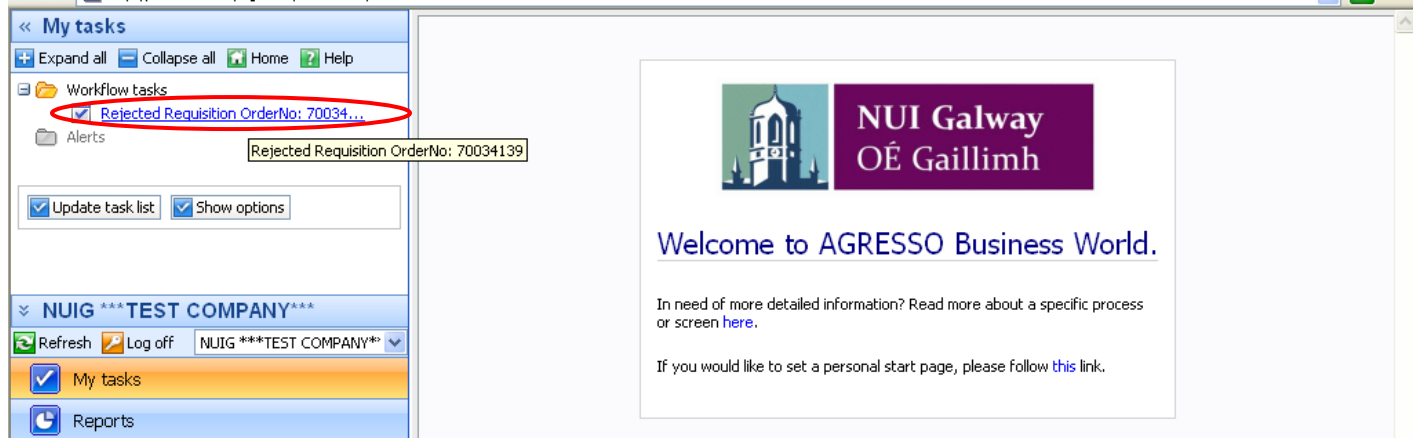


# How to Remove a Rejected Requisition from 'My Tasks'

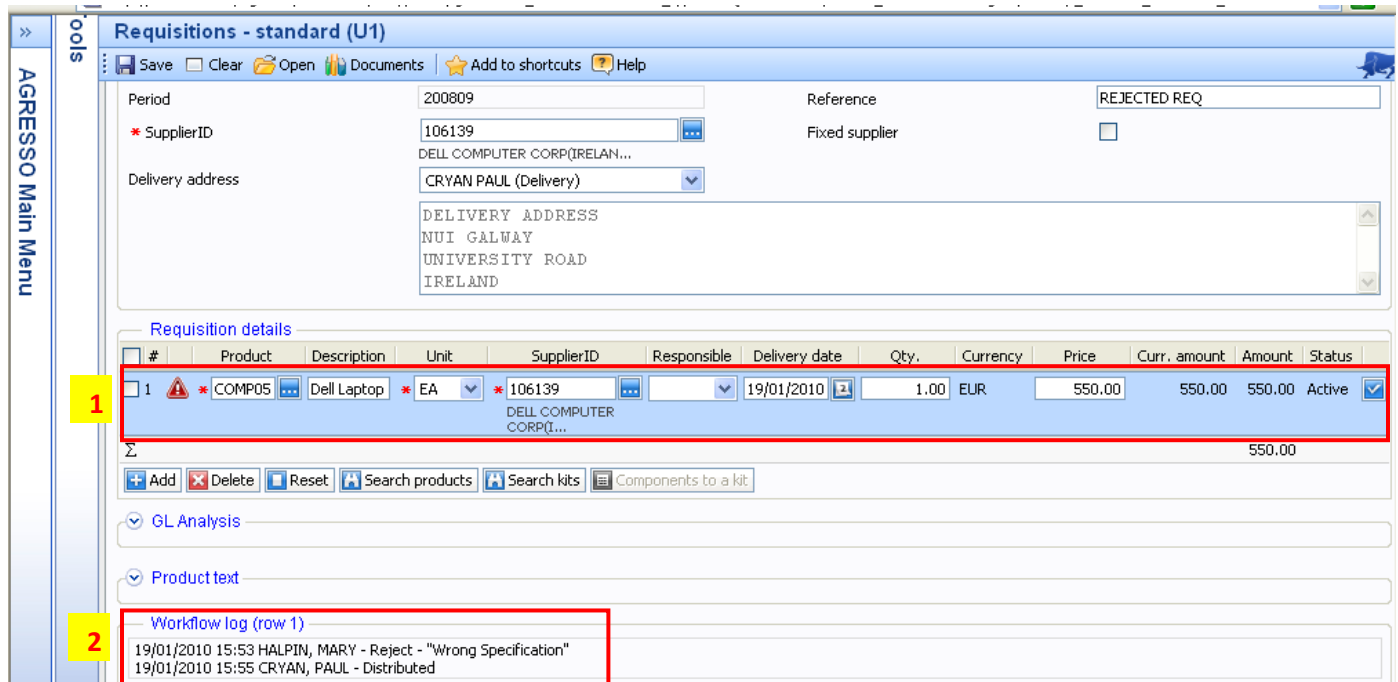
A rejected requisition will appear in the users Task List. If the requisition will not be reactivated in the future it is possible to remove the requisition from the Task List.

