

QUICK REFERENCE GUIDE

Canceling an ePro Requisition

June 27, 2012

Once a requisition has been created, it can be canceled as long as it has not been sourced to a purchase order or a Strategic Sourcing event. A cancellation should be done if the requisition is no longer needed in order to release the pre-encumbrance.

Create Requisition

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

Manage Requisitions

Search Requisitions

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

Business Unit: Origin: Requisition Name:

Requisition ID: Request Status: Budget Status:

Date From: Date To: Agency Reference:

Requester: Entered By: PO ID:

2. Enter Business Unit (BU)
3. Enter Requisition ID
4. Click **Search**
5. Locate the requisition you wish to cancel and click the Select Action drop down list

Requisition Details for: Schuebel, Eddy C

Business Unit: G0209 Date: 09/28/2011

Requisition Name: SOB ADA DOOR OPERATOR Status: Approved

Requisition ID: 1000000008 Total: 15,000.00 USD

Line Details						
Line	Item Description	Status	Price		Qty	Total
1	SOB ADA DOOR OPERATOR	Approved	15,000.00000	JOB	1.0000	15000.00

[Return to Manage Requisitions](#)

6. Select **Cancel Requisition**
7. Click **Go**

Requisition Details for: Schuebel,Eddy C

Business Unit: G0209 Date: 09/28/2011
 Requisition Name: SOB ADA DOOR OPERATOR Status: Approved
 Requisition ID: 1000000008 Total: 15,000.00 USD

Line Details						
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1	SOB ADA DOOR OPERATOR	Approved	15,000.00000	JOB	1.0000	15000.00

[Return to Manage Requisitions](#)

- Click **Cancel Requisition** to confirm you wish to cancel

You will be automatically returned to the Manage Requisitions page at this point. The requisition will have a status of "Canceled", but the pre-encumbrance is not yet released. The budget check must be run in order for this to happen

- Locate the canceled line and click the Select Action dropdown list

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	Agency Ref	BU	Origin	Date	Status	Budget	Total	
1000000008	SOB ADA DOOR OPERATOR		G0209	458	09/28/2011	Canceled	Not Chk'd	0.00 USD	<Select Action> <Select Action> Check Budget Copy Requisition Pre-Check Budget Re-Open Requisition Requisition Cycle View Printable Version

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

- Select Check Budget
- Click **Go**
- 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.