
Rejecting an Invoice (for Secondary Approvers)

This guide is designed for approvers in myUF Payment Solutions. To complete the process described below, you must have the UF_SY_BUSUNIT_UFLOR role *and* either the UF_AP_Reviewer *or* UF_AP_Approver security role in myUFL. For a complete coverage of content and skills related to myUF Payment Solutions, please see the following online course: PST970 myUF Payments for Approvers.

To access myUF Payment Solutions, use the following steps:

- Visit <http://my.ufl.edu>
- Click the Access myUFL button
- Enter your GatorLink username and password
- Click the Login button
- Click **Main Menu > My Self Service > myUF Payment Solutions**

In this guide, you will practice the steps for rejecting an invoice. Secondary Approvers will use this function to return an invoice to an initial approver. If you reject an invoice, it will return to a previous user and its previous workflow state.

1. From the Inbox, open the invoice by clicking the **Work Invoice** button.
2. Click the **Reject** button. 
3. Under **User Selection Mode**, start with the default selection of **Historical Users**. A Historical User will be an individual who has routed the invoice to you.
4. Notice that you can also include a comment to explain why you are rejecting the invoice.
5. Click the **Activity and User** dropdown menu.
6. Click the name of the user.
7. Click the **Return to Previous Activity** button to submit the invoice rejection.

If you need help with...

- Technical issues, contact the UF Help Desk:
 - 392-HELP(4357)
 - helpdesk@ufl.edu
- Procedures, Policies and Directives, contact University Disbursements:
 - 392-1241
 - Disbursements@ufl.edu