## Steps to Remove a Rejected Requisition from 'My Tasks'

1. Rejected Requisition will appear in 'My Tasks' – click on the 'Rejected Requisition OrderNo: 70034139' and it will open up the Requisition.



2. Click on the line in order to see the rejected comments in Workflow log (2) - this should highlight the line in blue (1).



## How to Remove a Rejected Requisition from 'My Tasks'

- Change status of detail lines from 'Active' to 'Closed' by ticking the box (1) (it should automatically tick all boxes) and clicking on the 'Close' icon (2) – this will change the status of all lines to 'Closed'.

**Requisitions - standard (U1)**

Save Clear Open Documents Add to shortcuts Help

**Requisition entry**

**Requisition**

Requisition number: 70034140 Requisitioner: CRYAN PAUL

Status: Active

Period: 200809 Reference:

\* SupplierID: 106139 Fixed supplier:

Supplier: DELL COMPUTER CORP(IRELAND)

Delivery address: CRYAN PAUL (Delivery)

DELIVERY ADDRESS  
NUI GALWAY  
UNIVERSITY ROAD  
IRELAND

**Requisition details**

#	Product	Description	Unit	SupplierID	Responsible	Delivery date	Qty.	Currency	Price	Curr. amount	Amount	Status
<input checked="" type="checkbox"/>	1	COMP05	Dell Laptop	EA	106139	21/01/2010	1.00	EUR	550.00	550.00	550.00	Closed
											Σ	550.00

GL Analysis

- Change the Status of the Requisition header from 'Active' to 'Closed'.

**Requisitions - standard (U1)**

Save Clear Open Documents Add to shortcuts Help

An existing item has been loaded.

**Requisition entry**

**Requisition**

Requisition number: 70034139 Requisitioner: CRYAN PAUL

Status: Active

Period: Reference: REJECTED REQ

\* SupplierID: Fixed supplier:

Supplier: DELL COMPUTER CORP(IRELAND)

Delivery address: CRYAN PAUL (Delivery)

