

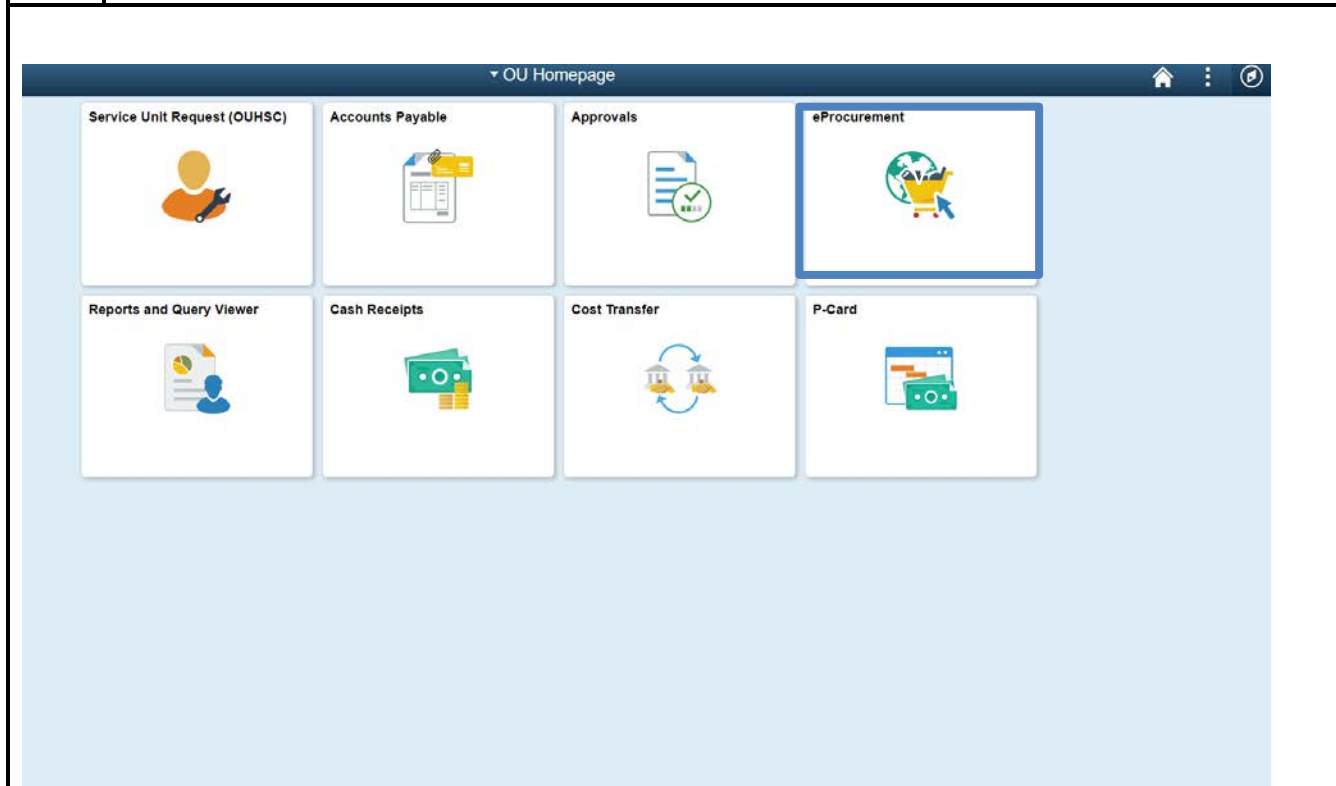


Step	Action
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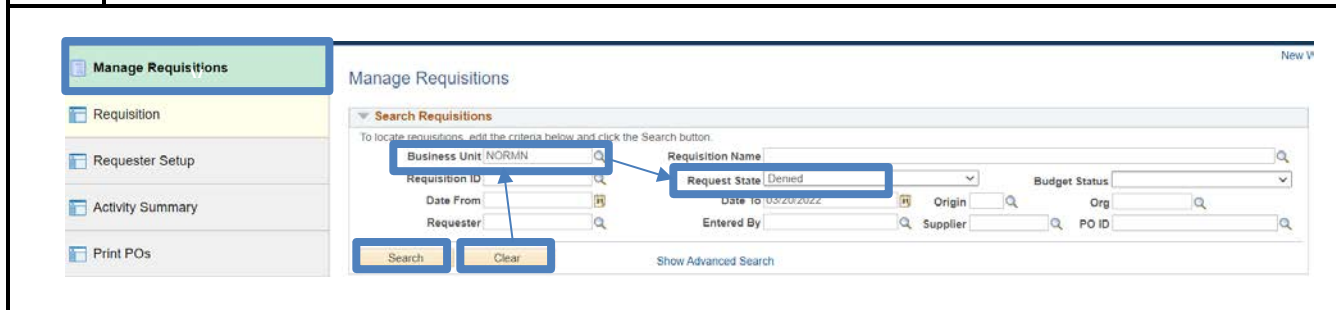
Navigation: eProcurement - Requisition	
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1	<p>Peoplesoft requisitions that have been denied may be edited and resubmitted for approval. However, if the requisition is not going to be resubmitted for approval, the requisition needs to be Budget Checked and Cancelled. Denied requisitions still encumber Department funds and cancelling them releases the funding.</p> <p>Marketplace requisitions cannot be cancelled.</p>
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2	Login to Peoplesoft and select the eProcurement tile.
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3	<p>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.</p>
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4	<p>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</p>
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'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.

Requisitions ?

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
▶ 0000015535	2021-08-25 405592 01	NORMN	08/25/2021	Denied	Not Chk'd	299.99 USD	[Select Action] Go
▶ 0000015497	2021-08-24 405592 01	NORMN	08/24/2021	Denied	Valid	299.99 USD	[Select Action] Go
▶ 0000015380	BECKER - 217149	NORMN	08/23/2021	Denied	Valid	1,846.20 USD	[Select Action] Go
▶ 0000015276	PreETS desktops	NORMN	08/19/2021	Denied	Valid	5,442.00 USD	[Select Action] Go

5 Once the **Budget is Valid**, select **Cancel** in the **Select Action drop down** and select **Go**.

Cancel Go

6 A new screen will appear that displays the requisition information. At the bottom of the screen, **select** the **Cancel Requisition** button.

Denied	229.54000	Each	1.0000	229.54
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Cancel Requisition