CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

Resubmitting a Denied Requisition To 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.

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Finding a Denied Requisition

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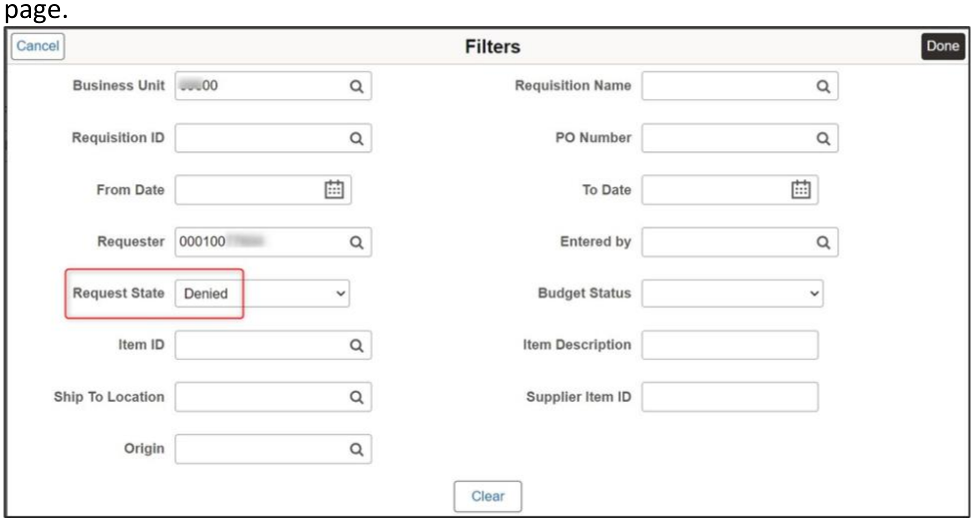
1. Select “Denied” for the REQUEST STATE drop-down menu in the Filters option **Manage Requisitions** page.



2. Select **Done**.
   This will display results for any requisition in the “Denied” state.
3. Choose the requisition to resubmit.

Resubmitting a Requisition Into Approval Workflow

Navigation

NavBar: Financials; eProcurement; Manage Requisitions

1. Open the requisition in **Edit** mode.
2. Select one of the following to change in the requisition, not all changes will reset workflow (the following options will typically reset the workflow):
   - Increase quantity or price (decrease will not reset workflow).
   - Change a ChartField value such as Account, Fund, Dept, Approp, AY, Project, etc.
   - Change the Origin (this only works if your agency uses Origin to route requisitions for approval).
3. Select **Submit**.

What if your requisition doesn’t need any of the above changes?

1. Select either price or quantity to increase the value by a minimal amount.
2. Select **Submit**.
3. Update the price or quantity value changed back to original value.
4. Select **Submit** again.

Increasing Quantity or Price

Navigation

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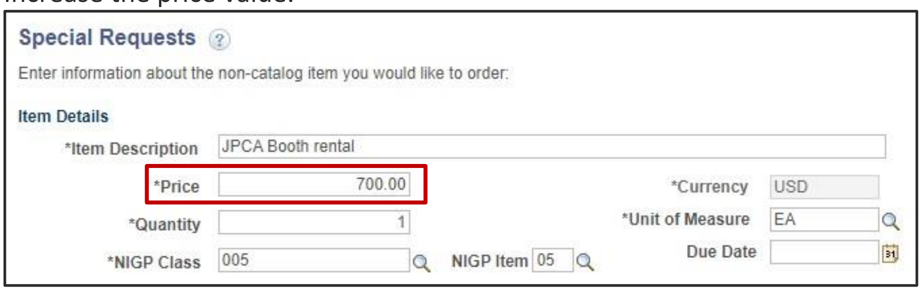
When the requisition line is **Distributed by Qty**, the price field is not editable (it's grayed out), but you can increase the ***quantity*** on the *Manage Requisitions* page.

To increase the ***price***, you must:

1. Select the link for the line description to open the **Special Requests** page.
2. Increase the price value.



3. Select **Apply**.
4. Select **Submit** to complete the change.

If the price is still grayed out, it is likely because the requisition line is connected to a contract. If you really need to increase the price:

1. Go to the **Line Details** page.
2. Remove the contract.
3. Return to the **Special Requests** page.
4. Increase the price.
5. Return to the Line Details page.
6. Re-enter the contract details.
7. **Submit** the contract back into workflow after any changes are complete.

When the requisition line is ***Amount Only***, the `QUANTITY` is 1 and not editable(and grayed out).
Only the price can be changed in this case, and it can be done on this page.

For Workflow Approvers

Alternative to selecting **Deny:**

If you are denying the requisition because a ChartField is wrong, that's a good reason to select **Deny**. When the requester corrects the ChartField and resubmits, the requisition goes back into the workflow.

If you **Deny** the requisition because of a field that won't trigger a workflow reset (such as a comment or the line description), you may wish to simply contact the requester about what is needed rather than selecting the **Deny**. This avoids the complications of forcing the requisition back into workflow**. As long as you don't select Approve, the requisition will not proceed** — it is effectively on hold.

However, if you are one of multiple approvers for a particular approval step, this alternative method may not be as attractive because another approver could approve the requisition. Therefore, if there are multiple approvers for workflow step, select **Deny** to get the requisition off of everyone's worklist.

Revision History

Date	Description of Change	Changed By
March 7, 2025	Initial release.	J. Goodman