# MANAGE REQUISITIONS – Edit, Copy, Cancel, Etc.

# Editing a Requisition p.1-2Copying a Requisition p.3Canceling a Requisition p.4

1. To **edit** a requisition, find the requisition in Manage Requisitions, choose '**Edit**' from the dropdown list and click OK.


2. To edit **price**, click the line description link.

This will take you to the original page where you entered the req line information.
Make your changes. Click **Apply**. Click **Checkout**.
Note: if this req line is already on a PO you should communicate with the Puchaser before making changes.

3. To **add a line**, click the **Add More Items** button.

Click '**Special Requests**'. Notice the shopping cart displays the number of lines already on your requisition.

Add the new line information. Click **'Apply'**. Click **'Checkout'**.

Add the **chartfield** in the 'Accounting Lines' section.

4. To **copy** a requisition, find the requisition in Manage Requisitions, choose '**Copy**' from the dropdown list and click OK.

5. Enter a **Requistion Name**. Check other fields such as **Origin**, **chartfield** values, **comments**, **attachments**, anything that might need to be different from the original requisition.
6. When the new/copied requisition is how you need it, **Save & Submit**.
7. To cancel a requisition that is not on a PO yet, you can cancel individual lines with buttons in the Request Lifespan view;

or you can cancel the entire requisition from the dropdown list.

This will take you to a confirmation page.

If the requisition had ever been successfully budget checked, you will need to re-budget check to release the pre-encumbrance back to the budget.

