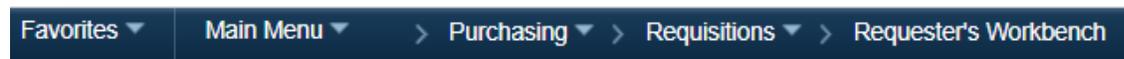




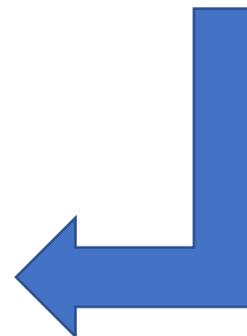
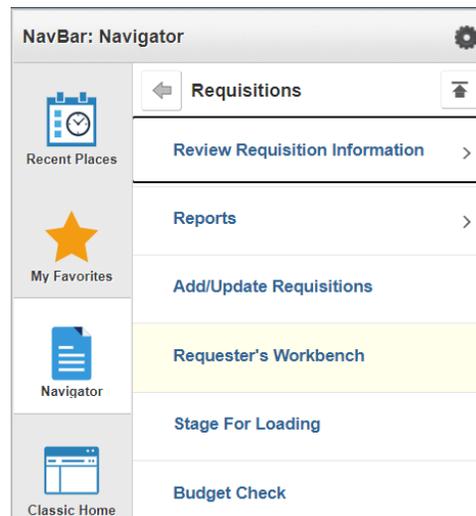
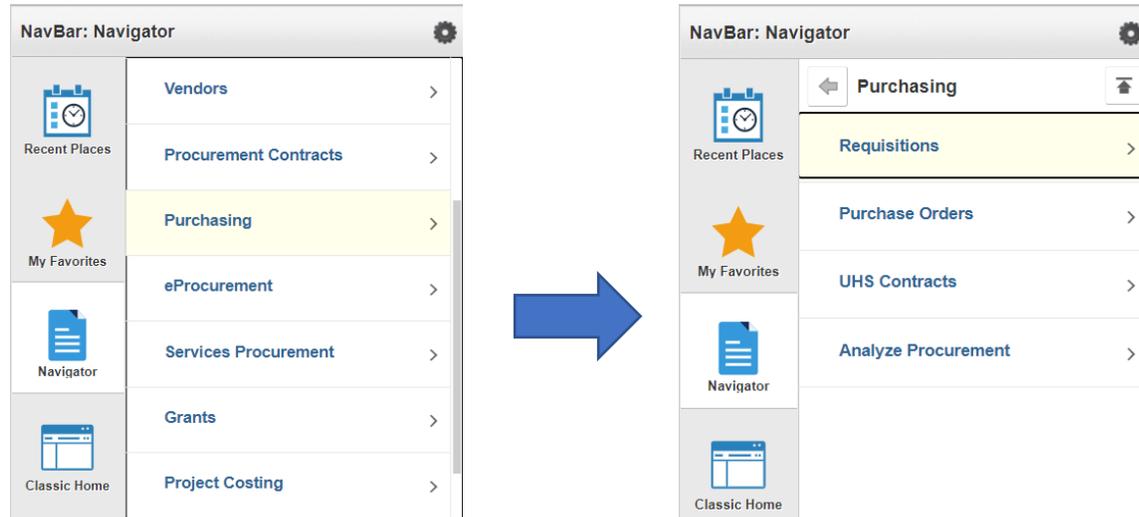
A requisition must have a **VALID** budget status before it can be canceled.

1. Navigate to the **Requester's Workbench**.

Using Classic Menu



Using Fluid Menu





- Click the **Search** button. Select **"REQ_CANCEL"** WorkBench ID.

Requester's WorkBench

Enter any information you have and click Search. Leave fields blank for a list of all values.

Business Unit: [= ▼]

WorkBench ID: [begins with ▼]

Description: [begins with ▼]

Case Sensitive

[Basic Search](#)
[Save Search Criteria](#)

Search Results

View All First 1-5 of 5 Last

Business Unit	WorkBench ID	Description
00759	1	REQ_CLOSE1
00759	2	CLOSE_REQ
00759	CLOSE_REQ	CLOSE REQUISITION
00759	REQWORKBEN	requisition
00759	REQ_CANCEL	REQ_CANCEL

[Find an Existing Value](#) | [Add a New Value](#)



3. Enter the **Requisition ID**. You can add criteria based on *Status, Sourcing, Encumbrance*, or *ChartFields* information. Click the **Search** button.

Requester's Workbench

Filter Options

Business Unit: 00759 **WorkBench ID:** REQ_CANCEL
Description: REQ_CANCEL

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Requisition: **To:**

Requisition Name:

Req Date: **Until:**

Activity Date: **To:**

Due Date: **To:**

Vendor ID:

Item ID:

Requester:

Status

Open Approved Lines Approved
 Pending Appr Canceled Denied

Sourcing

Partially or Fully Sourced

Encumbrance

Open Pre-encumbrances

ChartFields Personalize | Find | View All | | First 1 of 1 Last

GL Unit	Account	Alt Acct	Dept	Program	Fund	Bud Ref
<input type="text"/> <input type="button" value="Q"/>						

 [Return to Requester's Workbench](#)



4. Select the requisition by checking the checkbox. Click the **Cancel** button.

Requester's Workbench

Business Unit: 00759 WorkBench ID: REQ_CANCEL

*Description: REQ_CANCEL

Select Reqs for Further Processing

List of Requisitions											Personalize	Find	View All	Download %1 Table to Excel	First	1 of 1	Last
Requisition ID	Doc Status	Status	Hold	Budget Status	Req Date	Last Activity	Name	Track Batch	Lines								
<input checked="" type="checkbox"/> 0000044057		Open	N	Valid	09/29/2020	09/29/2020	Goucher, Jennifer Erwin										

Select All Clear All

Action:

Go To: [Set filter options](#) [View Processing Results](#)



- If the requisition is qualified for the selected *Action* (ie. **Cancel, Budget Check**), it will display on the *Qualified* section. If displayed on the *Not Qualified* section, click on the  icon under *Log* column for the reason. Click the **Yes** button to proceed.

