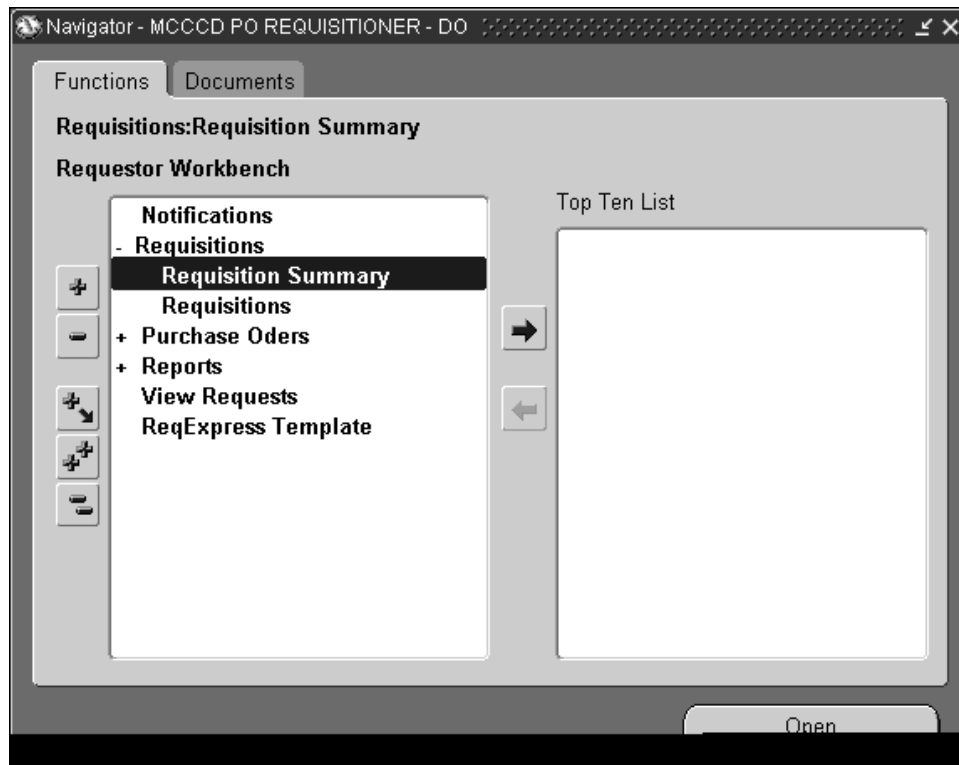


## Canceling a Requisition based on Status

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:

Find Requisitions (MCCCD)

Requisition Number  ...

Preparer

Buyer

Reference Num

Type

Requestor

Modified

Import Source

Line

Line Type

Item | Status | Date Ranges | Sourcing | Deliver To | Related Documents

Item, Rev

Category

Description

Supplier Item

Results

Headers

Lines

Distributions

Clear New Find (F)

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

Find Requisitions (MCCCD)

