



## PURCHASE REQUISITIONS

VOID PURCHASE REQUISITION

701.5.9

### OVERVIEW

▶ **VOID PURCHASE REQUISITION:** Occasionally, it is necessary to void a purchase requisition from the Datatel system. Situations requiring this include: when requesting departments decide not to purchase the goods/services; if a Purchasing Agent determines the purchase is not permitted based on purchasing laws; or if an Approver determines the purchase is not in the best interest of the University.

▶ **CONTACT:** The contact for “Void Purchase Requisition” is the Office of Support Services (783-2018)

### LOGIN

▶ Login to Datatel/Colleague.

See section 402 or 403 for login instructions. If you do not have a Datatel account, please contact the Office of Institutional Research and Computer Applications (783-5238).


**\*NOTE:** Purchase requisitions may not be voided through WebAdvisor at this time.


## VOID PURCHASE REQUISITION

701.5.9

### MENU SELECTION

▶ Choose **CF** under the Colleague **Apps** Menu

▶ Click the  to expand the **Purchasing** Menu

▶ Click the  to expand the **Requisitions** Menu

▶ Select **REQM – Requisition Maintenance** Menu

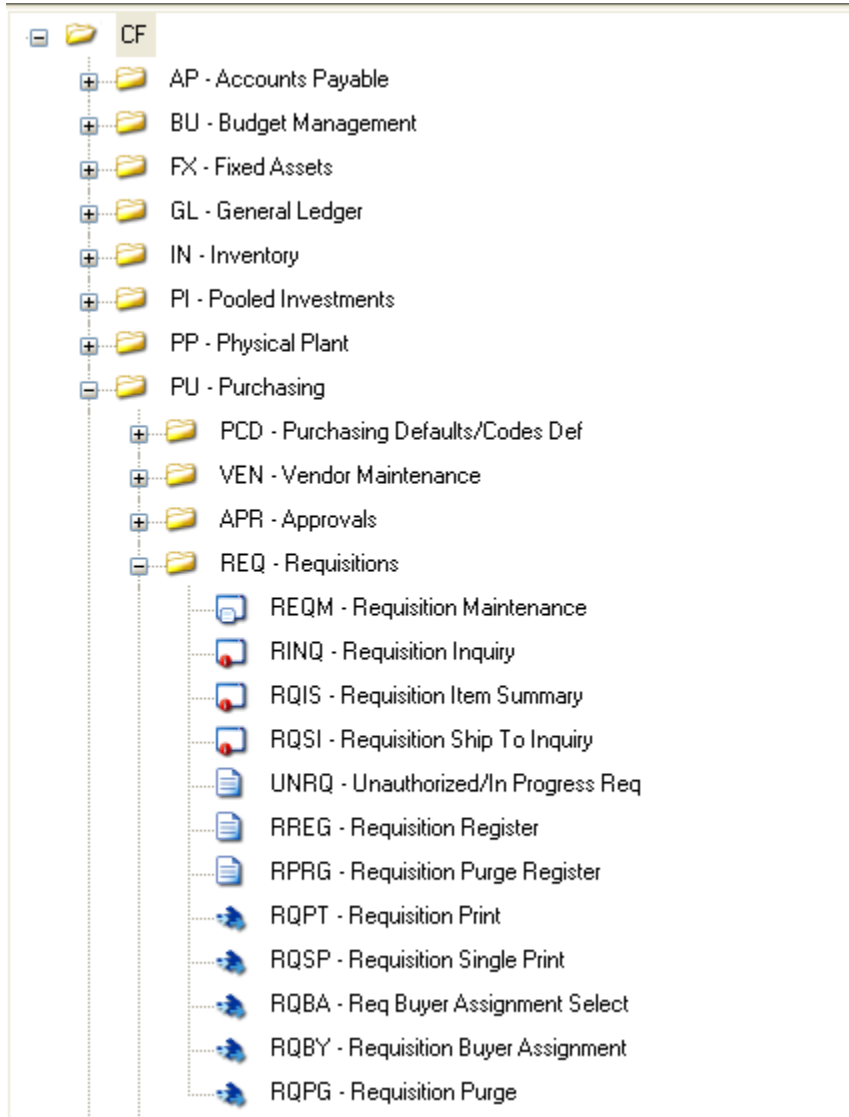
OR

▶ Enter **REQM** in the Quick Access Box

▶ Click **GO**

## VOID PURCHASE REQUISITION

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Quick Access

### SELECT REQUISITION

- ▶ Enter Requisition number in Requisition Lookup box (NOTE: only requisitions that have **not** been rolled to purchase orders can be opened in **REQM**. If you see an alert indicating that a purchase order has already been created, exit process and contact the Office of Support Services at 783-2018 for



assistance).

▶ Click

▶ **REQM** screen opens

REQM-Requisition Maintenance

Requisition: 0000188      Status: Outstanding      Status Date: 01/03/07

Requisition Date: 01/03/07      Maintenance Date: 01/03/07  
Initiator: LaDonna M. Purcell      Requisition Amt: 126.20  
Desired Date: [ ]

Vendor ID: [ ]      Types: 1 [ ]  
Name: 1 Cardinal Office Systems  
Address: 1 123 Supply St. [ ]  
City/St/Zp: Morehead KY 40351  
Country: [ ]  
Currency: [ ]      Terms: [ ]  
Ship To: SS Morehead State Un [ ]      FOB: DS Destination  
Ship Via: [ ]      Commodity: [ ]

Approvals: 1 Ladonna Purcell [ ]  
Buyer: [ ]      Line Items: 2 [ ]  
Expire Date: [ ]      Printed Comments: 1 [ ]  
AP Type: VP Vendor Payables      Comments: 1 testi [ ]  
Invn Store: [ ]      Priority: [ ]  
Requisition Done: Yes



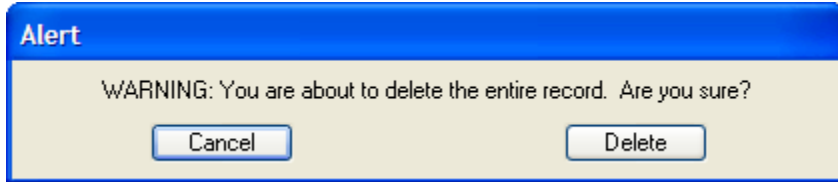
**VOID REQUISITION**


▶ Click the trash can icon  on your menu bar

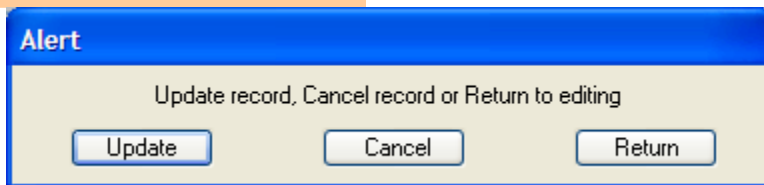
▶ Click  in Alert box to **void** requisition


## VOID PURCHASE REQUISITION

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▶ Click  in Alert Box



- ▶ Requisition voided
- ▶ Funds returned to GL account
- ▶ Click  in Requisition Lookup box
- ▶ Returned to Main Menu
- ▶ See Section 402 or 403 for logout procedures

**MAIN MENU**

**LOGOUT**



Last Revision: 1/4/07