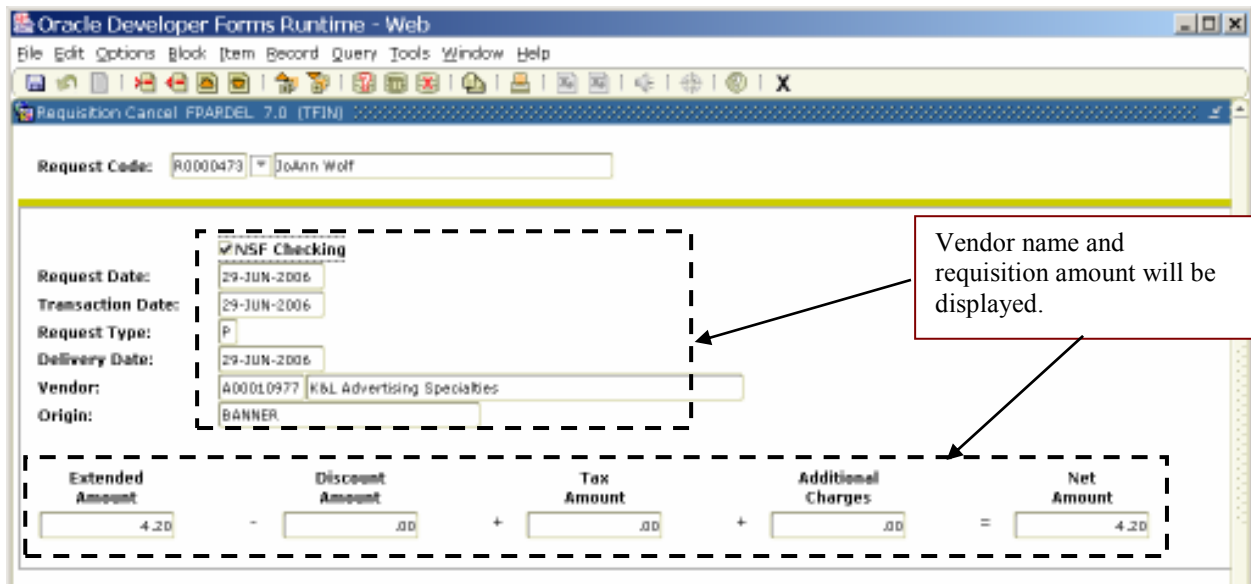


Canceling/Deleting a Requisition

Requisition Cancel Form - FPARDEL

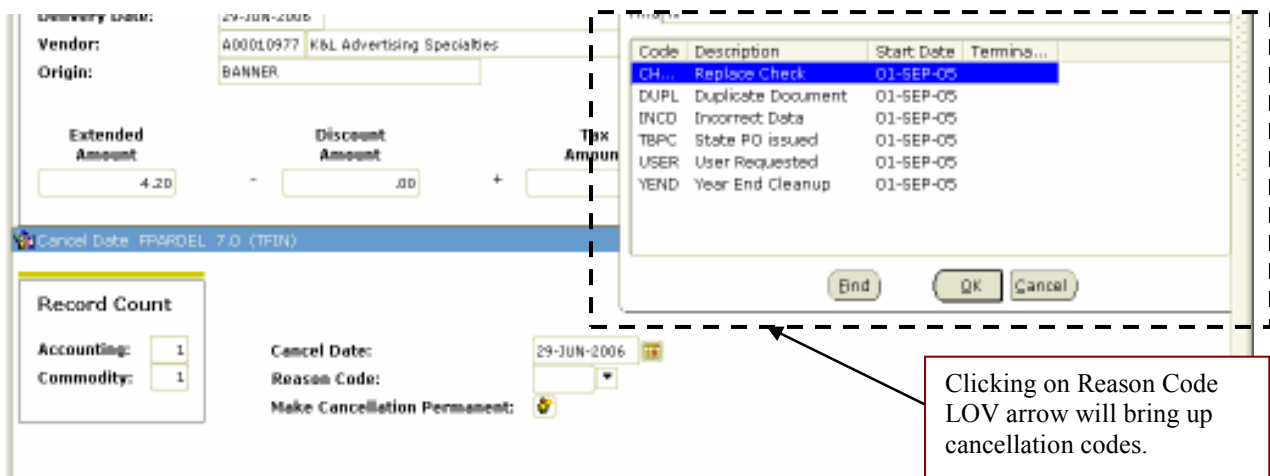
If a requisition has been **completed and approved**, you must use the Requisition Cancel Form (FPARDEL) to cancel the requisition. If a requisition has subsequent activity, (e.g., PO, Delivery Receipt, Invoice), you cannot cancel it and must contact the Purchasing Department to cancel the purchase.

