

## Canceling a Requisition

Step	Task
1.	Type <b>FPARDEL</b> in the <b>Search</b> field and press ENTER to open <b>Requisition Cancel</b> .
2.	Type the requisition number in the <b>Request Code</b> field. OR Click the <b>Search</b> button and enter your search criteria for the requisition.
3.	Click the <b>Go</b> button after you have entered the <b>Request Code</b> .
4.	Go to the <b>Cancel Date</b> tab. Type the reason code for the cancellation or double-click in the <b>Reason Code</b> field to display a list to choose from. Click OK after selecting the Reason Code.
5.	Select <b>Document Text</b> from the <b>Related</b> menu.
6.	Click the <b>Next Section</b> button to move to the <b>Text</b> field.
7.	Type the reason for canceling the order in the <b>Text</b> field.
8.	Click the <b>Save</b> button.
9.	Click the <b>Close</b> button.
10.	Click <b>Make Cancellation Permanent</b> from the <b>Cancellation Detail</b> menu.
11.	Click the <b>Close</b> button to return to the main menu.