

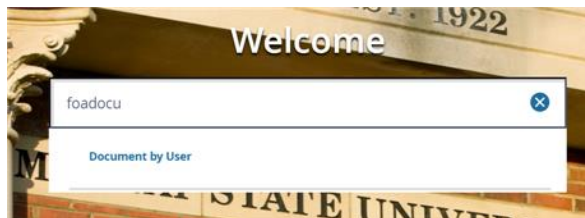
Denying (Disapproving) A Purchase Requisition Which Has Been Completed, But Not Approved

There may be times when you need to deny/disapprove a purchase requisition after you have completed it, but before it has been approved. The document creator may deny/disapprove the purchase requisition so that it is once again available for use.

*NOTE: Recommended browsers are Firefox, Safari, Chrome, and Edge.
Internet Explorer is not recommended.*

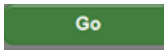

1. To deny/disapprove a purchase requisition which has been completed, but not approved, log in to Application Navigator.

2. Enter FOADOCU in the Search Box, then press .

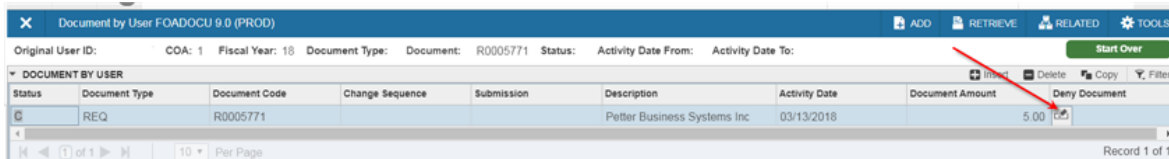



3. Enter purchase requisition number in Document field.

A screenshot of a web form titled "Document by User FOADOCU 9.0 (PROD)". The form has several input fields: "Original User ID:", "Fiscal Year:" (with "18" entered), "Document:" (with "R0005771" entered and a red arrow pointing to it), "Activity Date From:", "COA:" (with "1" entered), "Document Type:", "Status:" (with a dropdown arrow), and "Activity Date To:". At the bottom, there is a "Go" button and a "Start Over" button.

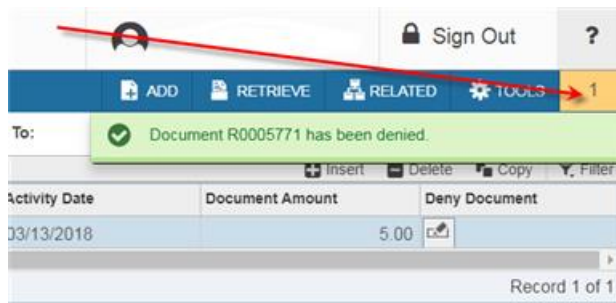
4. Go to next section by clicking  or .

5. Click on Deny Document icon to deny/disapprove the purchase requisition.

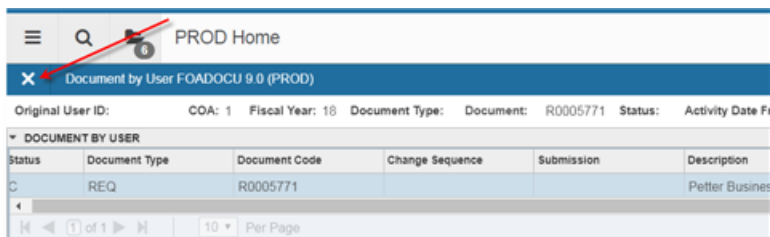


Status	Document Type	Document Code	Change Sequence	Submission	Description	Activity Date	Document Amount	Deny Document
C	REQ	R0005771			Petter Business Systems Inc	03/13/2018	5.00	

6. The following message will appear to confirm that the purchase requisition has been denied.



7. Click on "X" in upper left corner of screen to return to FPAREQN key block.



OR

Click on PROD HOME to return to return to Home.

