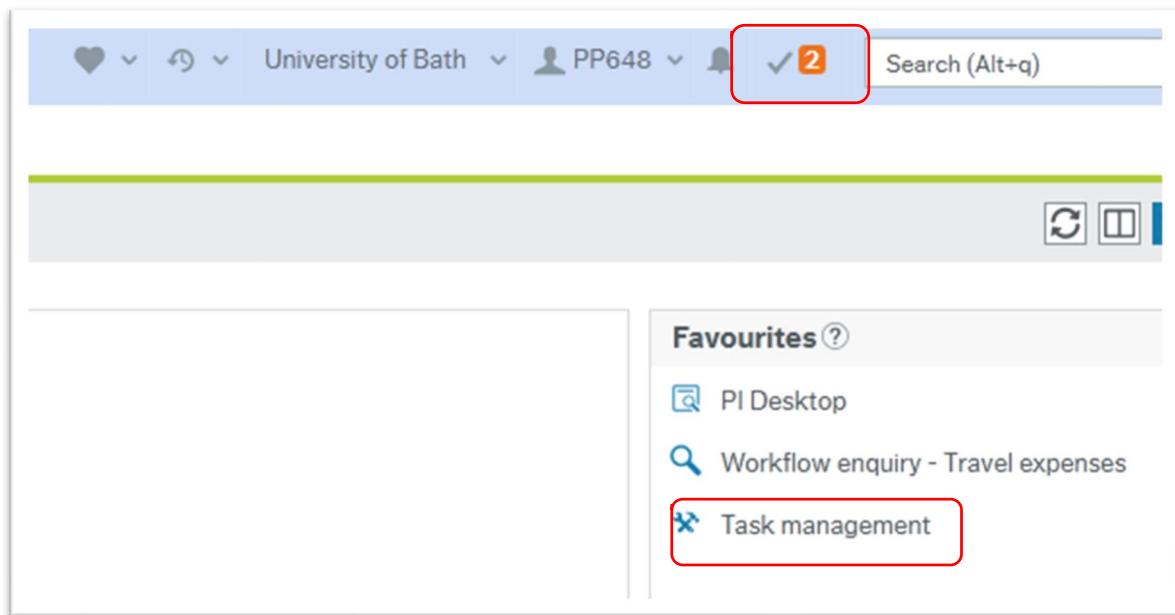


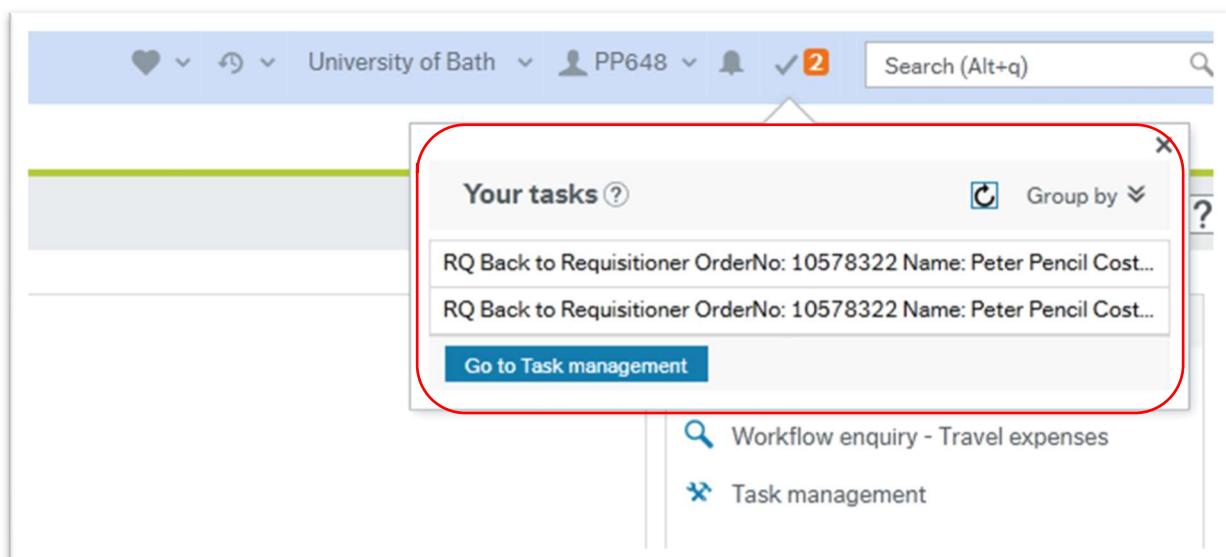
[View Comments after Req is rejected - Workflow step “Back to Originator”](#)

