



Business Process Document

PS FIN Purchasing: Deleting a Requisition

Department	
Responsibility/Role	
File Name	Deleting a Requisition_BUSPROC.doc
Version	
Document Generation Date	8/12/2009
Date Modified	8/12/2009
Last Changed by	
Status	

Deleting a Requisition

Trigger:

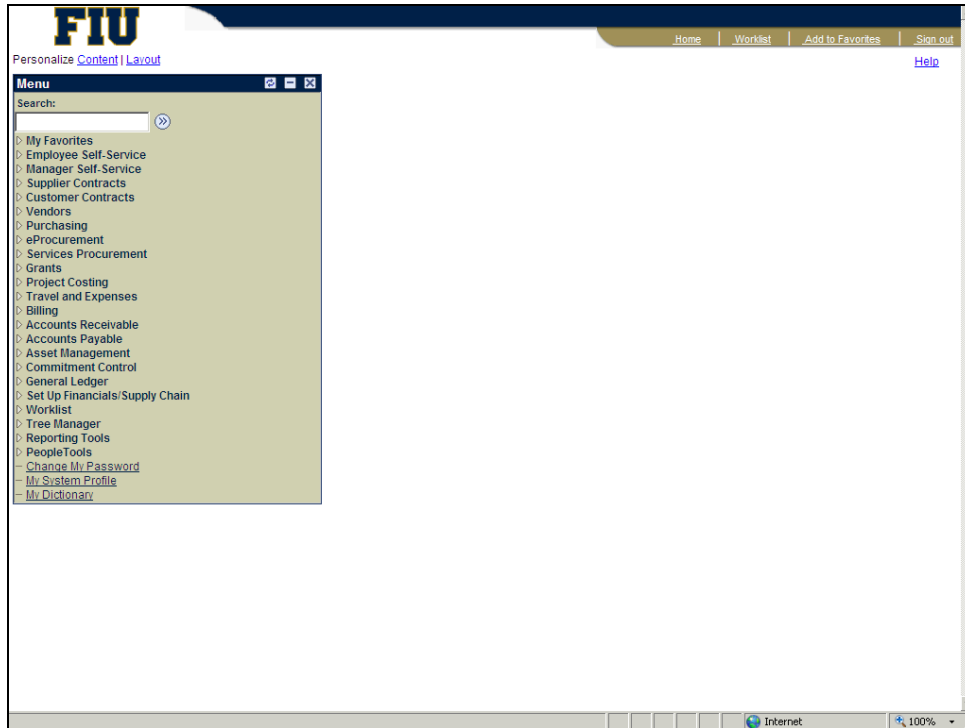
Required Field(s)	Comments

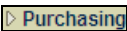
Output - Results	Comments

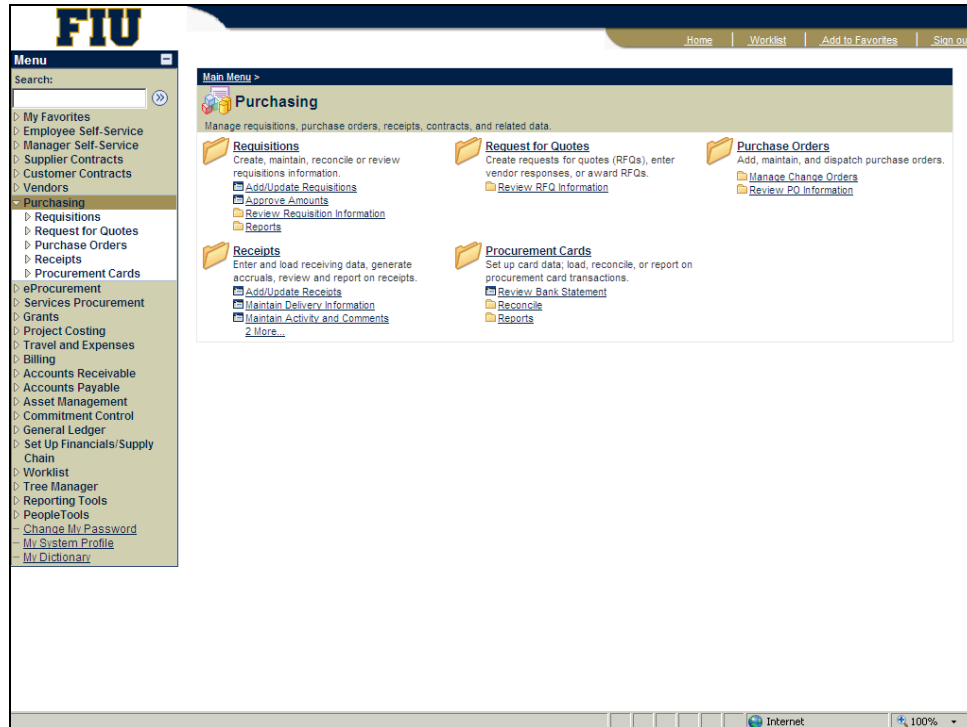
Additional Information

Procedure

Deleting a requisition leaves no history of the requisition in the system. This action can only be performed when the requisition is in pending or open status, and only by the requestor. If the requisition is already approved, you must call the Purchasing Department to have the requisition cancelled.



