

A QUICK GUIDE TO CANCELING A REQUISITION FORM

Plymouth State College

Before you cancel your Requisition, be sure to answer the following questions:

Has your Requisition been completed?

If not, click on the menu option of Delete/Remove.

Has it been converted to a purchase order?

If so, contact the Purchasing Office to cancel the purchase order.

Prior to canceling your requisition, access some query forms to provide necessary information about your Requisition:

FOIDOCH – *Document History Form*

FPIREQN – *Requisition Query Form*

FPIORQF – *Open Requisitions by FOAPAL Query Form*

- *Type **FPARDEL** in the Direct Access Box and press enter*
- *At the **Request Code** field enter the Requisition number of the Requisition to be canceled*
- *Perform the **Next Block** function; vendor and accounting details will be displayed*
- *Perform the **Next Block** function to move to Cancel Date field*
- *Enter the **Cancel Date**; date must be equal to or greater than the transaction date*
- *Enter the **Reason Code**; on the menu bar select Help and choose List to view your choices*
- *From the menu bar select Options and choose **Process Cancellation**; hint line will display: “Transaction Complete: 1 record applied and saved.”*