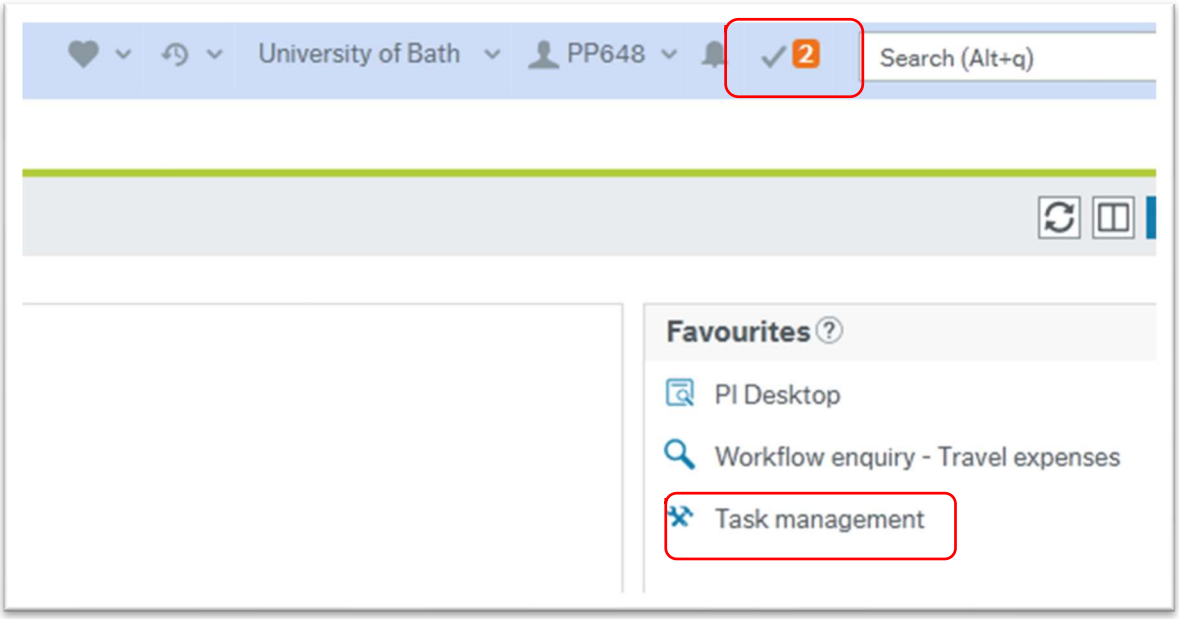
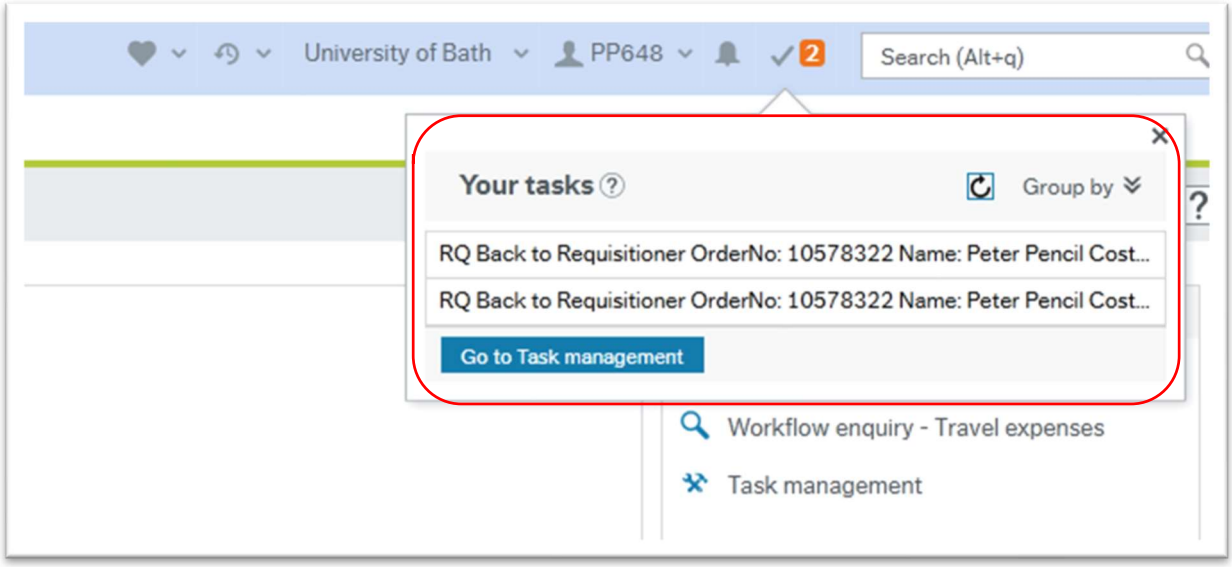
## View Comments after Req is rejected - Workflow step “Back to Originator”

Log into Business World On (Agresso) via link on University of Bath Staff home page with your userID and password.

