SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

February 20, 2024

Cancel a Requisition

After creating and processing a requisition, an agency may decide they no longer need the requisition. They want to release the pre-encumbrance balance back into the budget. You can cancel a requisition if you no longer need it. There are limits to when you can cancel a requisition.

IMPORTANT! You cannot cancel a requisition if it is tied to another document such as a purchase order, Strategic Sourcing event, or Inventory Material Stock Request.

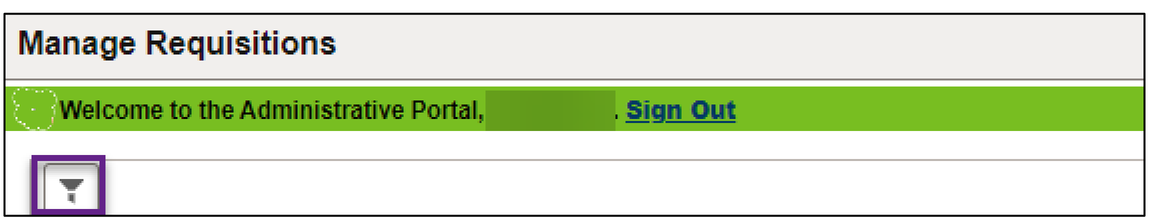
This guide lists the steps to cancel a requisition. It does not discuss the details about creating and processing the requisition based on its document type. For more information, view the EProcurement/Requisitions Quick Reference Guides webpage.

Step 1: Access the requisition to cancel

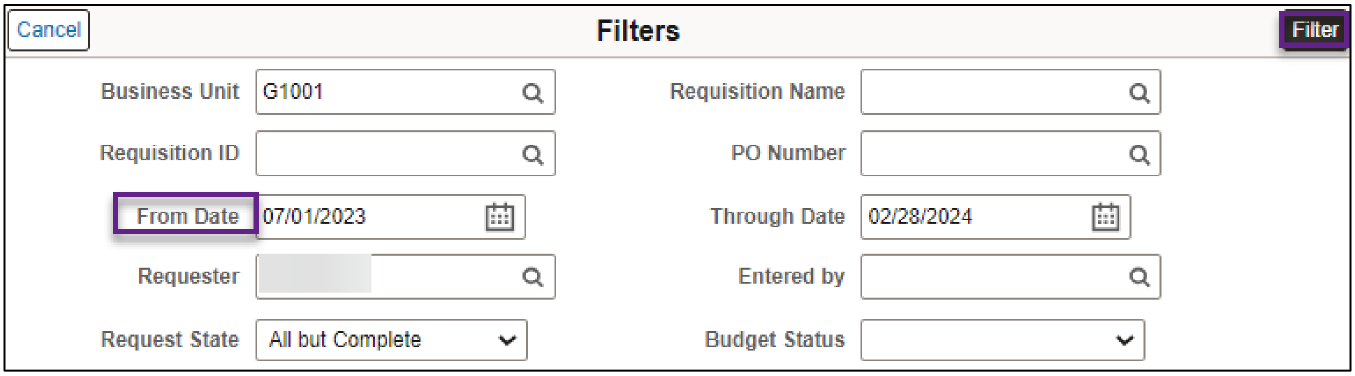
1. Navigate to the **Manage Requisitions** page in the EProcurement module.

Navigation Option	Navigation Path
Navigation Collection	Procurement, EProcurement, Manage Requisitions tile.

2. SWIFT displays the Manage Requisitions page. It includes a list of your current requisitions. Find the individual requisition you wish to cancel.
    a. If the requisition does not appear in this list, select the **Filter By** icon. It looks like a funnel.

