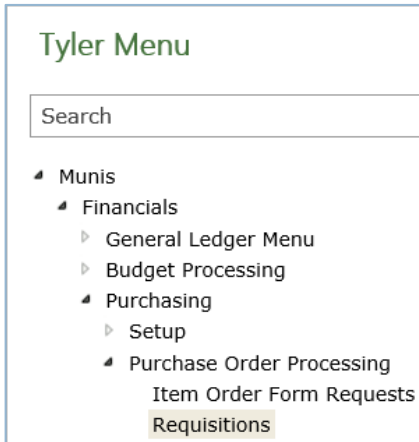
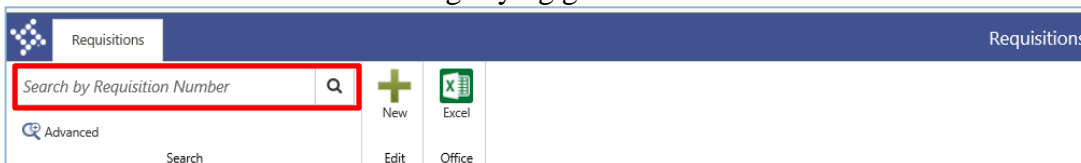


# REJECTED PURCHASE ORDER REQUISITION

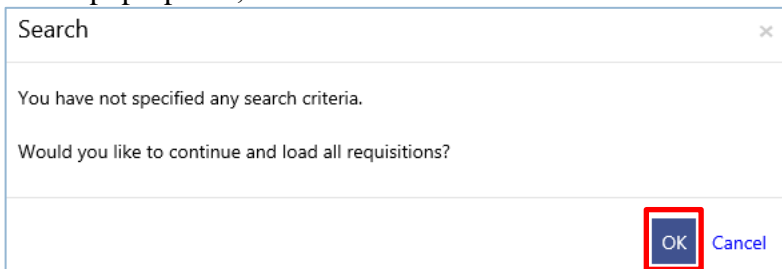
1. If you receive an email stating your purchase order requisition has been rejected, go into “Requisitions”. From the Tyler Menu, go to Financials>Purchasing>Purchase Order Processing>Requisitions. The most common reasons for rejections are: wrong/missing vendor, wrong account line, wrong price, missing description, or missing documentation.



2. Enter the requisition number to open a particular requisition. To see a list of all requisitions, leave the field blank and click on the magnifying glass.

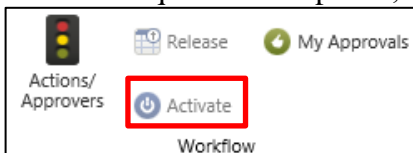


3. At the pop-up box, click on “OK” to continue.

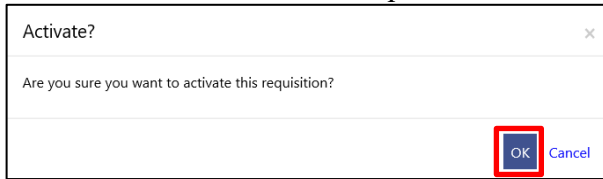


4. This will produce a list of all requisitions that you have created with the most current at the top. Find the one needing to be updated and click on that requisition number.

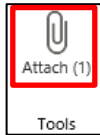
5. After the requisition is opened, click “Activate”.



6. Click “Ok” to activate the Requisition.



7. If the rejection is for missing documentation, click on the “Attach” icon, and attach the documentation either by importing or by scanning directly into Tyler Content Manager (TCM).



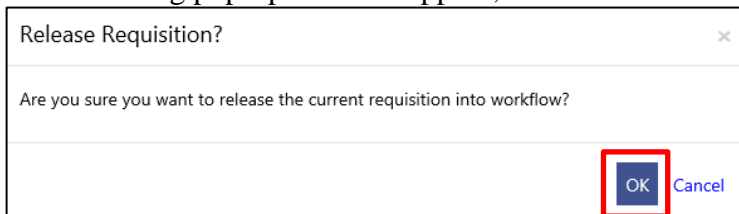
8. If the rejection is for missing or incorrect data, click on that line (see example below) then tab to the field that needs corrections, and update the information accordingly.

Line	Description	Qty	UOM	Unit Price	Line Total	GL Account
1	Clean Slate 12 CPU License Upgrade to V10 and Cent	1.00	EACH	\$431.43000	\$431.43	E (101-0000-56500-565-6400-56-531700- ) Data Processing Services

9. After all corrections have been made, click “Save” in the bottom right corner and then click “Release” at the top of the screen.



10. The following pop-up box will appear; click OK.



11. The PO requisition has been sent to the finance department. You should receive an email within 2 hours that your PO request has either been approved or rejected. If you get a rejection email again, go back and repeat these steps listed here.