

1. When your [Budget transfer](#) or [Purchase requisition](#) is denied, you will get e-mail notification. Click on link to open item that was denied. (This example is for a purchase requisition).

-You may also access denied requisitions by going to [Manage Requisition](#) screen and click on [Search](#).

-You may also access denied budget transfer by going to [Enter Budget Transfer](#), click [Find an Existing Value](#) tab and click [Search](#).

2. Click on triangle before [Review/Edit Approvers](#).

On Wed, Oct 14, 2015 at 4:19 PM, <[aliceasias@vistausd.org](mailto:aliceasias@vistausd.org)> wrote:

The following requisition has been "Denied".


Requester: 530203  
Business Unit: Vista Unified  
Requisition ID: 1000000156  
Requisition Name: COPYCAT MUSIC FOR WEIRATHER  
Date: 2015-10-09

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

[https://sdfp92\\_erp.sdcoc.net/psp/sdfp92/EMPLOYEE/ERP/c/PV\\_MAIN\\_MENU\\_PV\\_REQ\\_APPROVAL\\_GBL?Action=U&BUSINESS\\_UNIT=05100&REQ\\_ID=1000000156](https://sdfp92_erp.sdcoc.net/psp/sdfp92/EMPLOYEE/ERP/c/PV_MAIN_MENU_PV_REQ_APPROVAL_GBL?Action=U&BUSINESS_UNIT=05100&REQ_ID=1000000156)

#### Requisition Review

**Business Unit** 05100  
**Requisition ID** 1000000156  
**Requisition Name** COPYCAT MUSIC FOR WEIRATHER  
**Requester** Lynette Brewer  
**Entered on** 10/09/2015  
**Status** Denied **Total Amount** 900.00 USD  
**Priority** Medium  
**Budget Status** Error  
**Requester's Justification**  
*No justification entered by requester.*


 [Edit Requisition](#)

[View printable version](#)

Line Information 

Line Information		Personalize	Find	First	1-2 of 2	Last
Line	Item Description	Supplier Name	Quantity	UOM	Price	
<input type="checkbox"/>	1  LICENSE FEE "LAUNCH MISSION ...	COPYCAT MU-001	1.0000	EA	350.00000	USD
<input type="checkbox"/>	2  LICENSE FEE "PLATINUM ROWS"...	COPYCAT MU-001	1.0000	EA	550.00000	USD

Select All / Deselect All  
 [View Line Details](#)

 [Review/Edit Approvers](#)

[Return to Worklist](#)

1

2

3. Click on triangle before **Comments**.

4. Comments box opens up – to show approver's reason for denial.

Requester Lynette Brewer  
Entered on 10/09/2015  
Status Denied  
Priority Medium  
Budget Status Error  
Requester's Justification  
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Total Amount 900.00 USD

Edit Requisition

View printable version

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Line	Item Description	Supplier Name	Quantity	UOM	Price	
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Select All / Deselect All

View Line Details

Review/Edit Approvers

Resource Approval

**COPYCAT MUSIC FOR WEIRATHER: Denied** View/Hide Comments

Resource Approval

**Denied**

Alice Asias  
Requisition Approval Resource  
10/14/15 - 4:19 PM

**Comments**

Return to Worklist

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Requester Lynette Brewer  
Entered on 10/09/2015  
Status Denied  
Priority Medium  
Budget Status Error  
Requester's Justification  
No justification entered by requester.

Total Amount 900.00 USD

Edit Requisition

View printable version

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Select All / Deselect All

View Line Details

Review/Edit Approvers

Resource Approval

**COPYCAT MUSIC FOR WEIRATHER: Denied** View/Hide Comments

Resource Approval

**Denied**

Alice Asias  
Requisition Approval Resource  
10/14/15 - 4:19 PM

**Comments**

**Alice Asias at 10/14/15 - 4:19 PM**  
Account now added in PS. Please do budget check and re-submit.

Return to Worklist