

## EP.020.670 - Push-Back an ePro Requisition

<b>Purpose</b>	To send a requisition back to a prior approver in the approval path.
<b>Description</b>	<p>During the approval process the system notifies approvers that there is a pending transaction that needs their attention. Approvers can access the transaction details, provide comments, and take action (approve, deny, or push back) for the transaction.</p> <p>The Push Back action is used when an approver questions the prior step's approval and is requesting clarification from the previous approver. Push Back is only possible within a path, therefore, the first step of a path cannot push back. Because of this, the Push Back action is not available for the first approver. Only after the first approver has approved the requisition and routed to the second approver is the Push Back button available for selection.</p>
<b>Security Role</b>	<b>BOR_EP_REQ_APPROVE</b>
<b>Dependencies/ Constraints</b>	The Pushback button is only displayed on the second and subsequent levels of approvers for a requisition or requisition line.
<b>Additional Information</b>	Approver comments are required to be able to push back a requisition.

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## **Procedure**

Below are step by step instructions on how to push back a requisition.

<b>Step</b>	<b>Action</b>
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>Worklist</b> link
4.	Click the <b>Worklist</b> link.
5.	Click an entry in the <b>Link</b> column.
6.	Enter comments in the <b>Enter Approver Comments</b> section. This is required before you can push back the requisition
7.	Click the <b>Pushback</b> button in the Line Information section.
8.	The previous Approver will be re-set to Pending to start the approval process again.