

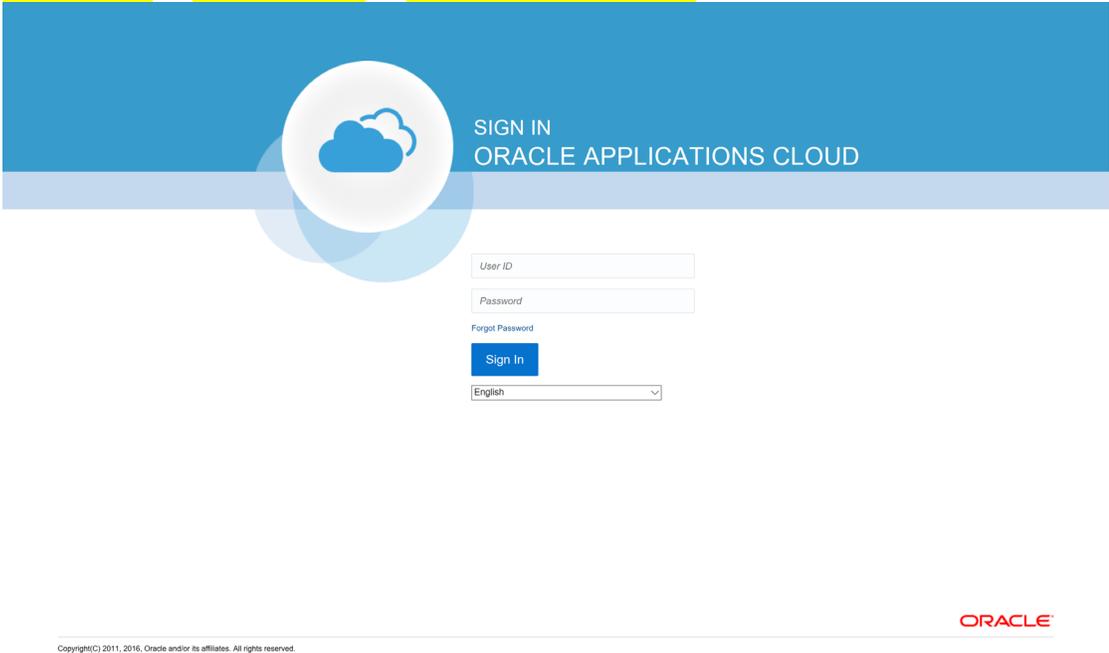
## Cancel Requisition

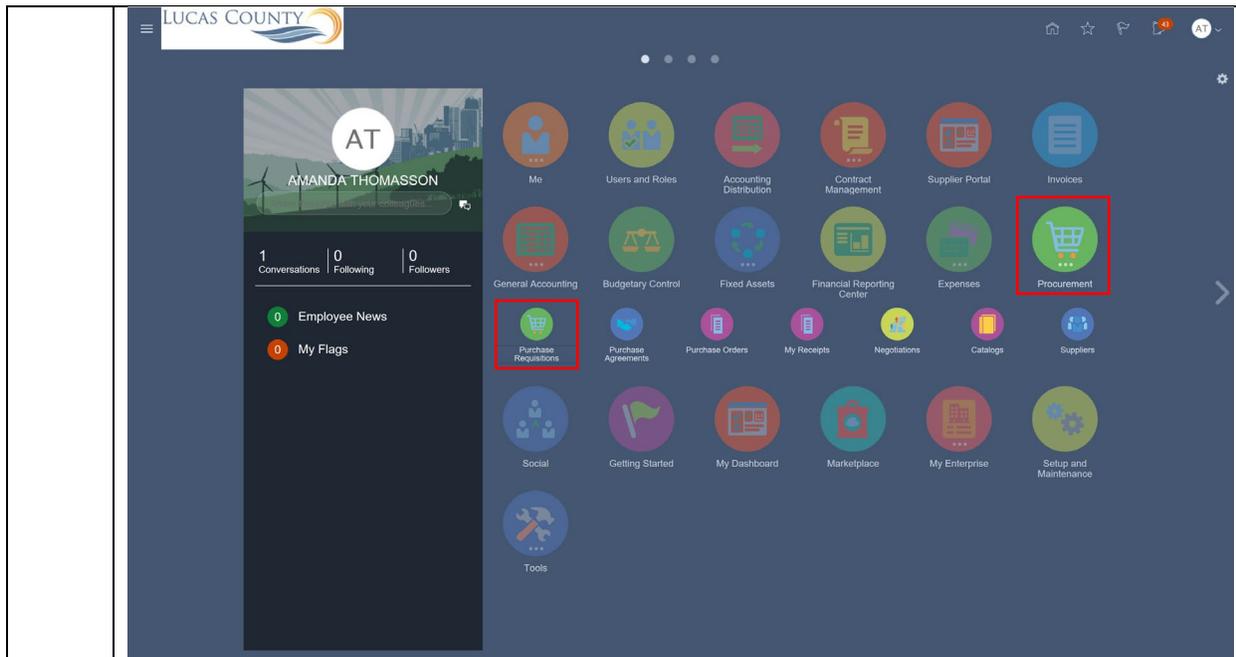
**Audience:** Requester

**Purpose:** After a requisition has been created, you can cancel Incomplete requisitions.

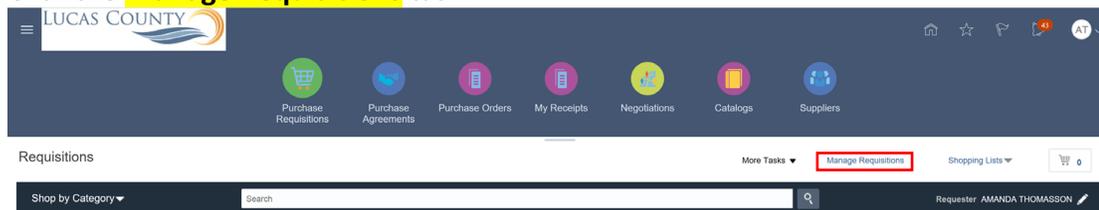
The purchase order contains the most up-to-date information. This job aid will assist you in canceling a requisition.

Afterwards, you can track or change your request in the following way. For requisitions on approved purchase orders, your changes are made to the purchase order through change requests. From the **Requisition Details** page, you can access pending change requests until they are approved. You can also access the latest version of the purchase order. From the **Document History** page, you can view all submitted change requests to the purchase orders associated with the requisition. Cancellation of lines on purchase orders are also handled through change requests. Changes to purchase orders are not reflected on the requisition.

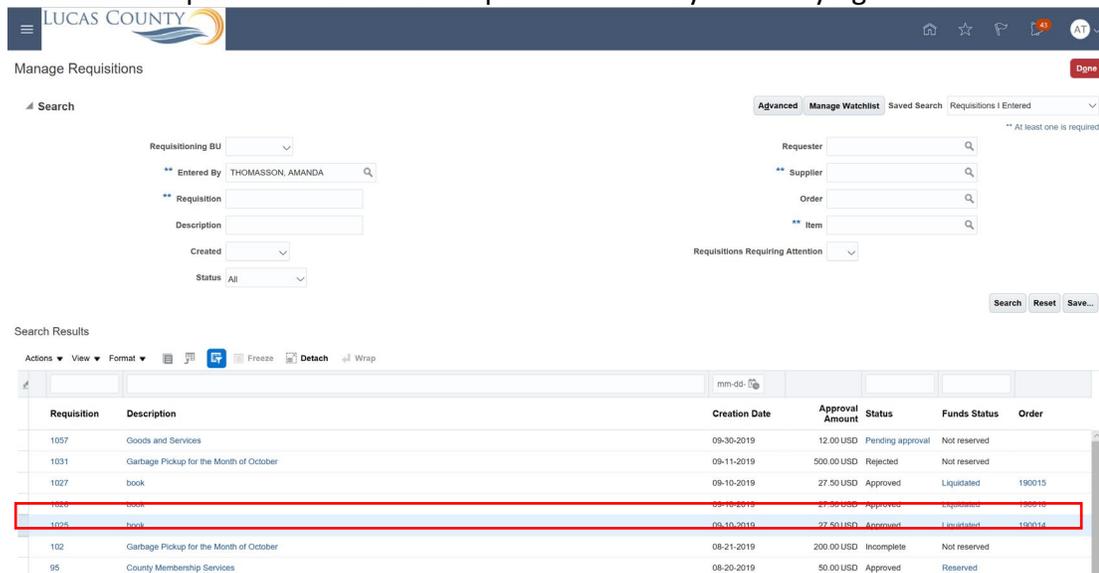
Step	Action
1	<p>Log into Oracle.  <b>Home Page -&gt; Procurement -&gt; Purchase Requisitions</b></p> 