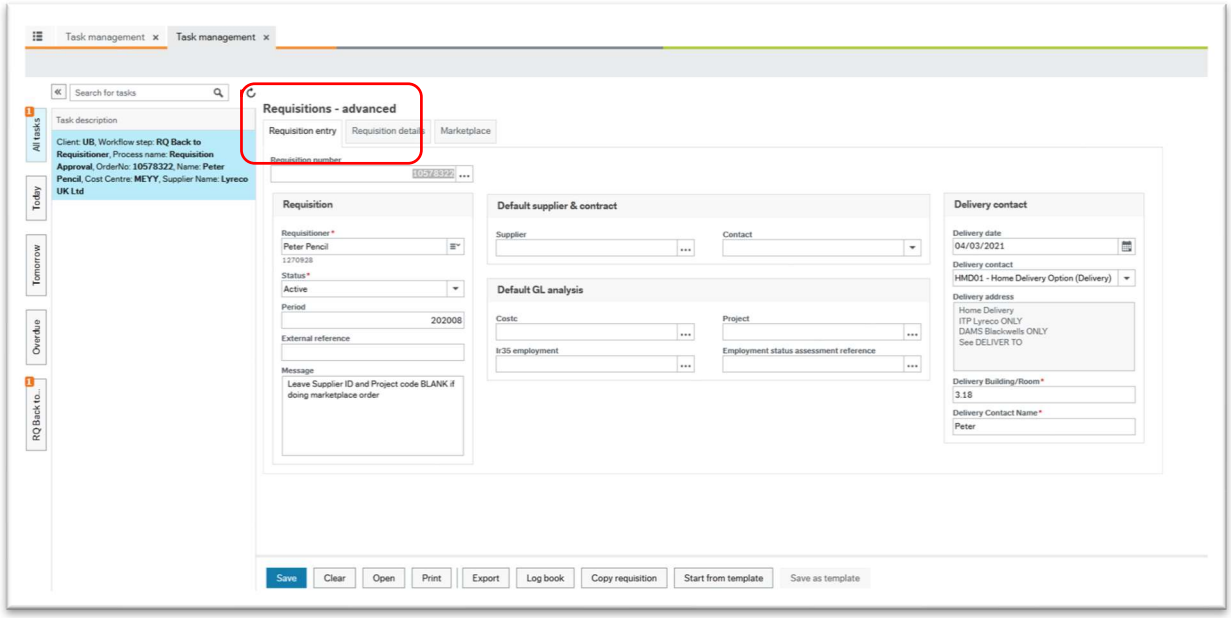
Click on the Task Icon representing by a Tick or alternatively go to Task management in Favourites section.



