



Reject a requisition

iProc Approver | Oracle Financials

This guide is intended for iProc Approvers who wish to reject a requisition in the iProcurement (iProc) part of the Oracle Financials system.

Reject should be used if an Approver regards the spend or other details on the requisition to be inappropriate, or believes that the requisition is not needed.

Once rejected, the requisition is returned to the Requisitioner without approval. Comments cannot be added using this option.

You can access Oracle Financials via this link: <http://financelive.fin.manchester.ac.uk/>

To reject a requisition you will need to:

1. Click the **PO Internet Approver (UOM)** responsibility to open iProc. A list of requisitions awaiting your approval will appear in date order, with the most recent requisitions at the top of the list.
2. Open a requisition to see further details by clicking on either the:
 - **Requisition** number
 - **Description**

If after opening the requisition and completing all of the approval checks you are not happy to approve the requisition, you can use *Reject*.

3. Click **Reject** after opening the requisition. You can also use **Reject** from the main **Approvals** list by first selecting the requisition on the left and then selecting **Reject**.
4. You'll receive a *Confirmation* message that you have now rejected this requisition. The Requisitioner will see that the status of the requisition shows as *Rejected*. Rejecting a requisition automatically reverses the commitment.