SOP #: 4.2.3.1	Area: Purchasing
Title: Cancelling a Requisition	Effective Date: 03-01-2016
Version #: 1.0	Revision Date: 06-16-2016
Approval Date: 02-24-2016	Review Date: N/A

Title: Cancelling a Requisition

To cancel a requisition:

- 1. Enter EUID and Password.
- 2. Click Sign In.

UNIVERSITY OF NOR	TH TEXAS SYSTEM
Entern	orise Information System
System Login EUID (required) Password (required)	The Enterprise Information System is the primary administrative information resource for the University of North Texas System.
Sign In Trouble logging in? Activate my account	This system is the property of the University of North Texas System and your use of this resource constitutes an agreement to abide by relevant federal and state laws and institutional policies. Unauthorized use of this system is prohibited. Violations can result in penalties and criminal prosecution. Usage may be subject to security testing and monitoring. Users have no expectation of privacy except as otherwise provided by applicable privacy laws.
What's my EUID? Reset my password	Web Browsers & Settings
Scheduled Maintenance Service may be interrupted during these regular maintenance times: • Tuesday 7:00 - 9:30 pm	Enterprise Information System (EIS) currently supports the following Web browsers and versions: • Google Chrome 24 • Firefox 17 • Internet Explorer 11, 10, 9, and 8 • Safari 6
 Saturday 7:00 pm to noon Sunday 	Note: Internet Explorer's Compatibility Mode is unsupported in EIS. Turn off this feature in Internet Explorer under Tools > Compatibility Mode Settings.
	To use the Enterprise Information System, set your Web browser to allow JavaScript, accept cookies, and turn off popup blocking.
	Some documents inside EIS are in PDF format and require the free Adobe Reader software to open.

3. Click Main Menu.

Favorites - Main Menu -	
ENTERPRISE INFORMATION mmt0110 on FSTSTU (easapp12) - 01/28/2016 08:04:48	All Search Advanced Search
Top Menu Features Description	
Our menu has changed!	
The menu is now located across the top of the page. Click on Main Menu to get started.	
Highlights	
Recently Used pages now appear under the Favorites menu, located at the top left.	
Breadcrumbs visually display your navigation path and give you access to the contents of subfolders.	
Menu Search, located under the Main Menu, now supports type ahead which makes finding pages much faster.	
	-

4. Navigate to **Manage Requisitions** by clicking Employee Self-Service>Procurement> Manage Requisitions.

Favorites -	Main Menu 👻				
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- 5. Verify that the information in the **Business Unit** and **Requester** fields is correct.
- 6. Enter the appropriate search date range into the **Date From** and **Date To** fields. **Note:** Leave the **Date From** and/or **Date To** fields blank to expand your search.
- 7. Click Search.

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- 8. Review the list of requisitions to locate the appropriate record.
- 9. Select **Cancel** from the requisition's associated drop-down menu.
- 10. Click **Go**.

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11. Click Cancel Requisition.

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Return	to Manage Requisitions							

Note: The system displays the **Request State** as "Canceled," and you will need to complete a budget check in the steps below to reverse the encumbered funds.

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- 12. Select **Check Budget** from the requisition's associated drop-down menu.
- 13. Click **Go**.

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Note: The system displays the Budget as "Valid."

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