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.

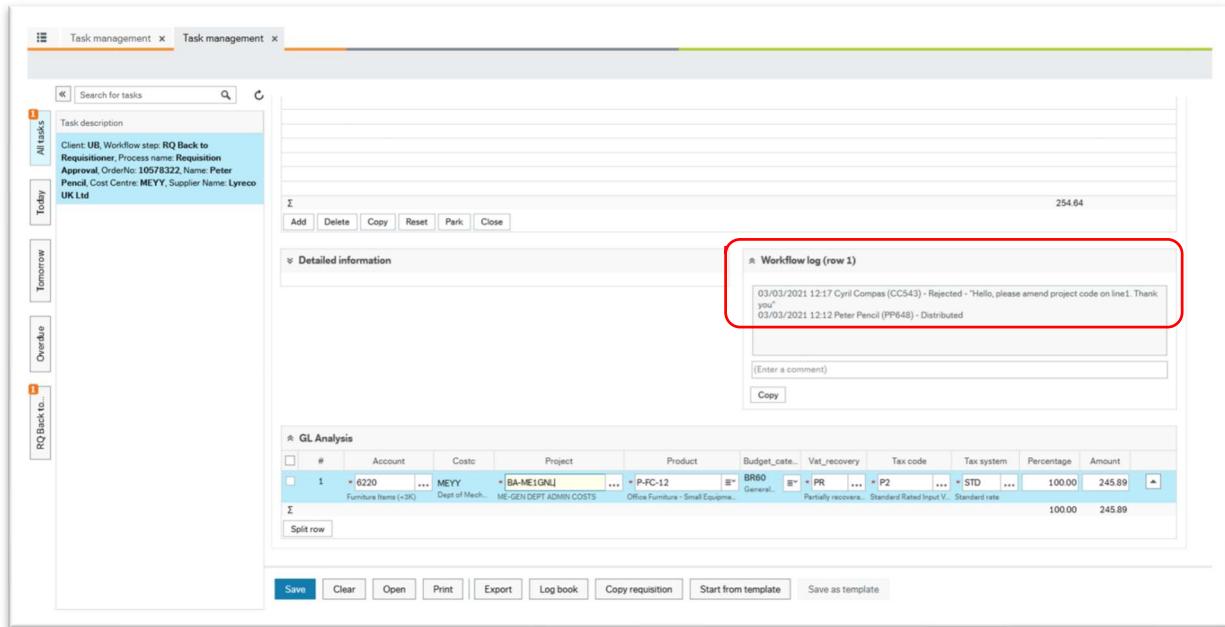


Select your task and new screen Requisitions - advanced will pop up.

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.

