




How to Cancel a Requisition Checklist

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

To Cancel an Entire Requisition

1. Click 'Find an Existing Value' tab and search for the requisition you wish to cancel.
2. Click on the link provided. A large red  will appear on the upper right hand of the screen. Click the X to cancel the requisition.
3. A message box will pop up; click "Yes" to verify you want to cancel.

To Cancel a Schedule in a Requisition

1. Search for the requisition you wish to correct by using 'Find an Existing Value'.
2. Select the requisition by clicking on its hyperlink. Click the Schedule icon  on the schedule line that you wish to cancel.
3. A large red  will appear on the right hand of the schedule line. Click the X to cancel that line.
4. A message box will pop up; click "Yes" to verify you want to cancel that schedule only.
5. Save the requisition.

To Cancel a Distribution Line in a Requisition

1. Search for the requisition you wish to correct by using 'Find an Existing Value'.
2. Select the requisition by clicking on its hyperlink. Click the Schedule icon  on the schedule line that contains an incorrect distribution line.
3. Click the distribution icon  for that schedule and search for the accounting information that needs to be canceled.
4. A large red  will appear on the far right hand of the distribution line. Click the X to cancel that line.
5. A message box will pop up; click "Yes" to verify you want to cancel that line of distribution only.
6. Save the requisition.