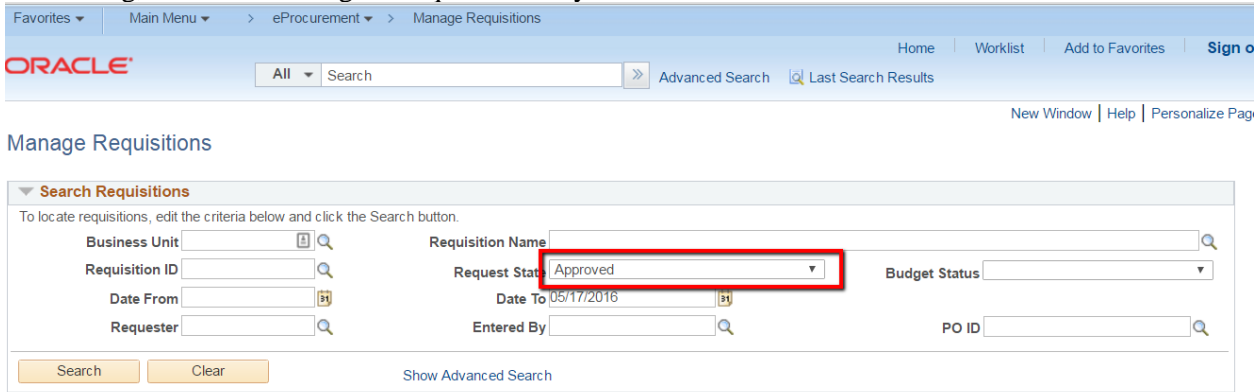
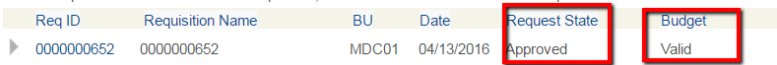
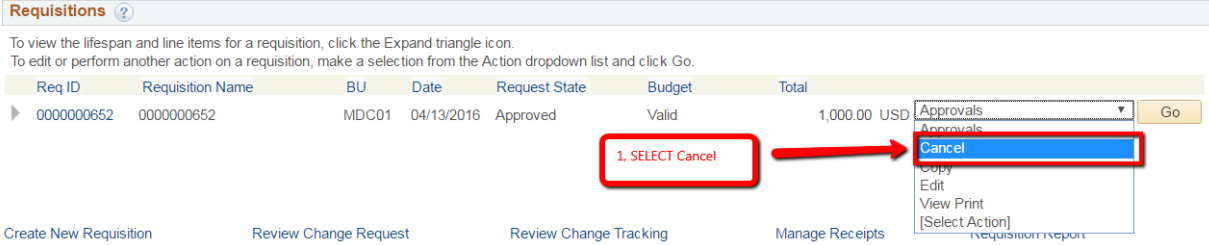
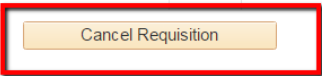
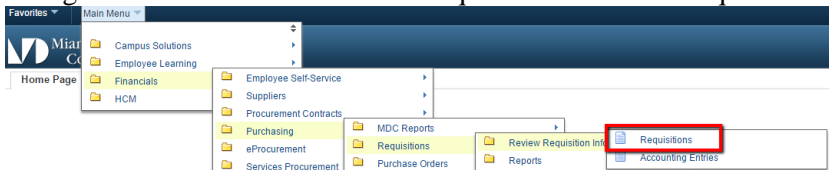


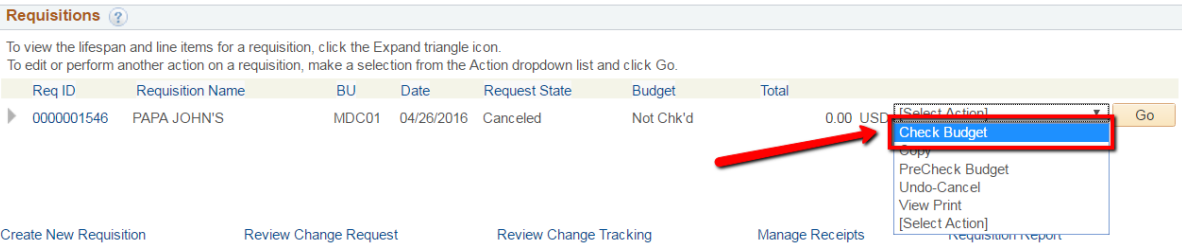
How to Cancel a Requisition in Approved status and Not sourced to a PO