Requisition Number

Preparer

Buyer

Reference Num

Type

Requestor

Modified

Import Source

Line

Line Type

Item | **Status** | Date Ranges | Sourcing | Deliver To | Related Documents

Approval

Control

Reserved

Results

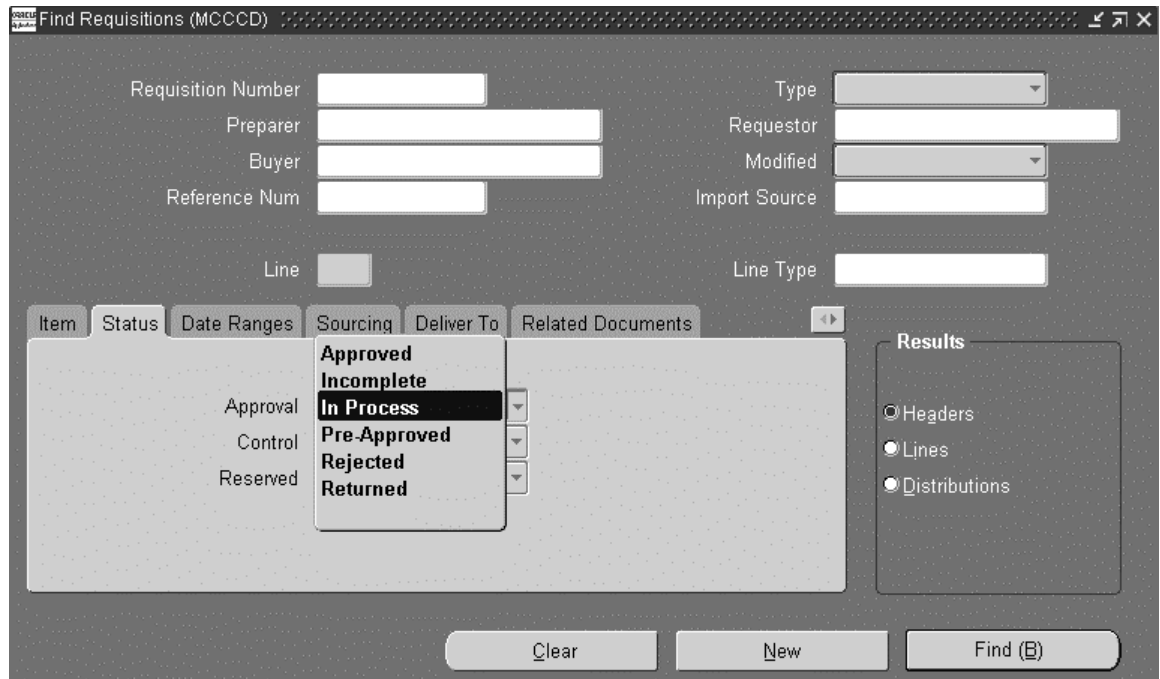
Headers

Lines

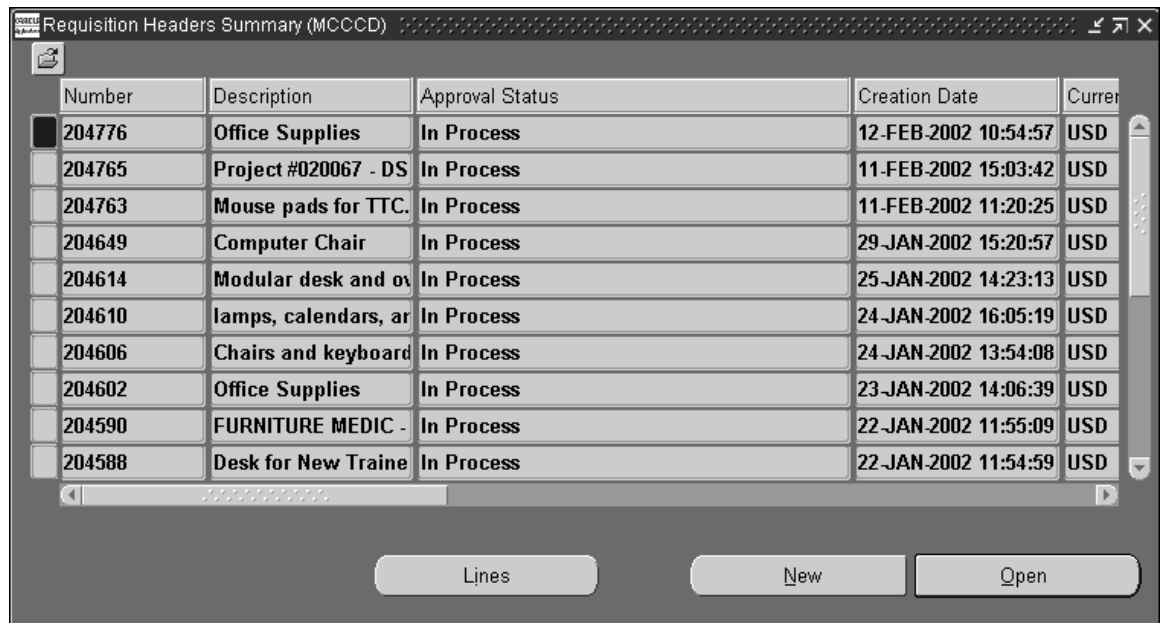
Distributions

Clear New Find (F)

- Click in the Approval field and select In Process or Rejected.



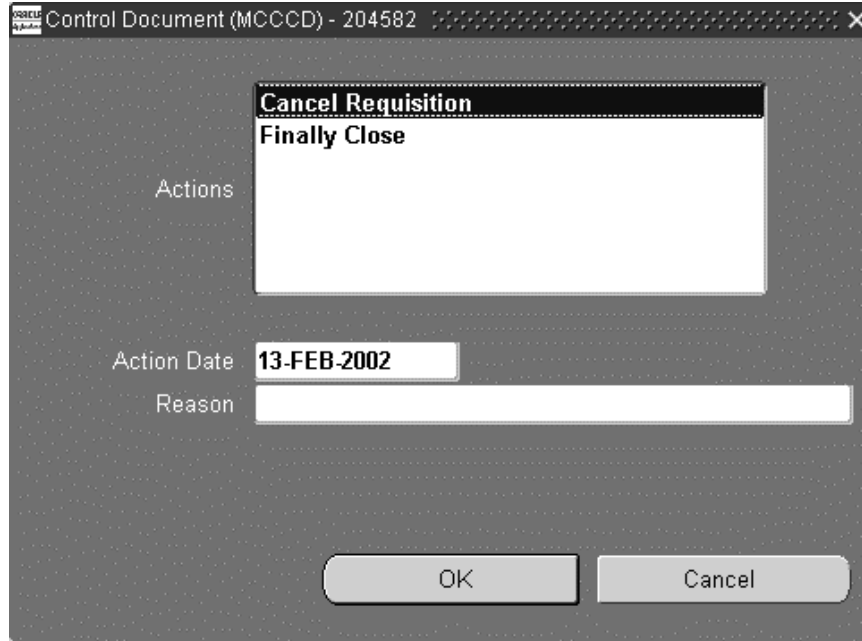
- At the top of the window, click in the Preparer field.
  - In the Preparer field, enter your last name and press Enter.
- All of your In Process, or Rejected, requisitions display in the Requisitions Headers Summary.





