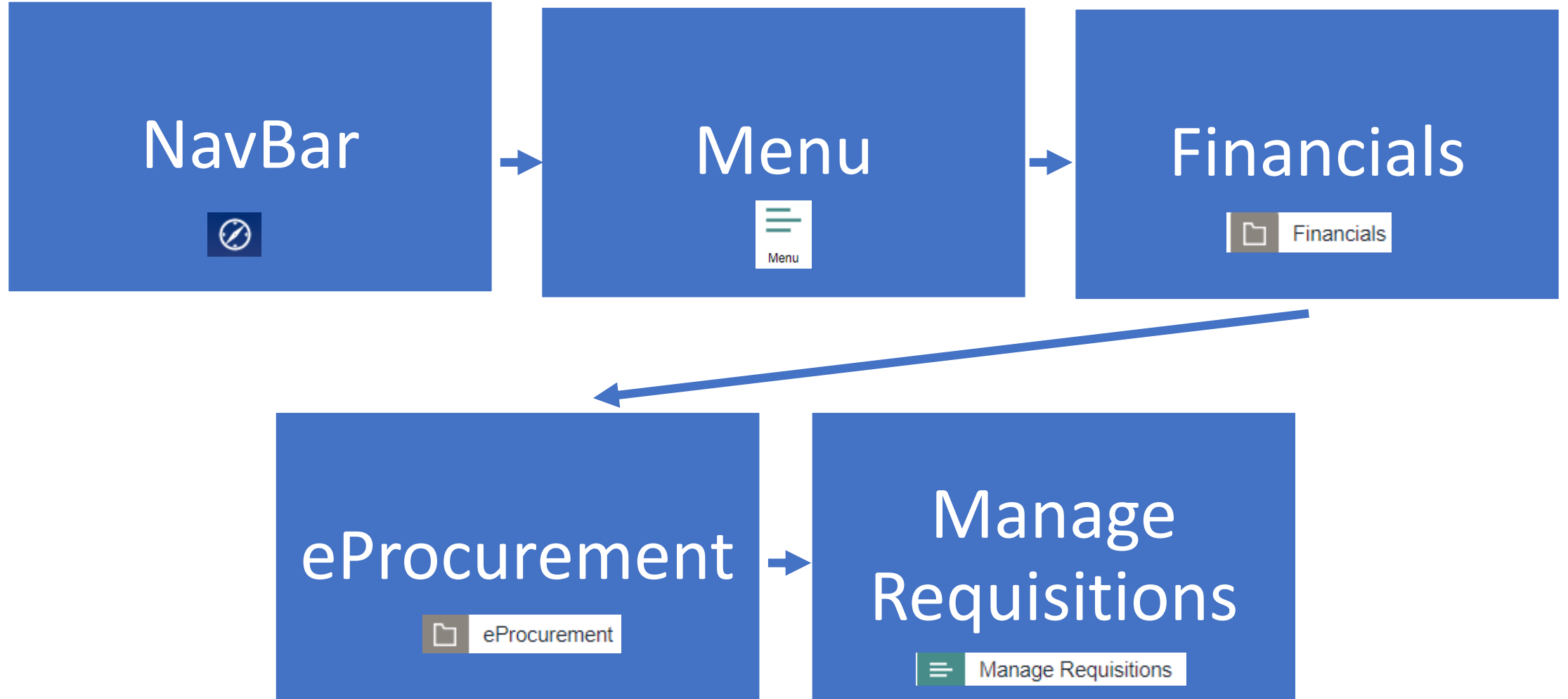


Canceling a Requisition

Procedures for Canceling a Requisition in PeopleSoft

Navigation



Manage Requisitions

- Click in the Requisition ID field
- Enter the desired Req number into the ID field. Enter a valid value e.g. “0000036223”.
- Click Search
- Note – If the Req doesn’t pull up, remove Date Range and search again