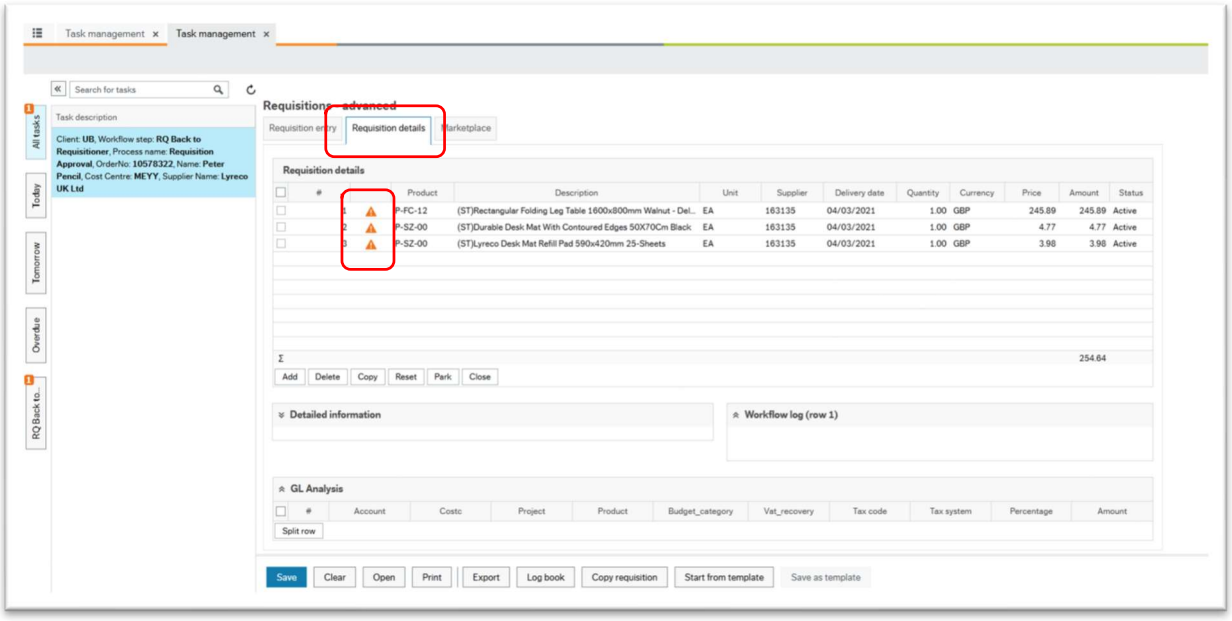

When you click on the Task Icon a pop up will appear showing all your tasks, either double click on the specific tasks in your list or click on the blue button Go to Task Management. Look for task called RQ Back to Requisitioner.



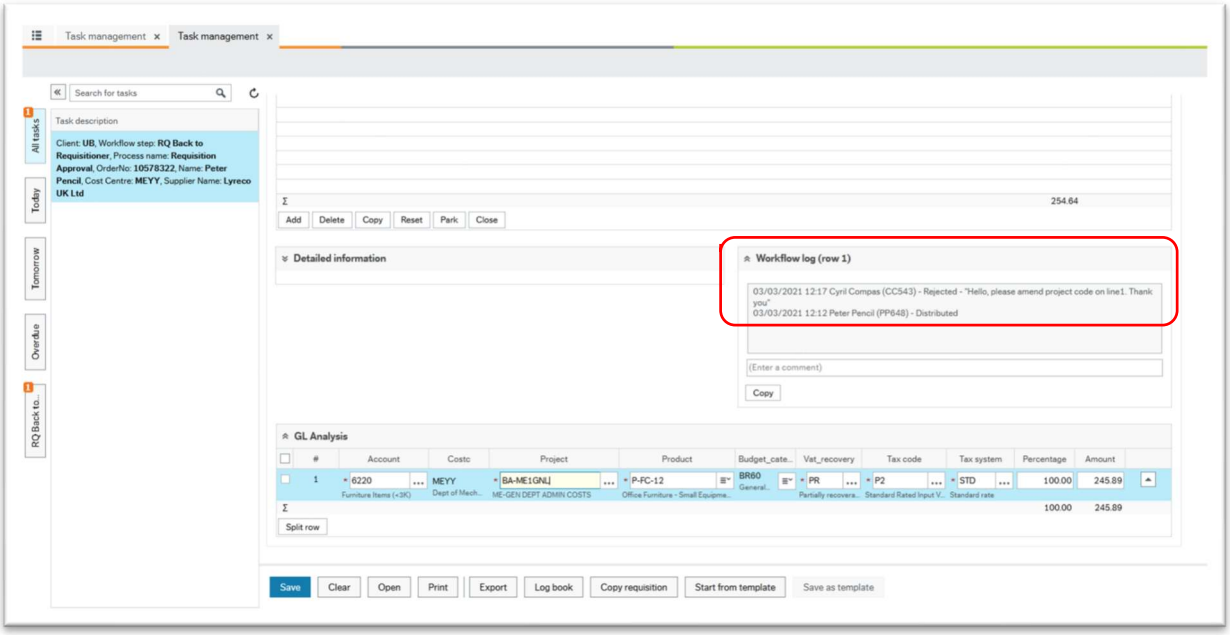
Select your task and new screen Requisitions - advanced will pop up.




Go to second tab called Requisition details. Click on the individual line with orange triangle, in example below all three lines of requisitions were rejected back to Originator.

