



# **Quick Reference Tip Sheet**

### LAST REVISED DATE: 05/01/2017

### **General Information**

Task	Process Information				
	A requisition may be canceled (i.e., when the product or service is no longer needed) if the following conditions exist in GEARS:				
Canceling a Requisition	<ul> <li>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.</li> </ul>				
<b>Note:</b> If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.	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.				
	<ul> <li>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.</li> </ul>				
	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.				

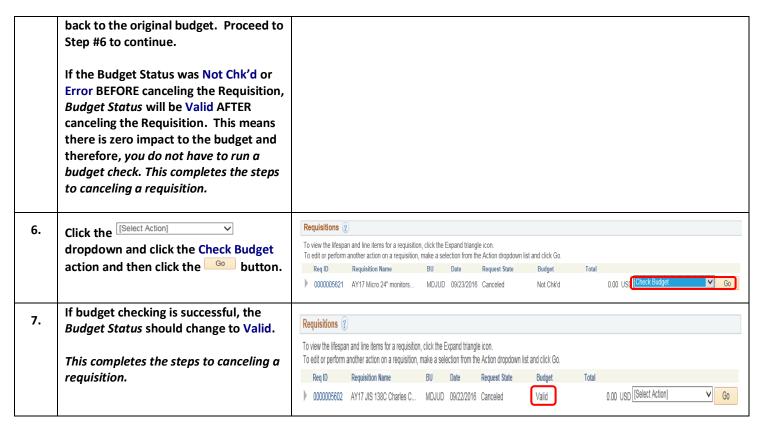
## **GEARS Navigation**

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.	Manage Requisitions  Vesarch Requisitions  To locate requisition, edit the criteria below and click the Search button.  Business Unit MDJUD  Q  Requisition Name  Requisition ID  Q  Requisition Name  Requisition Name  Requisition Name  Requisition Search  Search  Search  Clear  Show Advanced Search  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  Requisition Name  BU  Date  Date  Requisition Name  BU  Date  Requisition Name  BU  Date  Requisition Name  Date  Requisition
2.	Click the Search button.	
3.	To cancel the entire requisition, click the [Select Action]	Requisitions P To view the Illespan 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  0000005621 AY17 Micro 24" monitors MIDJUD 09/23/2016 Approved Valid 14,160.00 USE
4.	To proceed with cancelling this requisition, click the button	Requisition Details for:  Business Unit MDJUD Requisition ID 0000005621 Status Approved Requisition Name AY17 Micro 24" monitors cycl r Total 14,160.00 USD  Line Details Line Item Description Status Price Qty Total Lenovo ThinkVision 172454p 24" LED LCD Approved 236.00000 Each 60.0000 14160.00  Cancel Requisition  Return to Manage Requisitions
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	Manage Requisitions  Very Search Requisitions  Very Search Requisition but the Company of the C





**End of Document**