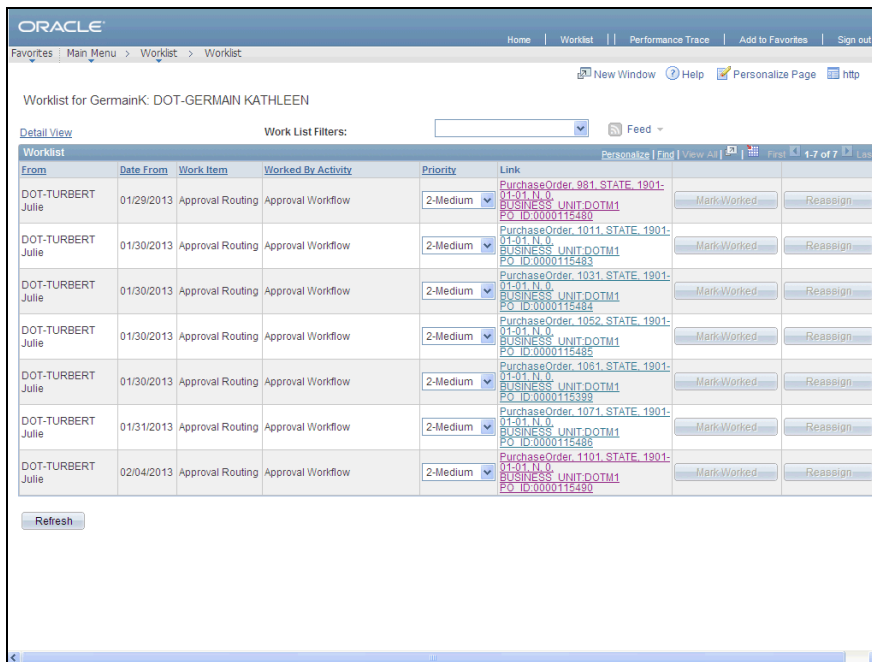
# Denying Approval on a PO



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



Step	Action
1.	<p>Click the <b>PurchaseOrder, 981, STATE, 1901-01-01, N, 0, BUSINESS_UNIT:DOTM1</b> link.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p><a href="#">PurchaseOrder_981.STATE.1901-01-01.N.0.BUSINESS_UNIT:DOTM1.PO_ID:0000115480</a></p> </div>

ORACLE  
 Home | Worklist | Performance Trace | Add to Favorites | Sign out  
 Favorites | Main Menu > Worklist > Worklist

### Purchase Order Approval

Business Unit: DOTM1  
 PO ID: 0000115480 [View Printable Version](#)  
 PO Total: 7,500.00 USD  
 Vendor ID: 0000010009 SUBURBAN STATIONERS INC  
 Buyer: TurbertJ  
 PO Reference: Test Speed Chart

PO Status: Pend Appr  
 PO Date: 01/29/2013  
 Budget Status: Not Chkd  
 Justification: No justification entered by buyer.

[Edit PO](#)

**Review Lines**

Select	Line	Item Description	Quantity UOM	Price	Merchandise Amount	Currency
<input type="checkbox"/>	1	Test Item	300.0000 EA	25.00000	7,500.00	USD

[Select All / De-select All](#) [View Lines Details](#)

**Review / Edit Approvers**

**PO AMOUNT APPROVER**

Purchase Order 0000115480: Pending [Start New Path](#)

PO AMOUNT APPROVER

Pending  
 Multiple Approvers  
 PO Amt Approver Less than \$10K

**PO Chartfield Approver**

Purchase Order 0000115480: Awaiting Further Approvals [Start New Path](#)

PO Chartfield Approver

Not Routed  
 Multiple Approvers  
 PO Chart Field Approver

Step	Action
2.	Click the scrollbar.

ORACLE  
 Home | Worklist | Performance Trace | Add to Favorites | Sign out  
 Favorites | Main Menu > Worklist > Worklist

PO Reference: Test Speed Chart

[Edit PO](#)

Justification: No justification entered by buyer.