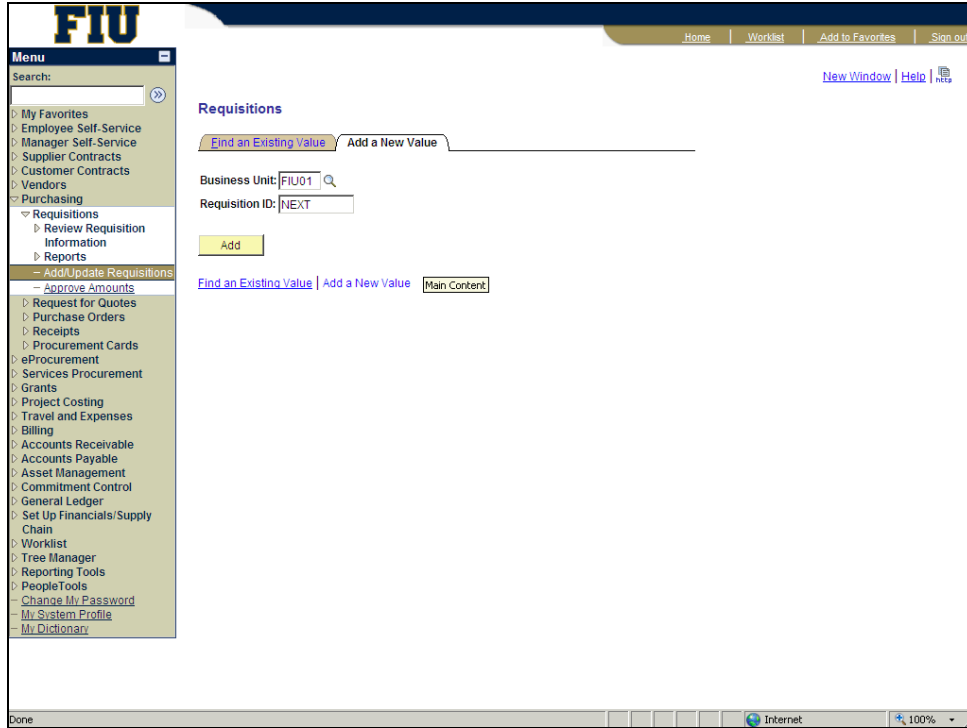
Step	Action
1.	Click the Purchasing link. 





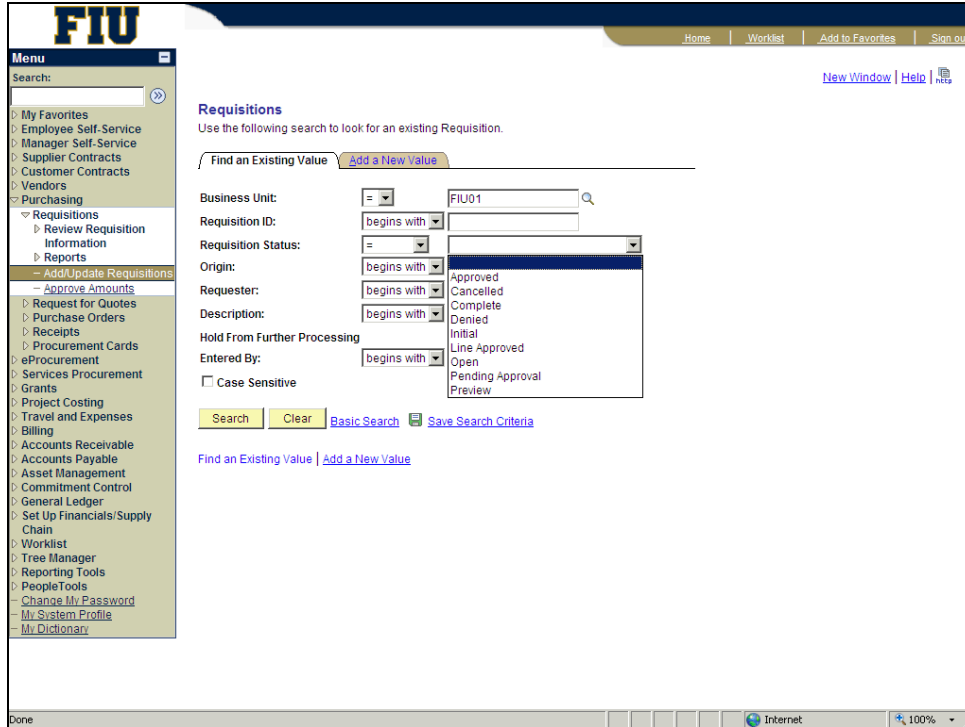
Step	Action
2.	Click the Requisitions link. Requisitions
3.	Click the Add/Update Requisitions link. Add/Update Requisitions

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Step	Action
4.	Click the Find an Existing Value tab. 
5.	Click the Requisition Status list. 



