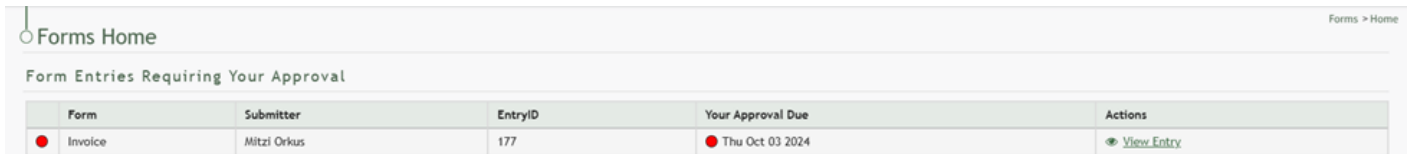


Reject a Form Entry Pending Approval

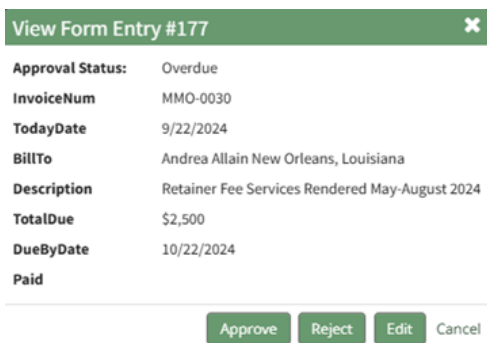
To reject a form entry pending approval, go to the Home Page of the Forms Module.



The screenshot shows the 'Forms Home' page with a table titled 'Form Entries Requiring Your Approval'. The table has five columns: Form, Submitter, EntryID, Your Approval Due, and Actions. There is one row with the following data: Form: Invoice, Submitter: Mitzi Orkus, EntryID: 177, Your Approval Due: Thu Oct 03 2024, and Actions: View Entry.

Form	Submitter	EntryID	Your Approval Due	Actions
Invoice	Mitzi Orkus	177	Thu Oct 03 2024	View Entry

Select "View Entry" from the Actions column of the Form Entries Pending Approval Table opening the view form entry modal.

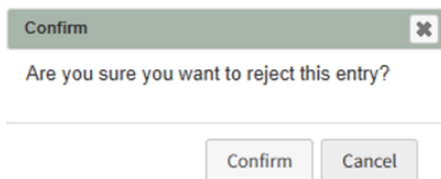


The screenshot shows a modal titled 'View Form Entry #177'. It displays the following information:

- Approval Status: Overdue
- InvoiceNum: MMO-0030
- TodayDate: 9/22/2024
- BILLTo: Andrea Allain New Orleans, Louisiana
- Description: Retainer Fee Services Rendered May-August 2024
- TotalDue: \$2,500
- DueByDate: 10/22/2024
- Paid

At the bottom of the modal, there are four buttons: Approve, Reject, Edit, and Cancel.

Select the "Reject" button opening a Confirmation Modal that states, "Are you sure you want to reject this entry?"



The screenshot shows a modal titled 'Confirm'. It contains the text: "Are you sure you want to reject this entry?". At the bottom of the modal, there are two buttons: Confirm and Cancel.

Select "Confirm" and a confirmation modal states, "Rejected".



The screenshot shows a modal with a green background and the text: "REJECTED".

Revision #3

Created 2025-12-07 17:04:28 UTC by Mitzi Orkus

Updated 2026-01-29 21:41:47 UTC by Mitzi Orkus