


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 NORTH TEXAS SYSTEM



Enterprise Information System

System Login

EUID (required)

Password (required)

Sign In

Trouble logging in?
[Activate my account](#)
[What's my EUID?](#)
[Reset my password](#)

Scheduled Maintenance
Service may be interrupted during these regular maintenance times:

- Tuesday 7:00 - 9:30 pm
- Thursday 7:00 - 9:30 pm
- Saturday 7:00 pm to noon Sunday

The Enterprise Information System is the primary administrative information resource for the University of North Texas System.

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.

Web Browsers & Settings

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

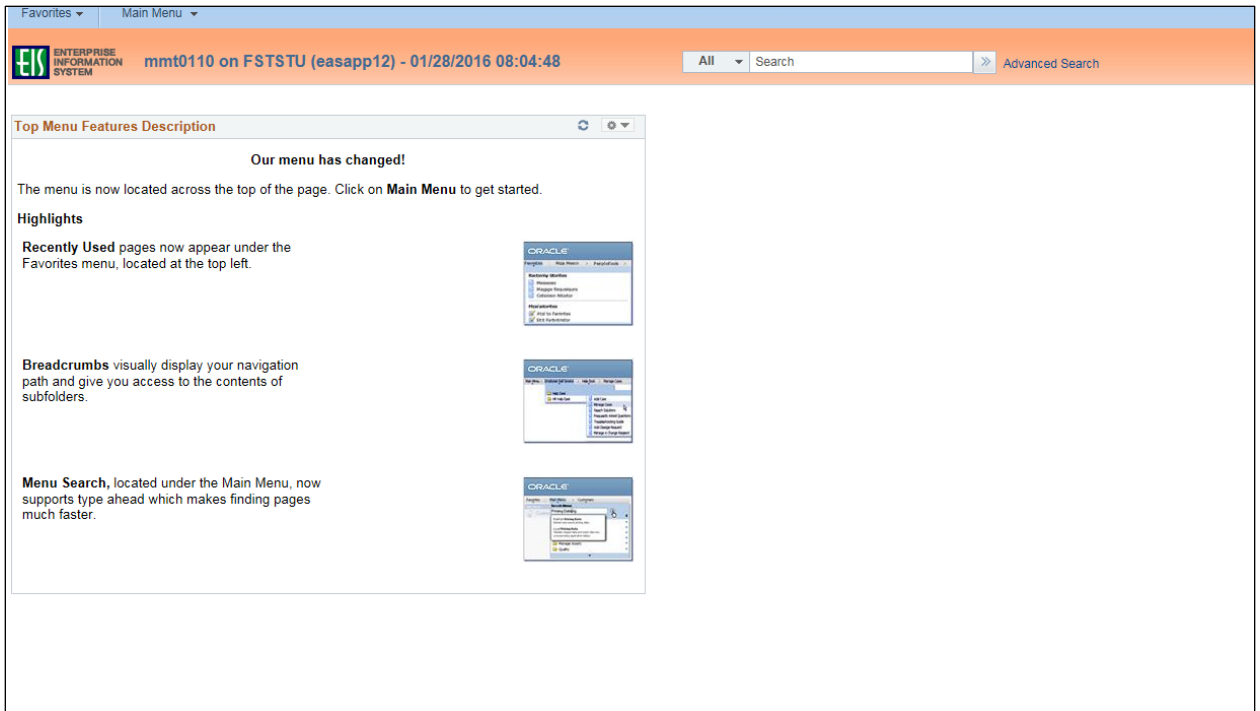
Note: Internet Explorer's Compatibility Mode is unsupported in EIS. Turn off this feature in Internet Explorer under Tools > Compatibility Mode Settings.

To use the Enterprise Information System, set your Web browser to allow JavaScript, accept cookies, and turn off popup blocking.

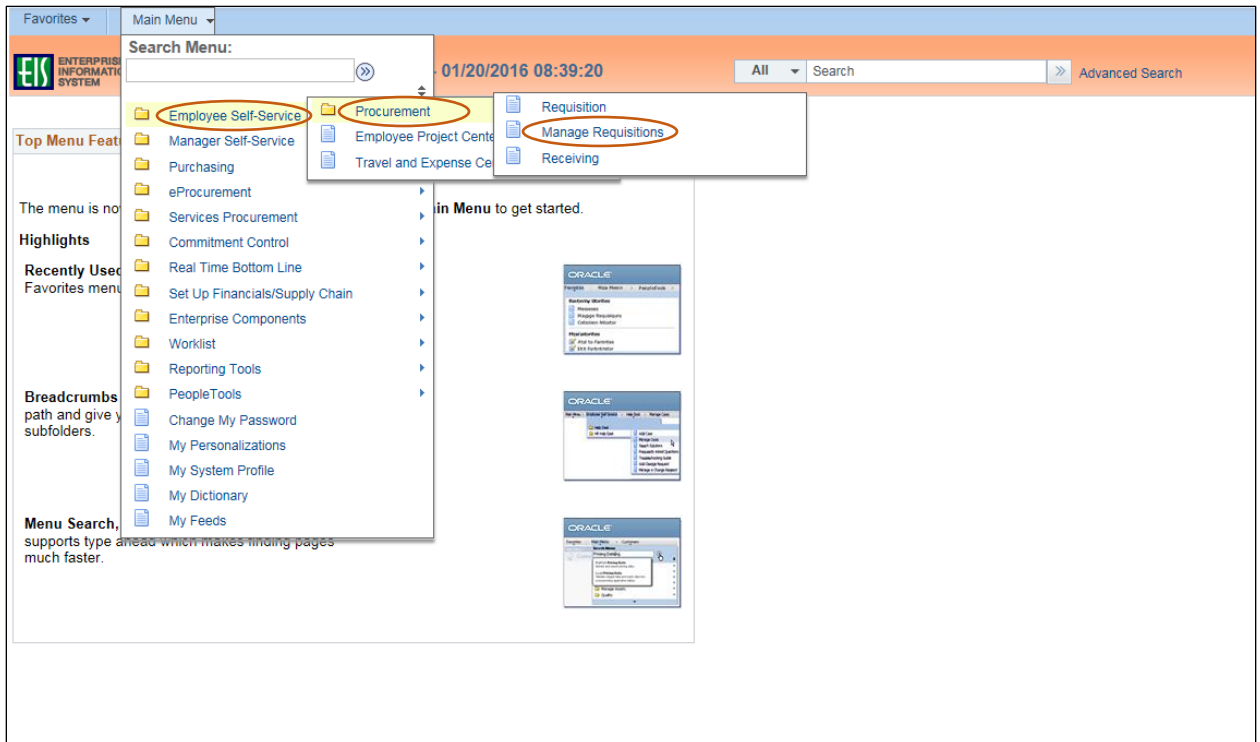
Some documents inside EIS are in PDF format and require the free [Adobe Reader](#) software to open.

