How to Cancel a Purchase Requisition

1. If your document is still in **Suspense** (has not been completed, or has been disapproved by the Accounting department) follow steps **#2** to **#6**. If your document has been completed and approved follow steps #**7** to #**10**.

2. Select the form **FPAREQN** from the **Fast Track Menu** on the Main Menu or type **FPAREQN** in the **Direct Access** field and hit **Enter**.

3. Type your **Requisition** number in the **Requisition** field.

4. Click on the **Next Block** icon [icon] or use **Ctrl-Page Down** if you prefer using your keyboard.

5. Click on the **Record** option on the **Drop Down Menu**.

6. Click on **Remove**. Repeat steps **#5** and **#6** a **second time**.

7. Select the form **FPARDEL** from the **Fast Track Menu** on the Main Menu or type **FPARDEL** in the **Direct Access** field and hit **Enter**.

8. A message will pop up with your user **ID**. Click on **O.K.**

9. Double click on the **Reason Code** field and choose the reason that best fits your situation.

10. Click on **Process Cancellation** on the yellow **Navigation** bar to the left of the screen.

For **MORE INFORMATION** on this form see the Form Documentation