

# How to cancel a requisition:

On the Manage Requisition Screen -

If the status of the requisition is "open" and the budget "not checked" complete only step 1 below.

**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	Budget	Total
▾ <a href="#">0000072899</a>	0000072899	NT752	03/04/2009	Pending	Valid	1.00USD

**Requisition Details for: Milligan,Ronald Scott**

Business Unit: NT752      Date: 03/04/2009  
 Requisition Name: 0000072899      Status: Pending  
 Requisition ID: 0000072899      Total: 1.00

Line	Item Description	Status	Price	Qty	Total
1	<a href="#">tool</a>	Pending Approval	1.00000 Each	1.0000	\$1.00

[Return to Manage Requisitions](#)

**1. Choose "Cancel Requisition" and "Go."**

**2. Click "Cancel Requisition." You'll be returned to Manage Requisitions.**

Status – Pending  
Budget - Valid

- <Select Action.. ▾ Go
- <Select Action...>
- Cancel Requisition
- Copy Requisition
- Edit Requisition
- Requisition Cycle
- View Approvals

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Req ID	Requisition Name	BU	Date	Status	Budget	Total
▾ <a href="#">0000072899</a>	0000072899	NT752	03/04/2009	Cancelled	Not Chkd	0.00USD

**3. Choose "Check Budget" and "Go."**  
 Note that the amount is now zero.

The status changes to "Cancelled"  
 The budget to "Not Chk'd"  
 The amount to "0"

The status changes to "Cancelled"  
The budget to "Not Chk'd"  
The amount to "0"

- <Select Action.. ▾ Go
- <Select Action...>
- Check Budget
- Copy Requisition
- Re-Open Requisition
- Requisition Cycle

**Requisitions**  
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Req ID	Requisition Name	BU	Date	Status	Budget	Total
▾ <a href="#">0000072899</a>	0000072899	NT752	03/04/2009	Cancelled	Valid	0.00USD

The status remains "Cancelled"  
The "0" budget is now "Valid."