

Canceling a Requisition

This Addy Note explains the steps needed to cancel a requisition and budget check a canceled requisition.

You can cancel requisitions with an "Open," "Approved," "Pending," or "Denied" status. The cancel functionality cancels the entire ePro requisition. However, if you need to remove a line from a requisition, simply edit the requisition and use the delete functionality on the **Checkout – Review & Submit** page.

Canceling a requisition involves locating and canceling the requisition, then budget checking it. You must budget check the canceled requisition so that the pre-encumbered funds go back into the account. Follow the steps below to cancel, and budget check a requisition.

Step	Action				
1.	Navigate to: Main Menu > eProcurement > Manage Requisitions.				
	WUCF Itome W Favorites Main Menu > eProcurement ~ > Manage Requisitions Manage Requisitions Manage Requisitions Manage Requisitions Manage Requisitions Search Requisitions, edit the criteria below and click the Search button. Business Unit Q Requisition Name Q Requisition ID Q Requisition Name Q Poilt Q Date From 10/04/2016 Date To 10/11/2016 D Q Poilt Q Search Clear Show Advanced Search Show Advanced Search Show Advanced Search State Show Advanced Search				
2.	Enter the search criteria to find the requisition(s) you want to cancel.	_			
3.	Click Search.				



Step	Action
4.	Click the Select Action field down arrow for the requisition.
	Total
	22.00 USD [Select Action] Go
5.	Select Cancel Requisition.
	Total
	22.00 USD [Select Action] T Go
	1,800.00 USI Cancel Go
	28.37 USD Edit Go
	30.09 USD View Print Go
	38.28 USD [Select Action] Go
6.	Click Go.
	USD Cancel Go



Step	Acti	on						
7.	Clic	Click Cancel Requisition to cancel the requisition.						
								1
	Req	uisition Details fo	or:	Addy	Approver			
		Business Uni	t UCF01		Date 1	0/11/2016		
			0000385588		Status C	Open		
	Line	Requisition Name	e you know		Total	899.99 USD		
	Line	Item Description	Status	Price		Qty	Total	
		1 ACER 567	Open	899.99000	Each	1.0000	899.99	
	Note	n to Manage Requisition e: You do not r ead, you are dir	eceive a c		on that the re	-	been cancelo	ed.
8.		udget check the ne Manage Re		-	on, click the	Request Stat	tus field dow	n arrow
		Requisition N	ame					
		Request 9	state All but	t Complete				
		Dat	te To 10/11/2	2016	31			
		Entere	d By		Q			



Step	Action
9.	Select Canceled.
	Request State All but Complete Date To All but Complete Entered By Canceled Canceled Complete Advanced Sear Denied Open PO Partially Canceled PO Partially Completed PO Partially Created PO(s) Canceled PO(s) Canceled PO(s) Completed PO(s) Completed PO(s) Completed PO(s) Completed PO(s) Completed PO(s) Completed PO(s) Dispatched Po(s) Dispatched Partially Dispatched Partially Dispatched Partially Received Pending Received See Lines
10.	Click Search.
11.	Click the Select Action field down arrow for the canceled requisition you need to budget check. Total 0.00 USD [Select Action] Gov



Step	Action
12.	Select Check Budget.
	0.00 USD [Select Action] Go Copy Undo-Cancel View Cycle View Print [Select Action] Select Action] Note: Check Budget will not be an option if the budget was not checked prior to canceling the requisition.
13.	Click Go.
	0.00 USD [Select Action] Check Budget Copy Undo-Cancel View Cycle View Print [Select Action]