2 Click the **Manage Requisitions** task.



3 Select the Requisition row for the requisition record you are trying to cancel.



4 Click the **Actions** drop-down list.

Manage Requisitions

Search

Requisitioning BU: [Dropdown]  
 Entered By: THOMASSON, AMANDA  
 Requisition: [Input]  
 Description: [Input]  
 Created: [Dropdown]  
 Status: All

Requester: [Input]  
 Supplier: [Input]  
 Order: [Input]  
 Item: [Input]

Requisitions Requiring Attention: [Dropdown]

Search Results

Actions View Format Freeze Detach Wrap

Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
1026	book	09-30-2019	12.00 USD	Pending approval	Not reserved	
1025	book	09-11-2019	500.00 USD	Rejected	Not reserved	
1025	book	09-10-2019	27.50 USD	Approved	Liquidated	190015
1025	book	09-10-2019	27.50 USD	Approved	Liquidated	190016
102	Garbage Pickup for the Month of October	09-10-2019	27.50 USD	Approved	Liquidated	190014
102	Garbage Pickup for the Month of October	08-21-2019	200.00 USD	Incomplete	Not reserved	
95	County Membership Services	08-20-2019	50.00 USD	Approved	Reserved	

5 Click the **Cancel Requisition** menu item.

Manage Requisitions

Search

Requisitioning BU: [Dropdown]  
 Entered By: THOMASSON, AMANDA  
 Requisition: [Input]  
 Description: [Input]  
 Created: [Dropdown]  
 Status: All

Requester: [Input]  
 Supplier: [Input]  
 Order: [Input]  
 Item: [Input]

Requisitions Requiring Attention: [Dropdown]

Search Results

Actions View Format Freeze Detach Wrap

Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
1026	book	09-30-2019	12.00 USD	Pending approval	Not reserved	
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1025	book	09-10-2019	27.50 USD	Approved	Liquidated	190016
102	Garbage Pickup for the Month of October	09-10-2019	27.50 USD	Approved	Liquidated	190014
102	Garbage Pickup for the Month of October	08-21-2019	200.00 USD	Incomplete	Not reserved	
95	County Membership Services	08-20-2019	50.00 USD	Approved	Reserved	

6 Enter information into the **Reason** field.

The screenshot shows the 'Manage Requisitions' interface. A 'Cancel Requisition' dialog box is open, with the 'Reason' field containing the text 'Incorrect order'. The 'OK' button is highlighted with a red box. The background interface includes search filters for Requisitioning BU, Entered By (THOMASSON, AMANDA), Requisition, Description, Created, and Status (All). Search results are visible at the bottom, showing a table with columns: Requisition, Description, Creation Date, Approval Amount, Status, Funds Status, and Order.

Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
1057	Goods and Services	09-30-2019	12.00 USD	Pending approval	Not reserved	

7 Click the **OK** button.

8 Click the **OK** button for the confirmation message.

The screenshot shows the 'Manage Requisitions' interface with a 'Confirmation' dialog box open. The dialog box contains the message: 'The requisition lines were canceled or cancellation requests were submitted for the lines'. The 'OK' button is highlighted with a red box. The background interface is the same as in step 6, but the search results table is more visible.

Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
1026	book	09-10-2019	27.50 USD	Approved	Liquidated	190016
1025	book	09-10-2019	27.50 USD	Approved	Liquidated	190014
102	Garbage Pickup for the Month of October	08-21-2019	200.00 USD	Incomplete	Not reserved	
95	County Membership Services	08-20-2019	50.00 USD	Approved	Reserved	
86	Anti-virus Software	08-15-2019	0	Canceled	Not reserved	