

Fixing a Rejected Requisition

Overview

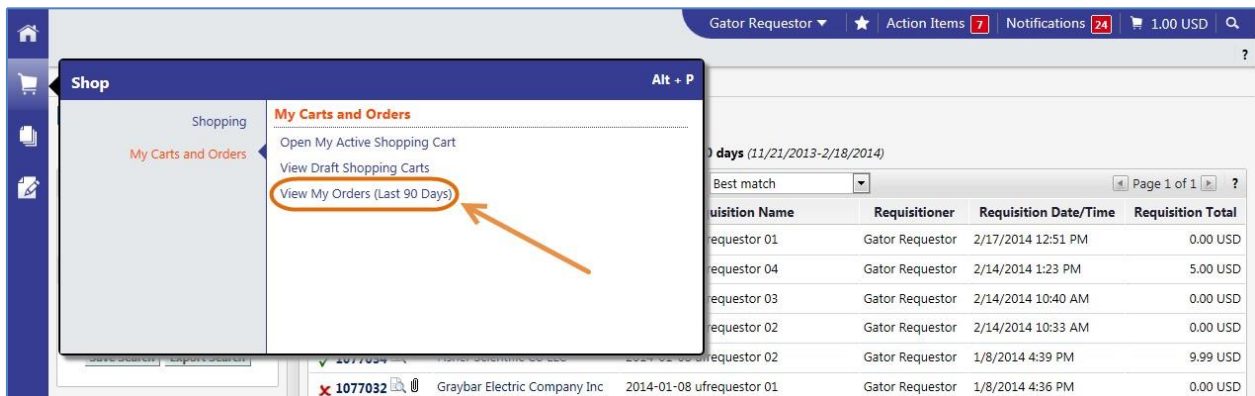
This instruction guide is designed to show how to identify a **rejected** requisition, find out why it was rejected, and how to fix it. Once a requisition has been submitted into workflow with the **Place Order** button, it cannot be edited by the Requestor. To fix a rejected requisition, copy the requisition to a new cart to edit. To learn the reason why the requisition was rejected, use the History tab on the requisition and read the Notes for the error message. Use the table on p. 3 of this guide to find the error and what to do to fix it. This guide is only for Requestors, or those with the role UF_N_MKT_REQUESTOR.

To access myUF Market as a Requestor:

1. Log on to **http://my.ufl.edu** using your Gator Link username and password.
2. **Click Nav bar > Main Menu > Financials > eProcurement > myUF Market.**

Access your requisitions:

1. Click the **Shopping Cart** icon on the left side of the page > Click **My Carts and Orders > View My Orders (Last 90 Days)**.



2. Requisitions will display only if submitted within the last 90 days--if you do not see any use the **Search Terms** menu on the left to expand the search by clicking the **Date Range dropdown** and selecting a date range.

- Note: Make sure review your e-mail notifications in your profile to insure you receive an e-mail when a PR (purchasing requisition) is rejected.

3. Requisitions with a **red X** beside them are rejected.
4. Click the **Requisition No.** to view the requisition.

Summary - Requisition 1095702

1 of 37 results

Requisition Number(s) 1095702

Available Actions: Add Comment Go

Requisition PR Approvals Comments Attachments **History**

Summary Shipping Bill To and PCard Chartfields Supplier Info

Cart Information		Shipping	Bill To and PCard
Status	✖ Rejected (2/17/2014 12:52 PM)	Ship To Attn: Gator Requestor Building/Room: 102 971 ELMORE DR GAINESVILLE, FL 32611 United States	Bill To Attn: Gator Requestor PO BOX 115350 GAINESVILLE, FL 32611 United States
Submitted	2/17/2014 12:51 PM		
Cart Name	2014-02-17 ufrequestor 01		
Description	no value		
Priority	Normal		
Prepared by	Gator Requestor		
Original Submitter	Gator Requestor	Delivery Options Requested Delivery no value	PCard Information No PCard has been assigned to this order. To pay with a PCard, click the Edit button and assign a PCard from your profile.
Purchasing Use Only		View/edit by line item...	Other Information
PO Clauses	no clause		Distribute By Quantity Quantity

5. Click the **History** tab. On the right under **Note** you will find the error message and reason for rejection.

History - Requisition 1095702

1 of 37 results

Requisition Number(s) 1095702

Available Actions: Add Comment Go

Requisition PR Approvals Comments Attachments **History**

Click to filter history

Records found: 13

Line No	Date/Time	User	Step(s)	Action	Field Name	From	To	Note
	2/17/2014 12:52 PM	System	Combo Edit Validation	Requisition rejected				Invalid ChartField combination FUND_CODE/ ACCOUNT/ PRODUCT in combo group FNDACTCRIS
Line 1	2/17/2014 12:52 PM	System	Combo Edit Validation	Requisition Line item rejected				