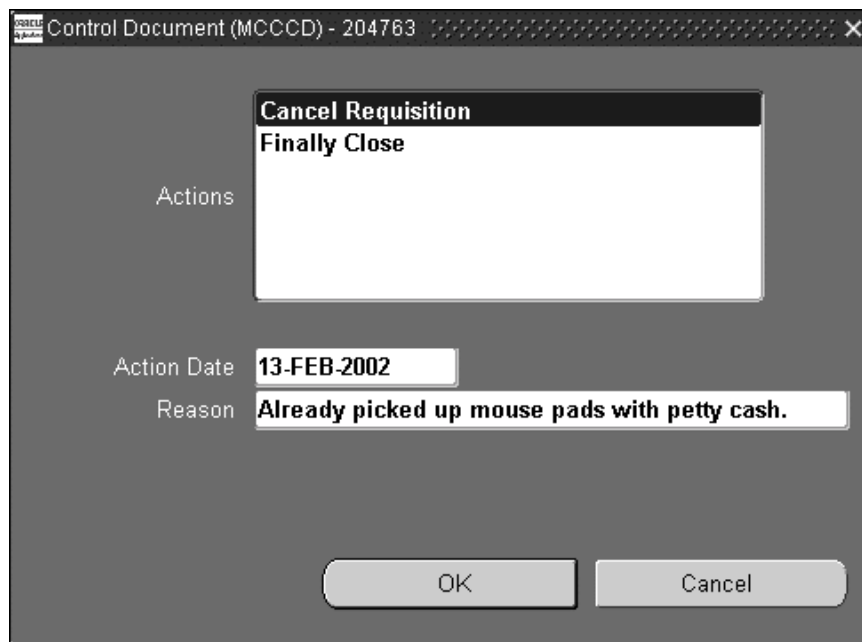


16. In the Control Document window, select Cancel Requisition.



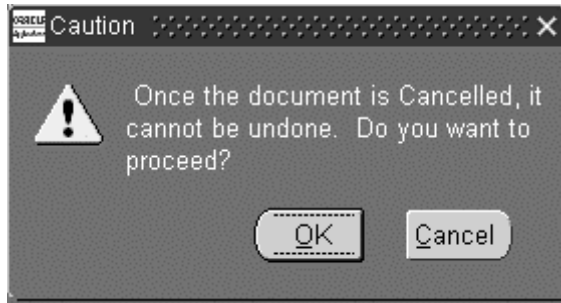
The screenshot shows a window titled "Control Document (MCCCD) - 204582". Inside, there is a dialog box titled "Cancel Requisition" with a "Finally Close" button. The dialog box has an "Actions" section, an "Action Date" field containing "13-FEB-2002", and a "Reason" field which is currently empty. At the bottom of the dialog box are "OK" and "Cancel" buttons.

17. Click in the Reason field, and enter a reason for the cancellation.

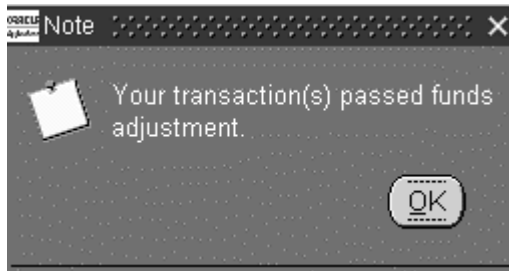


The screenshot shows the same "Control Document (MCCCD) - 204763" window. The "Cancel Requisition" dialog box is now filled with the text "Already picked up mouse pads with petty cash." in the "Reason" field. The "Action Date" field still shows "13-FEB-2002". The "OK" and "Cancel" buttons are visible at the bottom.

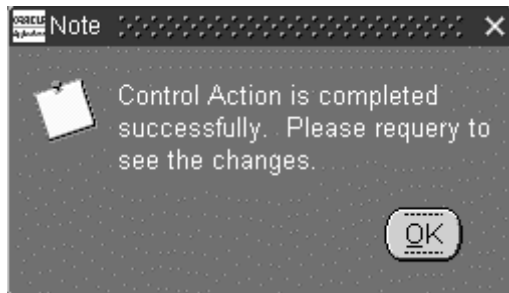
18. When you are ready to cancel the requisition, click OK.



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 based on the Control field rather than the Approval field.