



Procure to Pay (P2P)

Cancel a Requisition (Decommit
Funding)

R12 Work Instructions



Document Control

Change Record

Date	Author	Version	Change Reference
27-Aug-2014	Janet Woolever	1.0	R12 Upgrade
3-Sep-2014	Janet Woolever	1.1	Updated based on agency feedback
16-Nov-2015	Kimberley Gragg	2.0	DoDEA Updates

Reviewers

Date	Name	Position
28-Aug-2014	Bill Mohamed	Workforce Preparation Training Lead

Distribution

Copy No.	Name	Location
1	Cancel a Requisition (Decommit Funding)	DEPS
2		

Note To Holders:

If you receive an electronic copy of this document and print it out, please write your name on the equivalent of the cover page, for document control purposes.

If you receive a hard copy of this document, please write your name on the front cover, for document control purposes.



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Business Process Description

Use this procedure to cancel an entire requisition or a requisition line in the DAI Release 12 environment. Requisitions or requisition lines may be cancelled to decommit funds prior to obligation.

GPC Cardholders may cancel requisitions, if necessary by using this process. These cancellations will flow to US Bank. **You can only cancel requisitions for which you are the Preparer.**

Note: When cancelling a requisition, a decrease document cannot be generated in DAI and the cancellation is permanent. If you need a decrease document generated, amend the requisition to .0001 rather than cancelling.

Trigger

- The goods or services are no longer needed and no requisition lines have been obligated.

Prerequisites

- A valid, approved purchase request must exist in DAI.
- The purchase request has no obligated lines.

Responsibility

- P2P Purchasing Operations DoDEA
- iProcurement Requisition Approver DoDEA

Menu Path

Use the following menu path(s) to begin this task:

- iProcurement Requisition Approver DoDEA → iProcurement Home Page

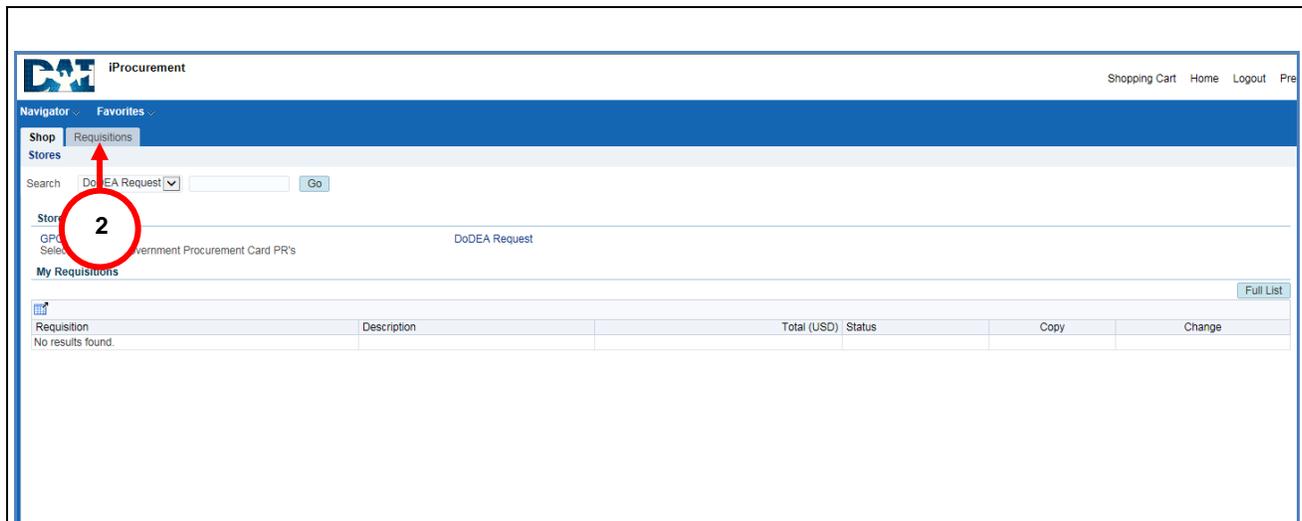


Cancel a Requisition

1. Start the task using the following responsibility and menu path:
 - **Responsibility:** iProcurement Requisitions Approver DoDEA
 - **Menu Path:** iProcurement Home Page

