

Canceling a Requisition

This article covers how Requesters and Approvers can cancel a purchase requisition in CFS.

- ! Once a Buyer is assigned to an approved purchase requisition (typically one business day after the requisition is approved in CFS), please contact the Buyer before canceling the requisition in CFS.

1. Log in to CFS from Titan Online on the campus portal.

[View How Do I Access CFS? for more information.](#)

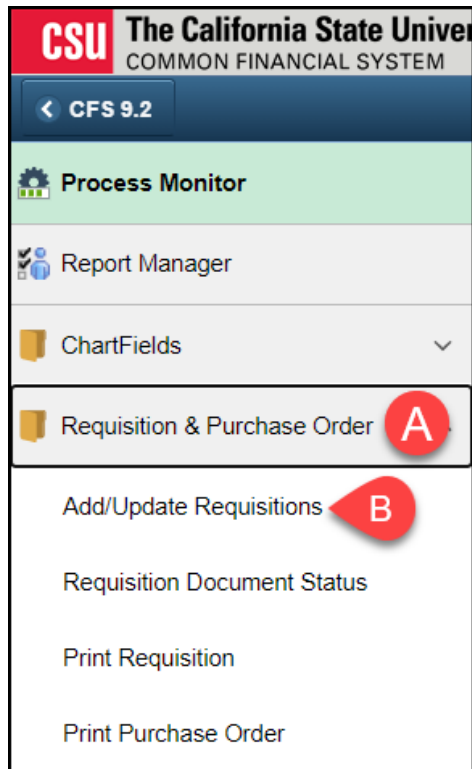
2. Click on the CFS End User navigation tile.

- 💡 If you have added Add/Update Requisitions as a navigation tile to your personal CFS homepage, you can just click on the tile on your homepage. You can [view instructions on adding a navigation tile](#) for more information.



- A. Click on the **CFS End User** tile.
- B. Or you click on the NavBar icon to navigate to NavBar > Navigator > Purchasing > Requisitions > Add/Update Requisitions.

3. Select Requisition & Purchase Order and then click Add/Update Requisitions.




4. Click Find an Existing Value.

Requisitions

Find an Existing Value

Add a New Value

Business Unit

FLCMP 

Requisition ID

NEXT

Add

5. Enter search criteria and then click Search.

Requisitions

Use the following search to look for an existing Requisition.

▼ Search Criteria

Business Unit =

Requisition ID begins with

Requisition Name begins with

Requisition Status =

Origin begins with

Requester begins with

Requester Name begins with

Hold From Further Processing ☐

☐ Case Sensitive

[Basic Search](#)

It's recommended that you enter your name in the **Requester Name** field so only your requisitions appear in the search results.

6. Choose the requisition you want to cancel from the search results.



If the Requisition Status is Approved, only the Approver who approved the requisition can cancel the requisition.

Find an Existing ValueAdd a New Value

Search Criteria

Business Unit = FLCMP
Requisition ID begins with
Requisition Name begins with
Requisition Status =
Origin begins with
Requester begins with
Requester Name begins with Solo,Han

☐ Hold From Further Processing
☐ Case Sensitive

SearchClearBasic SearchSave Search Criteria

Search Results

View All1-3 of 3

Business Unit	Requisition ID	Requisition Name	Requisition Status	Origin	Requester	Requester Name	Hold From Further Processing
FLCMP	0000021231	Specialized Software Renewal	Open	ONL	50802547190	Solo,Han	N
FLCMP	0000021230	Concert Under the Stars 2021	Open	ONL	50802547190	Solo,Han	N
FLCMP	0000021229	Commencement 2021 Materials	Open	ONL	50802547190	Solo,Han	N

The most recent purchase requisition will appear at the top of the list.

7. Click the cancel icon at the top right of the screen.

Maintain Requisitions

Requisition

Business Unit FLCMP
Requisition ID 0000021231
Requisition Name Specialized Software Renewal


Status Open
Budget Status Not Chk'd
☐ Hold From Further Processing

Header

*Requester 50802547190 Solo,Han
*Requisition Date 02/18/2021 Requester Info
Origin ONL Online Entry
*CURRENCY Code USD Dollar
Accounting Date 02/18/2021

Amount Summary

8. Click Yes to confirm you want to cancel the requisition.


 It may take a minute for the system to cancel the requisition after you click Yes as there are many tables that need to be updated.