#	Product	Description	Unit	Supplier	Delivery date	Quantity	Currency	Price	Amount	Status
1	P-FC-12	(ST)Rectangular Folding Leg Table 1600x800mm Walnut - Del...	EA	163135	04/03/2021	1.00	GBP	245.89	245.89	Active
2	P-SZ-00	(ST)Durable Desk Mat With Contoured Edges 50x70Cm Black	EA	163135	04/03/2021	1.00	GBP	4.77	4.77	Active
3	P-SZ-00	(ST)Lyreco Desk Mat Refill Pad 590x420mm 25-Sheets	EA	163135	04/03/2021	1.00	GBP	3.98	3.98	Active

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



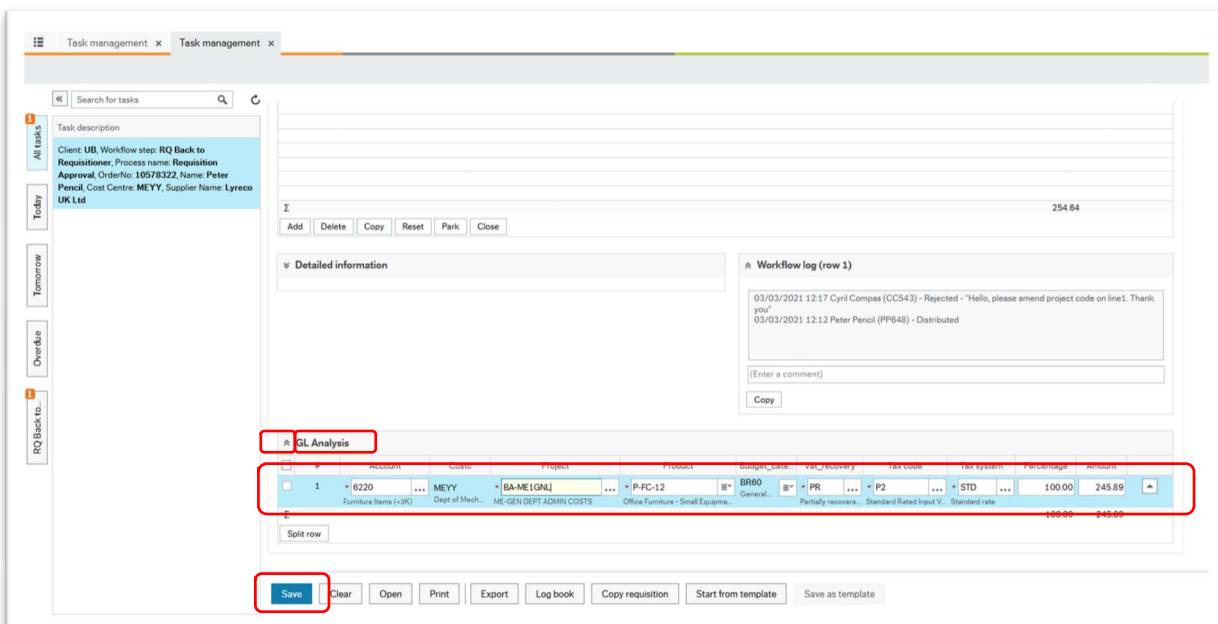
The screenshot shows the 'Task management' interface with a 'Task description' box containing details about a workflow step. Below it is a 'Workflow log' section with a red box highlighting the first row. The 'GL Analysis' section is also visible, and the 'Save' button is at the bottom.

Workflow log (row 1):

- 03/03/2021 12:17 Cyril Compas (CC543) - Rejected - "Hello, please amend project code on line1. Thank you"
- 03/03/2021 12:12 Peter Pencil (PP648) - Distributed

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.



The screenshot shows the 'Task management' interface with the 'GL Analysis' section expanded, indicated by a red box around the table. The 'Save' button is highlighted with a red box at the bottom.

#	Account	Costc	Project	Product	Budget_cate...	Vat_recovery	Tax code	Tax system	Percentage	Amount
1	6220	MEYY	BA-ME1GNL	P-FC-12	BR60	PR	P2	STD	100.00	245.89
	Furniture Items (>3K)	Dept of Mech...	ME-GEN DEPT ADMIN COSTS	Office Furniture - Small Equipment	General	Partially recover...	Standard Rated Input V...	Standard rate	100.00	245.89

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

