Canceling a Requisition

Procedures for Canceling a Requisition in PeopleSoft
• 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
• Click Cancel in the drop-down box
• Click Go
• Click the Cancel Requisition button
• Click Check Budget in the drop-down box to release the pre-encumbrance balance
• Click Go
• Verify that the Req is canceled with a valid budget and zero pre-encumbrance balance.

• End of Procedure