

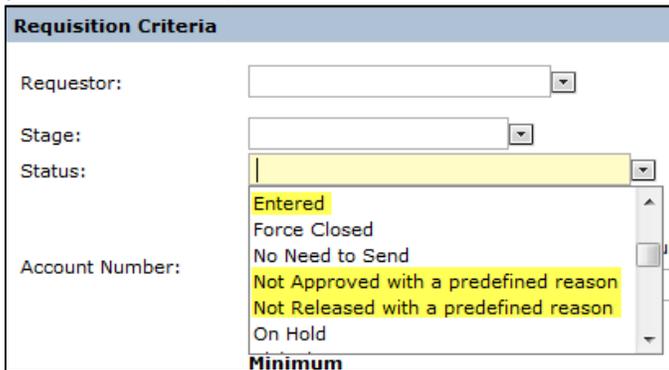
## TEAMS: Returned Requisition Search

This guide will demonstrate how to search for returned requisitions in TEAMS. This is important to do because the funds will continue to be encumbered, even though the order will not be processed. The requisition will need to be corrected and resubmitted, or voided.

1. Select the Requisition Search entry point.



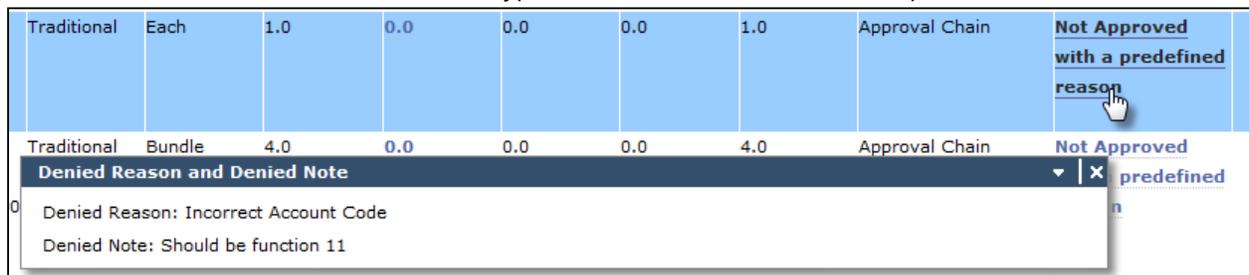
2. Select the status **Entered**, **Not Approved with a predefined reason** or **Not Released with a predefined reason**. There may be various requisitions pending with either of these statuses, so it may be necessary to repeat this step as needed.



Note: Requisitions with a status of **Entered** may be saved *Traditional* or *Blanket* requisitions that have not yet been submitted for approval, or a *Warehouse* requisition that has been returned and not processed.

Click 

3. Place the mouse cursor over the status hyperlink to show the reason the requisition was returned.



Use this information to determine if the requisition should be voided or modified and resubmitted.

To void a requisition at this point, select the row (it will highlight yellow), and click the  button at the bottom of the screen.

To modify a requisition, select the row (it will highlight yellow) and select 

Make the necessary changes, then click the  button. The requisition will route back through workflow for the necessary approvals.