



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

Canceling a Requisition or Requisition Line

Note: This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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Canceling a Requisition or Requisition Line

Requisitions may be canceled in full or part, if they have not yet been sourced to a purchase order (PO). If on a PO, the PO must first be canceled and then the requisition can be canceled.

Cancel a Requisition

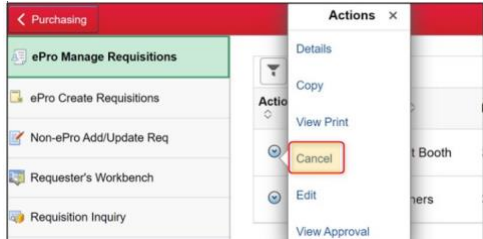
1. Navigate to **ePro Manage Requisitions** to find the requisition to cancel.
2. Use the filter icon to search.



3. Select the **Actions** button to the left of the requisition.



4. Select **Cancel** in the **Actions** drop-down menu.



5. Select **Yes** on the confirmation pop-up window.

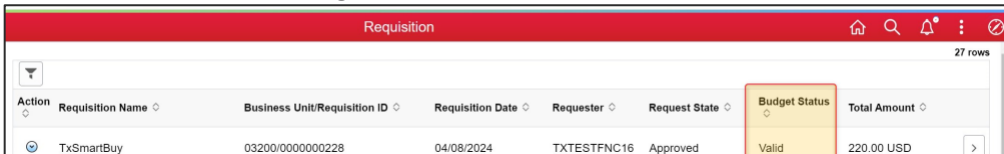


6. Select **Budget Check** for in the **Actions** drop-down menu (if the BUDGET STATUS is **Not Chk'd**).

Note: The **Actions' Undo-Cancel** option can restore a canceled requisition back to open status.



The **BUDGET STATUS** changes to **Valid**.



Cancel a Requisition Line

1. Navigate to the **Manage Requisitions** page.
2. Select anywhere in the requisition's area for the requisition you want to manage.

Requisition Name	Business Unit/Requisition ID	Requisition Date	Requester	Request State	Budget Status	Total Amount
Alarm contact relocation	00/PR-0001483	12/14/2023	000100	Pending	Prov Valid	395.00 USD
Registration	00/PR-0001482	12/14/2023	000100	Open	Not Chk'd	325.00 USD

3. Select **Cancel Line** on the right-hand side of the line you want to cancel.

Requisition Summary

Requisition Name: Consumable Scanners
 Business Unit: [Redacted]
 Requisition ID: 0000011213
 Requisition Date: 02/10/2023
 Request State: Approved

Requester: [Redacted]
 Entered By: [Redacted]
 Budget Check Status: Valid
 Total Amount: 755.80 USD
 Pre-Encumbrance Balance: 755.80 USD

Approval Justification
 DEPTID: 1720 DIR CONTRACT: DIR-CPO-4435 State on the PO: Months Remaining in current FY: USED FOR: HR Digital Documents

Requisition Lifeline

Requisition → Approves → Inventory → Purchase Orders → Change Request → Receiving → Returns → Invoice → Payment

Lines

Description	Item ID	Ship To	Line State	Quantity	UOM	Price	Total Amount	Cancel Line
Line 1 - FUJITSU FI-7600 PRODUCTION-CLASS SCANNER TRADE COMPLIANT INC3MOS		0007	Approved	2	EACH	243.37	486.74 USD	Cancel Line
Line 2 - FUJITSU FI-7600 SCANCARE NRD RX6X24 INC2YR coverage		0007	Approved	2	EACH	134.53	269.06 USD	Cancel Line

4. Select **Yes** in the pop-up window to confirm the requisition line cancellation.

Are you sure you want to cancel requisition 0000011213 line 2?

Yes No

5. Select **OK** on *Line canceled* pop-up window.

Line canceled.

OK

6. Run the budget check process on the requisition.

Revision History

Date	Description of Change	Changed By
April 9, 2024	Updated, converted to new template, added 508-compliance.	J. Goodman
Dec. 8, 2025	Converted to the template with the new CAPPS branding logo/colors.	N/A