Cancel a Business Process

You can cancel a business process that you initiated if no other tasks in the business process have been completed. The Overall Status of the business process must be "In Progress". If you are not able to cancel the process yourself, you may have the approver deny or send the request back to you for correction, if necessary.

If the Overall Status is "Successfully Completed" and the request needs to be canceled, contact Shared Services through the ticketing system for assistance.

IMPORTANT: Once you have canceled a business process, the action is final. There is no approval routing.

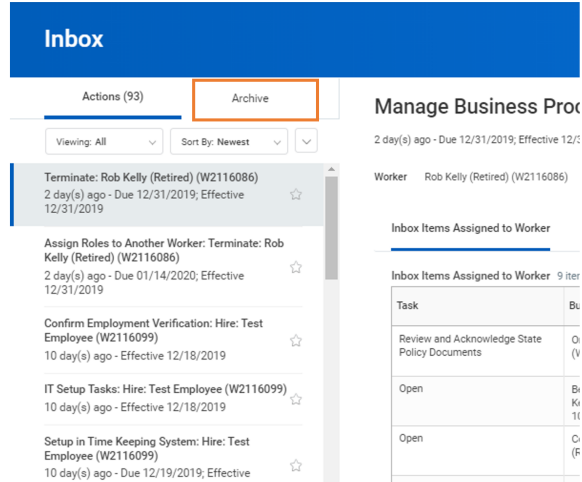The procedure to cancel a business process that you have initiated follows.

Procedure:

1. Click the **Inbox** icon.

2. Click the **View Inbox** Go to Inbox hyperlink.
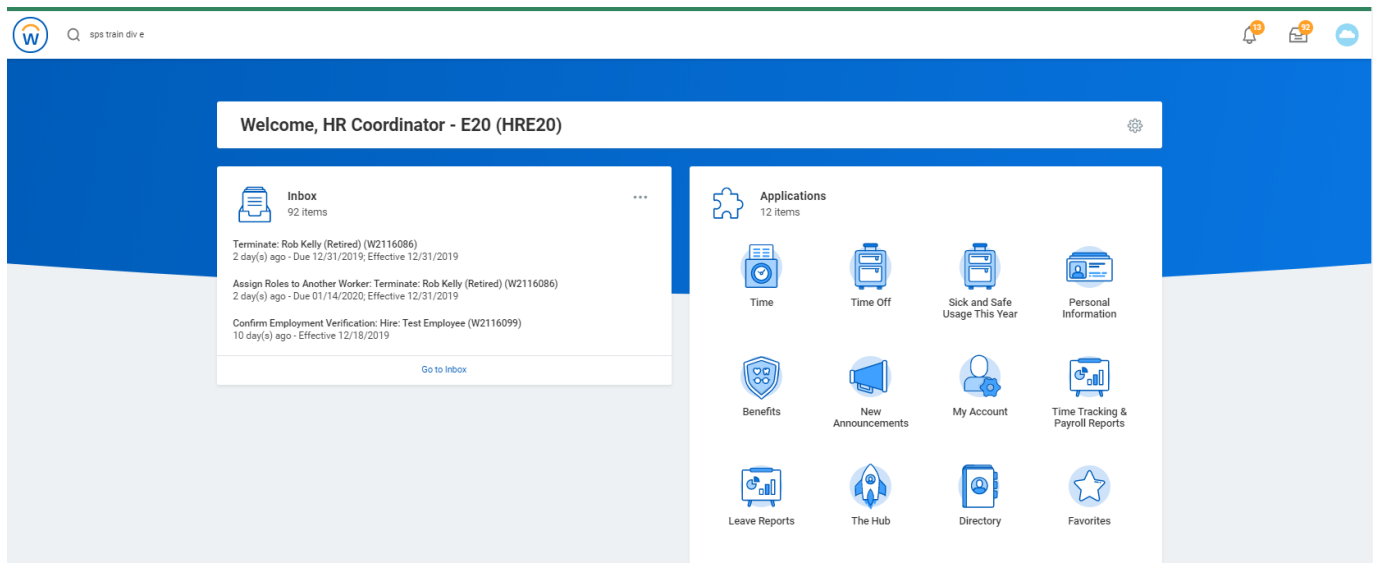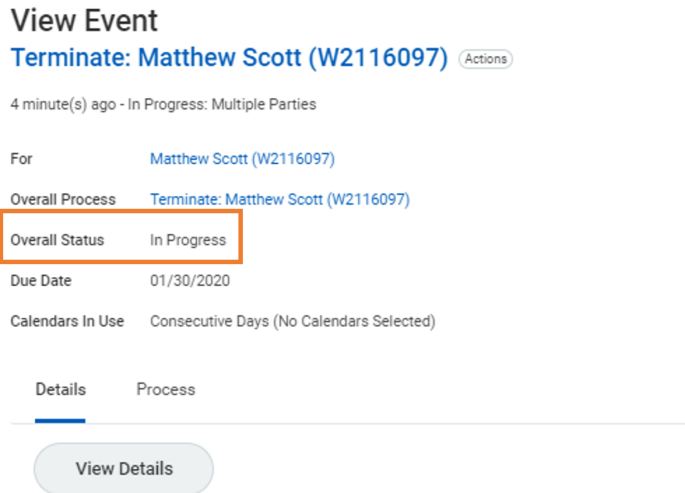
Inbox

