

CANCELING A REQUISITION

AUTHORIZED REQUESTERS AND AUTHORIZED APPROVERS

CHAPTER 6



Bowie State University
September 2010

CANCELING A REQUISITION

Overview

In the event that the originator no longer wants to order an item, or an alternate payment method for the item has been arranged, you must cancel a requisition.

- **Requesters** can cancel a requisition before the requisition is Approved or Budget Checked.
- **Approvers** can cancel a requisition before or after the requisition is Approved or Budget Checked, but before the requisition is sourced to a purchase order.
- **Buyers** can cancel a requisition before receipt of the item.

In this chapter we will deal with all the steps Requesters and Approvers will use to cancel a requisition.

Objectives

By the end of this chapter, you will be able to:

- Successfully cancel a requisition before it is Approved or Budget Checked.
- Successfully cancel a requisition after it is Approved or Budget Checked and before it is sourced to a purchase order.
- Successfully view a requisition that is canceled.

Canceling a Requisition

Yesterday your manager requested a food service order for an upcoming meeting. You entered the requisition and saved it.

Today your manager decided to cancel the meeting and the food service order. You must cancel this requisition.

Navigate to the Manage Requisitions page.

Navigation

- eProcurement
- Manage Requisitions

Req ID	Requisition Name	BU	Date	Status	Budget	Total	Actions
0000015754	Lunch for Office Meeting	BSU	08/27/2010	Pending	Not Chd	1,000.00 USD	[Select Action] Go
0000015753	Ext HD for CTRLR laptops	BSU	08/25/2010	Approved	Not Chd	917.93 USD	[Select Action] Go
0000015752	New computer for Janet...	BSU	08/25/2010	Approved	Valid	1,199.00 USD	[Select Action] Go
0000015751	Replacement Printers for...	BSU	08/25/2010	Pending	Not Chd	4,243.00 USD	[Select Action] Go
0000015750	TEST VIF - 21	BSU	08/25/2010	Approved	Valid	10.00 USD	[Select Action] Go
0000015749	Color printer for Joe R...	BSU	08/25/2010	Approved	Prov Valid	499.00 USD	[Select Action] Go
0000015748	Color Inkjet for Joe R...	BSU	08/24/2010	Approved	Valid	499.00 USD	[Select Action] Go

If you entered the requisition within the last seven days, it will appear in the list. If not, you will need to enter criteria and click **Search**.

When you find the requisition, click the drop-down list at the end of the line.

Select **Cancel Requisition**.

Navigation

- eProcurement
- Manage Requisitions
- Locate requisition
- Select **Cancel Requisition.**

Manage Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: BSU Requisition Name: Request Status: All but Complete Budget Status: Date From: 08/23/2010 Date To: 08/20/2010 Requester: Entered By: PO ID:

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	Action	Go
0000015754	Lunch for Office Meeting	BSU	08/27/2010	Pending	Not Chd	1,000.00 USD	Cancel Requisition	Go
0000015753	Ext HD for CTRLR laptops	BSU	08/25/2010	Approved	Not Chd	917.93 USD	Select Action	Go
0000015752	New computer for Janet...	BSU	08/25/2010	Approved	Valid	1,199.00 USD	Select Action	Go
0000015751	Replacement Printers to...	BSU	08/25/2010	Pending	Not Chd	4,243.00 USD	Select Action	Go
0000015750	TEST WP - 21	BSU	08/25/2010	Approved	Valid	10.00 USD	Select Action	Go
0000015749	Color printer for Joe R...	BSU	08/25/2010	Approved	Prov Valid	499.00 USD	Select Action	Go
0000015748	Color Inkjet for Joe R...	BSU	08/24/2010	Approved	Valid	499.00 USD	Select Action	Go

[Create New Requisition](#) [Review Change Request](#) [Review Change Tracking](#) [Manage Receipts](#) [Requisition Report](#)

Click the **Go** button next to the selected action.

The system displays the following page.

Requisition Details for: Bowie Requester

Business Unit: BSU Date: 08/27/2010
 Requisition Name: Lunch for Office Meeting Status: Pending
 Requisition ID: 0000015754 Total: 1,000.00 USD

Line Details

Line	Item Description	Status	Price	Qty	Total
1	Lunch for office meeting	Pending Approval	100.00000 Each	10.0000	1000.00

[Return to Manage Requisitions](#) [Cancel Requisition](#)

Review the information shown and if this is the correct requisition, click **Cancel Requisition.**

The system will display the Manage Requisitions page. The requisition line will now have a status of Cancelled.

ORACLE

Favorites Main Menu > eProcurement > Manage Requisitions

Home | Worklist | Add to Favorites | Sign Out

New Window | Help | Customize Page | Help

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: BSU Requisition Name: Request Status: All but Complete Budget Status: Date From: 08/23/2010 Date To: 08/20/2010 Requisition: Entered By: PO ID:

Search Clear

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	By	Date	Status	Budget	Total		
P 0000015754	Lunch for Office Meeting	BSU	08/27/2010	Cancelled	Valid	0.00 USD	Select Action	Go
P 0000015753	Ext HD for CTRLR laptops	BSU	08/25/2010	Approved	Not Chd	917.93 USD	Select Action	Go
P 0000015752	New computer for Janet...	BSU	08/25/2010	Approved	Valid	1,199.00 USD	Select Action	Go
P 0000015751	Replacement Printers to...	BSU	08/25/2010	Pending	Not Chd	4,243.00 USD	Select Action	Go
P 0000015750	TEST WP - 21	BSU	08/25/2010	Approved	Valid	10.00 USD	Select Action	Go
P 0000015749	Color printer for Joe R...	BSU	08/25/2010	Approved	Prov Valid	499.00 USD	Select Action	Go
P 0000015748	Color Inkjet for Joe Ro...	BSU	08/24/2010	Approved	Valid	499.00 USD	Select Action	Go

Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report