Requisition Cancel Form - FPARDEL

If a requisition has been **completed and approved**, you must use the Requisition Cancel Form (FPARDEL) to cancel the requisition. If a requisition has subsequent activity, (e.g., PO, Delivery Receipt, Invoice), you cannot cancel it and must contact the Purchasing Department to cancel the purchase.

1. Navigate to the FPARDEL form and enter the number of the requisition you want to cancel.
2. Move to the next block and verify that this is the correct requisition.
3. Move to the next block.
4. Click on the LOV arrow by the Reason Code field and choose the correct cancellation reason code.

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Vendor name and requisition amount will be displayed.

Clicking on Reason Code LOV arrow will bring up cancellation codes.
5. Select Document Text under the Options menu and enter additional explanation if necessary.

6. Make the Cancellation Permanent.
Deleting with Requisition Entry Form - FPAREQN

If a requisition is **incomplete or in process**, you can delete it from the Requisition Entry Form (FPAREQN). The requisition number will be removed from the system and cannot be reused.

1. Navigate to FPAREQN
2. Enter the requisition number you want to delete. Select Next Block.
3. Verify that this is the correct requisition.

4. Select **Remove from the Record menu** . . .
5. and select it once more to complete the deletion.