Cancelling a Requisition in Workday

http://workday.miami.edu

By cancelling a requisition, it can no longer be edited or submitted. The cancelled requisition may still be viewed.

Find the Requisition

1. Log into Workday. [https://workday.miami.edu]
2. Click the Purchases icon.
3. From the View section, click Requisitions.
4. Complete the search fields.
   a. Document Date on or After – adjust to reflect how far back the req was created.
   b. Exclude Cancelled - Uncheck
   c. Exclude Closed - Uncheck
   d. Click Ok.

Cancel the Requisition

5. Click the related Actions button (three dots). A pop up menu will appear. (TIP: The menu may take longer to appear than expected.)
   a. Click Requisition.
   b. Click Cancel.
   c. Click Ok.