
PO.020.950 – DELETING AND CANCELING REQUISITION/REQUISITION LINES

Purpose	To delete/cancel a Purchasing requisition or individual requisition lines.
Description	Requisitions can be deleted or canceled in their entirety or by individual line. However, certain criteria must be met in order to cancel or delete requisition lines.
Security Role	BOR_PO_REQ_MAINT
Dependencies/ Constraints	<p>Users must have the appropriate User Preferences to perform these actions. For more information, see 9.2 Security Roles & User Preferences: ePro & Purchasing.</p> <p>Requisitions lines can be cancelled if the following criteria are met:</p> <ul style="list-style-type: none"> • The requisition is not on hold. • The requisition is in an Approved/Pending status. • The user is authorized to cancel requisitions. • The user is authorized to cancel requisition for the requester. • No requisition lines have been sourced to a purchase order. • No requisition schedules are staged. <p>Requisitions can be deleted if the following criteria are met:</p> <ul style="list-style-type: none"> • The requisition is not on hold. • The requisition was never successfully budget checked. • The user is authorized to delete the entire requisition for the requestor. • There are no change orders for this requisition. • No requisition lines were sourced to a purchase order. • No requisition schedules are staged.

Additional Information	None
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Procedure

Below are step by step procedures on how to cancel a Purchasing requisition.

Step	Action
1.	Click the NavBar icon.
2.	Click the Navigator icon.
3.	Click the Purchasing link.
4.	Click the Requisitions link.
5.	Click the Add/Update Requisitions link.
6.	Click the Find an Existing Value tab.
7.	Enter or search for the requisition in the Requisition ID field.
8.	To cancel the entire requisition, click the red X in the header. <i>Note: when the Requisition is placed on “Hold”, the ability to Cancel the purchase order (red X) is removed.</i>
9.	Click the Yes button.
10.	Click the Save button.

Employee Self Service Add/Update Requisitions

Maintain Requisitions
Requisition

Business Unit 98000 Status Approved
 Requisition ID 0000 Budget Status Not Chk'd
 Requisition Name 0000 Hold From Further Processing

Header

*Requester ITS
 *Requisition Date 12/09/2022
 Origin ONL
 Currency Code USD
 Accounting Date 12/09/2022

Amount Summary
 Total Amount 4,300.00 USD

Add Items From
 Purchasing Kit Catalog
 Item Search Requester Items

Select Lines To Display
 Search for Lines
 Line To Retrieve

Line

Details Ship To/Due Date Status Supplier Information Item Information Attributes Contract Sourcing Controls

Line	Item	Description	Status
1		TEST Cancel	Approved
3		Optional	Approved

View Printable Version View Approvals Delete Requisition *Go to More...

Save Return to Search Notify Refresh Add Update/Display

However, after you click the Cancel at the header, THEN the lines are available to cancel.

Maintain Requisitions

Requisition

Business Unit 98000
 Requisition ID [REDACTED]
 Requisition Name [REDACTED]
 *Requester ITS [REDACTED]
 *Requisition Date 12/09/2022
 Origin ONL
 Currency Code USD
 Accounting Date 12/09/2022

Status Canceled
 Budget Status Not CHK'd
 Hold From Further Processing

[Requisition Defaults](#)
[Requisition Activities](#)
[Document Status](#)
[Add Comments](#)

Select Lines To Display

Search for Lines
 Line [] To [] Retrieve

Line

Line	Item	Description	Status			
1	[REDACTED]	TEST Cancel	Approved	△	✖	+..
3	[REDACTED]	Optional	Approved	△	✖	+..

[View Printable Version](#)

[View Approvals](#)

[Delete Requisition](#)

*Go to ...More...

Save Return to Search Previous in List Next in List Notify Refresh

Add Update/Display

Clicked the cancel icon next to the line:

https://core.fprc1.gafirst.usg.edu/psp/fprc1/EMPLOYEE/ERP/c/REQUISITION_ITEMS.REQUISITIONS.GBL

ServiceNow | Jagger/GM Admin L... | ExpressionEngine | GeorgiaFIRST | Univers... | LastPass - Sign In | Google Analytics | USG Branding | Univer... | Log In | SmartSheet | GAF Listserv | D2L/Brightspace | Administrative Service... | PeopleSoft FSCM 9.2 P... | JAGGAER Support Acc...

