IX-8. Removing an Unwanted, <u>Incomplete</u> Requisition – FPAREQN

If you enter a requisition and choose never to complete it, the requisition needs to be removed. If the requisition is not removed, this could mean that a future requisition could be placed in NSF status when funds are actually available.

NOTE: Canceling or removing the requisition liquidates the reservation.

An **In Process** requisition can be removed from the system at the department level.

*NOTE: Leaving your requisition "In Process" status will affect month end close. Therefore, any requisitions that you did not complete by the last working day of the month should be deleted and re-entered in the new month or change the order date and the transaction date to the new month. **Business Affairs will be monitoring all "Incomplete Documents". Any "Incomplete Documents" (including requisitions) at month end close will be deleted for the month that is being closed.***

*To inquire about "Incomplete Documents" – Go to **FOADOCU**, Tab to Status field, select **Incomplete**, and Next Block [Ctrl+Pg Down]. This will display all "Incomplete Documents".*

1. Access the **Requisition Form FPAREQN.**

2. Enter the requisition number, if known, or click the **Search** icon to select the correct requisition by clicking twice on the **Request** number. This will return you to **FPAREQN** with the selected Requisition number.
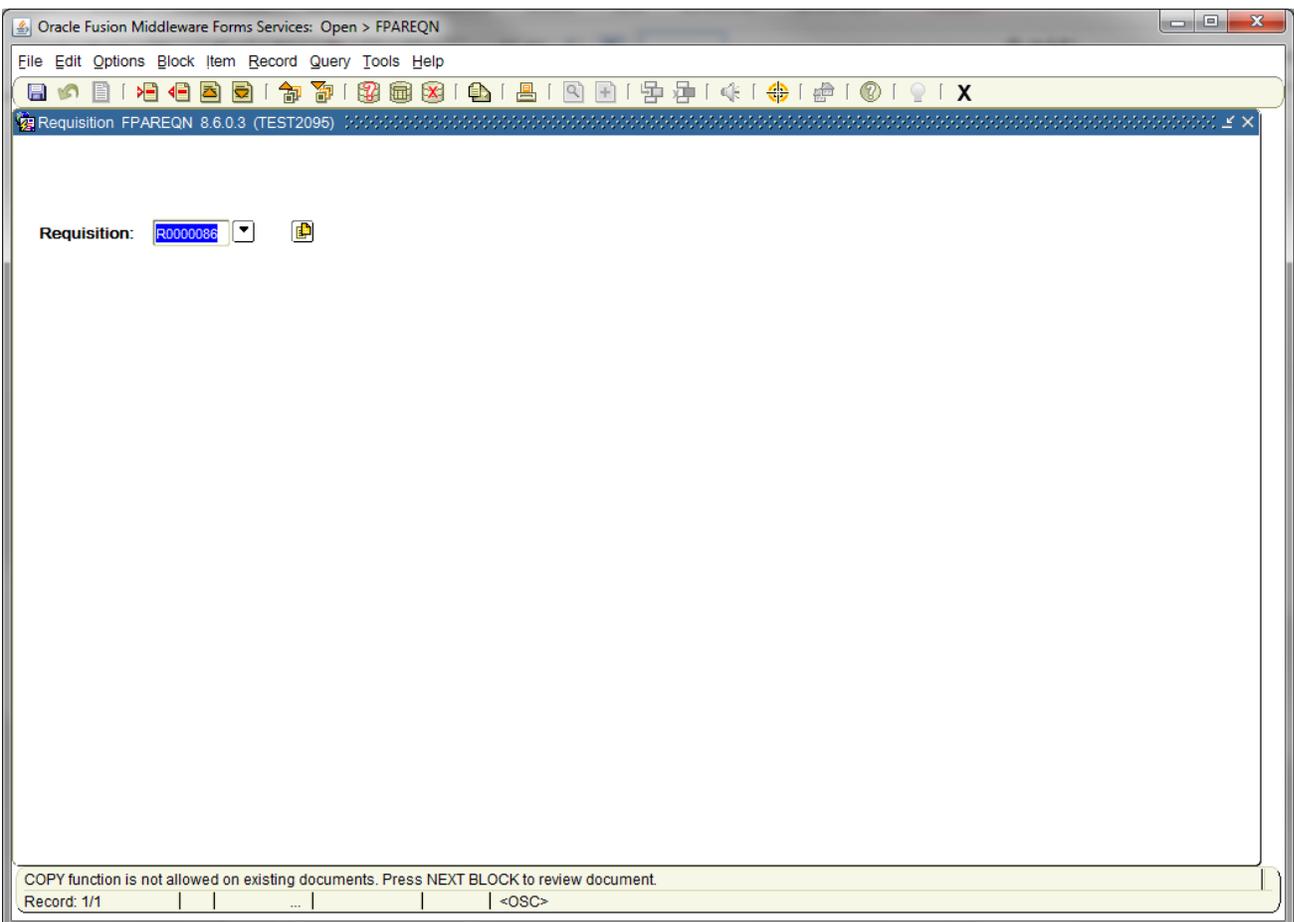

