

## 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.

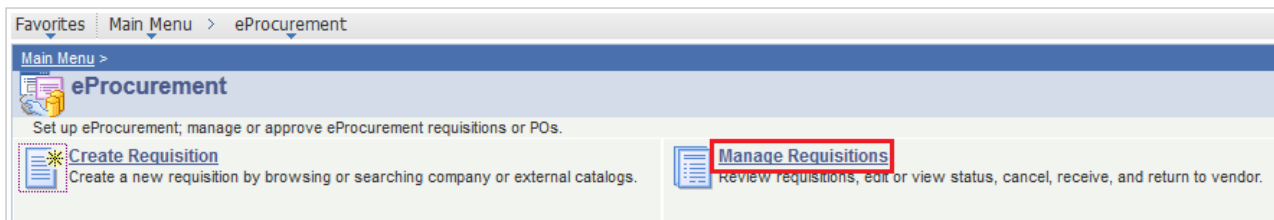
#### Learning Objectives

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

- Cancel a requisition

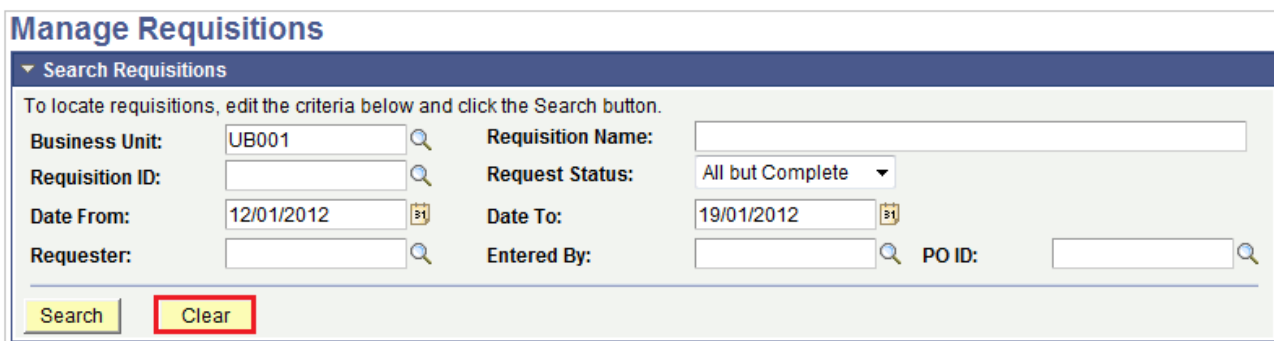
#### Procedure

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.



The screenshot shows the 'Manage Requisitions' search interface. It includes a 'Search Requisitions' section with a dropdown arrow. Below this, there is a text prompt: 'To locate requisitions, edit the criteria below and click the Search button.' The form contains several input fields: 'Business Unit' (with 'UB001' entered), 'Requisition ID', 'Date From' (with '12/01/2012' entered), 'Requester', 'Requisition Name', 'Request Status' (with a dropdown menu set to 'All but Complete'), 'Date To' (with '19/01/2012' entered), 'Entered By', and 'PO ID'. At the bottom of the form, there are two buttons: 'Search' and 'Clear'. The 'Clear' button is highlighted with a red rectangular box.

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

**Search Requisitions**

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

Business Unit:  Requisition Name:

Requisition ID:  Request Status: All but Complete

Date From:  Date To:

Requester:  Entered By:  PO ID:

*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.

**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	Date	Status	Total	
0000026947	New computer- xxx staff...	UB001	18/01/2012	Pending	1,177.10AUD	<input type="button" value="Go"/> <Select Action...> <Select Action...> <b>Cancel Requisition</b> Copy Requisition Edit Requisition View Approvals

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

**Business Unit:** UB001 **Date:** 18/01/2012

**Requisition Name:** New computer- xxx staff member **Status:** Pending

**Requisition ID:** 0000026947 **Total:** 1,177.10

Line	Item Description	Status	Price	Qty	Total
1	<a href="#">HP 8200 Elite</a>	Pending Approval	793.94000	Each 1.0000	\$793.94
2	<a href="#">HP Compaq LA2306 x 23" LED LCD Monitor</a>	Pending Approval	276.15000	Each 1.0000	\$276.15

[Return to Manage Requisitions](#)

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

**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	Date	Status	Total	
▷ <a href="#">0000026947</a>	New computer- xxx staff...	UB001	18/01/2012	Cancelled	0.00AUD	<Select Action.. ▾ Go

**End of Procedure.**