Purchasing
Date: 3/18/2010

Canceling Requisitions That Have Not Been Approved
FSJA-020

Requisitions that are in complete status can be cancelled by the originator, without having to contact an approver.

1. In the Direct Access field (labeled “Go To…”), type FOADOCU and press Enter to access the Document by User Form.

2. Your user ID will be pre-populated. Enter “REQ” in the Type field and select “Completed” from the Status dropdown list.

Click on Next Block (or press Ctrl + PgDn).

3. Locate the requisition you wish to cancel in the list of results. Click on the Deny Document button. You will receive a popup message stating the requisition will be cancelled. Click on the OK button.

END