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.

<table>
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<tr>
<th>Navigation Options</th>
<th>Navigation Path</th>
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2. Enter the Business Unit and search information such Requisition ID. Set Request Status to “All but Complete” or blank.

3. Press 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.
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.

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.
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.