

## 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.

Document by User FOADOCU 9.3.6 (PROD) ADD RETRIEVE RELATED TOOLS

Original User ID: PINEDAA COA: 1 Go

Fiscal Year: 19 Document Type: REQ

Document: R1901111 Status: Completed

Activity Date From: Activity Date To:

Get Started. Fill out the fields above and press Go

- 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)...

Document by User FOADOCU 9.3.6 (PROD) ADD RETRIEVE RELATED TOOLS 1

Original User ID: PINEDAA COA: 1 Fiscal Year: 19 Document Type: REQ Document: R1901111 Status: Completed Activity Date From: Activity Date To: Document R1901111 has been denied.

Status	Document Type	Document Code	Change Sequence	Submission	Description	Activity Date	Document Amount	Deny Document
C	REQ	R1901111			Analisa Pineda	09/20/2018	5,000.00	<input type="checkbox"/>

10 Per Page Record 1 of 1

SAVE

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