

QUICK REFERENCE GUIDE

Updated November 1, 2019

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.

Navigation Options	Navigation Path
Navigation Collection	Procurement, EProcurement, Requisitions, Manage Requisitions page.

2. Enter the *Business Unit* and search information such *Requisition ID*. Press **Search**.

Manage Requisitions

Requisition Search

▼ Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit Requisition Name Origin

Requisition ID Request State Budget Status

Date From Date To

Requester Entered By PO ID

[Show Advanced Search](#)

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**.

Requisitions ⓘ

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Origin	Date	Request State	Budget	Total
▶ 1000003592	Warroad ROW Mowing	R2901	A56	07/03/2019	Approved	Valid	15,000.00 USD

Cancel

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**.

Requisition Details for:

Business Unit	R2901	Date	07/03/2019
Requisition ID	1000003592	Status	Approved
Requisition Name	Warroad ROW Mowing	Total	15,000.00 USD

Line Details

Line	Item Description	Status	Price	Qty	Total
1	Warroad ROW Mowing	Approved	15,000.00000 DOLLAR	1.0000	15000.00

- 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".

Requisitions ⓘ

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Req ID	Requisition Name	BU	Origin	Date	Request State	Budget	Total
▶ 1000003592	Warroad ROW Mowing	R2901	A56	07/03/2019	Canceled	Not Chk'd	0.00 USD

Check Budget

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.

Requisitions ⓘ

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Req ID	Requisition Name	BU	Origin	Date	Request State	Budget	Total
▶ 1000003592	Warroad ROW Mowing	R2901	A56	07/03/2019	Canceled	Valid	0.00 USD

[Select Action]

You have successfully canceled a requisition in SWIFT.