

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.

**Requisitions**

Use the following search to look for an existing Requisition.

Find an Existing Value | Add a New Value

**Search Criteria**

Business Unit = PCCD1  
 Requisition ID begins with 200012  
 Requisition Status =  
 Origin begins with  
 Requester begins with  
 Requester Name begins with  
 Supplier ID begins with

Hold From Further Processing   
 Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

Only the first 300 results can be displayed.

View All First 1-100 of 300 Last

Business Unit	Requisition ID	Requisition Date	Requisition Status	Origin	Requester Name	Supplier ID	Name 1	Hold From Further Processing	Merchandise	Amount
PCCD1	2000124282	05/29/2018	Approved	DAP	Nzomo, Seraphine	0000505755	STAPLES BUSINESS ADVANTAGE	N		20
PCCD1	2000124281	05/29/2018	Approved	DIN	TEER, JAMILLE	0000600183	GRAINGER	N		11
PCCD1	2000124280	05/29/2018	Approved	DIN	Juanita Gildea	0000508559	ALLIED REFRIGERATION INC.	N		11
PCCD1	2000124279	05/29/2018	Approved	MIN	WOODWARD, DENISE	0000732118	DEQUI KIONI-SADIKI	N		1
PCCD1	2000124278	05/29/2018	Open	AIN	Shane R Williams	0000733822	AUINTARD HENDERSON-PHOTOGRAPHER AT LARGE	N		250
PCCD1	2000124277	05/25/2018	Pending	AIN	Shane R Williams	0000733822	AUINTARD HENDERSON-PHOTOGRAPHER AT LARGE	N		250
PCCD1	2000124276	05/25/2018	Pending	AIN	Shane R Williams	0000733822	AUINTARD HENDERSON-PHOTOGRAPHER AT LARGE	N		250
PCCD1	2000124275	05/23/2018	Pending	DTV	Constance Koo	0000511322	ACADEMIC SENATE FOR CALIF COMMUNITY COLL	N		540
PCCD1	2000124274	05/23/2018	Pending	DTV	Constance Koo	0000511322	ACADEMIC SENATE FOR CALIF COMMUNITY COLL	N		540

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**.

**Add/Update Requisitions**

Maintain Requisitions

Requisition

Business Unit: PCCD1  
 Requisition ID: 2000120974  
 Requisition Name: 2000120974

Status: Pending  
 Budget Status: Valid

Hold From Further Processing

Header

\*Requester: WTSEHAI TSEHAI, WESSENYELES  
 \*Requisition Date: 02/13/2018  
 \*Origin: LPO Laney Purchase Order  
 \*Currency Code: USD Dollar  
 Accounting Date: 02/13/2018

Amount Summary

Total Amount  
 Tax Amount  
 Total Amount  
 Pre-Encumbrance  
 Balance

Message

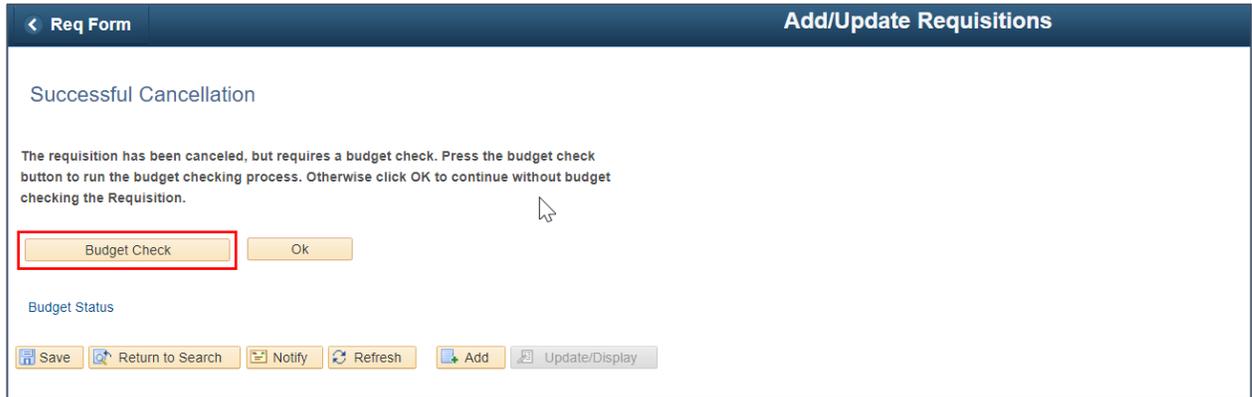
Canceling a requisition will commit any changes made and prevent further changes. Continue? (10100,7)

When you mark a requisition as complete or canceled, the system does not allow any further changes to the requisition. Any changes made, however, will be stored on the requisition.

If you have any more changes to make to this requisition, do not mark it as complete or canceled at this time. Make the other changes, then return to change its status.

Yes No

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**.



Line	Schedule	Distrib	Message
1	1	1	Cannot cancel Requisition because Budget Status is in 'Error' or 'Not Checked'.
2	1	1	Cannot cancel Requisition because Budget Status is in 'Error' or 'Not Checked'.