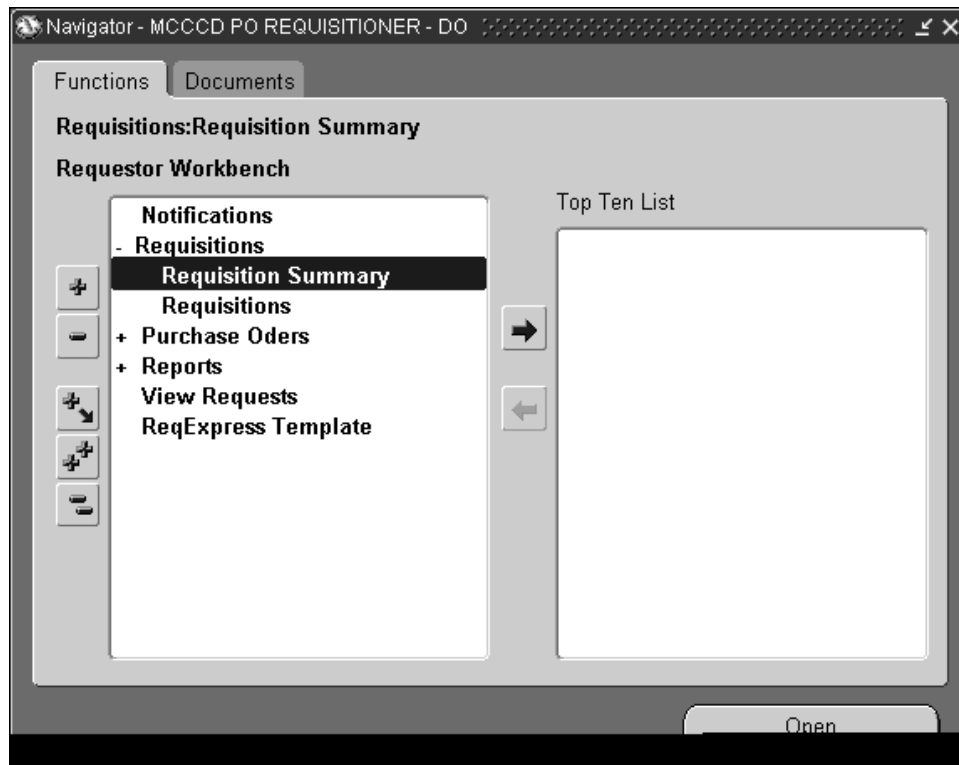


Canceling a Requisition based on Date

Anyone can cancel anyone's requisition! Be careful when canceling a requisition! This process cannot be undone. A requisition can be canceled any time *after* it has been submitted to the approval process and *before* it has been placed on a purchase order. Once a requisition has been placed on a purchase order, only a buyer can cancel it. If the requisition has not been submitted to the approval process, it cannot be canceled. It must be deleted. (That's another process!)

1. In the Navigator window, double-click Requisitions to expand the Requisitions options.



2. Double-click Requisitions Summary.
 - The Find Requisitions window displays:

The screenshot shows the 'Find Requisitions (MCCCD)' window with the following fields and controls:

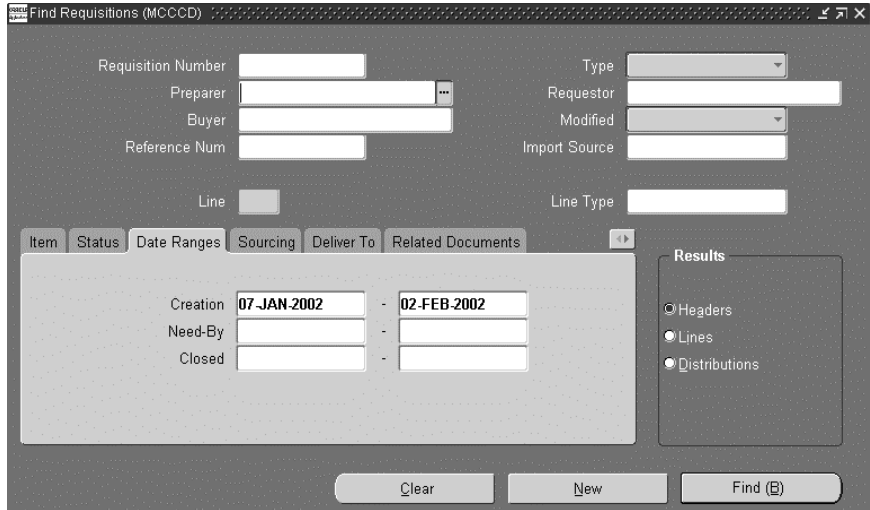
- Requisition Number:
- Preparer:
- Buyer:
- Reference Num:
- Type:
- Requestor:
- Modified:
- Import Source:
- Line:
- Line Type:
- Navigation tabs: Item, Status, Date Ranges, Sourcing, Deliver To, Related Documents
- Search criteria fields:
 - Item, Rev:
 - Category:
 - Description:
 - Supplier Item:
- Results panel:
 - Headers
 - Lines
 - Distributions
- Buttons: Clear, New, Find (F)

3. In the lower-left corner of the window, click the Date Ranges tab.

The screenshot shows the 'Find Requisitions (MCCCD)' window with the 'Date Ranges' tab selected. An arrow points to the 'Creation' field in the search criteria section.

