IX-9. How to Make Changes to a <u>Completed</u> Requisition – FOADOCU

FOADOCU **Document by User Form** enables the user to display a list of documents by **Original User ID**, and to "DENY" approval for a document, returning it to "in-process status" in order to make corrections or delete. Use this feature to re-open documents and correct or delete them, instead of waiting for an approver to disapprove them. (Users can only deny their own documents.)

This form also allows the user to view documents by document type, certain activity date, or a range of dates and status.

Status Indicator	Status Description
"C"	Completed
"A"	Approved
"P"	Posted (only for Journal Vouchers)
"I"	Incomplete
"X"	Cancelled

If a document is pending approval, the originating user can deny the document and change the status to **In-Process** in order to make corrections or delete.

This form cannot be used for Document Self-Denial if the user has implied approval.

TO DENY A DOCUMENT

1. Type **FOADOCU** in the **Go To...** field and Enter.

2. Tab to the **Document** field and enter the number of the document you want to review. COA and Fiscal Year will default. If you don't know the document number, see section *To Query Document By User* below.
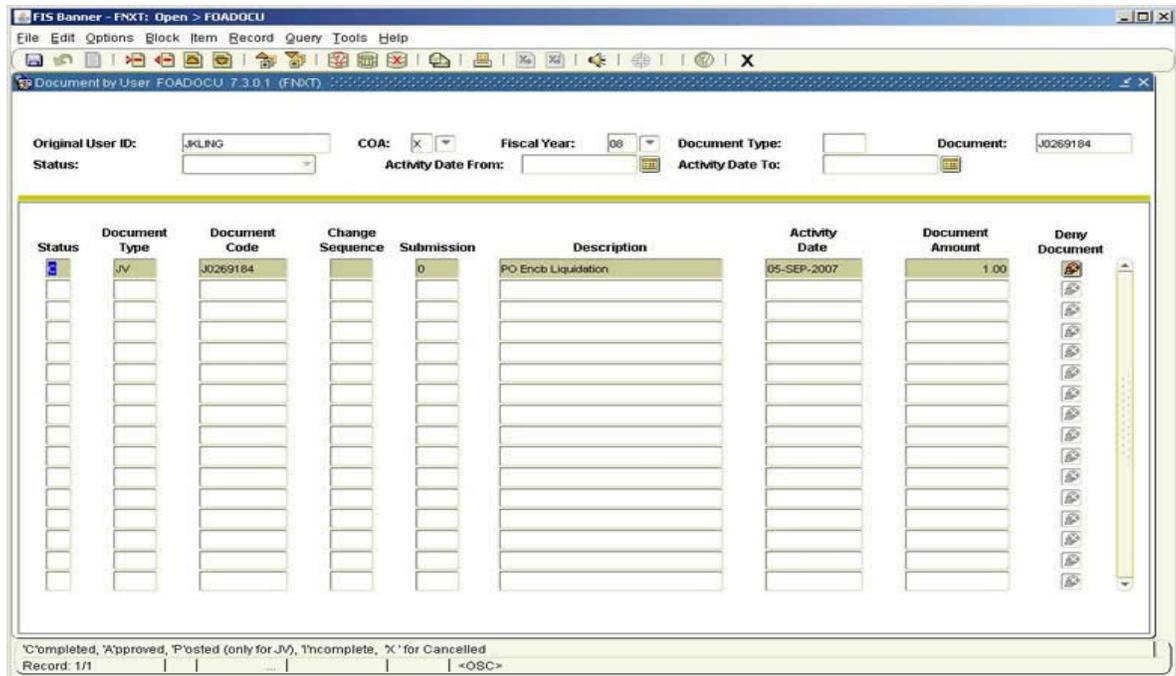
3. **Next Block** to display data.
4. Click on the Deny Document Icon . A message "Document XXXXXXXX has been denied." appears in the Auto Hint/Status bar.