

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 cancelled, contact the Help Desk for assistance.

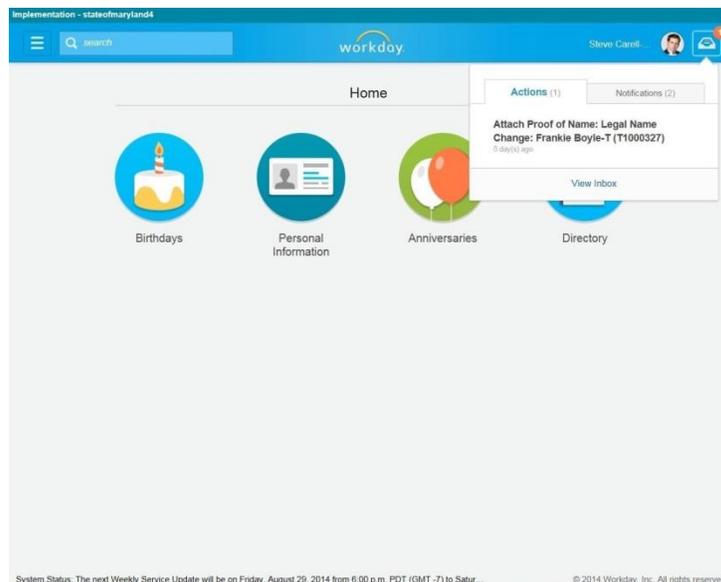
IMPORTANT: Once you have cancelled a business process, the action is final. There is no approval routing.

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

Procedure:

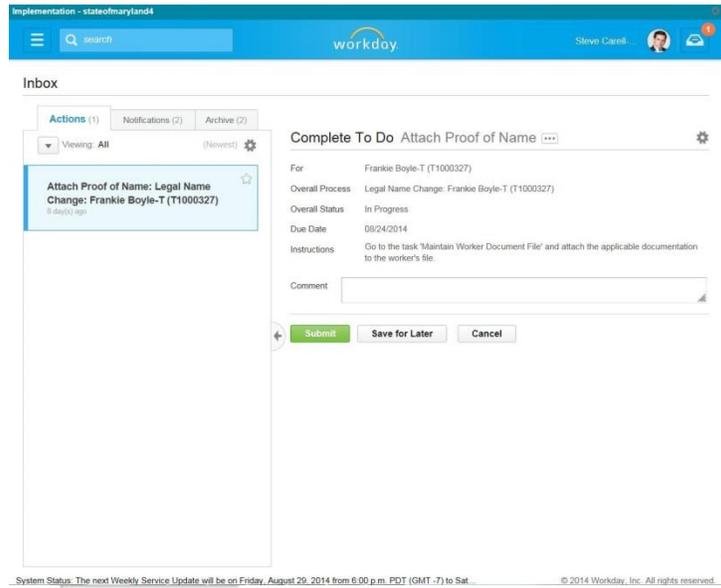
1. Click the **Inbox**  icon.

Inbox



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

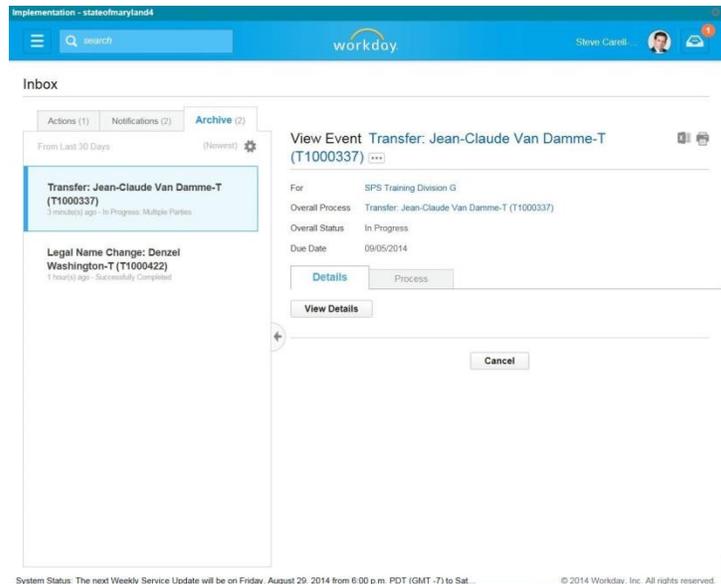
Inbox



3. Click the **Archive** tab.
4. Click the item that you want to cancel.

Transfer: Jean-Claude Van Damme-T (T1000337)

