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}

Search Requise	sitions								
To locate requis	itions, edit the crit	eria below ar	nd click the Sear	rch button.					
Business Unit:	BENUV	Q	Requisition N	Vame:					
Requisition ID:		Q	Request Stat	tus: All b	ut Complete	✓ Bu	dget Status:		~
Date From:	05/27/2010	31	Date To:	06/0	3/2010	31			
Requester:	KBOWKER	Q	Entered By:			Q PO	ID:		Q
Requisitions	lear								
Requisitions	pan and line items	s for a requisi	ition, click the Ex	(pand triangle	e icon: ♪	lown list and	I click Go		
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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:	000000048	Total: 250.00	
Line Item Descript	tion <u>Status</u>	<u>Price Qty T</u>	otal
1 <u>Test Deny</u>	Denied	250.00000 Each 1.0000 \$250	0.00
<u>Return to Manage R</u>	Requisitions	Cancel Requisition]

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}

Search Requisition Search Requisition	sitions						、 、		
To locate requis	itions, edit the criter	ria below an	d click the Sea	rch button.					
Business Unit:	BENUV	Q	Requisition	Name:					
Requisition ID:		Q	Request Sta	atus: All t	out Complete	<u>~</u> В	udget Status:		*
ate From:	05/27/2010	31	Date To:	06/0	3/2010	31			
lequester:	KBOWKER	Q	Entered By:		<	Q P	O ID:		Q
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equisitions o view the lifesp o edit or perforr	oan and line items f n another action on	or a requisiti	on, click the E	xpand triangl	e icon: ▷ e Action dropd	own list ar	nd click So		
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Create New Requisition Inquire Change Request Inquire Receipts Requisition Report

The budget status is now set to "Valid".

Search Requi	sitions							
To locate requis	itions, edit the crit	eria below a	and click the Sea	arch button.				
Business Unit:	BENUV	Q	Requisition	Name:				
Requisition ID:		Q	Request St	atus: All b	ut Complete	M Bu	dget Status:	*
Date From:	05/27/2010	31	Date To:	06/0	3/2010	31		
Requester:	KBOWKER	Q	Entered By:			Q PC	DID:	Q
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