User Checklist – Clearing Requisitions

Steps for Clearing Requisitions		Check
Departments check with their employees who entered pending requisitions that are no longer needed, have an approval amount >$0, and are not in Approval Status (must be in returned, or rejected status). Depts are responsible for Clearing Requisitions from the workflow, by editing and deleting all lines so that the Requisition can be canceled. These steps include		
1	Navigate to QF Homepage > Procurement > Purchase Requisitions	
2	Click View More to see all Requisitions on your list	
3	Sort the Status Column to bring all non-approved Requisitions to the top of the list. Change status to Canceled with $0 Approval Amount	
4	Click on Req number to open Req line. Click the Actions dropdown arrow and select Edit	
5	Delete each line by clicking the Delete X to the right of screen	
6	Click Save and Close. The Requisition will now appear on your list as Canceled with $0 Approved Amount	
Note: You should only have Requisitions in your workflow list that you need (have been sourced to a Purchase Order or which are waiting to be sourced.) If there are Requisitions that you know you do not need, those that have been Returned or Rejected, follow these steps to delete the commitments associated with the Requisitions so that commitments are not overstated. For more information, please refer to the Quantum Financials User Aids Webpage for Quantum Financials- Steps for Clearing Requisitions . Refer to Quantum Financials UPK Clearing Returned or Rejected Requisitions		