Inbox



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

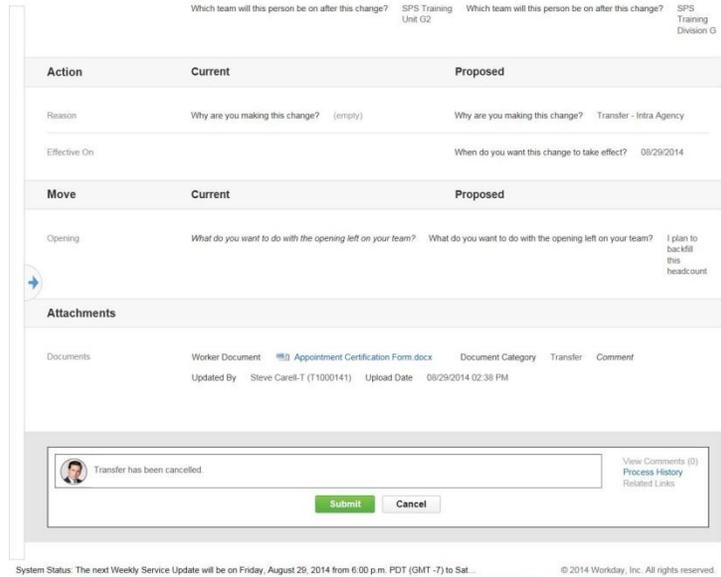
6. Click the **Cancel** button.
7. Review the request details before submitting the cancellation. Use the vertical scroll bar to access the bottom of the page, if needed.



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

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

Inbox



Which team will this person be on after this change? SPS Training Unit G2 Which team will this person be on after this change? SPS Training Division G

Action	Current	Proposed
Reason	Why are you making this change? (empty)	Why are you making this change? Transfer - Intra Agency
Effective On		When do you want this change to take effect? 08/29/2014

Move	Current	Proposed
Opening	What do you want to do with the opening left on your team?	What do you want to do with the opening left on your team? I plan to backfill this headcount

Attachments

Documents Worker Document Appointment Certification Form.docx Document Category Transfer Comment

Updated By Steve Carell-T (T1000141) Upload Date 08/29/2014 02:38 PM

Transfer has been cancelled.

[View Comments \(0\)](#)
[Process History](#)
[Related Links](#)

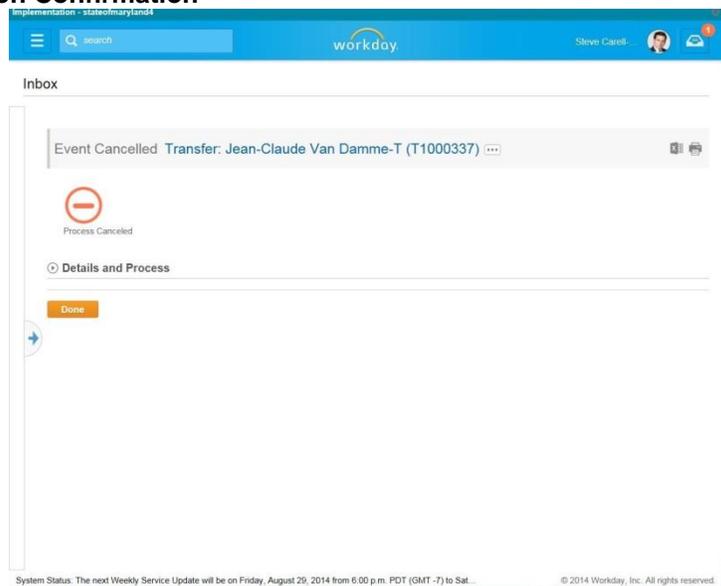
System Status: The next Weekly Service Update will be on Friday, August 29, 2014 from 6:00 p.m. PDT (GMT -7) to Sat... © 2014 Workday, Inc. All rights reserved.

- 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



Implementation - stateofmaryland

workday Steve Carell...

Inbox

Event Cancelled Transfer: Jean-Claude Van Damme-T (T1000337) ...

 Process Canceled

Details and Process

System Status: The next Weekly Service Update will be on Friday, August 29, 2014 from 6:00 p.m. PDT (GMT -7) to Sat... © 2014 Workday, Inc. All rights reserved.

- Click the **Done**  button.



11. The System Task is complete.