
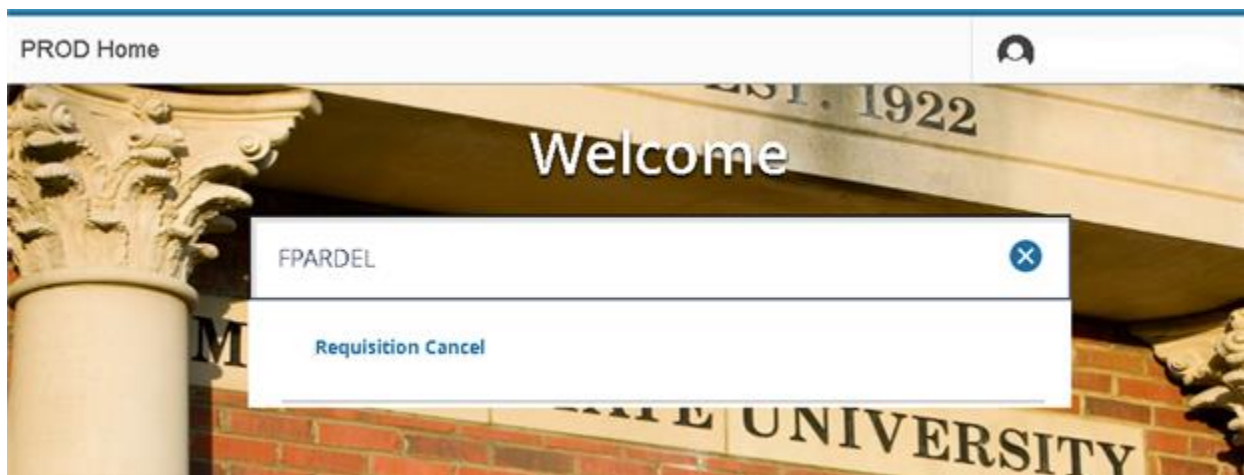


Cancelling Purchase Requisition That Has Been Approved

Cancelling a purchase requisition that has been completed and approved is used to reverse postings of the original requisition and cancel its availability for any further action in Banner. Before you can cancel a purchase requisition, it must have been completed and approved. Also, the requisition must be in an open window prior to subsequent activity (for example, transfer to Purchase Order, Delivery Receipt, etc.) Otherwise, the requisition cannot be cancelled.

1. To cancel an approved purchase requisition, log in to Application Navigator.

2. Enter FPARDEL (case does not matter) in the Search Box, then press .



3. Enter the requisition number to be cancelled in the Request Code field. Click on Go.




4. Requisition detail is shown to help confirm correct selection of the requisition to be cancelled.

The screenshot shows the 'Requisition Cancel' interface for 'FPARDEL 9.0 (PROD)'. The 'Request Code' is R0000000. The 'REQUISITION DETAIL' section is expanded, showing a table with the following data:

Request Date	Transaction Date	Delivery Date	Origin	Request Type	Vendor
07/24/2017	08/03/2017	08/17/2017	BANNER	P	M00005834 Lowes Home Improvement Warehouse