Step	Action												
1.	Begin by navigating to the Main Menu > Financials>E-procurement>Manage Requisitions												
2.	Search for Requisition State: Approved and Budget Status and click Search.												
	<p>Note: you cannot cancel a requisition that has been sourced to a purchase order. You need to contact Purchasing, before cancelling the requisition on your end.</p> 												
3.	A list of all requisitions in approved status will display.												
	 <table border="1"> <thead> <tr> <th>Req ID</th> <th>Requisition Name</th> <th>BU</th> <th>Date</th> <th>Request State</th> <th>Budget</th> </tr> </thead> <tbody> <tr> <td>0000000652</td> <td>0000000652</td> <td>MDC01</td> <td>04/13/2016</td> <td>Approved</td> <td>Valid</td> </tr> </tbody> </table>	Req ID	Requisition Name	BU	Date	Request State	Budget	0000000652	0000000652	MDC01	04/13/2016	Approved	Valid
Req ID	Requisition Name	BU	Date	Request State	Budget								
0000000652	0000000652	MDC01	04/13/2016	Approved	Valid								
4.	Select "Cancel" from the action dropdown menu and click "go".												
													
5.	Click on Cancel Requisition												
													
6.	After cancelling, check for any pre-encumbrance hold.												
7.	Navigate: Main Menu>Financials>Requisitions>Review Requisitions> information> Requisition												
													

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Step	Action																				
8.	<p>Enter requisition ID and click search.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Requisition Inquiry</p> <p>Business Unit <input type="text" value="MDC01"/></p> <p>Requisition ID <input style="border: 2px solid red;" type="text" value="0000001495"/></p> <p>Requisition Name <input type="text"/></p> <p>Req Status <input type="text"/></p> <p>Requester <input type="text"/></p> <p>Requester Name <input type="text"/></p> <p>Requisition Date <input type="text"/></p> <p>Supplier SetID <input type="text" value="SHARE"/> Supplier Lookup</p> <p>Supplier ID <input type="text"/> Supplier Details</p> <p>Item SetID <input type="text" value="SHARE"/></p> <p>Item Description <input type="text"/></p> <p>Department <input type="text"/></p> <p><input style="border: 2px solid red;" type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>																				
9.	<p>Click on Requisition ID</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Requisitions</p> <p>Req Inquiry Personalize Find View All First 1 of 1 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Unit</th> <th>Requisition</th> <th>Requisition Name</th> <th>Requisition Status</th> <th>Requester</th> <th>Req Date</th> <th>Total Amt</th> </tr> </thead> <tbody> <tr> <td>MDC01</td> <td style="border: 2px solid red;">0000001495</td> <td>FHEG Miami Dade Bookstore</td> <td>Complete</td> <td></td> <td>04/26/2016</td> <td>0.00 USD</td> </tr> </tbody> </table> <p><input type="button" value="Search"/> <input type="button" value="Notify"/></p> </div>	Unit	Requisition	Requisition Name	Requisition Status	Requester	Req Date	Total Amt	MDC01	0000001495	FHEG Miami Dade Bookstore	Complete		04/26/2016	0.00 USD						
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MDC01	0000001495	FHEG Miami Dade Bookstore	Complete		04/26/2016	0.00 USD															
10	<p>After Cancelling the Req you must release the pre-encumbrance by budget checking the req. If the pre-encumbrance amount is \$0, no budget check is necessary.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p>ORACLE Home Worklist Add to Favorites Sign out</p> <p style="text-align: center;">All Search Advanced Search</p> <hr/> <p>Requisition Details New Window Help Personalize Pa</p> <p>Business Unit MDC01 Req ID 0000001495</p> <p>Requester XXXXXXXXXX</p> <p>Requisition Date 04/26/2016 Merchandise Amount 645.00 USD</p> <p>Req Status Approved Pre-Encumbrance Balance 645.00 USD</p> <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <p>After Cancelling the REQ you must release the PreEncumbrance by budget checking the Requisition . If the PreEncumbrance amount=\$0, then you dont have to run Budget check again</p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Line</th> <th>Status</th> <th>Item ID</th> <th>Description</th> <th>Supplier ID</th> <th>Supplier</th> <th>Req Qty</th> <th>UOM</th> <th>Merchandise Amt</th> <th>Amount Only</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Approved</td> <td></td> <td>PRIZES FOR CHEMISTRY CLUB COMP</td> <td>0000002299</td> <td>Follett Campus Resources</td> <td>1.0000</td> <td>EACH</td> <td>645.00 USD</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p><input type="button" value="Return"/></p> </div>	Line	Status	Item ID	Description	Supplier ID	Supplier	Req Qty	UOM	Merchandise Amt	Amount Only	1	Approved		PRIZES FOR CHEMISTRY CLUB COMP	0000002299	Follett Campus Resources	1.0000	EACH	645.00 USD	<input type="checkbox"/>
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Step	Action
11	<p>Return to the “Manage requisitions” page, to “check budget” from the actions drop down menu and click go and verify Budget Status is now valid.</p>  <p>Note: once budget status reflects valid, the requisition’s pre-encumbrance has been released. If the budget shows error, it must be resolved before pre-encumbrance can be released.</p>
12	<p>Requisition Details</p> 