

How to Cancel a Requisition

BUSINESS OBJECTIVE: If goods or services are no longer required and a PO has not been created against the request, there may be times when a requisition will need to be canceled. When a requisition is canceled, the pre-encumbrance is released once the canceled requisition is budget checked.

STEP#1: Navigate to eProcurement>Manage Requisitions and **search** for the requisition. Click on the  and select 'Cancel Requisition' then click on the  button.

▷	0000000061	0000000061	BMC55	04/05/2019	Approved	Valid	1,476.00USD	<Select Action...>	
▷	0000000060	0000000060	BMC55	04/05/2019	Pending	Not Chk'd	4,140.00USD	<Select Action...>	
▷	0000000059	0000000059	BMC55	04/05/2019	Open	Not Chk'd	306.00USD	Cancel Requisition	
▷	0000000058	0000000058	BMC55	04/04/2019	Pending	Not Chk'd	42.00USD	Copy Requisition	
								Edit Requisition	
								View Approvals	

STEP#2: Click on the 'Cancel Requisition' button.

Requisition Details for:

Business Unit: BMC55 **Date:** 04/05/2019

Requisition Name: 0000000061 **Status:** Approved

Requisition ID: 0000000061 **Total:** 1,476.00

Line	Item Description	Status	Price		Qty	Total
1	test	Approved	123.00000	Each	12.0000	\$1476.00

[Return to Manage Requisitions](#) 

Once the requisition is canceled, the status of the requisition changes to 'Cancelled'.

Req ID	Requisition Name	BU	Date	Status	Budget	Total			
▷	0000000061	0000000061	BMC55	04/05/2019	Cancelled	Not Chk'd	0.00USD	<Select Action...>	

STEP#3: Requesters need to do a budget check to ensure pre-encumbrance funds return back to their budget.

Click on the  and select 'Check Budget' then click on the  button.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
0000000061	0000000061	BMC55	04/05/2019	Cancelled	Not Chk'd	0.00USD	<input type="button" value="G"/> <Select Action...> <Select Action...> Check Budget Copy Requisition Re-Open Requisition

[Create New Requisition](#)
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 [Inquire Receipts](#)
 [Requisition R...](#)

Once the requisition has been budget checked, the budget status of the requisition changes to 'Valid'. This completes the cancel process and ensures funds are returned to the budget for the department.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
0000000061	0000000061	BMC55	04/05/2019	Cancelled	Valid	0.00USD	<input type="button" value="G"/> <Select Action...>

your Accounts Payable Office.