

How to Cancel a Requisition in ePro

If a requisition has been denied, you will want to cancel that requisition so that the funds reserved for that purchase can be reinstated to your budget

To cancel a req go to the Manage Requisition Page (**eProcurement > Manage Requisitions**) and select "Cancel Requisition" and click **Go**

Manage Requisitions

Search Requisitions

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

Business Unit: Requisition Name:

Request Status: Budget Status:

Requisition ID: Date From: Date To:

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	
▾ 0000000048	Test Deny	BENUV	06/02/2010	Denied	Valid	250.00 USD	<input type="button" value="Cancel Requisition"/> <input type="button" value="Go"/>
▾ 0000000047	Test Denying Requisition	BENUV	06/02/2010	Approved	Valid	50.00 USD	<input type="button" value="Select Action.."/> <input type="button" value="Go"/>
▾ 0000000046	Test Req \$1,001	BENUV	06/01/2010	Pending	Valid	1,001.00 USD	<input type="button" value="Select Action.."/> <input type="button" value="Go"/>
▾ 0000000045	TEST blanket	BENUV	06/01/2010	Approved	Valid	500.00 USD	<input type="button" value="Select Action.."/> <input type="button" value="Go"/>

The screen below will appear. Click the **Cancel Requisition** button.

Requisition Details for: Karl F. Bowker

Business Unit: BENUV Date: 06/02/2010

Requisition Name: Test Deny Status: Denied

Requisition ID: 0000000048 Total: 250.00

Line	Item Description	Status	Price	Qty	Total
1	Test Deny	Denied	250.00000 Each	1.0000	\$250.00

[Return to Manage Requisitions](#)

Notice that the status has changed from “Denied” to “Cancelled”, and the budget status has changed from “Valid” to “Not Checked”. To remove the funds from being reserved from your budget you will need to run the check budget process. To do this select “Check Budget” from the dropdown list and click **Go**

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Requisition ID: Request Status: Budget Status:

Date From: Date To:

Requester: Entered By: PO ID:

Requisitions

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Req ID	Requisition Name	BU	Date	Status	Budget	Total	
0000000048	Test Deny	BENUV	06/02/2010	Cancelled	Not Chkd	0.00USD	<input type="text" value="Check Budget"/> <input type="button" value="Go"/>
0000000047	Test Denying Requisition	BENUV	06/02/2010	Approved	Valid	50.00USD	<input type="text" value="<Select Action.."/> <input type="button" value="Go"/>
0000000046	Test Req \$1,001	BENUV	06/01/2010	Pending	Valid	1,001.00USD	<input type="text" value="<Select Action.."/> <input type="button" value="Go"/>
0000000045	TEST blanket	BENUV	06/01/2010	Approved	Valid	500.00USD	<input type="text" value="<Select Action.."/> <input type="button" value="Go"/>

[Create New Requisition](#) [Inquire Change Request](#) [Inquire Receipts](#) [Requisition Report](#)

The budget status is now set to “Valid”.

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Requisition ID: Request Status: Budget Status:

Date From: Date To:

Requester: Entered By: PO ID:

Requisitions

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Req ID	Requisition Name	BU	Date	Status	Budget	Total	
0000000048	Test Deny	BENUV	06/02/2010	Cancelled	Valid	0.00USD	<input type="text" value="<Select Action.."/> <input type="button" value="Go"/>
0000000047	Test Denying Requisition	BENUV	06/02/2010	Approved	Valid	50.00USD	<input type="text" value="<Select Action.."/> <input type="button" value="Go"/>
0000000046	Test Req \$1,001	BENUV	06/01/2010	Pending	Valid	1,001.00USD	<input type="text" value="<Select Action.."/> <input type="button" value="Go"/>
0000000045	TEST blanket	BENUV	06/01/2010	Approved	Valid	500.00USD	<input type="text" value="<Select Action.."/> <input type="button" value="Go"/>