



Canceling Denied ePro Requisitions

Navigation:

eProcurement > Manage Requisitions

Cancel denied requisitions so they get picked up for requisition reconciliation (REQ_RECON) to close on Fridays.

1. Go to Manage Req. page and change Request State to Denied
2. Add the Date Ranges
3. Remove the Requestor
4. Search
5. Go to the end of each row and chose "Cancel" and click on Go.
6. Once cancelled, these requisitions will be picked up by REQ_RECON and closed. (Any pre-encumbrance will be released).

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: DOTM1
Requisition ID:
Date From: 03/13/2019
Requester: BacotaTra

Requisition Name:
Request State: **Denied**
Date To: 03/20/2019
Entered By:

Budget Status:
Requisition Type:
PO ID:

Search Clear Show Advanced Search

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	
0000132490	Close Denied Requisitions	DOTM1	03/19/2019	Denied	Not Chk'd	2,879.68 USD	<input type="text"/> <input type="button" value="Go"/>

Approvals
Cancel
Edit
View Cycle
View Print
[Select Action]

Create New Requisition Review Change Request Review Change Tracking Manage Receipts Requisition Report