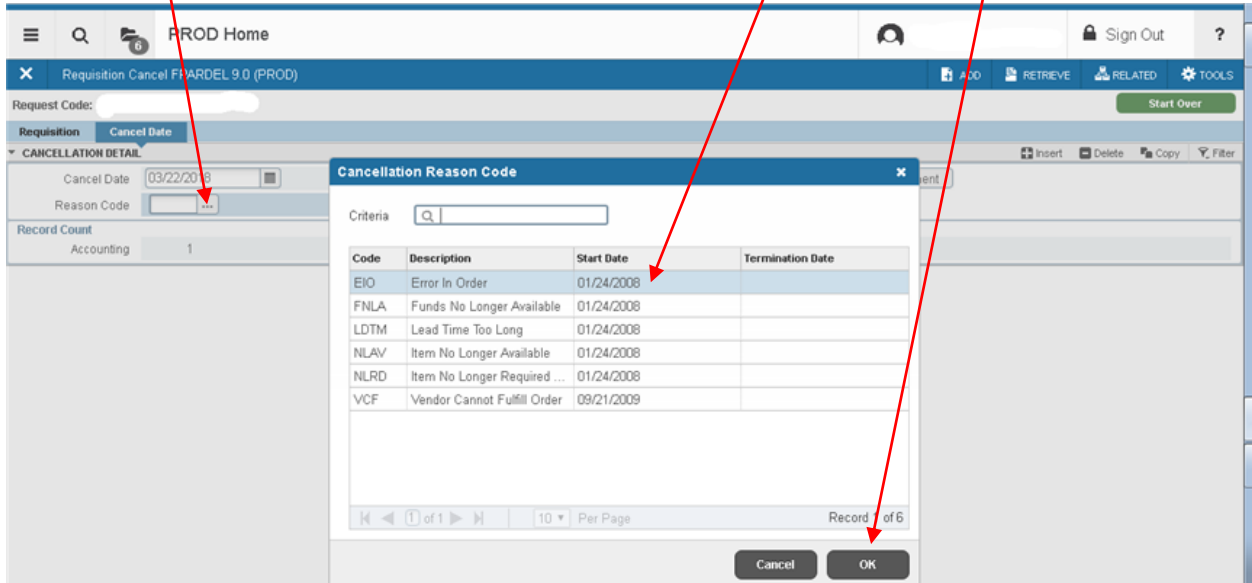
Below the table is a 'Net Amount' summary table:

Extended Amount	Discount Amount	Tax Amount	Additional Charges	Net Amount
423.86	0.00	0.00	0.00	423.86

5. Once confirmed, click  to proceed to the Cancel Date Section.

This screenshot is identical to the one above, showing the 'Requisition Cancel' interface. A red arrow points to a small downward-pointing arrow button located at the bottom left of the screen, below the 'Net Amount' summary table.

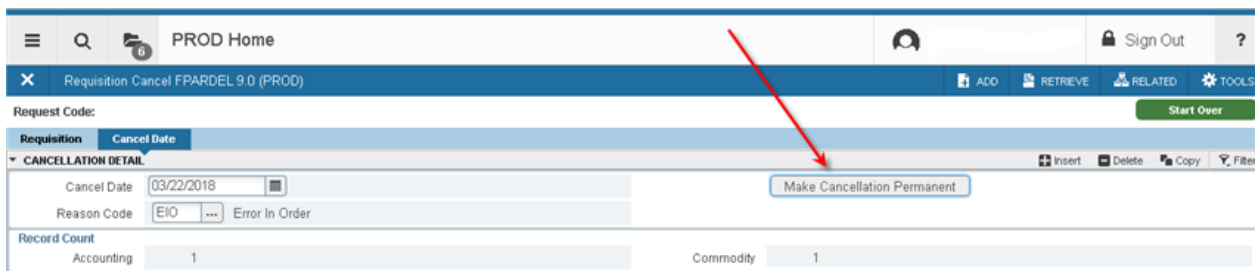
6. Click  to search for Reason Code. Highlight desired code and click OK. Or, simply key the code, if already known.



The screenshot shows a web application interface for 'PROD Home'. A 'Cancellation Reason Code' dialog box is open, displaying a table of codes. The 'EIO' code is highlighted. The 'OK' button is visible at the bottom right of the dialog.

Code	Description	Start Date	Termination Date
EIO	Error In Order	01/24/2008	
FNLA	Funds No Longer Available	01/24/2008	
LDTM	Lead Time Too Long	01/24/2008	
NLAV	Item No Longer Available	01/24/2008	
NLRD	Item No Longer Required ...	01/24/2008	
VCF	Vendor Cannot Fulfill Order	09/21/2009	

7. Click Make Cancellation Permanent.



The screenshot shows the 'Cancellation Detail' section of the web application. The 'Make Cancellation Permanent' button is highlighted with a red arrow. The 'Reason Code' field is set to 'EIO' with the description 'Error In Order'.

Cancel Date	Reason Code	Description
03/22/2018	EIO	Error In Order

8. Click on X in upper right corner or PROD Home to close FPARDEL and return to the Welcome screen.