DELIVERY ADDRESS  
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UNIVERSITY ROAD  
IRELAND

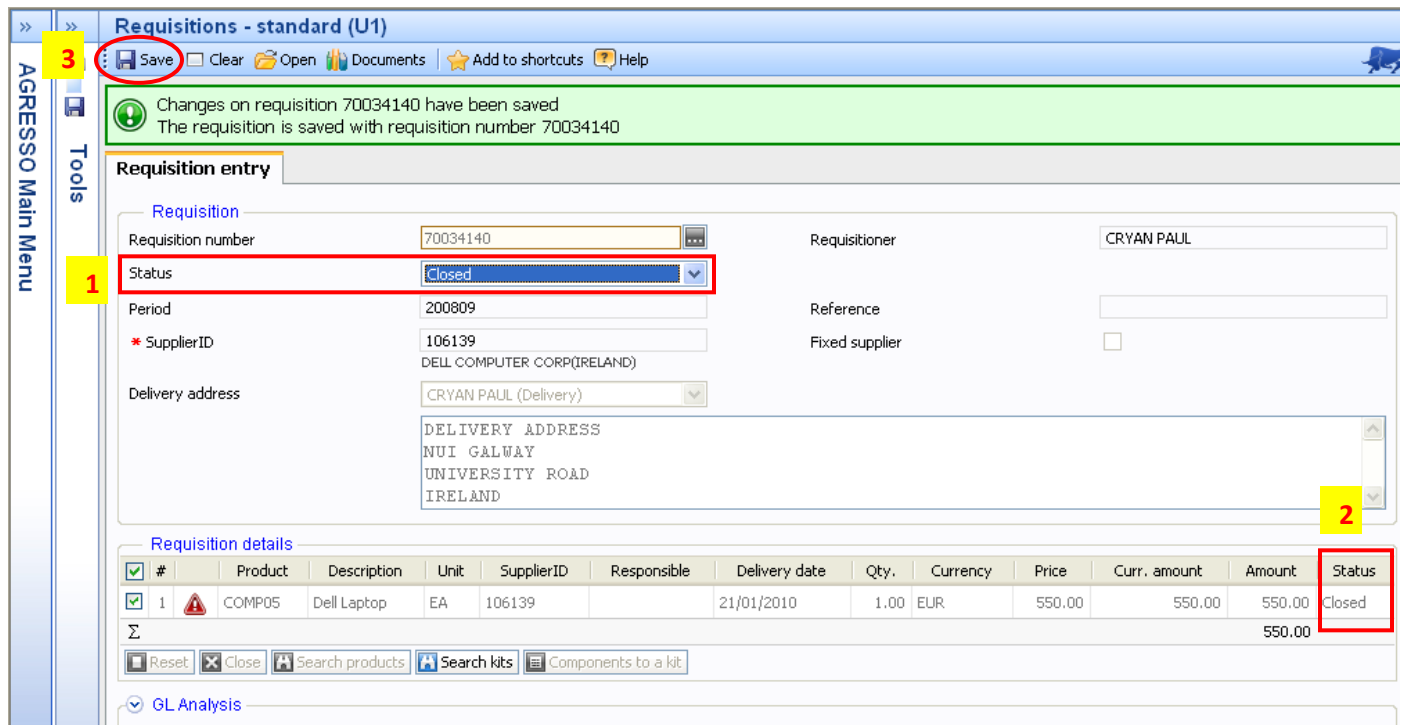
**Requisition details**

#	Product	Description	Unit	SupplierID	Responsible	Delivery date	Qty.	Currency	Price	Curr. amount	Amount	Status
<input type="checkbox"/>	1	COMP05	Dell Laptop	EA	106139	19/01/2010	1.00	EUR	550.00	550.00	550.00	Active
											Σ	550.00

GL Analysis

## How to Remove a Rejected Requisition from 'My Tasks'

- Ensure that both the header status (1) and detail line statuses (2) are set to 'Closed' and click on the 'Save' icon (3) - the message below will be displayed



Requisitions - standard (U1)

Save Clear Open Documents Add to shortcuts Help

Changes on requisition 70034140 have been saved  
The requisition is saved with requisition number 70034140

**Requisition entry**

Requisition

Requisition number: 70034140 Requisitioner: CRYAN PAUL

Status: Closed

Period: 200809 Reference:

\* SupplierID: 106139 Fixed supplier:

Supplier: DELL COMPUTER CORP(IRELAND)

Delivery address: CRYAN PAUL (Delivery)