Requester's Workbench Processing Results

Business Unit: 00759 **WorkBench ID:** REQ_CANCEL
Description: REQ_CANCEL

Select Reqs for Further Processing

Accounting Date for Action: 
 Update Budget Date Equal to Accounting Date

Not Qualified	
Requisition ID	Log
	

Qualified			
Requisition ID	Line	Sched	Distrib Line
0000044057			

Proceed: [Return to Requester's Workbench](#)



- Click the **Yes** button to continue.

The screenshot shows the 'Requester's Workbench' interface. At the top, it displays 'Processing Results' with 'Business Unit: 00759' and 'WorkBench ID: REQ_CANCEL'. Below this, there are fields for 'Description: REQ_CANCEL' and 'Accounting Date for Action: 01/28/2021'. A checkbox for 'Update Budget Date Equal to Accounting Date' is present. Two tables are shown: 'Not Qualified' (empty) and 'Qualified' (containing one row with Requisition ID 0000044057). A 'Message' dialog box is overlaid on the right, asking 'Continue to Cancel Reqs (10109,6)' with 'Yes' and 'No' buttons. At the bottom, there are 'Proceed: Yes No' buttons and a 'Return to Requester's Workbench' link. 'Notify' and 'Refresh' buttons are also visible.

- Once cancelation is processed, the page will navigate back to the *Requester's Workbench* page. The requisition needs to be re-budget checked to release the fund back to the cost center. Select the requisition by checking the checkbox. Click the **Budget Check** button.

The screenshot shows the 'Requester's Workbench' interface. It displays 'Business Unit: 00759' and 'WorkBench ID: REQ_CANCEL'. Below this, there are fields for 'Description: REQ_CANCEL' and 'Select Reqs for Further Processing'. A table titled 'List of Requisitions' is shown with columns: Requisition ID, Doc Status, Status, Hold, Budget Status, Req Date, Last Activity, Name, Track Batch, and Lines. The table contains one row with Requisition ID 0000044057, Status 'Canceled', and Budget Status 'Not Chk'd'. Below the table, there are 'Action:' buttons: 'Approve', 'Unapprove', 'Cancel', 'Close', and 'Budget Check' (highlighted). There are also 'Go To:' links for 'Set filter options' and 'View Processing Results', and a 'Save' button. 'Notify' and 'Refresh' buttons are also visible.



8. If the requisition is qualified for the selected *Action* (ie. **Cancel, Budget Check**), it will display on the *Qualified section*. If displayed on the *Not Qualified section*, click on the  icon under *Log* column for the reason. Click the **Yes** button to proceed.

Requester's Workbench

Processing Results

Business Unit: 00759 **WorkBench ID:** REQ_CANCEL
Description: REQ_CANCEL

Select Reqs for Further Processing

Accounting Date for Action: 

Not Qualified	
Requisition ID	Log
	

Qualified			
Requisition ID	Line	Sched	Distrib Line
0000044057			

Proceed: [Return to Requester's Workbench](#)



- Click the **Yes** button to continue.

Requester's Workbench
Processing Results

Business Unit: 00759 WorkBench ID: REQ_CANCEL
Description: REQ_CANCEL

Select Reqs for Further Processing

Accounting Date for Action: 01/28/2021

Not Qualified Personalize | View All | 1 of 1 | Last

Requisition ID	Log

Qualified Personalize | View All | 1 of 1 | Last

Requisition ID	Line	Sched	Distrib Line
0000044057			

Message

Continue to Budget Check Reqs. (10109,50)

Proceed: [Return to Requester's Workbench](#)

- Once budget checking is done, the page will navigate back to the *Requester's Workbench* page. The *Requisition Status* displays **Canceled** and the *Budget Status* displays **Valid**.

Requester's Workbench

Business Unit: 00759 WorkBench ID: REQ_CANCEL
*Description: REQ_CANCEL

Select Reqs for Further Processing

List of Requisitions Personalize | Find | View All | Download %1 Table to Excel First | 1 of 1 | Last

Requisition ID	Doc Status	Status	Hold	Budget Status	Req Date	Last Activity	Name	Track Batch	Lines
<input checked="" type="checkbox"/> 0000044057		Canceled	N	Valid	09/29/2020	01/28/2021	Goucher, Jennifer Erwin		

Action:

Go To: [Set filter options](#) [View Processing Results](#)



The requisition is now canceled.

[Favorites](#) ▾ |
 [Main Menu](#) ▾ |
 > [Purchasing](#) ▾ |
 > [Requisitions](#) ▾ |
 > [Add/Update Requisitions](#)

UHS FINANCE

Requisitions

Use the following search to look for an existing Requisition.

▾ Search Criteria

Business Unit: [= ▾]

Requisition ID: [begins with ▾]

Requisition Name: [begins with ▾]

Requisition Status: [= ▾] ▾

Origin: [begins with ▾]

Requester: [begins with ▾]

Requester Name: [begins with ▾]

Hold From Further Processing

Case Sensitive

[Basic Search](#)
[Save Search Criteria](#)

No matching values were found.

[Find an Existing Value](#) | [Add a New Value](#)