

# Release Money from a Canceled Order

**Don't Lose Your Funding.**

**Just Because It's Canceled, Doesn't Mean it has Released the Funds.**

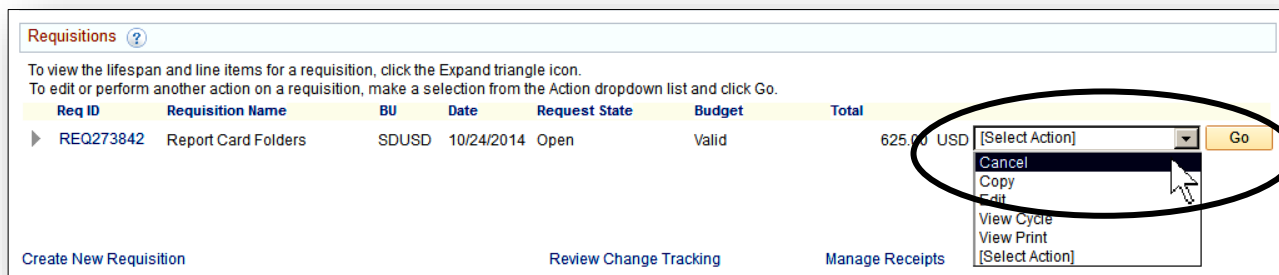
If you cancel a requisition it is **VERY** important to also release the funds from it, so they can be returned to the budget. This is especially true when an Approver denies an eProcurement requisition. It is very important for the Requester (*originator*) to also cancel **and** budget-check the order immediately. Otherwise, the funds that had been pre-encumbered remain locked up, unusable, and you will lose funding.

If the denied requisition is not canceled and re-budget-checked, then the money that was pre-encumbered when the order was originally budget-checked will **remain encumbered**...which means those funds remain locked up and unusable for anything else. It is important to release the money from that requisition by canceling **and budget-checking it again**, so that it will be returned to the budget account it came from.

A canceled ePro requisition is never deleted or erased in any way. It is merely pulled out of the active lineup. Canceling and budget-checking a requisition is the only way to release the funds back into the budgets. The requisition can be reopened and reused at any time, by a simple click of the mouse. To release the funds still attached to a denied requisition, follow the steps in this Job Aid.

1. On the **Manage Requisitions** page, locate the requisition you wish to cancel. In the **Select Action** drop down menu, choose **Cancel Requisition**.

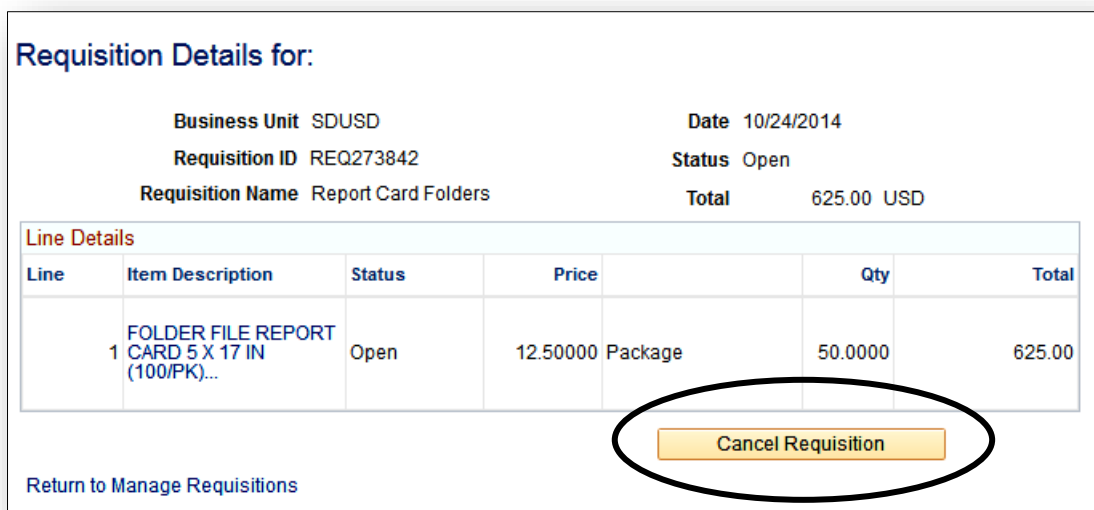
Then, click the yellow **Go** button next to that line.



The screenshot shows a table of requisitions. The first row is highlighted. The 'Request State' is 'Open' and the 'Budget' is 'Valid'. The 'Total' is '625.00 USD'. A dropdown menu is open over the '[Select Action]' column, with 'Cancel' selected. A yellow 'Go' button is visible to the right of the dropdown.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
REQ273842	Report Card Folders	SDUSD	10/24/2014	Open	Valid	625.00 USD	[Select Action] Go

2. Verify that this is the requisition you want to cancel. Click the **Cancel Requisition** button.



The screenshot shows the 'Requisition Details for:' page. The Business Unit is 'SDUSD', the Requisition ID is 'REQ273842', and the Requisition Name is 'Report Card Folders'. The Date is '10/24/2014', the Status is 'Open', and the Total is '625.00 USD'. Below this is a table of 'Line Details' with one line item: 'FOLDER FILE REPORT 1 CARD 5 X 17 IN (100/PK)...'. The 'Cancel Requisition' button is highlighted with a black oval.

**Requisition Details for:**

Business Unit SDUSD Date 10/24/2014  
Requisition ID REQ273842 Status Open  
Requisition Name Report Card Folders Total 625.00 USD

Line	Item Description	Status	Price	Qty	Total
1	FOLDER FILE REPORT CARD 5 X 17 IN (100/PK)...	Open	12.50000 Package	50.0000	625.00

Cancel Requisition

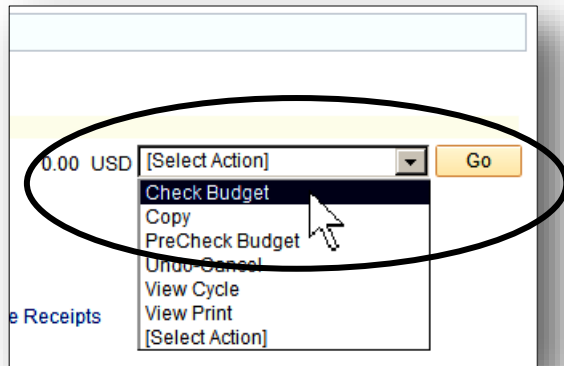
3. You are returned to the Manage Requisitions page. Verify that the requisition's Status shows it is now **Canceled**, and its Budget shows **Not Chk'd**. But the funds are still pre-encumbered... and will remain stuck there until you run a Budget Check on that requisition one more time.

Requisitions ?

To view the lifespan and line items for a requisition, click the Expand triangle icon.  
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total
▶ REQ273842	Report Card Folders	SDUSD	10/24/2014	Canceled	Not Chk'd	0.00 USD [Select Action] Go

4. From the **Select Action** drop-down menu on the far right side, click **Check Budget**, and click **Go**.



5. You'll know the money has been released back into the budget when you see that the Budget Status for the canceled requisition has changed from **Not Chk'd** to **Valid**.

Requisitions ?

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Req ID	Requisition Name	BU	Date	Request State	Budget	Total
▶ REQ273842	Report Card Folders	SDUSD	10/24/2014	Canceled	Valid	0.00 USD [Select Action] Go

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