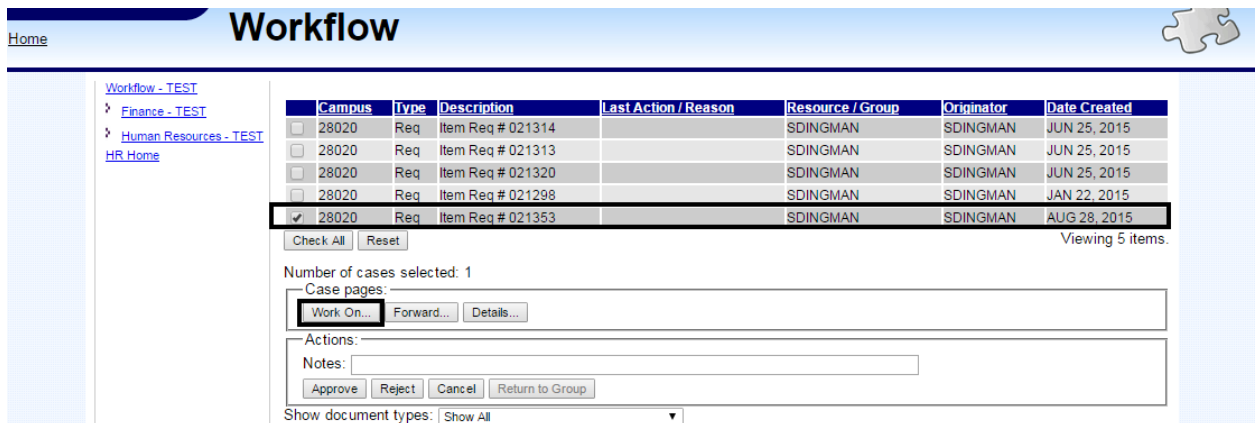


Canceling a Requisition

You will need to zero out all encumbered dollars before you can cancel a requisition. Otherwise, you will have encumbered money that cannot be accessed.