**Review Lines**

Select	Line	Item Description	Quantity UOM	Price	Merchandise Amount	Currency
<input type="checkbox"/>	1	Test Item	300.0000 EA	25.00000	7,500.00	USD

[Select All / De-select All](#) [View Lines Details](#)

**Review / Edit Approvers**

**PO AMOUNT APPROVER**

Purchase Order 0000115480: Pending [Start New Path](#)

PO AMOUNT APPROVER

Pending  
 Multiple Approvers  
 PO Amt Approver Less than \$10K

**PO Chartfield Approver**

Purchase Order 0000115480: Awaiting Further Approvals [Start New Path](#)

PO Chartfield Approver

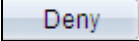
Not Routed  
 Multiple Approvers  
 PO Chart Field Approver

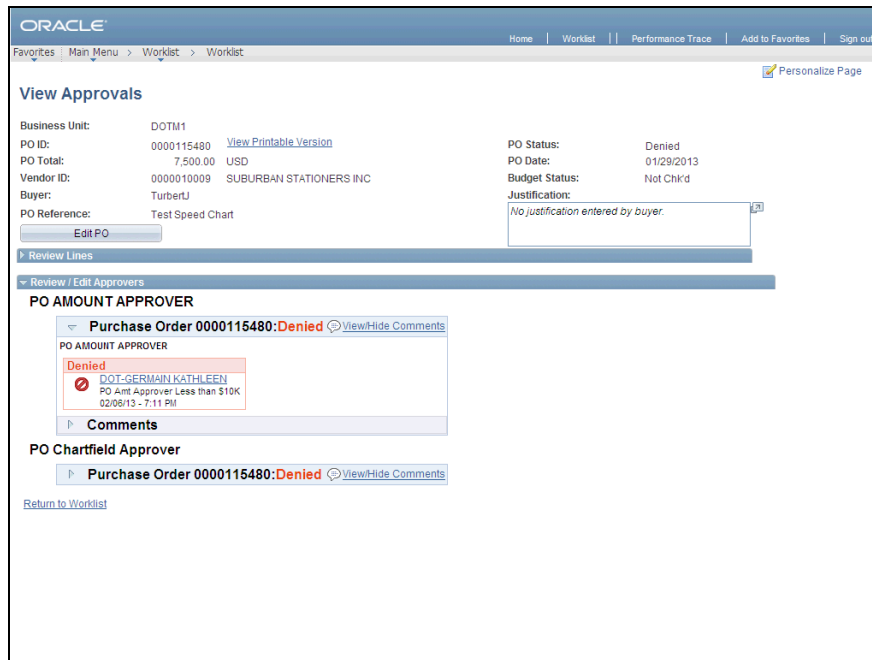
Approval Comments

[Approve](#) [Hold](#) [Deny](#)

[Return to Worklist](#)

Step	Action
3.	Comments are required when denying approval on a PO.  Enter <b>Please cancel per our Telcon</b> into the <b>Approval Comments</b> field.

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



The screenshot shows the Oracle Worklist interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Performance Trace', 'Add to Favorites', and 'Sign out'. Below this is a breadcrumb trail: 'Favorites | Main Menu > Worklist > Worklist'. A 'Personalize Page' link is visible on the right.


The main content area is titled 'View Approvals'. It displays the following information:

- Business Unit:** DOTM1
- PO ID:** 0000115480 [View Printable Version](#)
- PO Total:** 7,500.00 USD
- Vendor ID:** 0000010009 SUBURBAN STATIONERS INC
- Buyer:** TurberJ
- PO Reference:** Test Speed Chart
- PO Status:** Denied
- PO Date:** 01/29/2013
- Budget Status:** Not Chk'd
- Justification:** No justification entered by buyer.

Below the information, there is an 'Edit PO' button and a 'Review / Lines' section. The 'Review / Edit Approvers' section is expanded, showing:

- PO AMOUNT APPROVER**
  - Purchase Order 0000115480:Denied** [View/Hide Comments](#)
  - Denied**
    - DOT-GERMAIN KATHLEEN**
    - PO Amt Approver Less than \$10K
    - 02/06/13 - 7:11 PM
  - Comments**
- PO Chartfield Approver**
  - Purchase Order 0000115480:Denied** [View/Hide Comments](#)

At the bottom of the 'Review / Edit Approvers' section, there is a 'Return to Worklist' link.

Step	Action
5.	Click the <b>Return to Worklist</b> link. 