Step	Action
6.	Click the Pending Approval list item. <div data-bbox="370 1100 699 1129" style="border: 1px solid black; padding: 2px;">Pending Approval</div>

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FIU

Home | Worklist | Add to Favorites | Sign out

Search: [New Window](#) | [Help](#) | [...](#)

Menu

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Requisitions

Use the following search to look for an existing Requisition.

[Find an Existing Value](#) | [Add a New Value](#)

Business Unit: [=] FIU01

Requisition ID: [begins with]

Requisition Status: [=] Pending Approval

Origin: [begins with]

Requester: [begins with]

Description: [begins with]


Hold From Further Processing

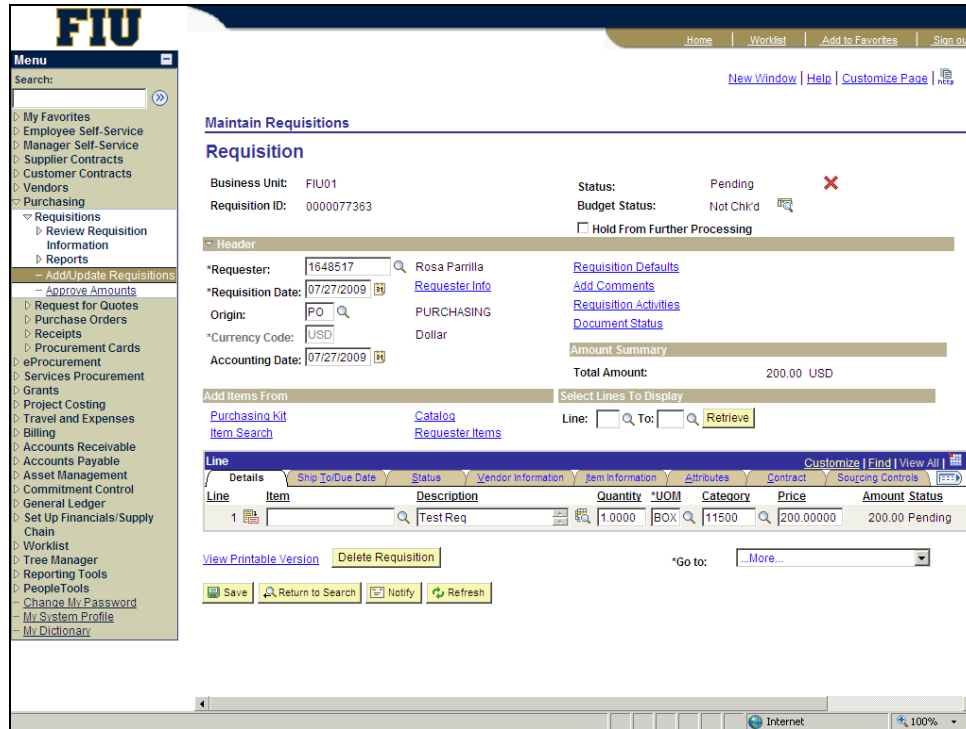
Entered By: [begins with] 1648517

[Basic Search](#)


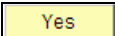
[Find an Existing Value](#) | [Add a New Value](#)

Internet 100%

Step	Action
7.	Click the Search button. 



The screenshot displays the 'Maintain Requisitions' page in the FIU system. The requisition details include: Business Unit: FIU01, Requisition ID: 0000077363, Status: Pending, Budget Status: Not Chkd, and Accounting Date: 07/27/2009. The total amount is 200.00 USD. A table below shows one line item: Line 1, Item, Description: Test Req, Quantity: 1.0000, UOM: BOX, Category: 11500, Price: 200.00000, Amount: 200.00, Status: Pending. A 'Delete Requisition' button is visible below the table.

Step	Action
8.	Click the Delete Requisition button. 
9.	Click the Yes button. 

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Requisitions

Use the following search to look for an existing Requisition.

Find an Existing Value | Add a New Value

Business Unit: [=] Q

Requisition ID: [begins with]

Requisition Status: [=]

Origin: [begins with] Q

Requester: [begins with] Q

Description: [begins with] Q

Hold From Further Processing


Entered By: [begins with] Q

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Internet 100%

Step	Action
10.	Click the Home link. 
11.	Congratulations. You have successfully deleted a requisition. End of Procedure.