Req Form Add/Update Requisitions

Maintain Requisitions

Requisition

Business Unit 98000 Status Canceled

Requisition ID 0001 Budget Status Not Chkd

Requisition Name 0001 Hold From Further Processing

Group Box 1

*Requester ITS

*Requisition Date 12/09/2022 [Requester Info](#)

Origin ONL Online entry

Currency Code USD Dollar

Accounting Date 12/09/2022

[Requisition Defaults](#) [Add Comments](#)
[Requisition Activities](#)
[Document Status](#)

Canceling a requisition line will be tracked. Continue? (10100,126)

When you mark a requisition line as canceled, the system does not allow any further changes to this requisition line. Press OK to create a change track record for this line and its schedule(s).

Line

Status

Line	Item	Description	Status			
1	<input type="text"/>	TEST Cancel	Approved			
3	<input type="text"/>	Optional	Approved			

View Printable Version [View Approvals](#) *Go to

Then the line was cancelled:

← → ↻ https://core.fprc1.gafirst.usg.edu/psp/fprc1/EMPLOYEE/ERP/c/REQUISITION_ITEMS.REQUISITIONS.GBL

ServiceNow | Jaggae/GFM Admin... | ExpressionEngine | GeorgiaFIRST | Univers... | LastPass - Sign In | Google Analytics | USG Branding | Univer... | Log In | Smartsheet | GAF Listservs | D2L/Brightspace | Administrative Service... | PeopleSoft FSCM 9.2 P... | JAGGAER S

← Req Form Add/Update Requisitions

Maintain Requisitions

Requisition

Business Unit 98000 Status Canceled Budget Status Valid

Requisition ID 000014990 Hold From Further Processing

Requisition Name 0000

▼ Group Box 1

*Requester ITS *Requisition Date 12/09/2022 Origin ONL Currency Code USD Accounting Date 12/09/2022

Requester Info Online entry Dollar

Requisition Defaults Add Comments
Requisition Activities
Document Status

Select Lines To Display

Search for Lines

Line To Retrieve

Line

Details Ship To/Due Date Status Supplier Information Item Information Attributes Contract Sourcing Controls

Line	Item	Description	Status			
1		TEST Cancel	Canceled			
3		Optional	Approved			

View Printable Version View Approvals Delete Requisition *Go to More...

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Below are step by step instructions on how to cancel a requisition line.

Step	Action
1.	Click the NavBar icon.
2.	Click the Navigator icon.
3.	Click the Purchasing link.
4.	Click the Requisitions link.
5.	Click the Add/Update Requisitions link.
6.	Click the Find an Existing Value tab.
7.	Enter or search for the requisition in the Requisition ID field.

Step	Action
8.	Click the red X in the header. <i>Note: when the Requisition is placed on “Hold”, the ability to Cancel the purchase order (red X) is removed.</i>
9.	Click the Status tab.
10.	Click the red X next to the line to cancel.
11.	Click the Yes button.
12.	Click the Save button.

Below are step by step instructions on how to delete a Purchasing requisition.

Step	Action
1.	Click the NavBar icon.
2.	Click the Navigator icon.
3.	Click the Purchasing link.
4.	Click the Requisitions link.
5.	Click the Add/Update Requisitions link.
6.	Click the Find an Existing Value tab.
7.	Enter or search for the requisition in the Requisition ID field.
8.	To delete the entire requisition, click the Delete Requisition button. <i>Note: when the Requisition is placed on “Hold”, the ability to Cancel the purchase order (red X) is removed.</i>
9.	To delete certain lines, use the + and - to add or delete lines
10.	Click the Yes button.

Below are step by step instructions on how to delete a Purchasing requisition line.

Step	Action
1.	Click the NavBar icon.
2.	Click the Navigator icon.
3.	Click the Purchasing link.
4.	Click the Requisitions link.
5.	Click the Add/Update Requisitions link.
6.	Click the Find an Existing Value tab.
7.	Enter or search for the requisition in the Requisition ID field.
8.	To delete a Purchasing requisition line, click the Requisition button. <i>Note: when the Requisition is placed on “Hold”, the ability to Cancel the purchase order (red X) is removed.</i>
9.	To delete certain lines, use minus button (-) next to the line.
10.	Click the OK button.
11.	Click the Save button.