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.



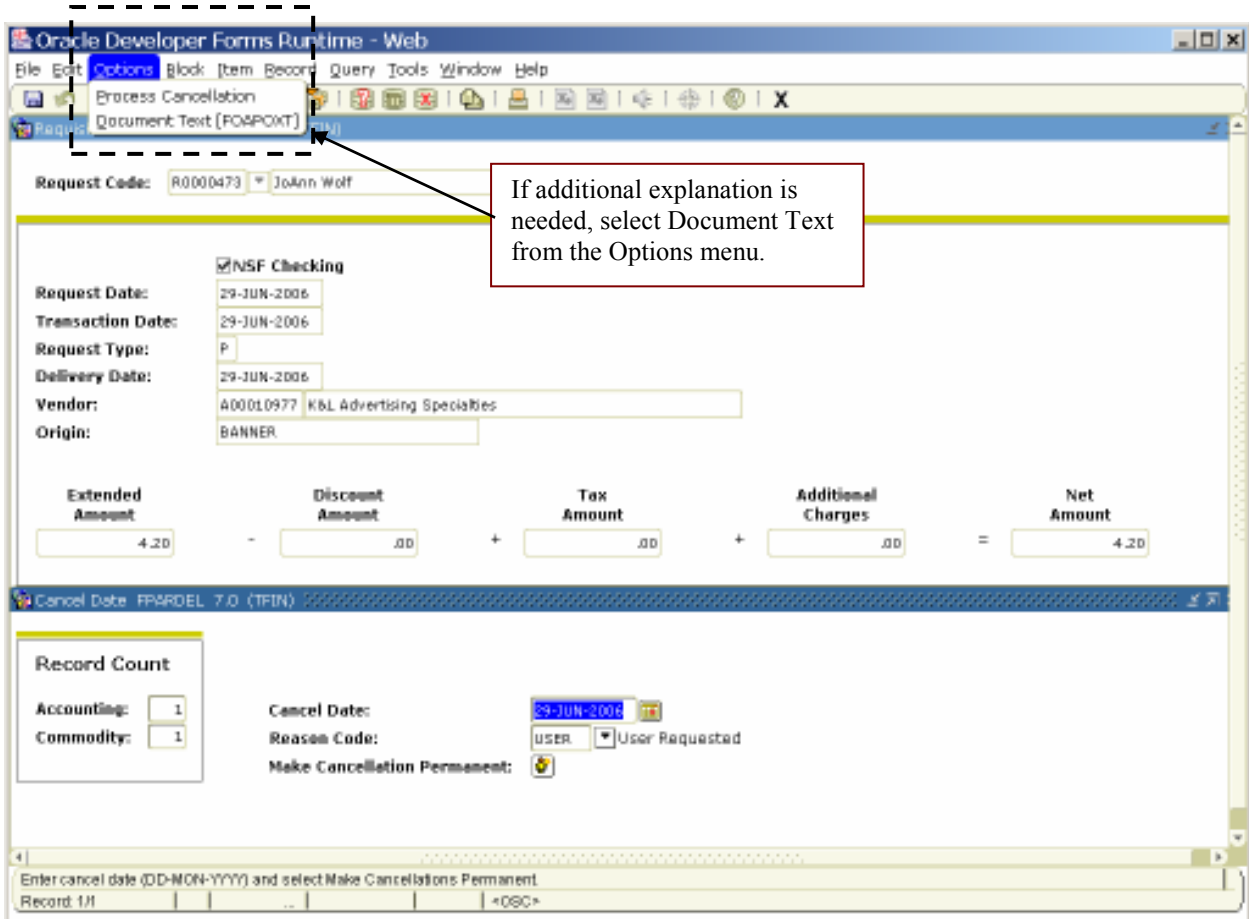
Extended Amount	Discount Amount	Tax Amount	Additional Charges	Net Amount
4.20	.00	.00	.00	4.20

3. Move to the next block.
4. Click on the LOV arrow by the Reason Code field and choose the correct cancellation reason code.

