

How to Cancel a Requisition

To cancel a requisition that is still “in process” you use the **FPAREQN** form.

Step 1 – In the Requisition field enter the requisition number you wish to cancel exactly like it is in Banner. This should be an R, 0 (zero), 0 (zero), and the five digit number. For example:
R0027722

Step 2 – Next Block (CTRL-Page Down)

Step 3 – Go to the **Record** menu and select **Remove**.

Step 4 – Repeat **Step 3**. You must select **Remove** twice in a row to delete a requisition.

Step 5 – A box stating “**All Commodity and Accounting Records will be deleted**” will pop up. Click **OK**.

Step 6 - The requisition will be deleted and no record will exist on Banner.

To cancel a requisition that has been completed and approved, go to the Requisition Cancel form, **FPARDEL**. If your requisition hasn't been approved deny it in **FOADOCU** and then cancel it in **FPAREQN**.

The screenshot displays the Oracle Developer Forms Runtime interface for the 'Requisition Cancel' form (FPARDEL 7.0). The window title is 'Oracle Developer Forms Runtime - Web: Open > FPARDEL'. The menu bar includes 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. The toolbar contains various icons for navigation and editing. The main form area is titled 'Requisition Cancel FPARDEL 7.0 (FINTEST)'. It features a 'Request Code' field with the value 'R0027662' and a user name 'Jeana Miner'. Below this, there are several input fields: 'Request Date' (04-AUG-2006), 'Transaction Date' (04-AUG-2006), 'Request Type' (P), 'Delivery Date' (04-AUG-2006), 'Vendor' (a text field), and 'Origin' (BANNER). A 'NSF Checking' checkbox is checked. At the bottom of this section, there is a summary table:

Extended Amount	Discount Amount	Tax Amount	Additional Charges	Net Amount
100.00	.00	.00	.00	100.00

Below the summary table, there is a 'Cancel Date' field (26-SEP-2006), a 'Reason Code' dropdown, and a 'Make Cancellation Permanent' checkbox. A 'Record Count' box shows 'Accounting: 1' and 'Commodity: 1'. At the bottom of the form, there is a status bar with the text: 'Enter cancel date (DD-MON-YYYY) and select Make Cancellations Permanent. Record: 1/1 | ... | <OSC>'. The Oracle logo is visible in the top right corner of the window.

Step 1 – In the **Request Code**, enter the requisition number you want to cancel exactly as it appeared on Banner. You can also search for the requisition by clicking the down arrow.

Step 2 – **Next Block** and the remainder of the form fills in automatically. Verify that the requisition is the right one.

Step 3 – **Next Block (CTRL-Page Down)**

Step 4 – In the **Reason Code**, enter a reason for canceling the requisition. In most cases ERR will do. If not, search for other codes using the down arrow.

Step 5 – Click on the **Make Cancellation Permanent** button. This will cancel the requisition and send it to the posting process. Within several minutes the encumbrance on your budget will be removed. Once canceled, a requisition cannot be reopened.

NOTE: Remember that Banner encumbers the amount listed on requisitions. So, if you don't cancel unneeded or incorrect requisitions, they will still show up as encumbrances and reduce the balance available to spend in your budget as shown on FGIBAVL.