

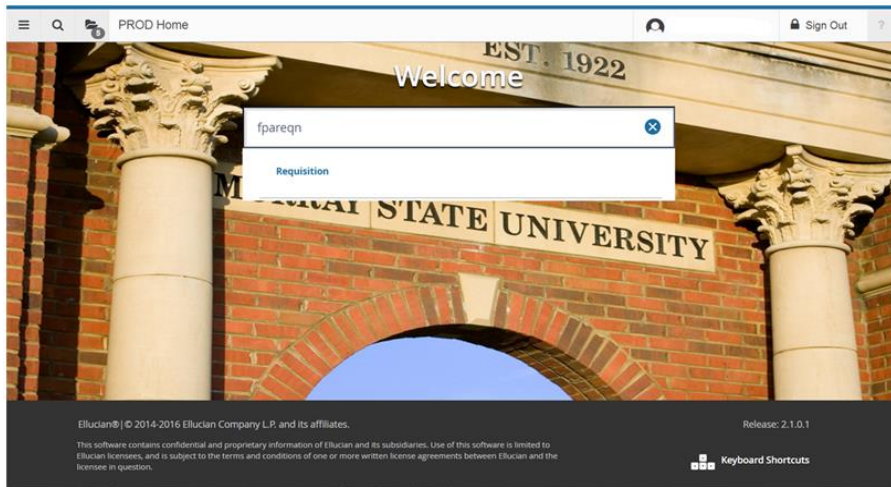
Removing an Incomplete (In Process, Suspended) Purchase Requisition

Removing an incomplete purchase requisition makes the purchase requisition unavailable for any further action in Banner.

*NOTE: Recommended browsers are Firefox, Safari, Chrome, and Edge.
Internet Explorer is not recommended.*



1. To remove an incomplete myGate purchase requisition, log in to Application Navigator.

2. Enter FPAREQN in the Search Box, then press  .

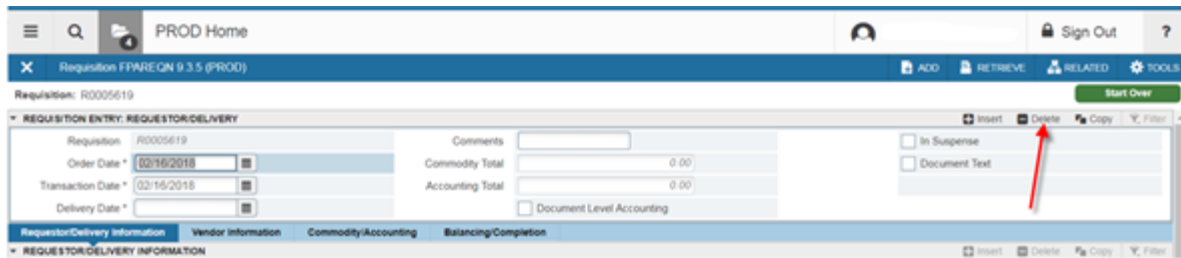


3. Enter the number of the purchase requisition to be removed in the requisition field.

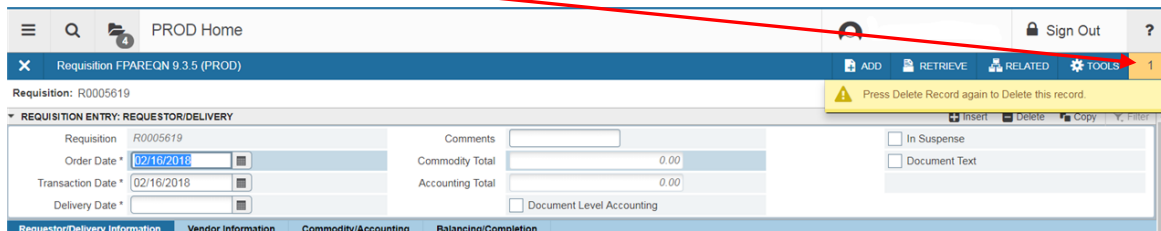


4. Go to next section by clicking or  or  .

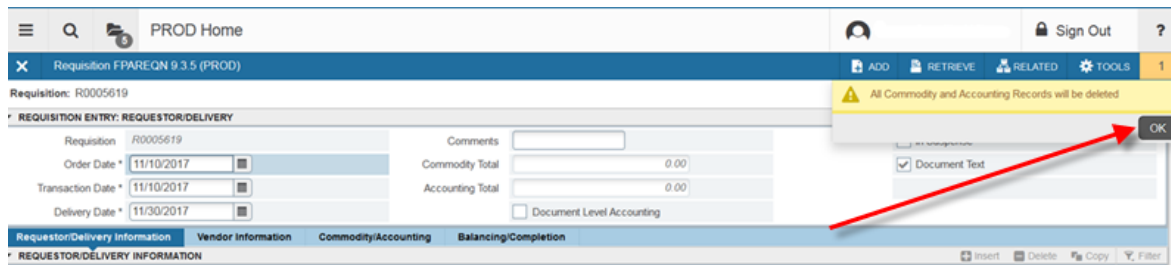
- Purchase requisition detail is displayed. Confirm correct selection of purchase requisition to be removed. Do not enter anything in this window or move beyond this area. Click Delete when ready to remove the purchase requisition.



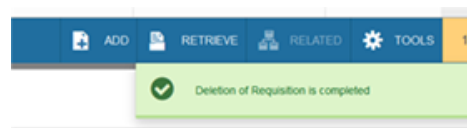
- Click on number to clear message. Click Delete again to delete this record.



- At "All Commodity and Accounting Records will be Deleted", click OK.



- The following message will appear to confirm that the purchase requisition has been removed.



- Click on HOME to exit FPAREQN.

