MARYLAND JUDICIARY

GEARS
General Enterprise And Resource Support

Quick Reference Tip Sheet

LAST REVISED DATE: 6/18/2014

General Information

Task	Process Information
Canceling a Requisition	A requisition may be canceled (i.e., product or service no longer needed) if the following conditions exist in GEARS: • The requisition budget status in the header is *Valid* (the budget has been checked). When you cancel the requisition, the system changes the budget status in the header to *Not Chk'd* (not checked). **NOTE:** *In this scenario, after canceling the requisition, you must run a budget check in order to post the funds back to the budget.* • The requisition budget status in the header is *Not Chk'd* and the requisition has never been budget checked in its life cycle. When you cancel the requisition, the budget status in the header will be *Valid*. • The requisition budget status in the header is *Error* (the budget checking process found an error). When you cancel the requisition, the budget status in the header will be *Valid*. **Note:** If a requisition has already been sourced, denied or on hold, you must contact the assigned Buyer on the requisition by submitting the PO Maintenance form via email.

GEARS Navigation

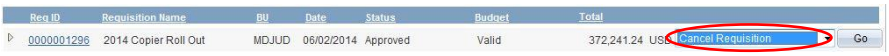
Main Menu> eProcurement > Manage Requisitions	

1.0 Process

This document is intended to provide a quick reference to canceling a Requisition or Requisition Line(s) in GEARS.

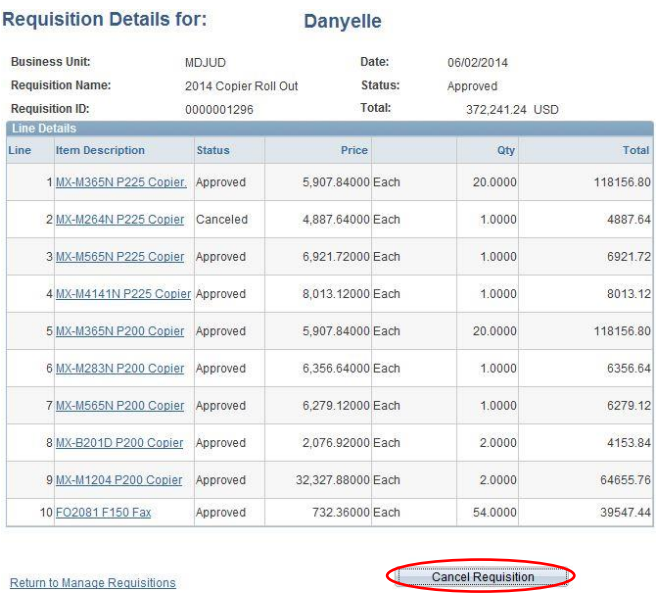
STEP	ACTION	DETAILS
1.	**On the *Manage Requisitions > Search Requisitions* page, enter search criteria in one or more of the fields to locate the requisition(s) you want to cancel.** **In this example, the Requisition ID is populated.**	
2.	**Click the** **button.**	

3. To cancel the entire requisition, click the <Select Action> dropdown and click the **Cancel Requisition** action.



4. Click the Go button.

5. The Requisition Details page displays. To cancel this requisition, click the Cancel Requisition button.



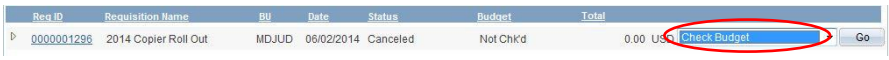
Line	Item Description	Status	Price		Qty	Total
1	MX-M365N P225 Copier	Approved	5,907.84000	Each	20.0000	118156.80
2	MX-M264N P225 Copier	Canceled	4,887.64000	Each	1.0000	4887.64
3	MX-M565N P225 Copier	Approved	6,921.72000	Each	1.0000	6921.72
4	MX-M4141N P225 Copier	Approved	8,013.12000	Each	1.0000	8013.12
5	MX-M365N P200 Copier	Approved	5,907.84000	Each	20.0000	118156.80
6	MX-M283N P200 Copier	Approved	6,356.64000	Each	1.0000	6356.64
7	MX-M565N P200 Copier	Approved	6,279.12000	Each	1.0000	6279.12
8	MX-B201D P200 Copier	Approved	2,076.92000	Each	2.0000	4153.84
9	MX-M1204 P200 Copier	Approved	32,327.88000	Each	2.0000	64655.76
10	FO2081 F150 Fax	Approved	732.36000	Each	54.0000	39547.44

6. The Manage Requisitions page displays. The *Requisition Status* will now be **Canceled**.

Note: If the Budget Status was **Valid** BEFORE canceling the Requisition, *Budget Status* will be **Not Chk'd** (not checked) AFTER canceling the Requisition and you must run a budget check. Proceed to Step #7 to continue.

If the Budget Status was **Not Chk'd** or **Error** BEFORE canceling the Requisition, *Budget Status* will be **Valid** AFTER canceling the Requisition. *If you do not have to run a budget check, this completes the steps to canceling a requisition.*

7. Click the <Select Action> dropdown and click the **Check Budget** action.



8. Click the Go button.

9.	**If successful, the *Budget Status* is now Valid.** ***This completes the steps to canceling a requisition.***	

Important

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer the appropriate User Procedures and/or online references for any corresponding policies regarding this process.