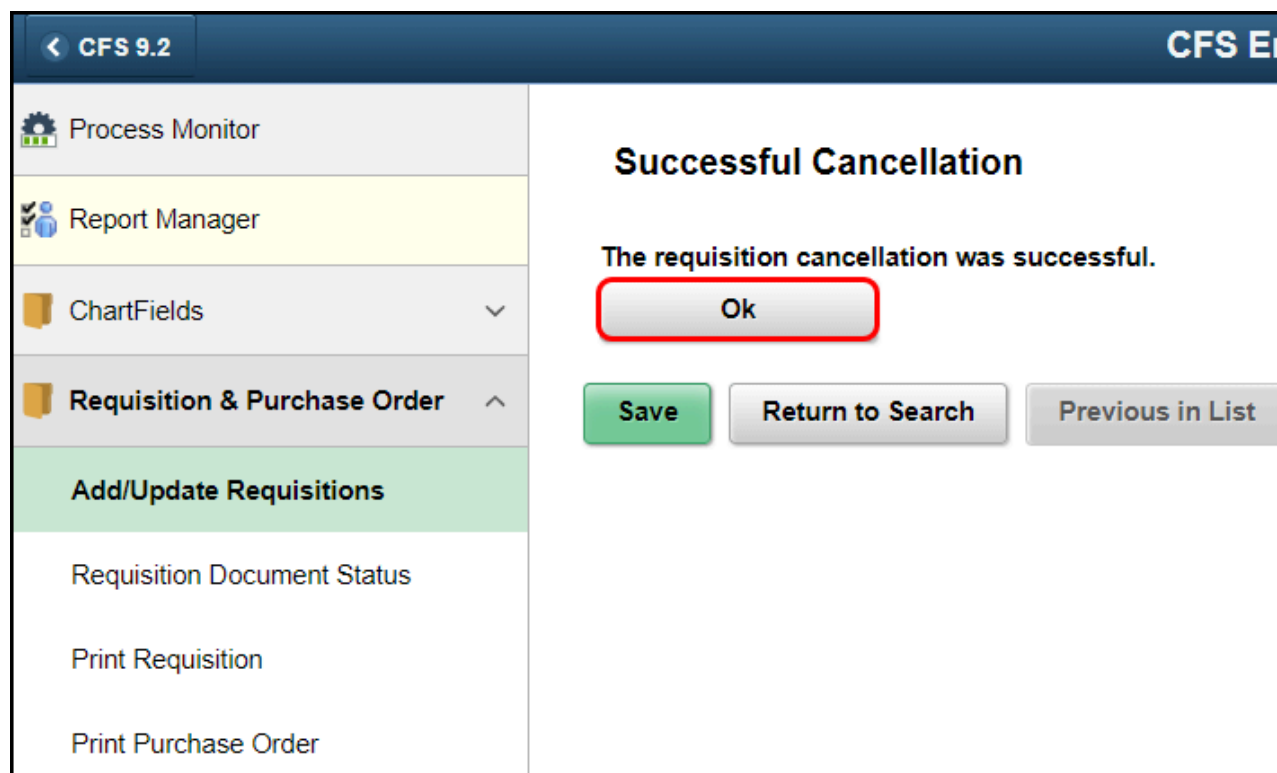
Canceling a requisition will commit any changes made and prevent further changes. Continue? (10100,7)

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.

9. Click OK once the cancellation is complete.

 Did you know that you can copy a canceled requisition? [View the article on copying an existing requisition for more information.](#)



The requisition is now canceled. It will not show up on the Find an Existing Value search, but you are able to view it using Document Status or on the Requisitions Report on the Purchasing dashboard in Data Warehouse/OBIEE.

Need More Help?

Technical issue with CFS? Contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777.

Questions about how to do something in CFS? Contact IT Training at ittraining@fullerton.edu or 657-278-5647.

Questions about procurement policies or status of a requisition/purchase order? Contact [Procurement](mailto:DL-C_and_P@fullerton.edu) at DL-C_and_P@fullerton.edu.