



A new approval action, “Revert to a Previous Workflow Step”, enables approvers to return to an earlier approval step in the workflow, provided the workflow is still in a pending state.

IMPACTED USER GROUPS:

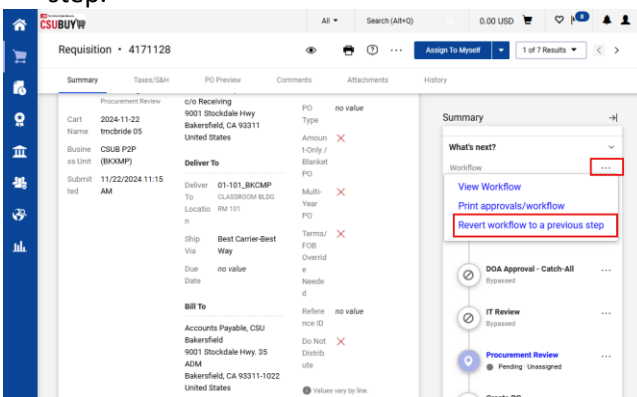
- System Administrators (Requisitions and Vouchers)
- Buyers (Requisitions)
- Accounts Payable
- AP Manager

IMPACTED PERMISSIONS:

- Approvals: Revert Requisition Workflow (System Administrators and Buyers)
- Approvals: Revert Voucher Workflow (System Administrators, Accounts Payable, and AP Manager)

Requisitions and Vouchers

1. Open the Requisition or Voucher
2. From the Workflow section on the right, click on the ellipsis beside “Workflow” and then click on “Revert Workflow to a previous Step.”
 - Note: It is not limited to 'your own' step (e.g., procurement review); it can apply to any eligible workflow step.



3. Select the Workflow you would like to revert to.



Revert Workflow To A Previous Step

Workflow will restart in the selected workflow step.

- Submitted
11/22/2024 11:15 AM
Submitted - 11/22/2024 11:15 AM - Tonya McBride
- DOA Approval - Catch-All
Bypassed Select
- IT Review
Bypassed Select
- Procurement Review
Pending - Unassigned
- Create PO
Future
- Finish
Future

Cancel

- Provide a reason for reverting to the previous workflow steps to ensure the previous approver(s) understand why the document is being sent back for approval and click on "Revert".

Revert Reason Note

Add reason for reverting to IT Review

500 characters remaining expand | clear

Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

Back Revert

- Workflow will restart in the selected workflow step.

Requisition - 4171128

Summary Taxes/SH PO Preview Comments 1 Attachments History

Transaction Details

Status: Pending
IT Review

Cart Name: 2024-11-22 tmcbride 05
Business Unit: CSUB P2P (BKOMP)

Submitted: 11/22/2024 11:15 AM

Ship To
Attn: Brian Requester
c/o Receiving
9001 Stockdale Hwy
Bakersfield, CA 93311
United States

Deliver To
01-101_BKCOMP
CLASSROOM BLDG
RM 101
Bakersfield, CA 93311-1022
United States

Ship Via
Best Carrier-Best Way

Bill To
Accounts Payable, CSU
Bakersfield
9001 Stockdale Hwy 35
ADM
Bakersfield, CA 93311-1022
United States

Summary
What's next?
Workflow

- Submitted
11/22/2024 11:15 AM
Submitted - 11/22/2024 11:15 AM - Tonya McBride
- DOA Approval - Catch-All
Bypassed
- IT Review
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- Procurement Review
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Future
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Help & Support

Open a Ticket Using [ServiceNow](#).