- Requisition Number:
- Preparer:
- Buyer:
- Reference Num:
- Type:
- Requestor:
- Modified:
- Import Source:
- Line:
- Line Type:
- Navigation tabs: Item, Status, Date Ranges, Sourcing, Deliver To, Related Documents
- Search criteria fields:
 - Creation: -
 - Need-By: -
 - Closed: -
- Results panel:
 - Headers
 - Lines
 - Distributions
- Buttons: Clear, New, Find (F)

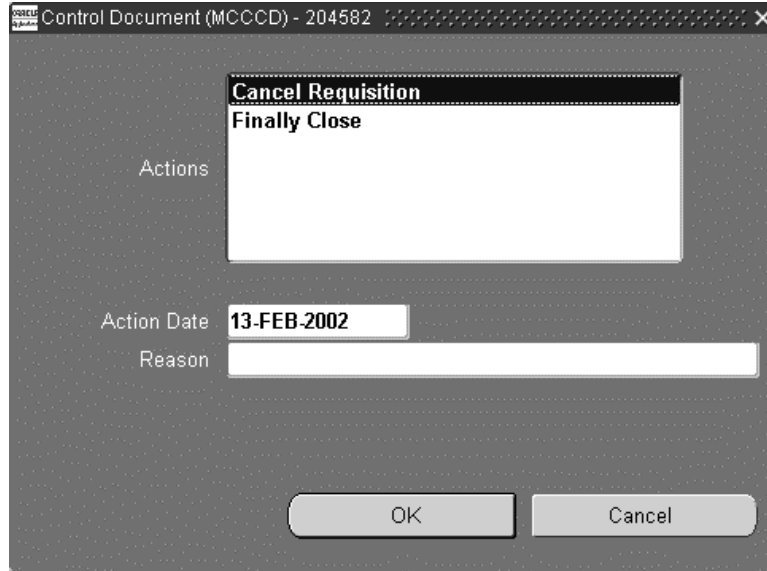
4. Click in the Creation field, and enter a date range – a beginning and end date.
 - The date must be in this format: date-mon-year.
For example 25-Apr-2002.
 - Click the List of Values ... or press (Ctrl+L) to display a calendar.



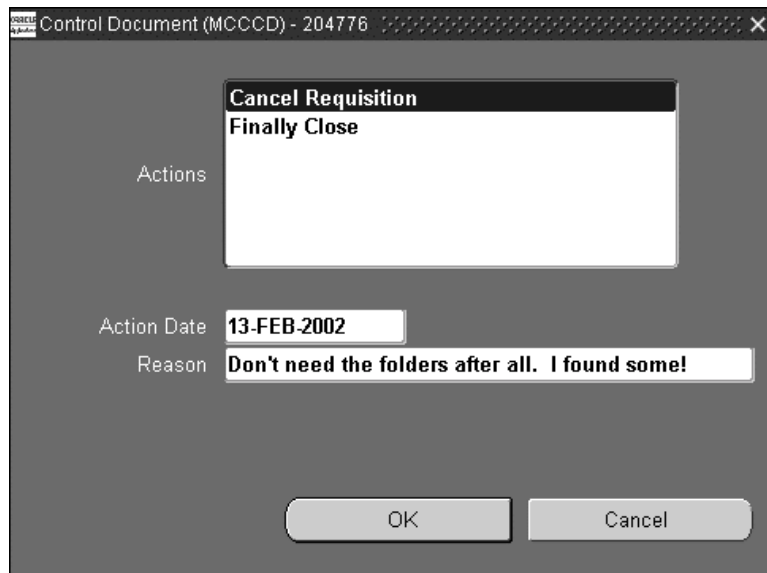
5. At the top of the window, click in the Preparer field.
6. In the Preparer field, enter your last name and press Enter.
 - All of your requisitions within that date range will display in the Requisitions Headers Summary.
 - Please keep in mind that you can only cancel requisitions that have the status of In Process or Rejected.



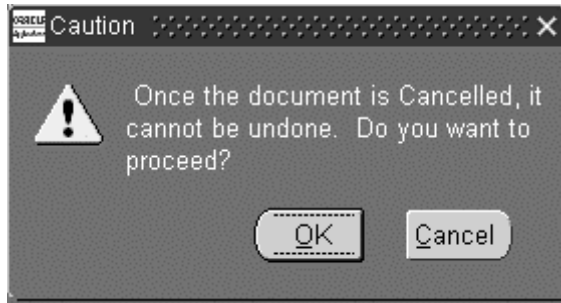
16. In the Control Document window, select Cancel Requisition.



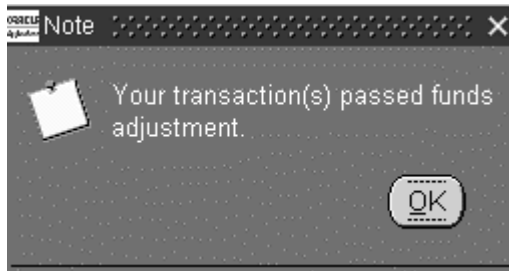
17. In the Reason field, enter a reason for the cancellation.



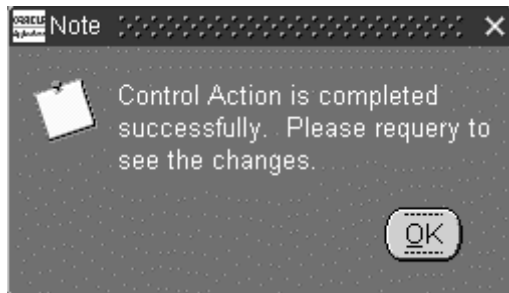
18. When you are ready to cancel the requisition, click OK.



19. In the Caution dialog box, click OK.



20. In the transaction Note dialog box, click OK.



21. In the Control Action Note dialog box, click OK.
 - In the Requisition Header Summary, you will still see the status of this requisition as “In Process.” You will not see the new status until the next time you query your Requisition Summary.