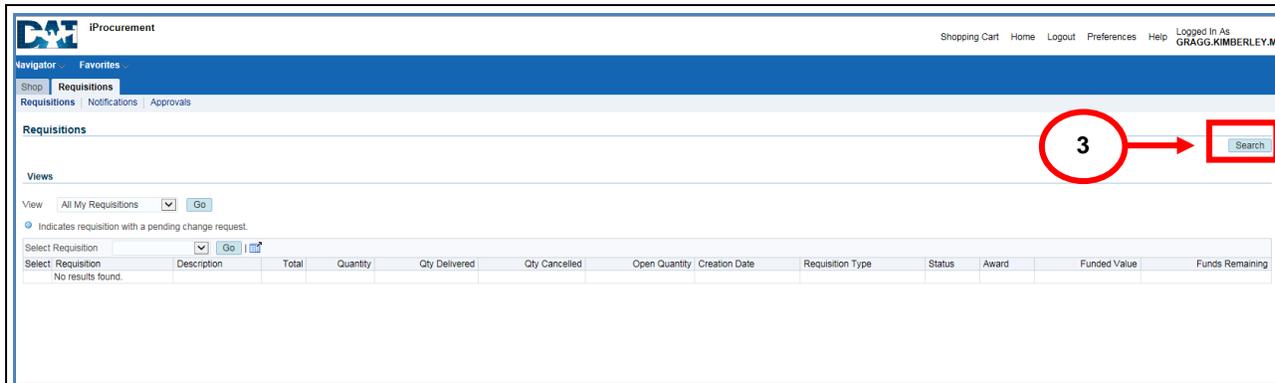
The screenshot shows the E-Business Suite interface. At the top left is the DAI logo and the text "E-Business Suite". Below this is a "Favorites" dropdown menu. The main content area is titled "Home" and contains a "Navigator" panel. The Navigator panel has a "Personalize" button and a list of menu items. The item "iProcurement Home Page" is highlighted with a red rectangular box. Other items in the list include "DODEA Notifications", "Fed Admin Budget Manager DoDEA", "Fed Admin System AP DoDEA", "HR CSR DoDEA", "iProcurement Requisition Approver DoDEA", "Requisition Summary", "Reports", "Limited Timekeeper DoDEA", "Limited Timekeeper DoDEA Ungraded", and "O2C AR Customer Maintenance DoDEA".

 The Navigator screen may vary for each user; it is based on the responsibilities granted to the user.

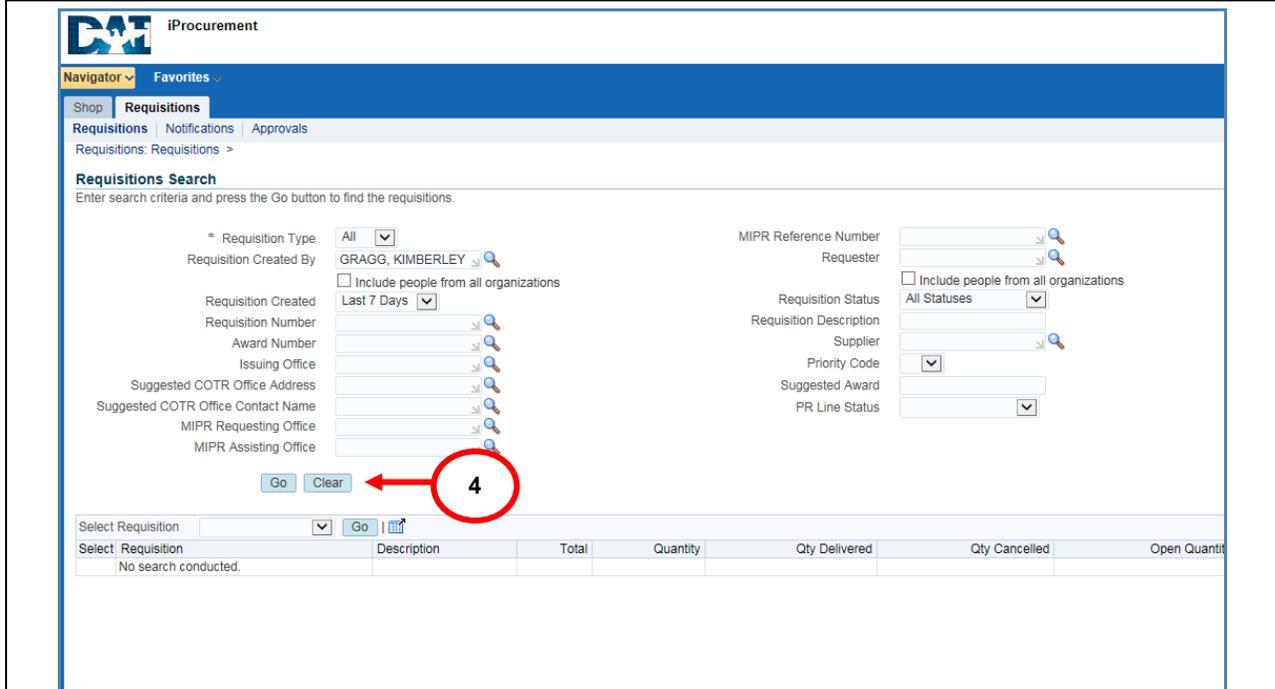


The **Shop** screen displays.

