

HOW TO CANCEL A REQUISITION

Only the originator can cancel a requisition, therefore the requisition to be cancelled must be on the originator's worklist or not submitted into workflow yet.

Step 1: Requisition must have a valid budget before you cancel. Click the Cancel button **X** to cancel the requisition.

Form | Schedule | Approval | Documents | TIBH Verify

Maintain Requisitions

Requisition

Business Unit:	00784	Status:	Open	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Requisition ID:	0000017148	Budget Status:	Valid	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Requisition Name:	<input type="text" value="0000017148"/>	<input type="checkbox"/>	Hold From Further Processing		

Header

*Requester:	<input type="text" value="1031933"/> Ibarra Jr, Juan	Requisition Defaults
*Requisition Date:	<input type="text" value="05/26/2017"/> Requester Info	Edit Comments
Origin:	<input type="text" value="029"/> VP ADMINISTRATION	Requisition Activities
*Currency Code:	<input type="text" value="USD"/> Dollar	Document Status
Accounting Date:	<input type="text" value="03/01/2017"/>	

Amount Summary

Total Amount:	26.00	USD
Pre-Encumbrance Balance:	26.00	USD

Add Items From

Purchasing Kit	Catalog
Item Search	Requester Items

Select Lines To Display

Line: To: [Retrieve](#)

Step 2: Click Yes to the warning message that is displayed:

Message

Canceling a requisition will commit any changes made and prevent further changes. Continue? (10100,7)

When you mark a requisition as complete or canceled, the system does not allow any further changes to the requisition. Any changes made, however, will be stored on the requisition.

If you have any more changes to make to this requisition, do not mark it as complete or canceled at this time. Make the other changes, then return to change its status.

Step 3: Click Budget Check to budget check the Cancellation. This Budget Check process puts the funds back in the Cost Center.

Successful Cancellation

The requisition has been canceled, but requires a budget check. Press the budget check button below to run the budget checking process. Otherwise click OK to continue without budget checking the Requisition.

Budget Status

Once the budget check process is completed, the following page is displayed showing the cancellation is complete:

Requisitions

Use the following search to look for an existing Requisition.

▼ Search Criteria

Business Unit:

Requisition ID:

Requisition Name:

Requisition Status:

Origin:

Requester:

Requester Name:

Hold From Further Processing

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)