



Cancel Requisition

A requisition may be canceled when the:

- Status is Open, Pending, or Approved.
- None of the lines are sourced.

Step	Action
1.	Enter https://home.cunyfirst.cuny.edu in your browser's address bar: <ul style="list-style-type: none"> • Enter your Username and Password and click the Log In button. • From the Enterprise Menu, select the Financials Supply Chain link.
2.	Navigate to: <u>eProcurement > Manage Requisitions.</u>
3.	On the Manage Requisitions page in the Search Requisitions section, enter or  look up the Business Unit .
4.	Enter any additional known search criteria.
5.	Click the Search button.
6.	The search results display on the page in the Requisitions section. On the row with the Requisition ID to be canceled from the Select Action  dropdown menu, select the Cancel Requisition list item and then select the Go button.
7.	On the Requisition Details for: (Users name) page, click the Cancel Requisition button.
8.	The Manage Requisitions page displays. In the Status column verify the requisition displays Canceled . Note: As needed, run a manual Budget Check to release pre-encumbered funds. The canceled requisition will be budget checked on a scheduled batch run.
	End of Procedure.

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