

## QUICK REFERENCE GUIDE

### *Canceling a Partially Dispatched ePro Requisition Line*

June 26, 2012

If a requisition has been partially sourced to an event or a purchase order, it cannot be edited; however, lines not yet sourced can be cancelled. This process needs to be done if a line, originally included on the requisition, is no longer needed in order to release the pre-encumbrance.

#### Cancel Requisition Lines Not Yet Sourced

1. **Navigate:** eProcurement, Manage Requisitions

2. Enter Business Unit(BU)
3. Enter Requisition ID
4. Click **Search**
5. Click on the **Expand Section** icon  at the far left of the line.

Req ID	Requisition	Agency Ref	BU	Origin	Date	Status	Budget	Total
1000000115	Repair SA-20 Lightning ...		T7901	036	05/03/2012	Partially Dispatched	Valid	10,200.00 USD

6. Click the red  on the line you want to cancel



**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.

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1000000115	Repair SA-20 Lightning ...		T7901	036	05/03/2012	Partially Dispatched	Valid	10,200.00 USD

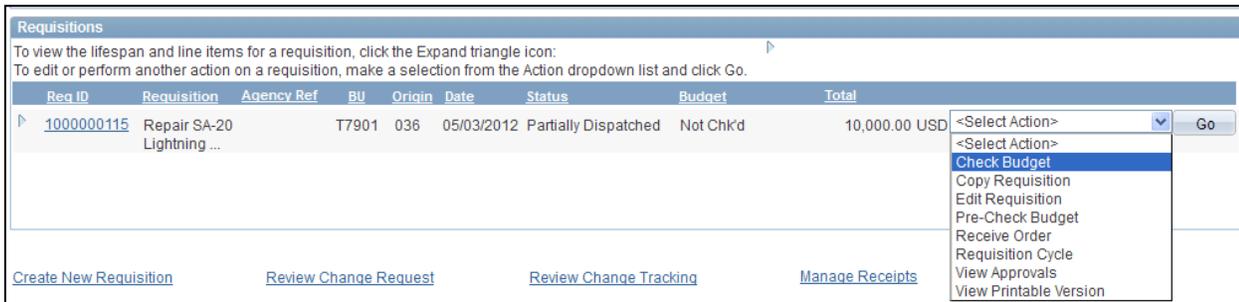
Requester: Parsons, Karen Elaine Entered By: Parsons, Karen Elaine Priority: Medium  
Pre-Encumbrance Balance: 200.00 USD

**Request Lifespan:**

Requisition → Approvals → Inventory → Purchase Orders → Change Request → Receiving → Returns → Invoice → Payment

Line	Description	Status	Price	Quantity	UOM	Vendor
1	Factory Repair of an SA-20 L...	PO Dispatched	5,000.00000 USD	2.0000	EA	
2	Cost of shipping lightning s...	Approved	1.00000 USD	200.0000	LT	

7. Click the **Select Action** dropdown box



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Req ID	Requisition	Agency Ref	BU	Origin	Date	Status	Budget	Total
1000000115	Repair SA-20 Lightning ...		T7901	036	05/03/2012	Partially Dispatched	Not Chk'd	10,000.00 USD

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

- <Select Action>
- <Select Action>
- Check Budget**
- Copy Requisition
- Edit Requisition
- Pre-Check Budget
- Receive Order
- Requisition Cycle
- View Approvals
- View Printable Version

8. Select the *Check Budget* option

9. Click **Go**

10. Verify the budget status is now *valid*

Once the budget status comes back valid, the requisition pre-encumbrance is relieved. If the budget check comes back with an error, it must be resolved before the pre-encumbrance can be released.