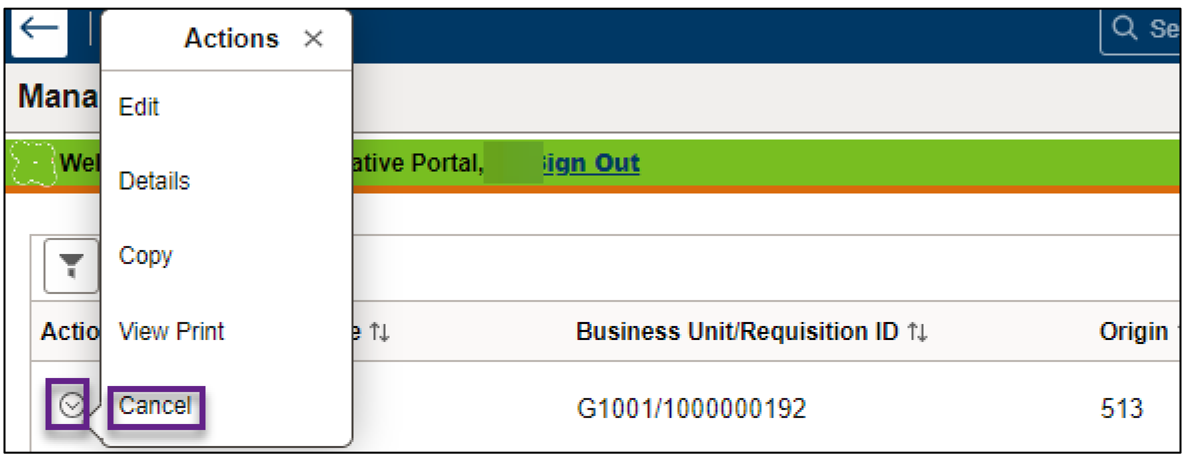


    b. SWIFT opens the Filters page. Update any filters such as From Date. Select the Filter button at the top of the page. SWIFT updates the list.

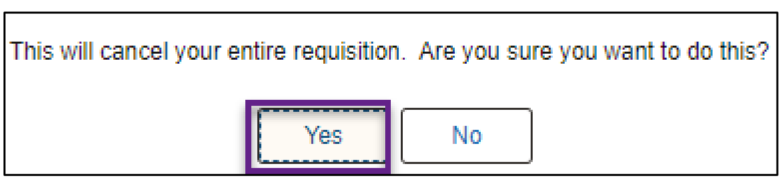


Step 2: Cancel the requisition

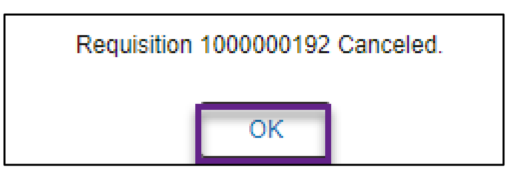
1. Open the **Related Actions** icon. It is a green circle. In the **Actions** menu, select “Cancel.”



2. SWIFT displays a message about canceling the entire requisition. Select **Yes**.

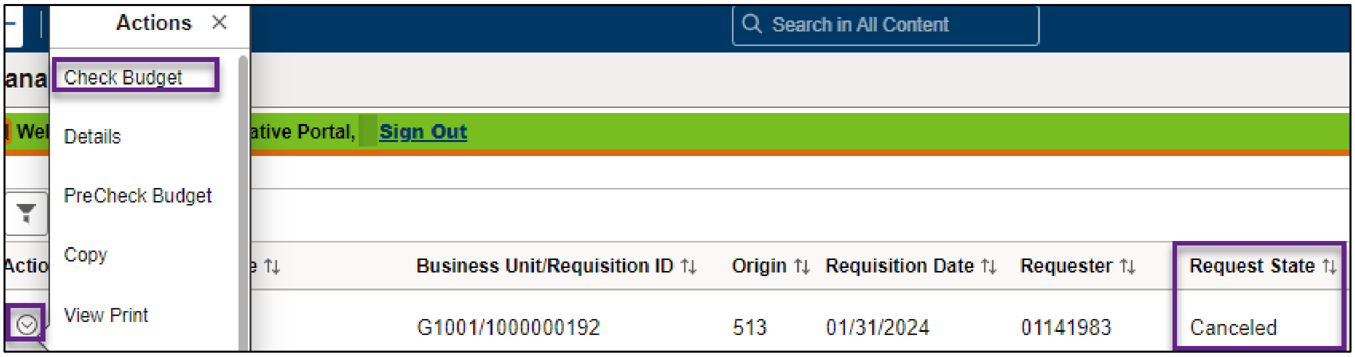


3. SWIFT displays another message that the requisition is canceled. Select **OK**.

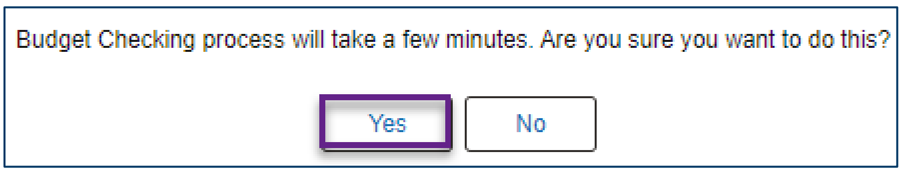


4. SWIFT returns to the requisition on the Manage Requisitions page. The Request State says that it is “Canceled.”

5. You need to budget check the requisition to completely release the pre-encumbered funds. Open the Related Actions icon. It is green circle. In the **Actions** menu, select "Check Budget."



6. SWIFT displays a message describing the budget check process. Always select **Yes** when you get this message after canceling a requisition.



7. When the Status is "Canceled" and the Budget is "Valid," you've successfully canceled a requisition.