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.

The requisition cannot be canceled if it is tied to another document such as a purchase order, 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.

Steps to complete

- Step 1: Access the requisition to cancel
- Step 2: Cancel the requisition

Steps to cancel a requisition

Step 1: Access the requisition to cancel

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

<table>
<thead>
<tr>
<th>Navigation Options</th>
<th>Navigation Path</th>
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2. Enter the Business Unit and search information such Requisition ID. Press Search.

![Manage Requisitions](image-url)
Step 2: Cancel the requisition

SWIFT opens up the Search Results with the desired requisition. Don’t select the Req ID.

1. On the Requisitions results section, select “Cancel.” Select Go.

2. SWIFT displays the Requisition Details For page for that requisition. Review the information to make sure you wish to cancel the requisition. Then, select Cancel Requisition.

- SWIFT returns you to the Manage Requisitions page. You can see that the Status is now “Canceled” for that requisition and the Budget Status shows as “Not Chk’d”.

3. Budget check must be performed to completely release the pre-encumbered funds.
   - Select “Check Budget” from the dropdown menu and press the Go button.

When the Status is “Canceled” and the Budget is “Valid”, you have successfully canceled a requisition.

You have successfully canceled a requisition in SWIFT.