3. Click the **Archive** tab.

4. Click the item that you want to cancel.

5. Verify that the Overall Status of the process is "In Progress".

6. Next to the "Overall Process" hyperlink, click the orange bar (twinkie) for a drop down; hover over Business Process; then select **Cancel**. *See below.*

> ⚠️ **Important:** When you cancel a business process there is no approval routing. The cancellation is final.

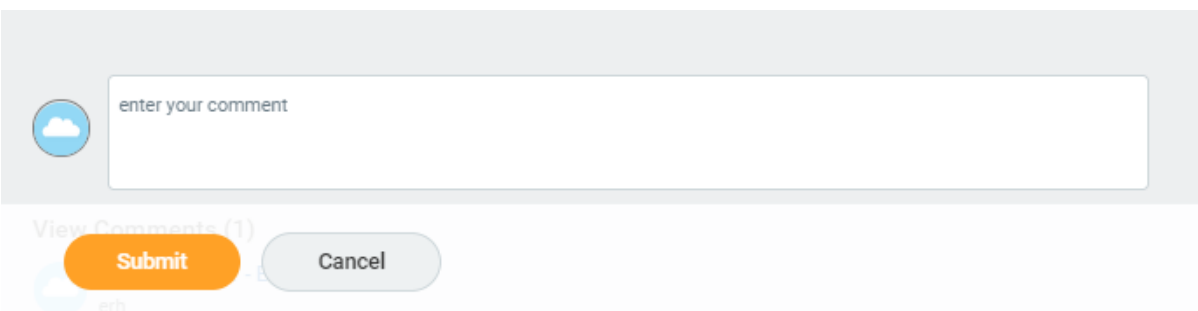7. Review the request details before submitting the cancellation.

8. Enter a reason for cancelling your request in the Comment field.

9. Click the **Submit** button.

> 💡 **Tip:** If you do not want to submit the request at this point, you can also click the **Cancel** button to cancel the process and start at another time.

Event Cancellation Confirmation

Event Canceled
Terminate: Matthew Scott (W2116097) (Actions)

⊖
Process Canceled

Others Awaiting My Action
Terminate: Kim Day (Terminated) (W2116094)
Terminate: Nancy Jones (Terminated) (W2116095)
Terminate: Rob Kelly (Retired) (W2116086)

> **Details and Process**

Done

10. Click the **Done** Done button.

11. This process is complete.