

# Marking a Denied Requisition as Worked

If an approver denies a requisition it comes back to the requester's worklist. If a requisition is denied, the requester must access his or her worklist and mark the denied requisition as worked. This exercise takes you through the steps of marking a denied requisition as worked.

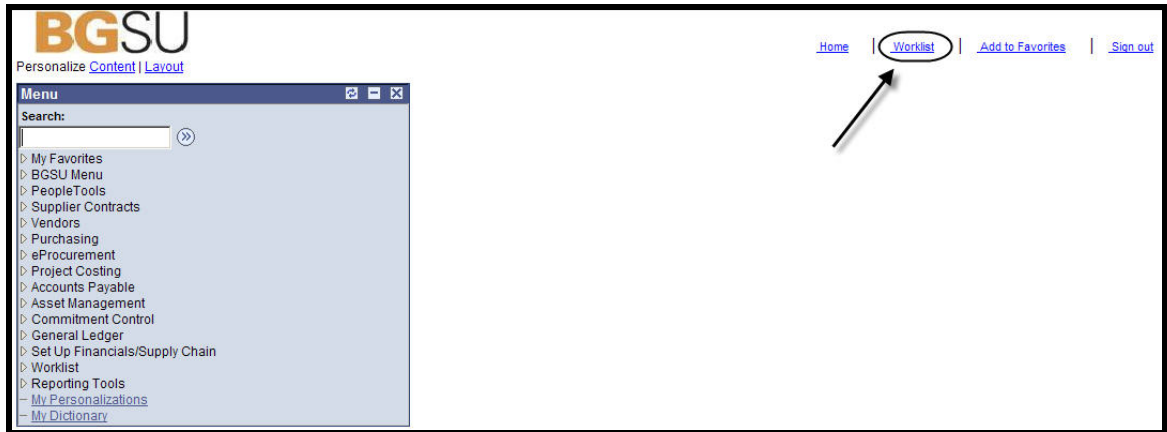


Use the following steps to mark a denied requisition as worked:

1. You will know that a requisition has been denied because you will receive an email notification that will look similar to the one below.



2. Log in to FMS.
3. Click the **Worklist** link.



4. Your worklist will look similar to the one below. Notice in the **Work Item** column it says **Deny Req.** Also notice the **Mark Worked** button. Click the **Mark Worked** button for the requisition that was denied.

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
JoAnn Kroll	01/30/2007	Deny Req Worklist	BGSU Custom Requisition Amount Approval		<a href="#">12_BGSUN_0000000019</a>	Mark Worked	Reassign
Demetria Graham	02/05/2007	Deny Req Worklist	BGSU Custom Requisition Amount Approval		<a href="#">275_BGSUN_0000000201</a>	Mark Worked	Reassign
JoAnn Kroll	01/30/2007	Recycle Req Worklist	BGSU Custom Requisition Amount Approval		<a href="#">0_BGSUN_0000000020</a>	Mark Worked	Reassign

5. The requisition is now removed from your worklist inbox. If you need to resubmit this requisition at a later time, you can access the denied requisition and copy it. You can

make changes to the copied requisition and save it rather than starting from scratch to reenter the requisition.