



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.

TABLE OF CONTENTS

Finding a Denied Requisition.....	1
Resubmitting a Requisition Into Approval Workflow	1
Increasing Quantity or Price	2
For Workflow Approvers	2
Revision History.....	3

Resubmitting a Denied Requisition To Workflow

Finding a Denied Requisition

Navigation

NavBar: Financials; eProcurement; Manage Requisitions

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

The screenshot shows a 'Filters' dialog box with a 'Cancel' button on the top left and a 'Done' button on the top right. The dialog contains several search and filter fields arranged in two columns. The 'Request State' dropdown menu is highlighted with a red rectangular box and is currently set to 'Denied'. Other fields include Business Unit (00000), Requisition ID, From Date (calendar icon), Requester (000100), Requisition Name, PO Number, To Date (calendar icon), Entered by, Budget Status, Item ID, Item Description, Ship To Location, Supplier Item ID, and Origin. A 'Clear' button is located at the bottom center of the dialog.

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

NavBar: Financials; eProcurement; Manage Requisitions

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.

Line	Description	Item ID	Supplier	Quantity	UOM	Price
1	JPCA Booth rental			1	EACH	700.00

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.

Special Requests ?

Enter information about the non-catalog item you would like to order:

Item Details

*Item Description: JPCA Booth rental

*Price: 700.00

*Currency: USD

*Quantity: 1

*Unit of Measure: EA

*NIGP Class: 005

NIGP Item: 05

Due Date: []

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