General Information

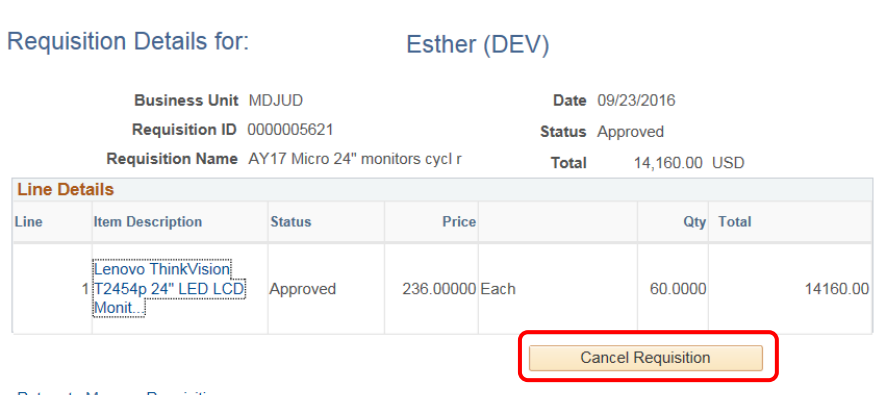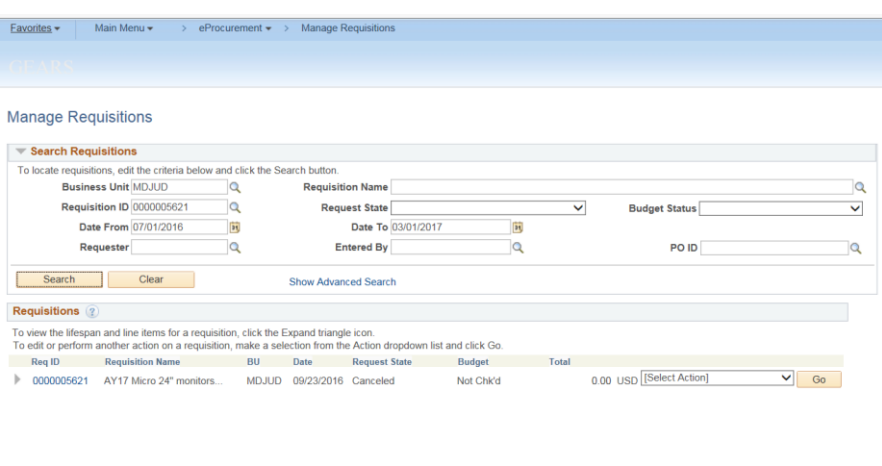| Task	Process Information
Canceling a Requisition **Note:** If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.	A requisition may be canceled (i.e., when the product or service is no longer needed) if the following conditions exist in GEARS: • The requisition budget status in the header is *Valid* (the budget has been checked). When you cancel the requisition, the system changes the budget status in the header to *Not Chk'd* (not checked). **NOTE:** *In this scenario, after canceling the requisition, you **must** run a successful budget check in order to post the funds back to the budget.* • The requisition budget status in the header is *Not Chk'd* and the requisition has never been budget checked in its life cycle. When you cancel the requisition, the budget status in the header will be *Valid*. • The requisition budget status in the header is *Error* (the budget checking process found an error). When you cancel the requisition, the budget status in the header will be *Valid*. **Note:** If a requisition has already been sourced, denied or on hold, you must contact the assigned Buyer on the requisition by submitting the PO Maintenance form via email.

GEARS Navigation

Main Menu> eProcurement > Manage Requisitions	Favorites ▾ Main Menu ▾ > eProcurement ▾ > Manage Requisitions

1.0   Process

This document is intended to provide a quick reference to canceling a Requisition in GEARS.

STEP	ACTION	DETAILS
1.	On the **Manage Requisitions > Search Requisitions** page, enter search criteria in one or more of the fields to locate the requisition(s) you want to cancel.	
2.	Click the **Search** button.	
3.	To cancel the entire requisition, click the **[Select Action]** dropdown and choose the **Cancel** action and then click the **Go** button.	
4.	To proceed with cancelling this requisition, click the **Cancel Requisition** button	
5.	Navigate back into the **Manage Requisitions** page. a. Enter the Req. ID that was canceled above and click search to view your Requisition. The *Requisition Status* will now be **Canceled**. **Note:** If the Budget Status was **Valid** BEFORE canceling the Requisition, *Budget Status* will be **Not Chk'd** (not checked) AFTER canceling the Requisition. You *must* run a budget check at this point to restore the funds	

	back to the original budget. Proceed to Step #6 to continue. If the Budget Status was **Not Chk'd** or **Error** BEFORE canceling the Requisition, *Budget Status* will be **Valid** AFTER canceling the Requisition. This means there is zero impact to the budget and therefore, *you do not have to run a budget check. This completes the steps to canceling a requisition.*	
6.	Click the [Select Action] ▾ dropdown and click the **Check Budget** action and then click the Go button.	
7.	If budget checking is successful, the *Budget Status* should change to **Valid**. *This completes the steps to canceling a requisition.*	

🛑 **End of Document**