myFinance User Guide

Cancel a requisition

The following topic demonstrates how to cancel a requisition. Requisitions may be cancelled if they have been entered in error, or if the user has been advised to do so by their Manager via the Deny Requisition comments.

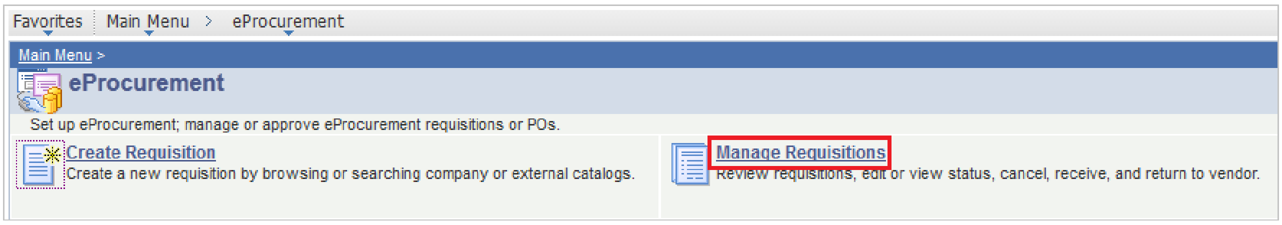
Learning Objectives

Upon completion of this lesson, learners will be able to:

- Cancel a requisition

Procedure

1. In the **Menu**, click the **eProcurement** link.
2. Click the **Manage Requisitions** link.



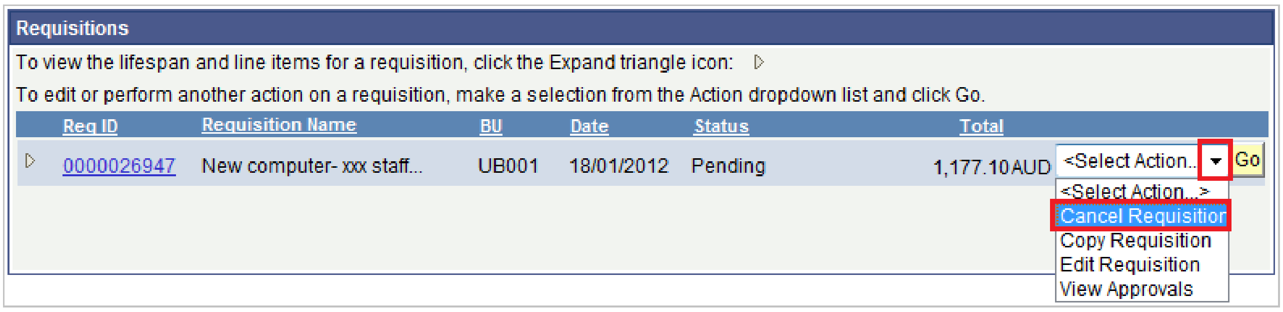
***Hint:** By default, the system displays only requisitions created in the previous 7 days.*

3. To search for the requisition, first click the **Clear** button.

4. Enter "**UB001**" into the **Business Unit** field.
5. Enter the requisition number into the **Requisition ID** field.
6. Click the **Search** button.

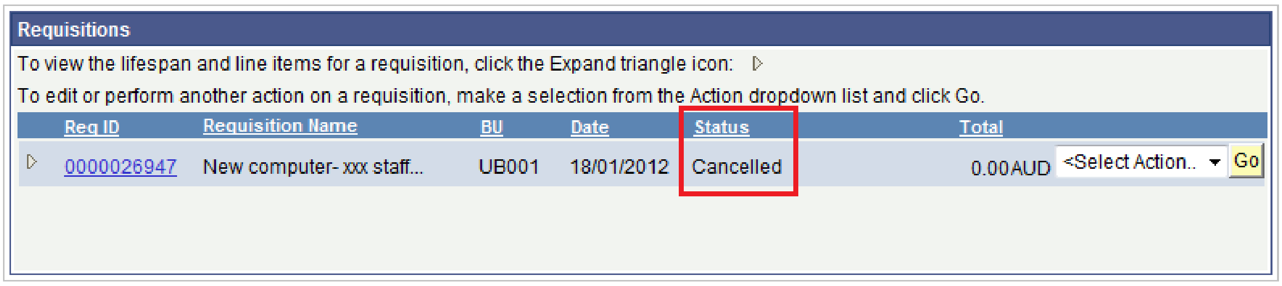
*Hint: Only requisitions with a status of **Open** or **Pending** may be cancelled. Once the requisition has been sourced to a **Purchase Order**, then the purchase order (not the requisition) will need to be cancelled. This can be done via a QWeb request to the Service Desk.*

7. Click the **Select Action** drop-down list.
8. Select **Cancel Requisition**.
9. Click the **Go** button.



10. To cancel this requisition, click the **Cancel Requisition** button.

11. The **Requisition Status** will now appear as **Cancelled**. This means that the requisition will not go any further in its lifecycle.



End of Procedure.