- The Find Requisitions window displays.

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

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

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 In Process, or Rejected, requisitions display in the Requisitions Headers Summary.

7. Press your Down Arrow until you reach the line of the requisition you want to cancel, or use your mouse to place your cursor on that requisition line.

- If you use your mouse, you may get a dialog box letting you know this requisition can’t be opened.

- If you get the Note dialog box, click OK.

- It’s a good idea to check your requisition before canceling it because this action cannot be undone. To check information on your requisition, go on to step 8.

- If you are sure this is the requisition you want to cancel, go to step 15.

8. To view the line items on the requisition, click the Lines button.

9. To view the entire Description field, Tab to it (or click in it), and press Ctrl+E or click the Edit Field icon in the Toolbar to open the Editor window.

10. Press Alt+O or click OK to close the Editor window.

11. To view the account codes, click the Distributions button.

12. If this is not the requisition you want to cancel, close each of the windows until you are back at the Requisitions Headers Summary window and start over.

13. If this is the requisition you want to cancel, click the close X box in the Distributions window to return to the Lines window.

14. Click the close X box in the Lines window to return to the Summary window.

15. From the Tools menu, select Control.

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

17. Click in the Reason field, and 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 based on the Control field rather than the Approval field.

MARICOPA COMMUNITY COLLEGES

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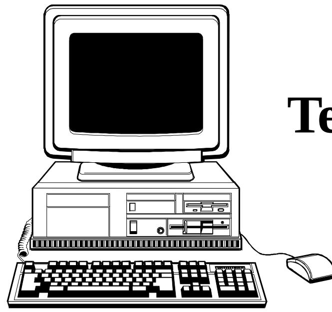

Technology Training Services

Managing Requisitions

Deleting a Requisition

You can only delete a requisition that has an “Incomplete” status. This means that the requisition has never been submitted to the approval process. If the requisition has been submitted, it can’t be deleted it must be canceled.

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

2. Double-click Requisitions Summary.

- The Find Requistions window displays.

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

4. Click in the Approval field and select Incomplete.

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 Incomplete requisitions display in the Requisitions Headers Summary.

7. Press your Down Arrow until you reach the line of the requisition you want to delete, or use your mouse to place your cursor on that requisition line.

- If you use your mouse, the requisition may open automatically.

8. Once your cursor is on the requisition you want to delete, click the Open button.

- Your requisition opens in the Requistions window.

9. Double-check that this is the requisition you want to delete.

- View all the requisition lines.

- To check account codes, click the Distribution button at the bottom. (You may have to scroll down to see the button.)

- Click the X close box of the **Distributions** window – not the Oracle window – to return to the Requisitions form.

10. When you are sure this is the requisition you want to delete, click in the Number field at the top of the requisition.

11. From the Edit menu, select Delete.

12. In the Caution dialog box, click OK.

13. To save this change, and to complete the delete process, press Ctrl+S or click the Save icon in the Toolbar.

- Read the status bar in the lower-left corner of the window:

- The requisition is deleted.

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.

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

2. Double-click Requisitions Summary.

- The Find Requisitions window displays.

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

7. Press your Down Arrow until you reach the line of the requisition you want to cancel, or use your mouse to place your cursor on that requisition line.

- If you use your mouse, you may get a dialog box letting you know this requisition can't be opened, depending on its status.

- If you get the Note dialog box, click OK.

- It's a good idea to check your requisition before canceling it because this action cannot be undone. To check your requisition, go on to step 8.

- If you are sure this is the requisition you want to cancel, go to step 15.

8. To view the line items on the requisition, click the Lines button.

9. To view the entire Description field, Tab to it (or click in it), and press Ctrl+E or click the Edit Field icon in the Toolbar to open the Editor window.

10. Press Alt+O or click OK to close the Editor window.

11. To view the account codes, click the Distributions button.

12. If this is not the requisition you want to cancel, close each of the windows until you are back at the Requisitions Headers Summary window and start over.

13. If this is the requisition you want to cancel, click the X close box in the Distributions window to return to the Lines window.

14. Click the X close box in the Lines window to return to the Summary window.

15. From the Tools menu, select Control.

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.

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 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.

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

2. Double-click Requisitions Summary.