DELIVERY ADDRESS  
NUI GALWAY  
UNIVERSITY ROAD  
IRELAND

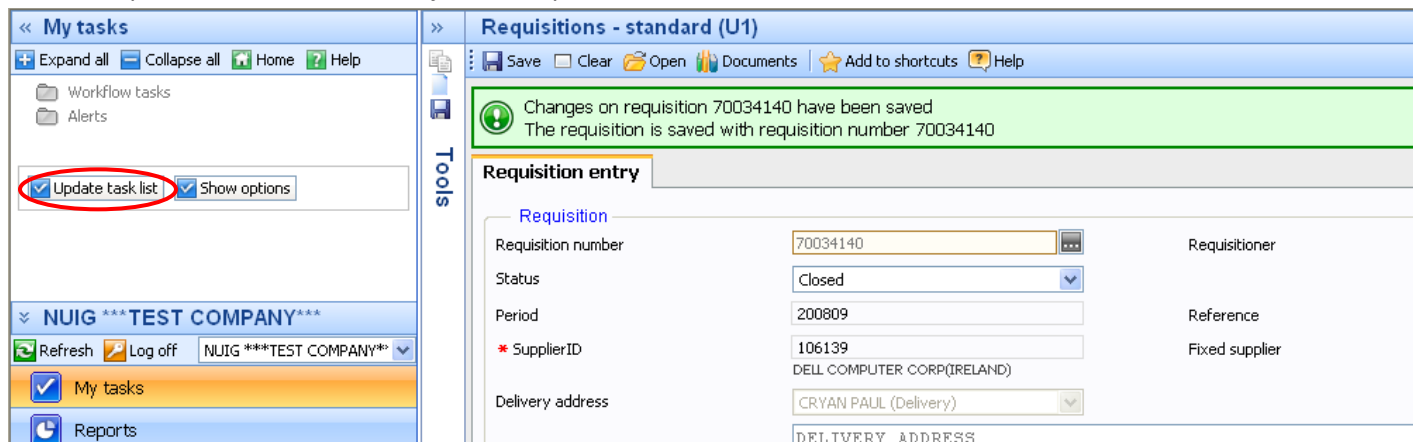
**Requisition details**

#	Product	Description	Unit	SupplierID	Responsible	Delivery date	Qty.	Currency	Price	Curr. amount	Amount	Status
1	COMP05	Dell Laptop	EA	106139		21/01/2010	1.00	EUR	550.00	550.00	550.00	Closed
Σ											550.00	

Reset Close Search products Search kits Components to a kit

GL Analysis

- Click on 'Update task list' and the rejected Requisition will be removed from the Task List.



My tasks

Expand all Collapse all Home Help

Workflow tasks Alerts

Update task list Show options

NUIG \*\*\*TEST COMPANY\*\*\*

Refresh Log off NUIG \*\*\*TEST COMPANY\*\*

My tasks Reports

Requisitions - standard (U1)

Save Clear Open Documents Add to shortcuts Help

Changes on requisition 70034140 have been saved  
The requisition is saved with requisition number 70034140

**Requisition entry**

Requisition

Requisition number: 70034140 Requisitioner:

Status: Closed

Period: 200809 Reference:

\* SupplierID: 106139 Fixed supplier:

Supplier: DELL COMPUTER CORP(IRELAND)

Delivery address: CRYAN PAUL (Delivery)

DELIVERY ADDRESS



## How to Remove a Rejected Requisition from 'My Tasks'

7. Requisition Status Report - Workflow Status will change from Active 'N' to Closed 'C' on the report.

The screenshot shows a web-based report interface titled "Requisition Status(w) (U1)". It includes a search bar, "Choose columns", "Chart setup", "Add to shortcuts", and "Help" options. The report is organized into sections: "Report description", "Parameters", and "Results". The "Results" section contains a table with the following columns: #, Requisition, Purchase order Number, Reference, SuppID, SuppID (T), Workflow Status, Requisitioner (T), Resp (T), Resource (T), Product, and Description. The first row of data is highlighted, and the "Workflow Status" cell, which contains the letter "C", is enclosed in a red rectangular box.

#	Requisition	Purchase order Number	Reference	SuppID	SuppID (T)	Workflow Status	Requisitioner (T)	Resp (T)	Resource (T)	Product	Description
1	70034140	0		106139	DELL COMPUTER CORP(IRELAND)	C	CRYAN, PAUL		CRYAN PAUL	COMP05	Dell Laptop

**Note:**

- These steps will only work for requisitions entered after Thursday 21<sup>st</sup> January 2010.