

## Cancel a Line on a Partially Dispatched Requisition

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 but did not use all requisition lines. In this case, you may need to cancel the unused requisition lines to release pre-encumbered funds.

This guide refers to canceling unwanted requisition lines on a multiple line requisition that is partially dispatched. It lists the steps to cancel a requisition line.

### Step 1: Access the requisition

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

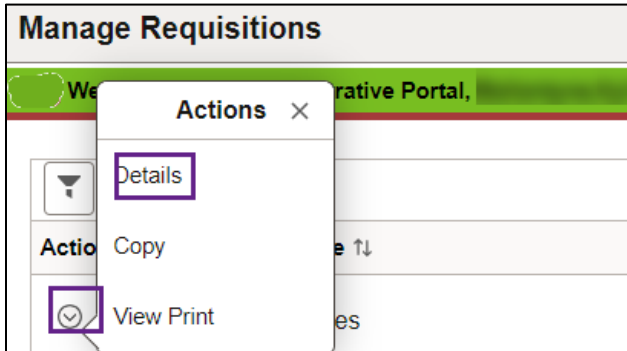
| Navigation Option     | Navigation Path  |
|-----------------------|--|
| Navigation Collection | Procurement, EProcurement, Requisitions, Manage Requisitions, Manage Requisitions page defaults. |

2. The Manage Requisitions page includes a list of your current requisitions.
  - a. Look for the requisition related to the canceled purchase order. Its Request State is "Partially Dispatched."
  - b. If the requisition does not appear in this list, select the **Filter By** icon.
    - i. Update any filters such a Requisition ID in the Filter page.
    - ii. Select the **Filter** button at the top of the page. SWIFT updates the list.

| Manage Requisitions                               |                  |                              |        |                  |            |                      |
|---|------------------|------------------------------|--------|------------------|------------|----------------------|
| Welcome to the Administrative Portal, [User Name] |                  |                              |        |                  |            | Sign Out             |
| [Filter Icon]                                     |                  |                              |        |                  |            |                      |
| Action  | Requisition Name | Business Unit/Requisition ID | Origin | Requisition Date | Requester  | Request State        |
| [Refresh Icon]                                    | Cart Binders     | B2201/1000006856             | 206    | 05/07/2024       | [Redacted] | Partially Dispatched |

## Step 2: Cancel the requisition line

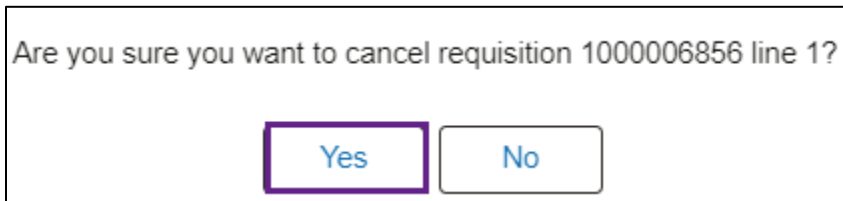
1. Select **Details** from the **Actions** menu.



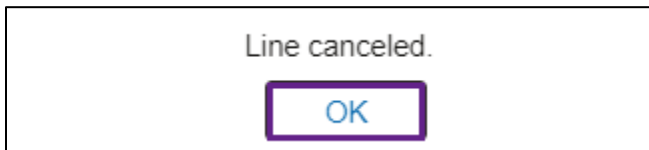
2. Go to the **Lines** section and find the line to cancel. Select the **Cancel** button. The line must be eligible to be cancelled. It cannot be tied to another document such as an event.

| Item Image | Description                        | Item ID    | Ship To  | Line State | Quantity | UOM   | Price     | Total Amount                |  |
|------------|------------------------------------|------------|----------|------------|----------|-------|-----------|-----------------------------|--|
|            | Line 1 - PUNCH,3H,.ELEC,PRTABLE,SR | B22STPLFNB | Approved | 1          | EACH     | 66.62 | 66.62 USD | <a href="#">Cancel Line</a> |  |

3. SWIFT brings up a message to confirm you want to cancel the requisition line. Select **OK**.



4. SWIFT display another message that says the line is canceled. Select **OK**.



## Step 3: Verify that the line has been canceled and budget check the requisition

1. SWIFT shows the line as canceled. The Budget Check Status shows "Not Chk'd." Select the **X** at the top, right corner of the page to close.

| Requisition Summary |                  |
|---------------------|------------------|
| Requisition Name    | Cart Binders     |
| Business Unit       | B2201            |
| Requisition ID      | 1000006856       |
| Requisition Date    | 05/07/2024       |
| Request State       | PO(s) Dispatched |
| Requester           | [Redacted]       |
| Entered By          | [Redacted]       |
| Budget Check Status | Not Chk'd        |
| Total Amount        | 931.40 USD       |

| Item Image | Description                        | Item ID | Ship To    | Line State | Quantity | UOM  | Price |
|------------|------------------------------------|---------|------------|------------|----------|------|-------|
|            | Line 1 - PUNCH,3H,,ELEC,PRTABLE,SR |         | B22STPLFNB | Canceled   | 1        | EACH | 66.62 |

- SWIFT returns to the Manage Requisitions page. From the **Actions** menu, select “Check Budget” for that requisition.

The screenshot shows the 'Manage Requisitions' page. An 'Actions' dropdown menu is open, with 'Check Budget' highlighted. Other options include 'Details', 'PreCheck Budget', and 'View Print'. The background shows a requisition for 'Cart Binders' with Business Unit B2201 and Requisition ID 1000006856.

- SWIFT displays the Budget Checking Process message. Select **Yes**.

Budget Checking process will take a few minutes. Are you sure you want to do this?

- SWIFT updates the requisition. The Budget Status is “Valid” and the Request State is “PO(S) Dispatched.”

| Action | Requisition Name | Business Unit/Requisition ID | Origin | Requisition Date | Requester  | Request State    | Budget Status |
|--------|------------------|------------------------------|--------|------------------|------------|------------------|---------------|
| ☺      | Cart Binders     | B2201/1000006856             | 206    | 05/07/2024       | [Redacted] | PO(s) Dispatched | Valid         |