How to Delete a Parked e-NPO

- In SAP enter Transaction Code ZNOPO2 and select the execute icon to proceed to your Monitor Report.

The e-NPO Payment Request Monitor will appear.

- Double click the Change option / pencil on the right hand side of the screen.
o Note: Once the document has reached the Accounts Payable worklist the option to make any changes using the pencil will no longer be available. Send an e-mail to payable@txstate.edu to inform them that you would like to delete an e-NPO but the option to make changes is no longer available. You will receive an email from the AP office when this option has been reinstated on the document. REMINDER: You do not have to delete a document and create a new one to make corrections but can make needed changes on the existing document.

o After you have double clicked the pencil, select “Yes”, to confirm that you would like to restart workflow automatically to make the following change.

![Image of yes button]

o Using the tool bar at the top of the page, select the “Document” tab, then select “Delete parked document”.

![Image of document tab and delete parked document option]
Select “Yes” when asked if you want to “Delete parked document?”