



# ADDY NOTES

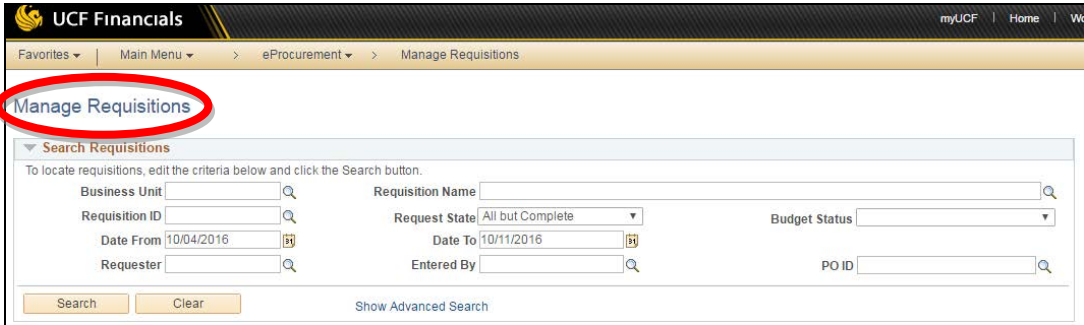



## Canceling a Requisition

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.	<p>Navigate to: <b>Main Menu &gt; eProcurement &gt; Manage Requisitions.</b></p> 
2.	<p>Enter the search criteria to find the requisition(s) you want to cancel.</p>
3.	<p>Click <b>Search.</b></p> 



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Step	Action
4.	Click the <b>Select Action</b> field <b>down arrow</b> for the requisition. <div data-bbox="306 575 1042 688" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> </div>
5.	Select <b>Cancel Requisition</b> . <div data-bbox="306 774 930 1071" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> </div>
6.	Click <b>Go</b> . <div data-bbox="306 1157 865 1230" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> </div>



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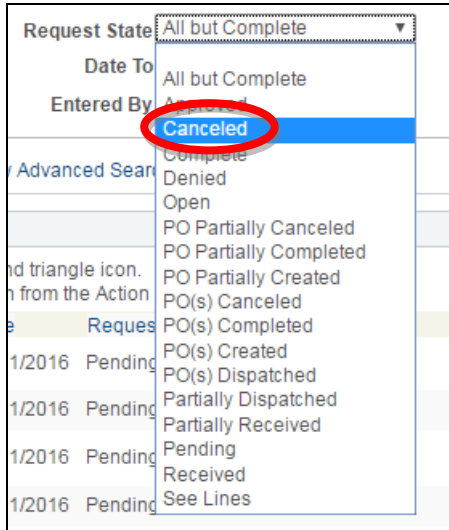

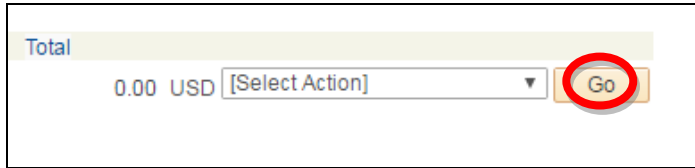


Step	Action																					
7.	<p>Click <b>Cancel Requisition</b> to cancel the requisition.</p> <div data-bbox="305 571 1292 1020" data-label="Form"> <p>Requisition Details for: <b>Addy Approver</b></p> <p>Business Unit UCF01      Date 10/11/2016                      Requisition ID 0000385588      Status Open                      Requisition Name you know      Total 899.99 USD</p> <table border="1"> <thead> <tr> <th colspan="7">Line Details</th> </tr> <tr> <th>Line</th> <th>Item Description</th> <th>Status</th> <th>Price</th> <th></th> <th>Qty</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>ACER 567</td> <td>Open</td> <td>899.99000</td> <td>Each</td> <td>1.0000</td> <td>899.99</td> </tr> </tbody> </table> <p style="text-align: right;"><b>Cancel Requisition</b></p> <p><a href="#">Return to Manage Requisitions</a></p> </div> <p><b>Note:</b> You do <b>not</b> receive a confirmation that the requisition has been canceled. Instead, you are directed to the <b>Manage Requisitions</b> page.</p>	Line Details							Line	Item Description	Status	Price		Qty	Total	1	ACER 567	Open	899.99000	Each	1.0000	899.99
Line Details																						
Line	Item Description	Status	Price		Qty	Total																
1	ACER 567	Open	899.99000	Each	1.0000	899.99																
8.	<p>To budget check the canceled requisition, click the <b>Request Status</b> field <b>down arrow</b> on the <b>Manage Requisitions</b> page.</p> <div data-bbox="347 1241 982 1453" data-label="Form"> <p>Requisition Name <input type="text"/></p> <p>Request State: All but Complete </p> <p>Date To: 10/11/2016 </p> <p>Entered By <input type="text"/> </p> </div>																					



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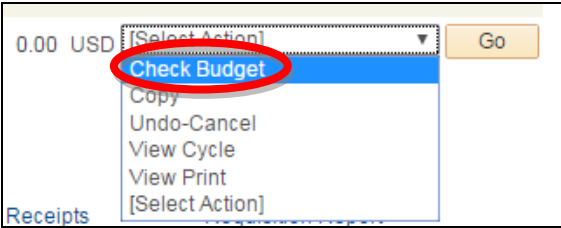


Step	Action
<p>9.</p>	<p>Select <b>Canceled</b>.</p> 
<p>10.</p>	<p>Click <b>Search</b>.</p> 
<p>11.</p>	<p>Click the <b>Select Action</b> field <b>down arrow</b> for the canceled requisition you need to budget check.</p> 



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Step	Action
12.	<p>Select <b>Check Budget</b>.</p>  <p><b>Note:</b> <b>Check Budget</b> will not be an option if the budget was not checked prior to canceling the requisition.</p>
13.	<p>Click <b>Go</b>.</p> 