[State of Texas](#) • [Statewide Search](#) • [Texas Homeland Security](#) • [Fraud Reporting](#) • [Public Information Act](#) • [Online Institutional Resumes](#)
[University of North Texas](#) • [UNT Health Science Center](#) • [University of North Texas Dallas](#) • [UNT Dallas College of Law](#)
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3. Click **Main Menu**.



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



- Verify that the information in the **Business Unit** and **Requester** fields is correct.
- 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.
- Click **Search**.

Manage Requisitions

Search Requisitions

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

Business Unit SY769 Requisition Name
 Requisition ID Request State All but Complete Budget Status
 Date From 01/21/2016 Date To 01/28/2016
 Requester E92200 Entered By 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	
000000137	Server for Lab 222	SY769	01/27/2016	Pending	Valid	14,000.00 USD	[Select Action] Go
000000134	server for professor plum	SY769	01/25/2016	Pending	Valid	8,000.00 USD	[Select Action] Go
000000133	Computer for Dr. Davis	SY769	01/22/2016	Pending	Valid	8,000.00 USD	[Select Action] Go
000000132	Server for lab 999	SY769	01/21/2016	Pending	Valid	14,000.00 USD	[Select Action] Go

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

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

Manage Requisitions

Search Requisitions

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

Business Unit SY769 Requisition Name
 Requisition ID Request State All but Complete Budget Status
 Date From 01/21/2016 Date To 01/28/2016
 Requester E92200 Entered By 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	
000000137	Server for Lab 222	SY769	01/27/2016	Pending	Valid	14,000.00 USD	[Select Action] Go
000000134	server for professor plum	SY769	01/25/2016	Pending	Valid	8,000.00 USD	[Select Action] Go
000000133	Computer for Dr. Davis	SY769	01/22/2016	Pending	Valid	8,000.00 USD	[Select Action] Go
000000132	Server for lab 999	SY769	01/21/2016	Pending	Valid	14,000.00 USD	[Select Action] Go

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

11. Click **Cancel Requisition**.

Requisition Details for: **Thomas, Meesha Meoria**

Business Unit SY769 Date 01/22/2016
 Requisition ID 000000133 Status Pending
 Requisition Name Computer for Dr. Davis Total 8,000.00 USD

Line	Item Description	Status	Price	Qty	Total
1	#755563 Optiplex Dell Server	Pending Approval	8,000.00000	Each 1.0000	8000.00

[Cancel Requisition](#)

[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.

Manage Requisitions

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

Business Unit (SY769) Requisition Name
 Requisition ID Request State (All but Complete) Budget Status
 Date From (01/21/2016) Date To (01/28/2016) Requester (E92200) Entered By 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	
▶ 000000137	Server for Lab 222	SY769	01/27/2016	Pending	Valid	14,000.00 USD	[Select Action] Go
▶ 000000134	server for professor plum	SY769	01/25/2016	Pending	Valid	8,000.00 USD	[Select Action] Go
▶ 000000133	Computer for Dr. Davis	SY769	01/22/2016	Canceled	Not Chk'd	0.00 USD	[Select Action] Go
▶ 000000132	Server for lab 999	SY769	01/21/2016	Pending	Valid	14,000.00 USD	[Select Action] Go

[Create New Requisition](#) [Review Change Request](#) [Review Change Tracking](#) [Manage Receipts](#) [Requisition Report](#)

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

Manage Requisitions

Search Requisitions

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

Business Unit: SY769 Requisition Name: Computer for Dr. Davis
 Requisition ID: Request State: All but Complete Budget Status:
 Date From: Date To: 06/16/2016
 Requester: Entered By: 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	
0000000133	Computer for Dr. Davis	SY769	01/22/2016	Canceled	Not Chk'd	0.00 USD	Approvals Check Budget Copy Edit PreCheck Budget View Cycle View Print [Select Action]

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

Note: The system displays the **Budget** as “Valid.”

Manage Requisitions

Search Requisitions

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

Business Unit: SY769 Requisition Name: Computer for Dr. Davis
 Requisition ID: Request State: All but Complete Budget Status:
 Date From: Date To: 06/16/2016
 Requester: Entered By: 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	
0000000133	Computer for Dr. Davis	SY769	01/22/2016	Canceled	Valid	0.00 USD	[Select Action] Go

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