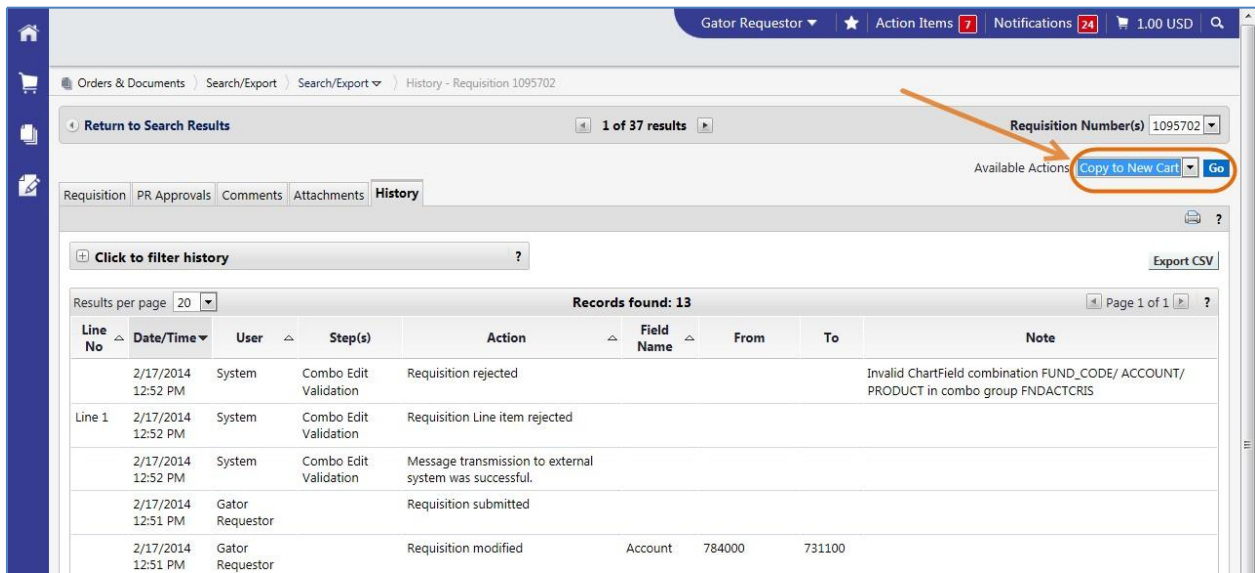
6. Use the chart below to find the reason and what to do to fix it and resubmit.

Reason for Rejection or Message from myUF Market	What It Means	What To Do Before Fixing Requisition
No Budget Exists	No funds available in the ChartField combination used	Change ChartFields or move funds in Contracts and Grants
Budget Date Out of Bounds	Grant project is closed	Ask Grants Manager to reopen
Invalid ChartField combination FUND_CODE/ OPERATING_UNIT	The Fund Code and Source of Funds (Operating Unit) are not correct combination.	Check the Required ChartFields by Fund resource on General Accounting's website , under ChartFields.
Combo error for Fields BUSINESS_UNIT_PC/PROJECT_ID/ACTIVITY_ID	PC Business Unit, Project ID and Activity ID are not correct combination.	If you are using a Project ID, complete the Activity ID = 1 and PC Business Unit = GRANT. For Construction, PC Business Unit = CONST. For Fund 143 use PV143 as PC Business Unit and Activity ID 1.
Invalid ChartField combination PROJECT_ID/ FUND_CODE/ PROGRAM_CODE	Project ID, Fund and Program Code are not correct combination.	Check the Project ChartFields in myUFL or myInvestigator
Invalid Line value(s): ACTIVITY_ID	An Activity ID was entered without a PC Business Unit and a Project ID as well.	Empty the Activity ID field if no project is being used in the ChartFields .
Invalid Line value(s): PROJECT_ID	A project was entered without an Activity ID AND a PC Business Unit	For Fund 143 use PV143 and Activity 1 For projects on grants use GRANTS and Activity ID 1 For construction projects use CONST and Activity ID 1
Your cart contains an old form version. Please use the most recent version of the form.	This happens when a requisition with a form is copied to a new cart and the form has been updated in the meantime.	Remove the form and create a new one.

ChartField in Error Message	ChartField in Requisition
ChartField 1	Dept Flex
ChartField 2	UFID
Product	CRIS

Fixing a Rejected Requisition

1. To fix the requisition, you must copy it to a new cart to be able to edit. From within the requisition:
 - a. Click the dropdown on the top-right corner.
 - b. Select **Copy to a New Cart** and click the **Go** button.
 - c. Process as a new cart, edit and resubmit as a new requisition.



2. The History page for the requisition will record the new requisition and reference the original requisition number.

For assistance, e-mail procurement@ufl.edu or contact the Procurement Services Help Desk at 392-1335.