3. Perform '**Next Block'** to open the requisition. The cursor will be in the **'Order Date'** field.

4. Click **'RECORD'** on the menu bar and choose '**REMOVE**' from the drop down menu. The **Status/Hint** bar indicates '**Press Delete Record Again to Delete this Record'**.
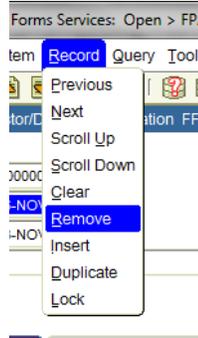
5. Click **RECORD** and choose **REMOVE** again to permanently delete this requisition. A window opens with the message **'All Commodity and Accounting Records will be deleted'**. Click **OK**
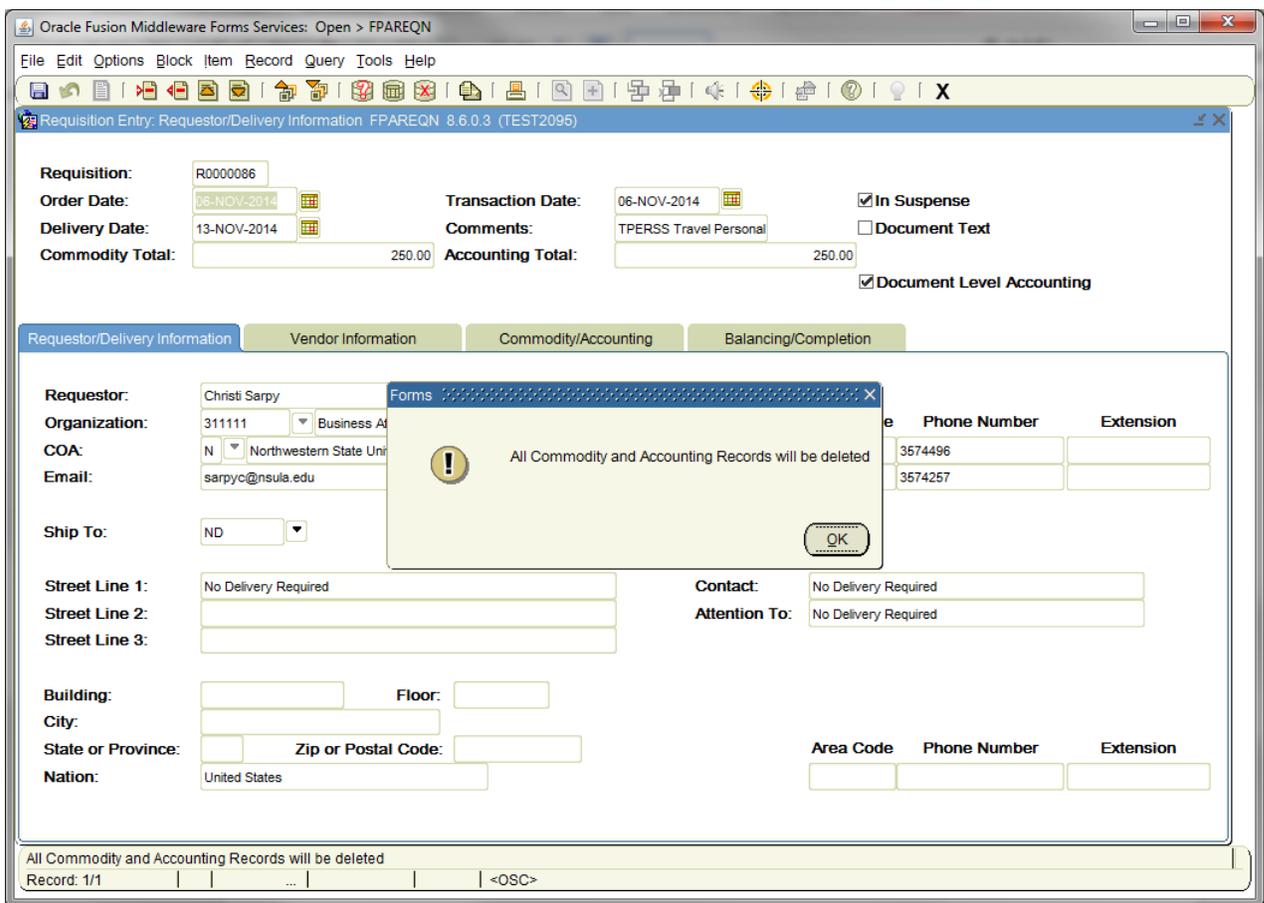
6. The Status/Hint bar indicates **'Deletion of Requisition is completed'**.