

# How to Reject a Transaction

1. On the user's menu panel go to Common Info folder then click **Approvals** or click the **Approve Transaction** notification
2. Click the check box under Reject column, or click **Reject All** button
3. Add a reason on why the transaction is being rejected. This is a required field.
4. Click the **Apply** button. Transaction will move to Rejected tab.

The screenshot shows the 'Approvals' window with a table of transactions. The 'Apply' button is highlighted in the top left corner. The table has columns: Approve, Reject, Close, Reason, Type, Date, Transaction No., Name, and Current. The last row is highlighted in green and contains the text 'This is a sample rejected trans...' in the Reason column.

Approve	Reject	Close	Reason	Type	Date	Transaction No.	Name	Current
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Contract	06/12/2017	2820	The Andersons	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Voucher	10/04/2017	BL-20998	City of Fort Wayne	USD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Voucher	12/05/2017	BL-21177	A1 Portal Farms, Inc.	USD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Voucher	03/28/2018	BL-21411	A1 Portal Farms, Inc.	USD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Contract	05/25/2018	3585	A1 Portal Farms, Inc.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Voucher	06/26/2018	BL-21550	Ecom Agroindustrial...	USD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Contract	09/07/2018	3711	Ecom Agroindustrial...	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Contract	09/28/2018	3717	1099 Prep Demo	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This is a sample rejected trans...	Contract	10/11/2018	3720	A & A Commodity Tr...	

1. On the user's menu panel go to Common Info folder then click **Approvals** or click the **Approve Transaction** notification

The screenshot shows the 'Approvals' window with a table of transactions. The 'Approve Transaction' notification is highlighted in the top right corner. The table has columns: Type, Date, Transaction No., Name, Amount, Due Date, Approve, Reject, Close, and Reason. The last row is highlighted in green and contains the text 'Test Reject Transaction' in the Reason column.

Type	Date	Transaction No.	Name	Amount	Due Date	Approve	Reject	Close	Reason
Sales Order	07/04/2016	SO-78	user01	50.00	08/03/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test Reject Transaction

2. Click the check box under Reject column, or click **Reject All** button

The screenshot shows the 'Approvals' window with a table of transactions. The 'Reject' checkbox is highlighted in the top right corner. The table has columns: Type, Date, Transaction No., Name, Amount, Due Date, Approve, Reject, Close, and Reason. The last row is highlighted in green and contains the text 'Test Reject Transaction' in the Reason column.

Type	Date	Transaction No.	Name	Amount	Due Date	Approve	Reject	Close	Reason
Sales Order	07/04/2016	SO-78	user01	50.00	08/03/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test Reject Transaction

3. Add a reason on why the transaction is being rejected. This is a required field.
4. Click the **Save** button. Transaction will move to Rejected tab.