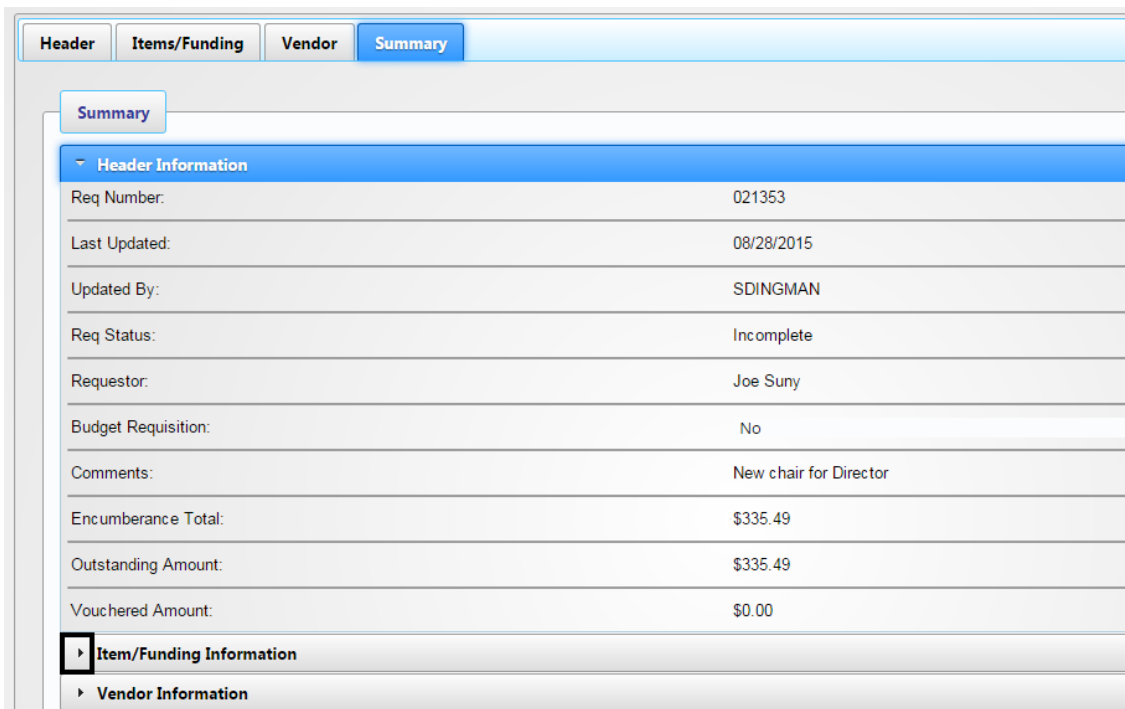


The screenshot shows the 'Workflow' interface. On the left, there is a navigation menu with links for 'Workflow - TEST', 'Finance - TEST', 'Human Resources - TEST', and 'HR Home'. The main area displays a table of requisitions:

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

Below the table, there are buttons for 'Check All' and 'Reset'. The text 'Number of cases selected: 1' is displayed. Under 'Case pages:', there are buttons for 'Work On...', 'Forward...', and 'Details...'. The 'Work On...' button is highlighted with a black box. Below this, there is an 'Actions:' section with a 'Notes:' text area and buttons for 'Approve', 'Reject', 'Cancel', and 'Return to Group'. At the bottom, there is a 'Show document types:' dropdown menu set to 'Show All'.

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



The screenshot shows the 'Summary' tab of a requisition. The 'Summary' section is expanded, showing the following information:

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

Below the 'Header Information' section, there are expandable sections for 'Item/Funding Information' and 'Vendor Information'. The 'Item/Funding Information' section is currently expanded, indicated by a right-pointing arrow.

3. 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 type="radio"/>		1	Skate Black Mesh Ergonomic Chair w/ Black Frame, Item #167905, Model #STP-24331.	\$335.49

Select + Add Item

4. Under **Select**, click the radio button on the line for the item you wish to cancel.
5. Click **Select**.
6. 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 account that has money encumbered.
Note: If there are multiple accounts used, you will need to select each account separately.
8. Click **Update Funding**.

Add/Edit Funding

Funding Line

* Account Number: 861234567 - UNIV CTR FOR TRAIN AND DEVELOP

* Sub Object Code: 572220 - FURNITURE NON FA

* Fiscal Year: 2015 * Amount: \$0.00

+ Save / Add Next Account Save & Return

9. In the **Amount** field, zero out the dollar amount (\$0.00).
10. Click **Save & Return**.
11. This will bring you back to **Requisition Funding Lines**.
 - a. Check to make sure the account **Encumbrance** amount is zero (\$0.00).
12. Scroll *up* the page to **Item Information**
 - a. In the **Quantity** field, zero out the quantity (0.00).
 - b. In the **Price** field, zero out the price (\$0.00).
13. Scroll to the bottom of the page and click **Save**.
14. This will bring you to the **Summary** tab.

Workflow Finance Human Resources HR Home

Item Requisition 021353 SUNY Financial Toolbox

Header Information

Req Number:	021353
Last Updated:	09/02/2015
Updated By:	SDINGMAN
Req Status:	Incomplete
Requestor:	Joe Suny
Budget Requisition:	No
Comments:	New chair for Director
Encumbrance Total:	\$0.00
Outstanding Amount:	\$0.00
Vouchered Amount:	\$0.00

History Panel

Requisition Information

Req Number:	021353
Req Only:	No
Budget Req:	No
Date Created:	08/28/2015
Last Modified By:	SDINGMAN
Document Status:	Incomplete
Encumbered Amount:	\$0.00
Vouchered Amount:	\$0.00

Workflow Information

- On the **Summary** page, under **Header Information**, the **Encumbrance Total** should be zero (\$0.00). Also, on the **History Panel**, the **Encumbered Amount** should be zero (\$0.00).
- At the top left of the page, click on **Workflow**.

Home **Workflow**

Workflow
 Finance
 Human Resources
 HR Home

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: Approve Reject **Cancel** Return to Group

Notes:

Show document types: Show All

- Click the box next to the requisition you want to cancel.
- Click **Cancel**.