

How to cancel a purchase requisition

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How to cancel a purchase requisition



The FPARDEL form

Use the **FPARDEL** form to cancel an approved purchase requisition. A purchase requisition cannot be canceled if a purchase order has been assigned.

Requestion Cancel FPARDEL 6.0 (BANUP6C)

Request Code:

NSF Checking

Request Date: Transaction Date:

Request Type:

Delivery Date:

Vendor:

Origin:

Extended Amt	Discount Amt	Tax Amount	Add'l Charges	Net Amount
<input type="text" value="9"/>	<input type="text" value="10"/>	<input type="text" value="11"/>	<input type="text" value="12"/>	<input type="text" value="13"/>



Field definitions

	Item	Description
1	Request Code	Code representing the completed, approved and posted requisition you wish to cancel.
2	NSF Checking	Checkbox indicates whether the user wants to activate the non-sufficient funds checking feature. Checked - NSF checking feature is activated. Unchecked - NSF checking feature is not activated.
3	Request Date	Date the requisition was entered.
4	Transaction Date	Date the transaction was processed or recorded to the ledger.
5	Request Type	Type of requisition. McGill only uses P type requisitions. P - Procurement requisition S - Stores inventory requisition
6	Delivery Date	Date the commodities on the requisition are to be delivered.
7	Vendor	Code and name of the vendor supplying the commodities.
8	Origin	Displays the system used when the purchase requisition was processed. Banner - User processed the requisition using the Banner Client system. Self-Service - User processed the requisition via Minerva Web application.
9	Extended Amt	Total extended amount of the requisition.
10	Discount Amt	Total amount of discounts as established with the vendor
11	Tax Amount	Total amount of taxes as established from the tax group, to be added to the total extended cost of the requisition.
12	Add'l changes	Total amount of surplus charges to be added to the total extended cost of the requisition.
13	Net Amount	Total amount of the requisition calculated as extended amount, less discounts, plus taxes, and additional charges.

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Cancel Date Window

This block is used to complete the cancellation of the requisition.

Cancel Date FPARDEL 6.0 (BANUP6C)

Record Count

Accounting: 1 — 1

Commodity: 1 — 2

Cancel Date: — 3

Reason Code: — 4

Field definitions

	Item	Description
1	Record Count Accounting	Total number of accounting records entered on this document.
2	Record Count Commodity	Total number of commodity records entered on this document.
3	Cancel Date (Required)	Date the system records the cancellation. Default value is the current date but may be overwritten with any date within an open fiscal year period.
4	Reason Code	Code and description representing the reason this purchase requisition may have been cancelled. 1 - Goods/Services no longer required. 2 - Insufficient Funds. 3 - Price not acceptable. 4 - Purchase approval not received.
3	Cancel Date (Required)	Date the system records the cancellation. Default value is the current date but may be overwritten with any date within an open fiscal year period.



How to cancel a purchase requisition


Before you start

You cannot cancel a purchase requisition until it has been completed, approved and posted. If you attempt to proceed with this form an error message will appear. Similarly a requisition cannot be cancelled if a purchase order has already been issued.

Before you proceed you must have the document number of the requisition you wish to cancel.



Documents in suspense

How to cancel a requisition if your document has not been disapproved by the accounting department:

- 1 Select the form **FPAREQN** from the **Finance Fast Track Menu** or type **FPAREQN** in the **GO** field and press Enter.
- 2 Enter your requisition number in the **Requisition** field.
- 3 Click the **Next Block** icon  or Ctrl - Page Down for keyboard users.
- 4 Select **Record** form the drop down menu bar.
- 5 Select **Remove**.
- 6 Repeat steps 4 and 5 a second time.

Completed Documents

How to cancel a requisition if your document has been completed and approved by the accounting department:

- 1 Select the form **FPARDEL** from the **Finance Fast Track Menu** or type **FPARDEL** in the **Direct Access** field and press Enter.
- 2 Enter your requisition number in the **Requisition** field.
- 3 Click the **Next Block** icon  or Ctrl - Page Down for keyboard users.
- 4 Verify the information before proceeding.
- 5 Click the **Next Block** icon  or Ctrl - Page Down for keyboard users.
- 6 Double-click on the **Reason Code** field and choose the reason that best fits your situation.
- 7 Click on **Process Cancellation** found on **Options** bar located to the left of your form window.