

Deny Requisition (Banner)

Finance → Purchasing

This form is used to remove a purchase requisition from the approval process prior to the final approval.

FOADOCU Form

Log into Banner and do the following:


- Type *FOADOCU* in the **Go To** field, and press <Enter>.




In Banner, you have the ability to deny your own documents, as long as the status is not “A” for approved. Once a document has been approved, you should contact Purchasing to make any changes.

Document by User FOADOCU 7.0 (PROD)

Original User ID: COA: Fiscal Year: Document Type: Document:
 Status: Activity Date From: Activity Date To:

Status	Document Type	Document Code	Change Sequence	Submission	Description	Activity Date	Document Amount	Deny Document
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

- Click on the line for the document you wish to deny, and then click on the **Deny Document**  icon for that line.

In the bottom left-hand corner, the following message is displayed.

Document I0811017 has been denied.

Edit and resubmit your requisition or you can cancel it.

Refer to:

- Log into Banner
- Delete Requisition
- Enter Requisition