2. Click the **Requisitions** tab.



3. Click the **Search** button on the right of the screen.



4. Click the **Clear** button to delete any existing criteria.



The screenshot shows the 'Requisitions Search' interface. The 'Requisition Number' field is highlighted with a red box and a red arrow from a red circle labeled '5a'. The 'Go' button is also highlighted with a red box and a red arrow from a red circle labeled '5b'. Below the search fields is a table with columns: Select, Requisition, Description, Total, Quantity, Qty Delivered, Qty Cancelled, and Open Quantity. The table currently shows 'No search conducted.'

5. a. Enter the requisition number of the document you wish to cancel.
 b. Click the **Go** button.

The screenshot shows the 'Requisitions' list page. The 'Cancel Requisition' option in the dropdown menu is circled in red with a red arrow from a red circle labeled '6a'. The 'Go' button next to the dropdown is also circled in red with a red arrow from a red circle labeled '6b'. Below the dropdown is a table with columns: Select, Requisition, Description, Total, Quantity, Delivered, Qty, Cancelled, Qty, Open, Quantity, Creation Date, Requisition Type, and Status. The table contains one row for requisition HT000348189.

Select	Requisition	Description	Total	Quantity	Delivered	Qty	Cancelled	Qty	Open	Quantity	Creation Date	Requisition Type	Status
<input checked="" type="radio"/>	HT000348189	This PR is for goods.	100.00 USD	15	0	0	0	15	26-Aug-2014 17:10:16	PR	Approved		

6. a. Select **Cancel Requisition** from the dropdown list.
 b. Click the **Go** button.



Information
 The current responsibility context is switched to: P2P Procurement Officer TMA

Cancel Requisition HT000348189 (SD): Select Lines

Reason for Cancellation: Decommit funding

Details	Line	Description	Award Type	Award	Need-By	Unit	Quantity	Price	Amount (USD)	Select
>	0001	This PR is for goods. PR			28-Aug-2014 00:00:00	EACH	5	10 USD	50.00	
>	0002	This PR is for goods. PR			28-Aug-2014 00:00:00	EACH	10	5 USD	50.00	

7.
 - a. Enter the Reason for Cancellation.
 - b. Click the **Cancel Entire Requisition** button.

Cancel Requisition HT000348189: Review and Submit

Cancel Requisition Details

Details	Line	Description	Award Type	Award	Need-By	Unit	Quantity	Price	Amount (USD)	Cancel Line
>	1	This PR is for goods.	PR		28-Aug-2014 00:00:00	EACH	5	10 USD	50.00	Yes
>	2	This PR is for goods.	PR		28-Aug-2014 00:00:00	EACH	10	5 USD	50.00	Yes

8. The **Cancel Line** column updates to **Yes** for all the lines. Click the **Submit** button to proceed with the cancellation. The **Confirmation** screen displays showing that the cancellation has been submitted.

Confirmation
 Your cancellation request(s) for Requisition HT000348189 have been submitted for processing. View status of the cancellation request(s) from the Requisition Status page.

Cancel Requisition HT000348189: Confirmation Details

Request Created By	WOOLEVER, JANET (TMA)	Request Creation Date	27-Aug-2014 15:53:32
Old Requisition Total	100.00 USD	Old Non-Recoverable Tax	0.00 USD
New Requisition Total	0.00 USD	New Non-Recoverable Tax	0.00 USD
Reason for Cancellation	Decommit funding		

Cancel Requisition Details

Details	Line	Description	Order Type	Order	Need-By	Unit	Quantity	Price	Amount (USD)	Cancel Line
>	1	This PR is for goods.	PR		28-Aug-2014 00:00:00	EACH	5	10 USD	50.00	Yes
>	2	This PR is for goods.	PR		28-Aug-2014 00:00:00	EACH	10	5 USD	50.00	Yes

[Return to Requisition Status](#)

9. Click the **Return to Requisition Status** link. The system returns to the **Requisitions** screen.

Result

Congratulations! You have successfully cancelled a requisition. You may now return to the Navigator.