

QUICK REFERENCE GUIDE

Updated November 1, 2019

Cancel a Partially Dispatched Requisition Line

After creating and processing a requisition, your agency may decide you no longer need part of a requisition. You want to release the pre-encumbrance balance on one or more lines back into the budget, but you don't want to cancel the entire requisition. You can cancel a requisition line if you no longer need it.

NOTE: If the *Requisition Status* is "Partially Dispatched", this means that your agency created a purchase order from a requisition. Your agency did not use all the requisition lines on the associated lines. In this case, you may need to cancel the unused requisition lines to release pre-encumbered funds.

This guide refers to cancel unwanted requisition lines on a multiple line requisition. It lists the steps to cancel a requisition line. It does not discuss the details about creating and processing the requisition based on its document type.

Steps to complete

- Step 1: Access the requisition to copy
- Step 2: Cancel the requisition line
- Step 3: Verify that SWIFT cancelled the line and budget check the requisition

Steps to cancel a requisition

Step 1: Access the requisition to copy

1. Navigate to the **Manage Requisitions** page in the EProcurement module.

Navigation Options	Navigation Path
Navigation Collection	Procurement, EProcurement, Requisitions, Manage Requisitions page.

2. Enter the *Business Unit* and search information such *Requisition ID*. Set *Request Status* to "All but Complete" or blank.
3. Press **Search**.

Manage Requisitions

Requisition Search Keyword Search

▼ Search Requisitions

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

Business Unit Requisition Name Origin Facilities Management

Requisition ID Request State Budget Status

Date From Date To

Requester Entered By PO ID

[Show Advanced Search](#)

Step 2: Cancel the requisition line

SWIFT opens the **Search Results** with the desired requisition.

1. Select the **Expand Section** icon (far left of the line).
2. SWIFT opens the **Line Information** section. Press the **Cancel icon** (Red X) on the line you wish to cancel.

1000019200 1000019200 H1201 657 08/15/2019 Approved Valid 51,950.00 USD [Select Action] Go

Expand Section

Requester: Brown,Ronald Entered By: Brown,Ronald Priority: Medium

Pre-Encumbrance Balance: 51950.00 USD

Request Lifespan: Requisition, Approvals, Inventory, Purchase Orders, Change Request, Receiving, Returns, Invoice, Payment

Line Information

Line	Description	Status	Price	Currency	Quantity	UOM	Supplier
1	Pad, Alcohol, 200 per pk	Approved	0.00	USD		10,000 PK	

3. If the line is eligible to be cancelled (not tied to another document), SWIFT brings up a message to confirm you want to cancel the requisition line. Select **OK**.

Are you sure you want to cancel 1000000008 requisition line 2 ? (18036,2296)

OK Cancel

Step 3: Verify that SWIFT cancelled the line and budget check the requisition

1. On the **Manage Requisitions** page, scroll to the top of the page. Refresh the page by selecting the **Search** button again.
2. Click the **Expand Section** icon again (far left of the line).
3. The *Status* of the line is now "Canceled". The *Budget Status* is "Not Chk'd".
4. Budget check the requisition. Select "Check Budget".
5. Then press **Go**.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

Requisition ID: 1000019200 Request State: All but Complete Budget Status:
 Date From: Date To: 09/11/2019
 Requester: Entered By: PO ID:
 Search Clear Show Advanced Search

1

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	Origin	Date	Request State	Budget	Total	4	5
1000019200	1000019200	H1201	657	08/15/2019	Approved	Not Chk'd	51,950.00 USD	Check Budget	Go

2

Requester: Brown, Ronald Entered By: Brown, Ronald Priority: Medium
 Pre-Encumbrance Balance: 51950.00 USD

Request Lifespan: Requisition Approvals Inventory Purchase Orders Change Request Receiving Returns Invoice Payment

3

Line Information

Line	Description	Status	Price	Currency	Quantity	UOM	Supplier
1	Pad, Alcohol, 200 per pk	Canceled	0.00	USD	10,000	PK	

6. Verify the *Budget Status* is now “Valid”. SWIFT relieved the pre-encumbrance amount for the cancelled line.

If the *Budget Status* is in error, resolve it and select “Check Budget”. Then, SWIFT can release the pre-encumbrance.

You have successfully canceled a line of a partially dispatched requisition.