

# FPAREQN—Delete Requisition

If a Requisition has NOT yet been completed, it can be deleted by accessing it in *Requisition Entry* (FPAREQN) and following the steps outlined below.

- Enter the **Requisition Number** and **Alt + Page Down**

The screenshot shows the 'Requisition Entry: REQUESTOR/DELIVERY' form for requisition R1901115. The top right corner features a yellow warning message: 'Press Delete Record again to Delete this record.' The form is divided into several sections: 'Requestor/Delivery Information', 'Vendor Information', 'Commodity/Accounting', and 'Balancing/Completion'. The 'Requestor/Delivery Information' section is currently active, displaying fields for Requestor (Analisa Pineda), Organization (1046 District Office), COA (1 S.M.C.C.C.D.), and various contact and address details. The bottom right corner of the interface has a 'SAVE' button.

- From the *Requestor/Delivery Section* menu select **Delete** (or press **Shift + F6**)
- From the *Requestor/Delivery Section* menu select **Delete** (or press **Ctrl + F3**) AGAIN

## Delete Requisitions (continued)...

- The message at the bottom of the screen will confirm that **“All Commodity and Accounting Records will be deleted”**

The screenshot shows a web application interface for requisition management. At the top, a blue header bar contains the text "Requisition FPAREQN 9.3.6 (PROD)" and navigation icons for "ADD", "RETRIEVE", "RELATED", and "TOOLS". Below the header, the requisition number "R1901115" is displayed. A yellow warning box with a triangle icon and the text "All Commodity and Accounting Records will be deleted" is highlighted with a red circle. Below this, the "REQUISITION ENTRY: REQUESTOR/DELIVERY" section contains fields for "Requisition" (R1901115), "Order Date" (09/14/2018), "Transaction Date" (09/14/2018), "Delivery Date" (06/30/2019), "Comments", "Commodity Total" (959.50), "Accounting Total" (959.50), and checkboxes for "Document Text" and "Document Level Accounting". The "REQUESTOR/DELIVERY INFORMATION" section is divided into two columns. The left column includes fields for "Requestor" (Analisa Pineda), "Organization" (1046 District Office), "COA" (1 S.M.C.C.C.D.), "Email", "Phone Area Code", "Phone Number", "Phone Extension", "Fax Area Code", "Fax Number", "Fax Extension", "Ship To" (1PUR), and "Street Line 1" (SMCCCD CHAN OFC Purchasing). The right column includes fields for "Street Line 2" (3401 CSM Drive), "Street Line 3", "Contact" (Harrison/Domenici/Haun/Pineda), "Attention To" (Sue Harrison), "Building" (DIST), "Floor" (2nd), "City" (San Mateo), "State or Province" (CA), "Zip or Postal Code" (94402), "Nation", "Area Code" (650), "Phone Number" (5746508), and "Extension". At the bottom right, a "SAVE" button is visible.