THIS APPLIES ONLY TO REQUISITIONS THAT WERE PENDING APPROVAL IN PROMT PRIOR TO THE ONEPERALTA UPGRADE. These requisitions will need to be recreated in ONEPeralta, and then cancelled.

In ONEPeralta, click on the NavBar and navigate to **Purchasing > Requisitions > Add/Update Requisitions**

1. Enter the **Business Unit: PCCD1** and enter the **Requisition ID**. Select the requisition to be cancelled.

2. If the requisition has a **Status = Pending**, and **Budget Status = Valid**, click on the **red X** to cancel the requisition. A message will be displayed informing you of what will occur after you click **Yes**.

3. **If the requisition has been cancelled successfully**, the next page explains that the requisition needs to be Budget Checked in order for the Pre-encumbrance to be released back to the Cost Center for future spending. Click on **Budget Check** to submit the Budget Check process.
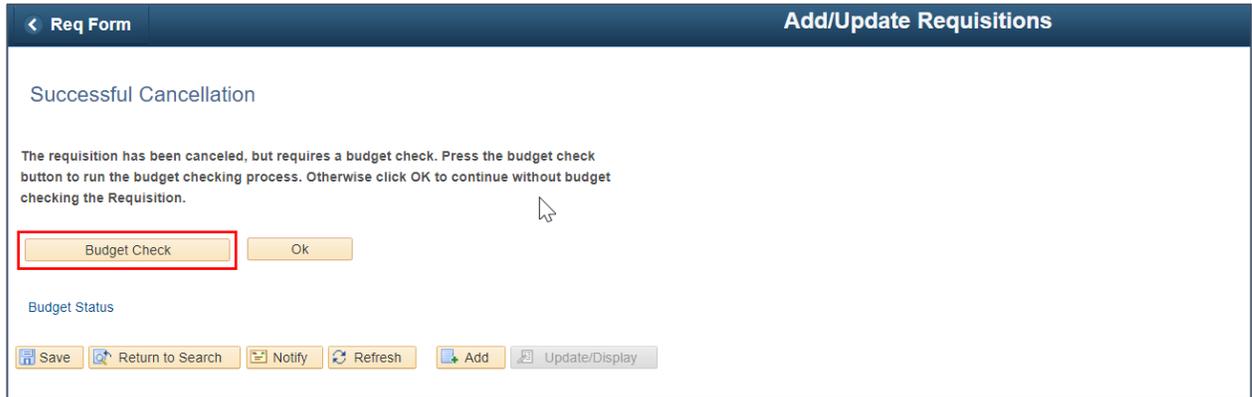
Problems Cancelling a Requisition:

If you attempt to cancel the requisition and are unable to do so due to an "Error" or "Not Checked" Budget Status for each requisition line, you will need to CANCEL ALL LINES EXCEPT ONE.

For example, if your requisition has two lines, click **Return** and cancel one of the lines (doesn't matter which one), and leave the other one.

For the remaining requisition line, **change the amount to zero and save the requisition**. Then click on the **Budget Check** icon to run the Budget Check process. Once the requisition has a **Valid** Budget Status, click on the **red X** to cancel the requisition. You will then see the screen above, and will be prompted to run the Budget Check to return the pre-encumbrance to the Cost Center.

This will resolve the problem with **cancelling requisitions that were still pending approval in PROMT prior to the upgrade to ONEPeralta**.