Worklist for GermainK DOT-GERMAIN KATHLEEN

From	Date From	Work Item	Worked By Activity	Priority	Link		
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

Refresh

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

Subject: Information has been requested for PO ID '0000115003' Business Unit 'Dept. of Transportation'

The following purchase order has been "Denied".

Business Unit: Dept. of Transportation  
 PO ID: 0000115480  
 PO Reference: Test Speed Chart  
 PO Date: 2013-01-29  
 Buyer: TurbertJ

You can navigate directly to the approval page by clicking the link below.

[https://corect.ct.gov:30100/psp/F91UAT/EMPLOYEE/ERP/c/MANAGE\\_PURCHASE\\_ORDERS\\_PO\\_APPROVAL\\_GBL?Page=PO\\_APPROVAL&Action=U&BUSINESS\\_UNIT=DOTM1&PO\\_ID=0000115480](https://corect.ct.gov:30100/psp/F91UAT/EMPLOYEE/ERP/c/MANAGE_PURCHASE_ORDERS_PO_APPROVAL_GBL?Page=PO_APPROVAL&Action=U&BUSINESS_UNIT=DOTM1&PO_ID=0000115480)


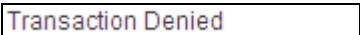
Step	Action
7.	The buyer receives a notification email with a link to access the approvals page for this item.

ORACLE  
 Home | Worklist | Performance Trace | Add to Favorites | Sign out  
 Favorites | Main Menu > Worklist > Worklist

Worklist for TurbertJ. DOT-TURBERT Julie

Detail View Work List Filters: [Dropdown]

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.0000115408	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_1901-01-01.N.0		

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

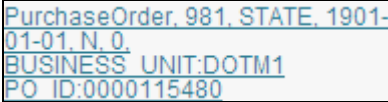
ORACLE  
 Home | Worklist | Performance Trace | Add to Favorites | Sign out  
 Favorites | Main Menu > Worklist > Worklist

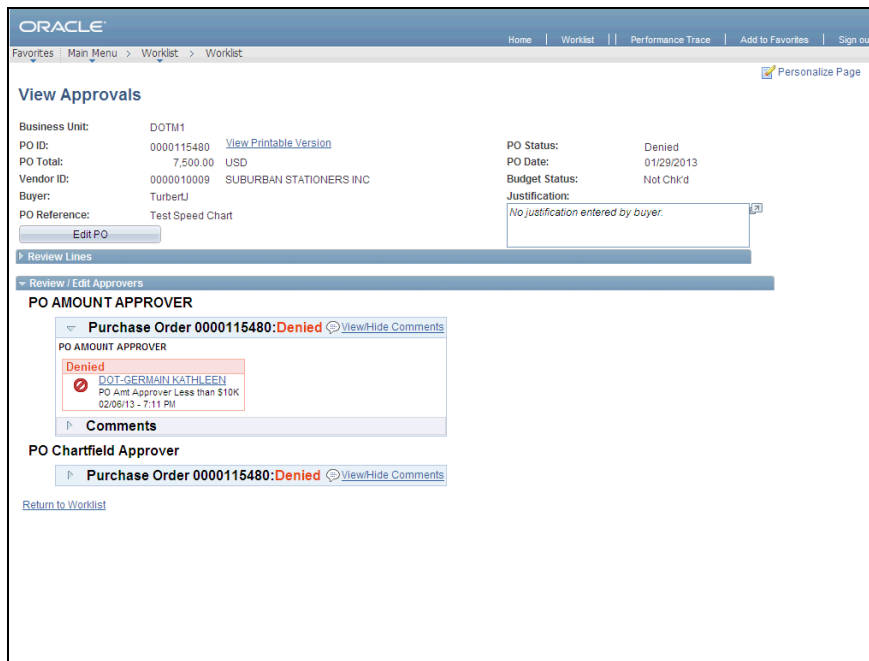
Worklist for TurbertJ. DOT-TURBERT Julie


Detail View Work List Filters: Transaction Denied [Dropdown]

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.0000115441	Mark Worked	Reassign
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 <b>PurchaseOrder, 981, STATE, 1901-01-01, N, 0, BUSINESS UNIT:DOTM1 PO ID:0000115480</b> link. 



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