

How to Recall and/or Cancel a Purchase Requisition

This procedure outlines the process of how to recall and/or cancel a purchase requisition.

If a purchase requisition has been raised (draft requisition) and not submitted, this will still create a commitment on the account entered. All drafts need to be both finalised and submitted (to be processed as a purchase order), or cancelled (which will release the committed funds).

A purchase requisition can be recalled at any time until the final approval step (released as a purchase order).

Recall a Purchase Requisition

1. Log into CiAnywhere through the 'CIAnywhere' link on the staff homepage. Insert your JC number and password, click **Log On**



Log on using your details

User name or email address

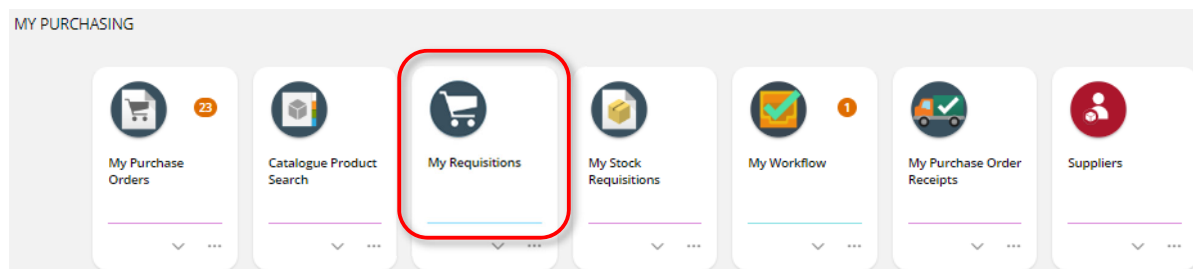
jc136556

Password

Log On

Keep me logged on Accessibility Mode [?](#)

2. Click on **My Requisitions**



3. Find the requisition you wish to recall (can be recalled until final approval step), then click on **View**

The screenshot shows the 'My Requisitions' interface. At the top, there is a search bar and a '+ Add' button. Below the search bar, there are tabs for 'Requisitions' and 'Requisition Lines'. A notification says '1 record.'. A list of requisitions is shown, with the first one being '(1) Dell' with ID '0200124757', requested on '19-Sep-2019' by 'Melissa Bullen'. It is 'Testing only' and 'ASSIGNED TO JULIE MILLAR'. The status is 'SUBMITTED' with an amount of 'AUD 50.00' and '45,45 (Ex)'. There is '1 LINE'. A 'View' button is highlighted with a red box. To the right, a preview of the requisition entry is shown with the James Cook University Australia logo and the text 'MY REQUISITION' and 'UNAPPROVED'.

4. Under the dropdown arrow at the top left of the requisition, click on **Recall**

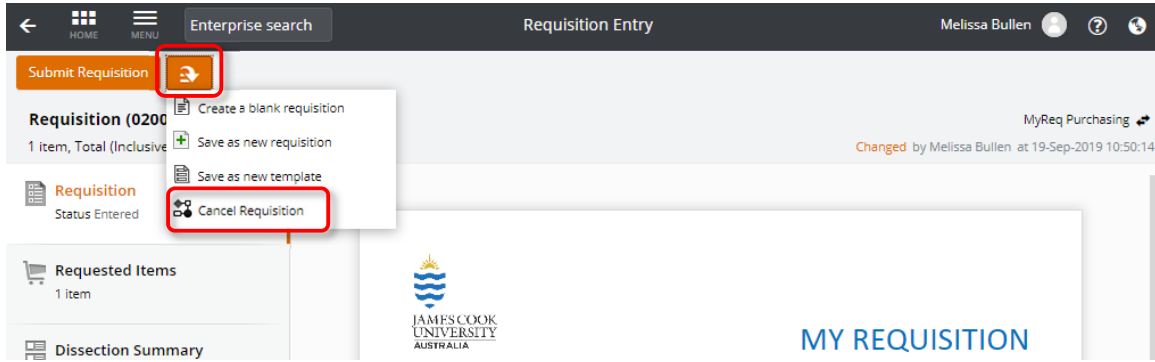
The screenshot shows the 'Requisition Entry' page. At the top, there is a search bar and a '+ Add' button. Below the search bar, there is a 'Create a blank requisition' button and a message 'Workflow is not assigned to you'. A dropdown menu is open, showing options: 'Recall' (highlighted with a red box), 'Save as new requisition', and 'Save as new template'. The main content area shows 'Requisition (0200124757)' with '1 item, Total (Inclusive) AUD:'. The status is 'Entered'. There are sections for 'Requested Items' (1 item), 'Dissection Summary' (1 dissection), and 'Settings'. The requisition is 'Testing only' and 'UNAPPROVED'. The requisition ID '0200124757' is displayed at the bottom right.

5. Click **OK** to confirm the recall.

The screenshot shows a 'Confirm Action' dialog box. The title is 'Confirm Action'. The text inside asks 'Are you sure you want to recall this requisition?'. There are two buttons: 'OK' (highlighted with a red box) and 'Cancel'.

Cancel a Purchase Requisition (Requisition must be recalled before it can be cancelled)

- Under the dropdown arrow at the top left of the requisition, click on **Cancel Requisition**.



- Provide a reason for the cancellation, then click **OK** to confirm. The requisition will show 'Workflow cancelled' once completed.