Manage Requisitions

Requisition Search

▼ **Search Requisitions**

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

Business Unit	<input type="text" value="UTTYL"/>	<input type="button" value="Q"/>	Requisition Name	<input type="text"/>	<input type="button" value="Q"/>
Requisition ID	<input type="text" value="0000036223"/>	<input type="button" value="Q"/>	Request State	<input type="text"/>	<input type="button" value="Q"/>
Date From	<input type="text"/>	<input type="button" value="B"/>	Date To	<input type="text"/>	<input type="button" value="B"/>
Requester	<input type="text" value="6001137750"/>	<input type="button" value="Q"/>	Entered By	<input type="text"/>	<input type="button" value="Q"/>
			Budget Status	<input type="text"/>	<input type="button" value="Q"/>
			PO ID	<input type="text"/>	<input type="button" value="Q"/>

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	Request State	Budget	Total	
▶ <input type="button" value="0000036223"/>	test	UTTYL	10/04/2022	Open	Valid	0.01 USD	<input type="text" value="[Select Action]"/> <input type="button" value="Go"/>

Manage Requisitions

- Click Cancel in the drop-down box
- Click Go

Manage Requisitions

Requisition Search | Keyword Search

▼ Search Requisitions

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

Business Unit	<input type="text" value="UTTYL"/>	Requisition Name	<input type="text"/>
Requisition ID	<input type="text" value="0000036223"/>	Request State	<input type="text" value=""/>
Date From	<input type="text"/>	Date To	<input type="text"/>
Requester	<input type="text" value="6001137750"/>	Entered By	<input type="text"/>
		Budget Status	<input type="text" value=""/>
		PO ID	<input type="text"/>

Search Clear Show Advanced Search

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	Request State	Budget	Total	
▶ 0000036223	test	UTTYL	10/04/2022	Open	Valid	0.01 USD	<input type="text" value="Cancel"/> Go

Manage Requisitions

- Click the Cancel Requisition button

Requisition Details for:

Sheila Kay Darcey

Business Unit UTTYL

Date 10/04/2022

Requisition ID 0000036223

Status Open

Requisition Name test

Total 0.01 USD

Line Details

Line	Item Description	Status	Price		Qty	Total
1	test	Open	0.01000	Each	1.0000	0.01

Cancel Requisition

Manage Requisitions

- Click Check Budget in the drop-down box to release the pre-encumbrance balance
- Click Go

Manage Requisitions

Requisition Search Keyword Search

▼ Search Requisitions

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

Business Unit	<input type="text" value="UTTYL"/>	Requisition Name	<input type="text"/>
Requisition ID	<input type="text" value="0000036223"/>	Request State	<input type="text" value=""/>
Date From	<input type="text"/>	Date To	<input type="text"/>
Requester	<input type="text" value="6001137750"/>	Entered By	<input type="text"/>
		Budget Status	<input type="text" value=""/>
		PO ID	<input type="text"/>

[Show Advanced Search](#)

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	Request State	Budget	Total		
▶ 0000036223	test	UTTYL	10/04/2022	Canceled	Not Chk'd	0.00 USD	Check Budget	Go

Manage Requisitions

- Verify that the Req is canceled with a valid budget and zero pre-encumbrance balance .
- End of Procedure

Manage Requisitions

Requisition Search | Keyword Search

Search Requisitions

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

Business Unit Requisition Name

Requisition ID Request State

Date From Date To

Requester Entered By Budget Status

PO ID

Search Clear Show Advanced Search

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	Request State	Budget	Total	
0000036223	test	UTTYL	10/04/2022	Canceled	Valid	0.00 USD	[Select Action] Go

Requester Sheila Kay Darcey Entered By Sheila Kay Darcey Priority Medium

Pre-Encumbrance Balance 0.00 USD

Requisition Approvals Inventory Purchase Orders Change Request Receiving Returns Invoice Payment

Request Lifespan:

Line	Description	Status	Price	Currency	Quantity	UOM	Supplier
1	test	Canceled	0.0100	USD	1.0000	EA	ABLES-LAND, INC.