How to Reject a Transaction

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

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				,	Voucher	10/04/2	017	BL-20998	City of Fort Wayne	USD
				,	Voucher	12/05/2	017	BL-21177	A1 Portal Farms, Inc.	USD
				,	Voucher	03/28/2	018	BL-21411	A1 Portal Farms, Inc.	USD
				1	Contract	05/25/2	018	3585	A1 Portal Farms, Inc.	
					Voucher	06/26/2	018	BL-21550	Ecom Agroindustrial	USD
					Contract	09/07/2	018	3711	Ecom Agroindustrial	
					Contract	09/28/2	018	3717	1099 Prep Demo	
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1. On the user's menu panel go to Common Info folder then click Approvals or click the Approve Transaction notification

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Audit Log History	© Refresh ⊤	View all Filter	🚨 Online Users	De Force Sign Out	Approve Transaction	
User Action	Screen	Date/Time *	User	User Role	Transaction is unapproved.	
IRELY ADMIN Updated a record	Entity	06/21/2016	BETHD	Administrator	Windows 8.1	
IRELY Approvals			~ □ ×	Administrator	Windows 8.1	П
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🛞 IRELY 🕐 🗘 🖓 🖂 Ready				Company Registration	12 days ago	
IRELY ADMIN Posted a comment	Contract	09/07/2015	Cash Management	Company Configuration	12 days ago	
			Inventory	Item - 91G	13 days ago	
			Entity Management	Encity - IRELY ADMIN	13 days ago	

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

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	Туре	Date	Transaction No.	Name	Amount	Due Date	Approve	Reject	Close	Reason	
	Sales Order	07/04/2016	SO-78	user01	50.00	08/03/2016		\checkmark		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.