



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

Approving, Denying or Pushing Back a Transaction in the Workflow

Note: This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

TABLE OF CONTENTS

Approving or Denying a Transaction	1
Viewing or Changing the Approval Workflow	2
Revision History	3

Approving, Denying or Pushing Back a Transaction in the Workflow

Approving or Denying a Transaction

Navigation

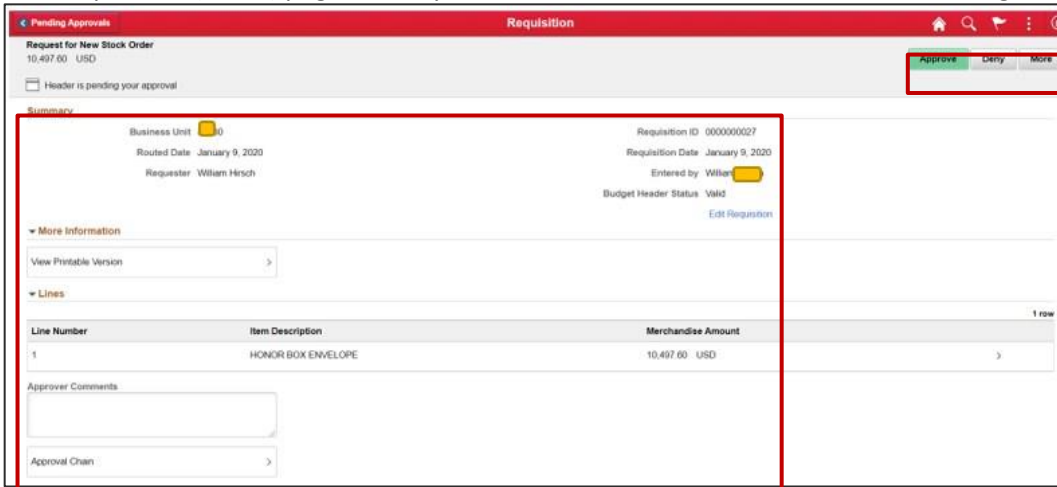
Dashboard: Purchasing; **Tile:** Approvals

From the *Pending Approvals* page:

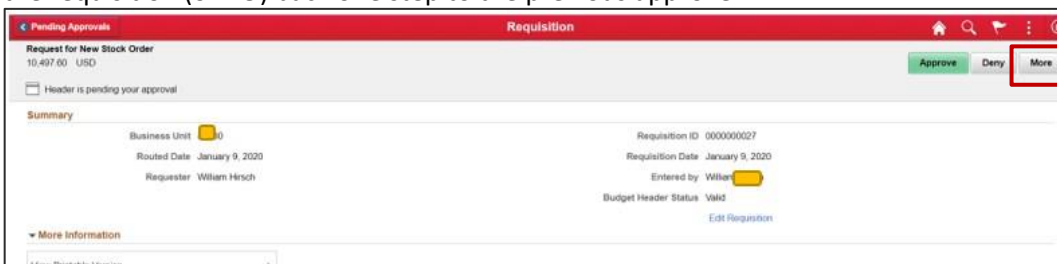
1. Select the requisition or PO to approve.



The Requisition (or PO) page allows you to view additional information before taking action.



2. Select **Approve** to move the document on to the next approver.
Note: If you are the final approval step, the document becomes *approved*.
3. Select **Deny** to send the transaction back to the requester/buyer. Upon receipt, the requester/buyer can make changes and resubmit for approval or cancel the transaction.
Note: Selecting **Deny** requires an entry in the `COMMENTS` field.
4. Select **More** (if you are not the first approver in the workflow) to access/select the option to **Pushback** the requisition (or PO) back one step to the previous approver.



Note: Pushing the workflow back to the previous approver requires an entry in the `COMMENT` field.

Viewing or Changing the Approval Workflow

To view or change the approval workflow (including adding another approver/reviewer) on a transaction:

1. Select the desired document.



2. Select the plus icon (+) to look up and add the user into the approval/review workflow.

Note: Select **Show Operators** to allow a search using a partial name with the *contains* option.

Revision History

Date	Description of Change	Changed By
Jan. 10, 2025	Initial release.	J. Goodman