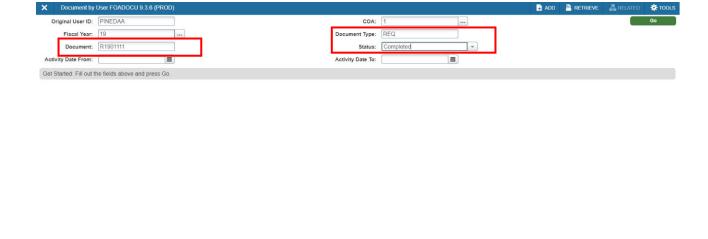
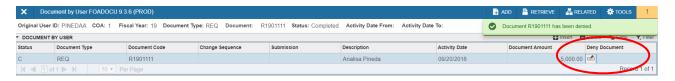
## **FOADOCU**—Deny a Requisition

If revisions are necessary on a Requisition which has been **Completed** but NOT yet **Approved**, the *Document by User* (FOADOCU) screen can be used to **Deny** the Requisition. The *denied* Requisition is then "INCOMPLETE" and can be accessed and revised in FPAREQN.



- X ×
- Enter the **Document Type** (REQ) and **Document Number**
- Click the drop-down arrow to choose the Status and Alt + Page Down

## Deny a Requisition (continued)...





- Click on the **Deny Document** button and **save**
- Exit the screen (or CTRL+Q)