

Canceling a Requisition

If you see that a requisition is a duplicate, or your department has decided the item is not needed, you may cancel the requisition in the open, pending, or approve status.

1. Identify which requisition you would like to cancel. Click on the **Select Action** box and in the drop down box, select **Cancel Requisition**.

The screenshot shows the Oracle Manage Requisitions web application. The left sidebar contains a menu with options like Vendors, Purchasing, and Procurement. The main content area is titled 'Manage Requisitions' and includes a search section with fields for Business Unit (27000), Requisition Name, Request Status (All but Complete), Budget Status, Date From (03/11/2010), Date To (03/18/2010), Requester (j waters), and Entered By. Below the search section is a table of requisitions:

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
0000401653	Computer for Room 101	27000	03/18/2010	Open	Not Chk'd	1,005.00 USD	Cancel Requisition Go
0000401652	EQ-52700-119:Pizza Oven	27000	03/18/2010	Pending	Not Chk'd	15,203.00 USD	Cancel Requisition Go

The dropdown menu for the second requisition is open, showing options: Cancel Requisition, <Select Action...>, Check Budget, and Edit Requisition. The 'Cancel Requisition' option is highlighted.


Please note that if you do not see all the options presented in this document, you may need to submit a request with the IT Department to receive access. The link to the Remedy system is: <https://remedy.aug.edu/arsys/apps/remedy/Remedy%20Requester>

2. Click on the **Go** button.

This screenshot is identical to the previous one, but the 'Go' button next to the 'Cancel Requisition' dropdown for the second requisition is highlighted with a red box.

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3. Click on **Cancel Requisition**.



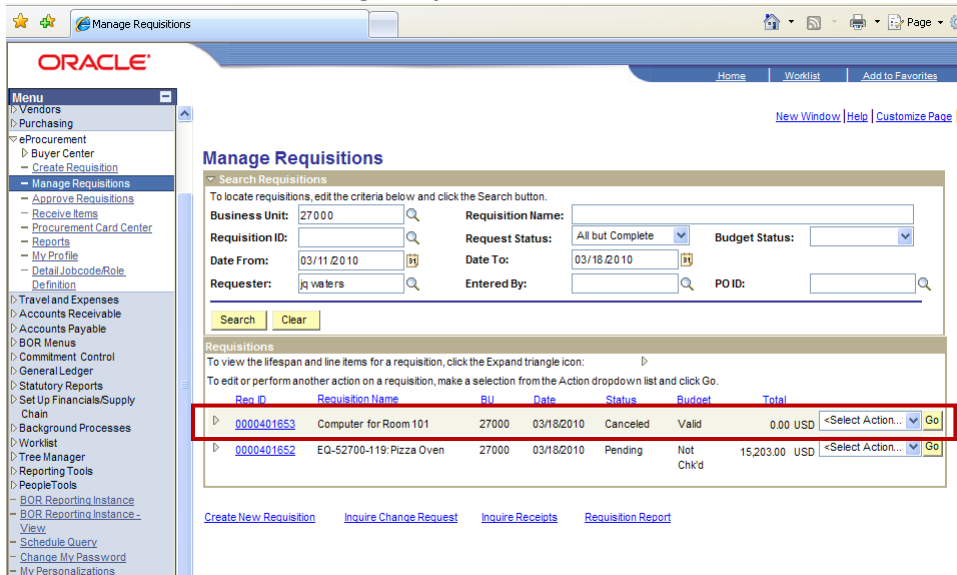
The screenshot shows the Oracle Requisition Details page for Judy Q Waters. The page includes a navigation menu on the left and a main content area. The main content area displays the following information:

- Business Unit:** 27000
- Date:** 03/18/2010
- Requisition Name:** Computer for Room 101
- Status:** Open
- Requisition ID:** 0000401653
- Total:** 1,005.00

Line	Item Description	Status	Price	Qty	Total
1	Desktop Computer Dell OptiPlex 780 Small Fe...	Open	1,005.000	Each 1,0000	\$1005.00

At the bottom of the page, there are two buttons: **Return to Manage Requisitions** (highlighted with a red box) and **Cancel Requisition** (highlighted with a red box). A **Requisition Status** link is also visible below the **Cancel Requisition** button.

4. Now click on **Return to Manage Requisitions** link.



The screenshot shows the Oracle Manage Requisitions page. The page includes a navigation menu on the left and a main content area. The main content area displays the following information:

- Search Requisitions:** To locate requisitions, edit the criteria below and click the Search button.
- Business Unit:** 27000
- Requisition Name:** [Empty]
- Request Status:** All but Complete
- Budget Status:** [Empty]
- Date From:** 03/11/2010
- Date To:** 03/18/2010
- Requester:** jquaters
- Entered By:** [Empty]
- PO ID:** [Empty]

Buttons: **Search**, **Clear**

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon: [Expand]

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	Date	Status	Budget	Total	Action
0000401653	Computer for Room 101	27000	03/18/2010	Canceled	Valid	0.00 USD	<Select Action...> Go
0000401652	EQ-52700-119: Pizza Oven	27000	03/18/2010	Pending	Not Chk'd	15,203.00 USD	<Select Action...> Go

Links: [Create New Requisition](#), [Inquire Change Request](#), [Inquire Receipts](#), [Requisition Report](#)

5. Notice the Budget is Valid. If it shows Not Chk'd then you must choose from the drop down box for Select Action, Check Budget. Budget Checking will take a few minutes to process. Once it is in the Valid status, the requisition has been canceled completely and the money has been returned to your budget.