Peoplesoft Denied Requisitions – Cancel and Budget Check

Peoplesoft requisitions that have been denied may be edited and resubmitted for approval. However, if the requisition is not going to be resubmitted for approval, the requisition needs to be Budget Checked and Cancelled. Denied requisitions still encumber Department funds and cancelling them releases the funding.

Marketplace requisitions cannot be cancelled.
1. In Peoplesoft, select the eProcurement tile.

2. Navigate to Manage Requisitions on the left navigation. Select clear, enter your Business Unit of Normn or OUHSC. Select the Denied status in the Request State drop down and then select Search.
3. Requisitions that have a valid budget can be cancelled immediately. Requisitions with a ‘Not Chk’d’ or ‘Error’ status must be updated as needed, budget checked, and the result must be ‘Valid’ or the requisition cannot be cancelled. For the first requisition, select the ‘Select Action’ drop down, choose ‘Check Budget,’ and select ‘Go.’ This will budget check the requisition.

4. Once the Budget is ‘Valid,’ select ‘Cancel’ in the Select Action drop down and select ‘Go.’

5. A new screen will appear that displays the requisition information. At the bottom of the screen, select the ‘Cancel Requisition’ button.