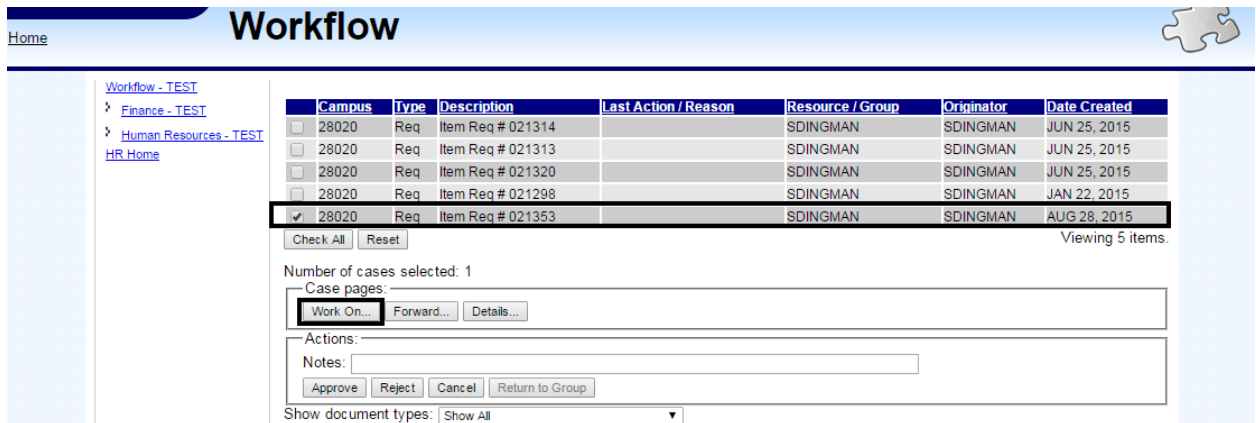


Altering or Cancelling a Requisition

You can alter the account number, alter the dollar amount or cancel a requisition.

Altering an Account Number

The system will not allow you to change the account number. You will need to zero out the dollar amount associated with the first account number and then add a new account number and dollar amount.



The screenshot shows the 'Workflow' interface. On the left, there is a navigation menu with links for 'Workflow - TEST', 'Finance - TEST', 'Human Resources - TEST', and 'HR Home'. The main area displays a table of requisitions. The table has columns for Campus, Type, Description, Last Action / Reason, Resource / Group, Originator, and Date Created. One requisition is selected, highlighted in black, and the 'Work On...' button is also highlighted in black.

Campus	Type	Description	Last Action / Reason	Resource / Group	Originator	Date Created
<input type="checkbox"/>	28020	Req	Item Req # 021314		SDINGMAN	JUN 25, 2015
<input type="checkbox"/>	28020	Req	Item Req # 021313		SDINGMAN	JUN 25, 2015
<input type="checkbox"/>	28020	Req	Item Req # 021320		SDINGMAN	JUN 25, 2015
<input type="checkbox"/>	28020	Req	Item Req # 021298		SDINGMAN	JAN 22, 2015
<input checked="" type="checkbox"/>	28020	Req	Item Req # 021353		SDINGMAN	AUG 28, 2015

Check All | Reset | Viewing 5 items.

Number of cases selected: 1

Case pages: **Work On...** Forward... Details...

Actions:

Notes:

Approve Reject Cancel Return to Group

Show document types: Show All

1. On the **Workflow** screen, select the requisition you want to alter.
2. Click **Work On**.

Header Items/Funding Vendor **Summary**

Summary

Header Information

Req Number:	021353
Last Updated:	08/28/2015
Updated By:	SDINGMAN
Req Status:	Incomplete
Requestor:	Joe Suny
Budget Requisition:	No
Comments:	New chair for Director
Encumbrance Total:	\$335.49
Outstanding Amount:	\$335.49
Vouchered Amount:	\$0.00

Item/Funding Information

Vendor Information

- On the **Summary** tab, click on the **Items/Funding Information** arrow.

Header **Items/Funding** Vendor Summary

Summary

Header Information

Item/Funding Information

Select	Detail	Item Number	Description	Item Amount
<input checked="" type="radio"/>		1	Skate Black Mesh Ergonomic Chair w/ Black Frame, Item #167905, Model #STP-24331.	\$335.49

✓ Select + Add Item

- Under **Select**, click the radio button on the line for the item you wish to alter.
- Click **Select**.
- Scroll down the page to **Requisition Funding Lines**.

Requisition Funding Lines

(1 of 1) 1 10

Account	Sub Object	Percentage	Fiscal Year	Encumbrance	Balance
86	572220	100.00%	2015	\$335.49	\$335.49

Total Currently Encumbered: \$335.49

(1 of 1) 1 10

+ Add Funding ↑ Update Funding

7. Select the line you wish to change.
8. Click **Update Funding**.
9. In the **Amount** field, put in \$0.00.
10. Click **Save & Return**.
11. Click **Add Funding**.

Add/Edit Funding

Funding Line

* Account Number: 901234567 - Administration Services

* Sub Object Code: 572220 - FURNITURE NON FA

* Fiscal Year: 2015 * Amount: \$335.79

+ Save / Add Next Account Save & Return

12. Add the new **Account Number**.
13. Add the dollar amount in the **Amount** field.
14. Click **Save & Return**.
15. This will bring you back to **Requisition Funding Lines**.
 - a. There will be two lines under **Account**. One with a \$0.00 amount (the old account number) and the new one you just added with the amount of the requisition.
16. Click **Save**.