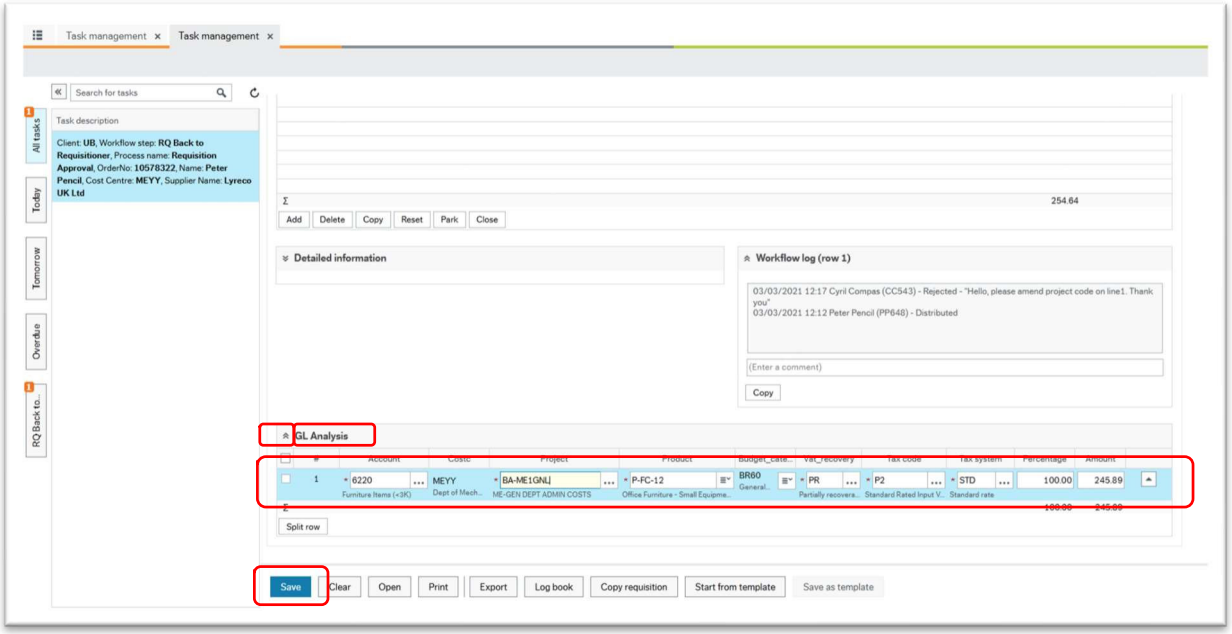
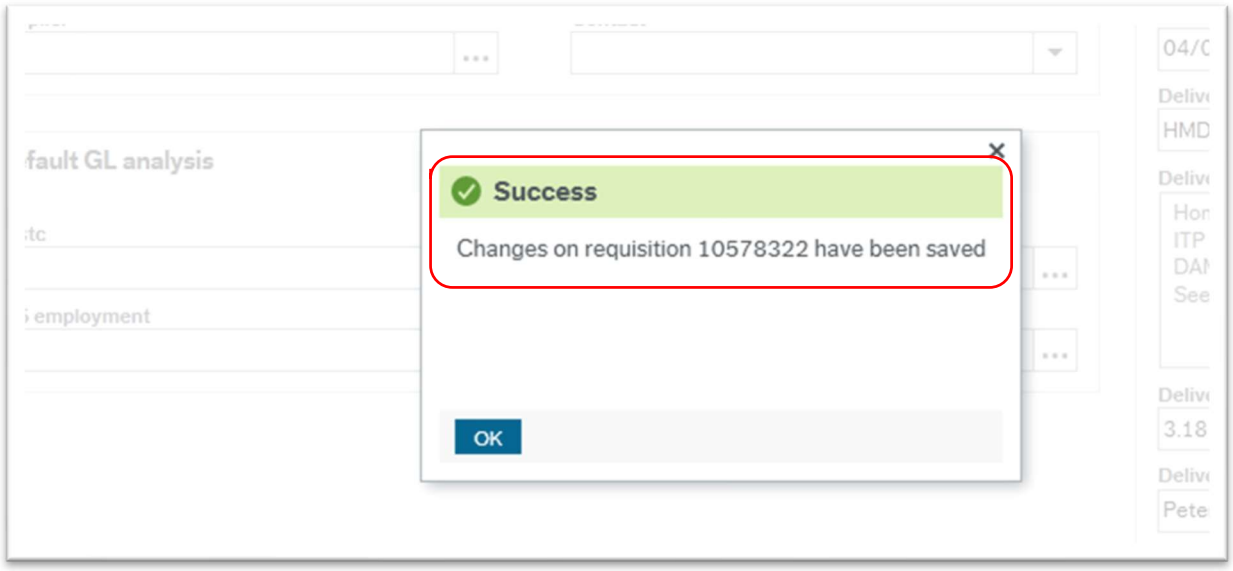


Read carefully message displayed on right side in Workflow log section.




Go to GL Analysis section. If details are not visible, it may be that the GL Analysis is collapsed. Expand the section by clicking on the small arrow on the left.

Amend details as appropriate and save your changes by clicking on the Save button.



Success message will pop up and your requisitions will go back to workflow for further approval. Click OK to close the window.