

## **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 <u>EProcurement/Requisitions</u> 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.

Manage Requisitions	
Welcome to the Administrative Portal,	. <u>Sign Out</u>
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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.

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Cancel			Filters		Filter
Business Unit	G1001	Q	Requisition Name	٩	
Requisition ID		Q	PO Number	٩	
From Date	07/01/2023	±	Through Date	02/28/2024	
Requester		Q	Entered by	٩	
Request State	All but Complete	~	Budget Status	~	

## Step 2: Cancel the requisition

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

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	Cancel	G1001/100000192	513

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



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

Requisition 1000000192 Canceled.					
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4. SWIFT returns to the requisition on the Manage Requisitions page. The Request State says that it is "Canceled."

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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."

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

Budget Checking process will take a few minutes. Are you sure you want to do this?					
	Yes	No			

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

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Action ↑↓	Requisition Name 1	Business Unit/Requisition ID $\uparrow\downarrow$	Origin ↑↓	Requisition Date 14	Requester ↑↓	Request State 1	Budget Status 🕸
$\odot$	100000192	G1001/1000000192	513	01/31/2024		Canceled	Valid