## **ORACLE – VIEWING & CANCELLING A REQUISITION**

After a Requisition has been entered in Oracle, it is possible for you to view the status of the requisition or, if necessary, to cancel the requisition.

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Select "Requisitions Summary."

Find Requisitions		
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Reference Num	Import Source	
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Enter the Requisition Number and click "Find."

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Select "Tools" at the top of the screen.

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To check the status of the Requisition select "View Action History."

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5	10-MAY-2017 09:1	Forward	M			
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2	09-MAY-2017 16:3	Submit	F			
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## To cancel a requisition, select "Control" from the "Tools" drop down box:

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Choose "Cancel Requisition"

Enter the reason you are cancelling the requisition and click "OK."

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	Cancel Requisition	
	Finally Close	
Actions		
GL Date	19-JAN-2018	
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	OK Cancel	

Re-query the requisition number to be sure it has been canceled.