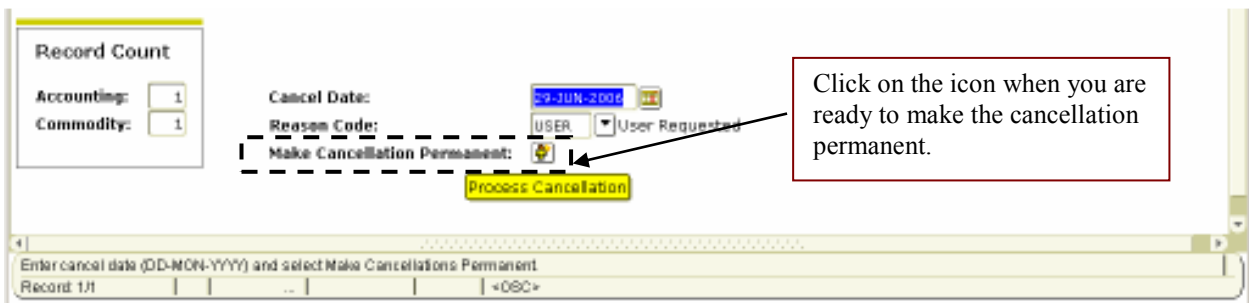


Code	Description	Start Date	Termin...
CH...	Replace Check	01-SEP-05	
DUPL	Duplicate Document	01-SEP-05	
INCD	Incorrect Data	01-SEP-05	
TBPC	State PO issued	01-SEP-05	
USER	User Requested	01-SEP-05	
YEND	Year End Cleanup	01-SEP-05	

5. Select Document Text under the Options menu and enter additional explanation if necessary.



6. Make the Cancellation Permanent.



Canceling/Deleting a Requisition

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.

The screenshot shows the Oracle Developer Forms Runtime - Web interface for the Requisition Entry Form (FPAREQN). The form is titled "Requisition Entry: Requestor/Delivery Information FPAREQN 7.1 (TFIN)". The "Requisition:" field contains the value "R0000474", which is highlighted by a dashed box and an arrow pointing to a callout box. The callout box contains the text: "Enter the requisition number. Verify that this is the correct requisition before deleting." Other fields include "Order Date: 29-JUN-2006", "Delivery Date: 29-JUN-2006", "Commodity Total: 1.10", "Transaction Date: 29-JUN-2006", "Comments:", "Accounting Total:", "Requestor: JoAnn Wolf", "Organization: 140700 Purchasing", "Phone: 432 8378045", "COA: 8 Sul Ross State University", "Email: jwolf@sulross.edu", and "Fax: 432 8378046".

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

The screenshot shows the Oracle Developer Forms Runtime - Web interface for the Requisition Entry Form (FPAREQN). The "Record" menu is open, showing options: Previous, Next, Scroll Up, Scroll Down, Clear, Remove, Insert, Duplicate, and Lock. The "Remove" option is highlighted by a dashed box and an arrow pointing to a callout box. The callout box contains the text: "Select Remove from the Record menu to activate the deletion and then once more to complete the deletion." Other fields include "Requisition: R0000474", "Order Date: 29-JUN-2006", "Delivery Date: 29-JUN-2006", "Commodity Total:", "Transaction Date:", "Comments:", "Accounting Total: 1.10", "Requestor: JoAnn Wolf", "Organization: 140700 Purchasing", "Phone: 432 8378045", "COA: 8 Sul Ross State University", "Email: jwolf@sulross.edu", and "Fax: 432 8378046".