How to Cancel Requisition and Return the Money to your Budget

1. Navigate to eProcurement> Manage Requisitions

2. The top section of the screen should look like this screen shot below. You will need to change your criteria in the boxes to find your requisition to be canceled.

Once you have gotten your screen to look like this click search.

3. You can only cancel a requisition in Denied, Pending or Open status from the current fiscal year.

In the screen shot below, requisition # 0000293924 is in Denied status, and is no longer needed. However, it is budget checked to Valid, so it is taking up money from the budget as a pre-encumbrance.

4. Next scroll over to the far right and select the action drop down box and choose Cancel Requisition and click the GO button.
5. The next screen will have the requisition detailed information as seen below, click on the Cancel Requisition button.

![Requisition Details](image)

6. The screen will then take you back to Manage Requisitions and you should see your requisition marked CANCELED and NOT CHKD see the screen shot below.

![Screen Shot](image)

7. Now you will need to check budget again to release the monies associated with this requisition back to your budget. Select action drop box Check Budget and click Go as shown on the screen shot below.

Your screen show that it is processing in the right corner.

![Screen Shot](image)
8. Once budget checking is complete the screen will show Manage Requisitions again and your requisition canceled line item should be reflected in the selection as shown in the screen shot below. You requisition is now completely canceled.