



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:

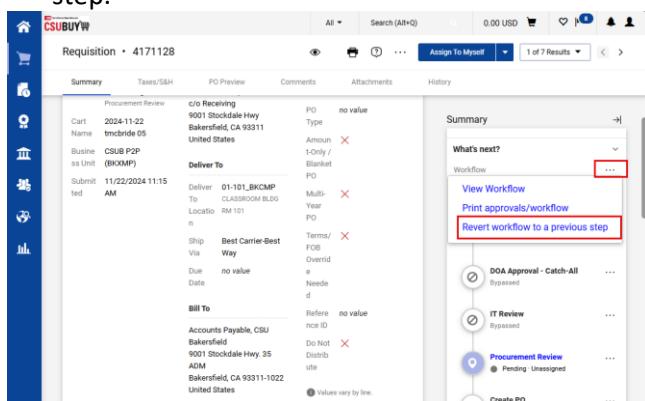
- System Administrators (Requisitions and Vouchers)
- Buyers (Requisitions)
- Accounts Payable
- AP Manager

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.

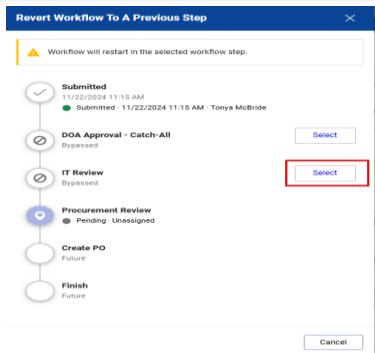


3. Select the Workflow you would like to revert to.

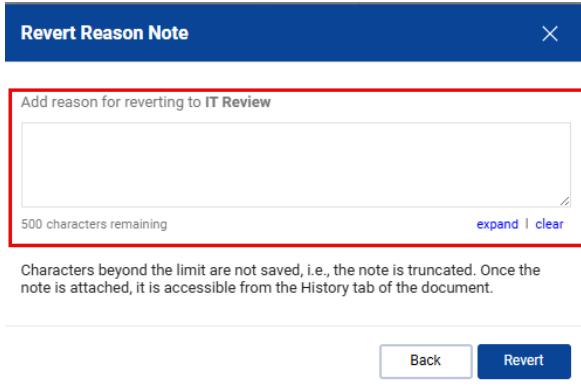


Quick Reference Guide

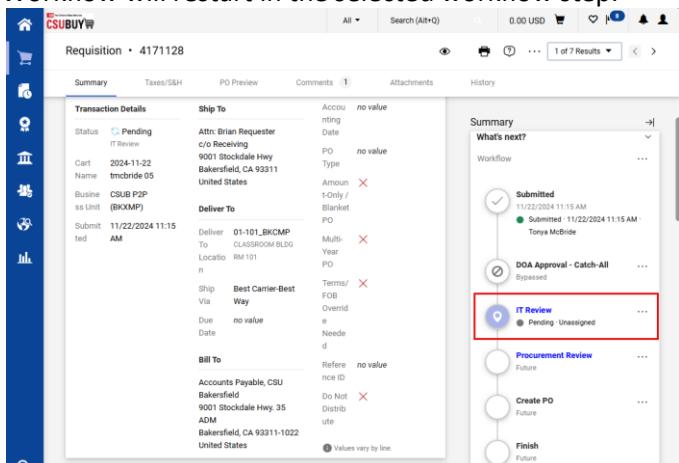
Revert to a Previous Workflow Step



4. 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”.



5. Workflow will restart in the selected workflow step.



Help & Support

Open a Ticket Using [ServiceNow](#).