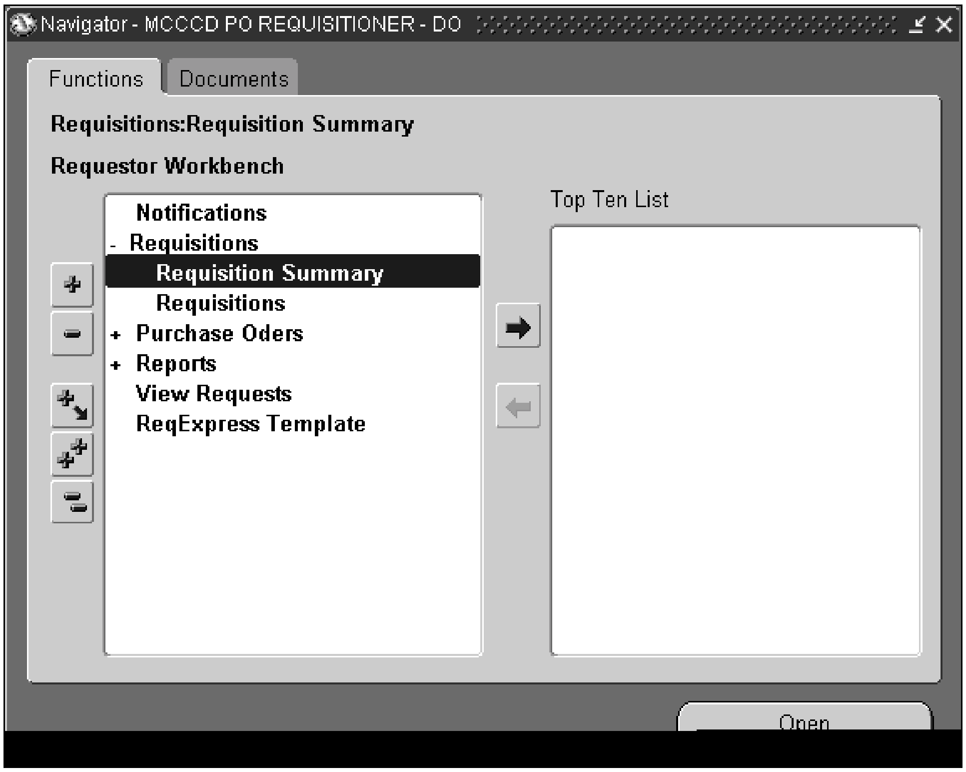
Deleting a Requisition

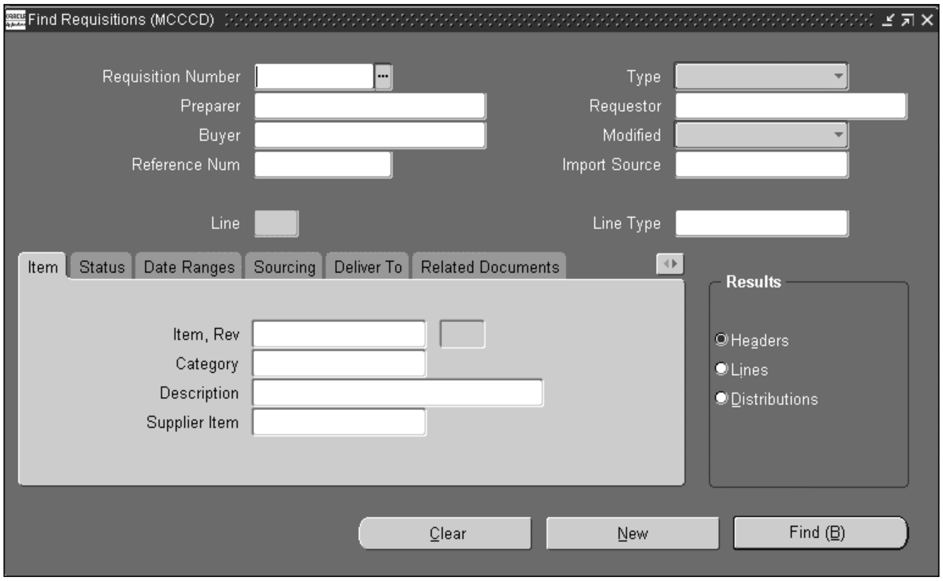
You can only delete a requisition that has an "Incomplete" status. This means that the requisition has never been submitted to the approval process. It has never left your account. Before deleting a requisition, you have to find it first.

1. At the Navigator window, double-click Requisitions to expand the Requisitions options.

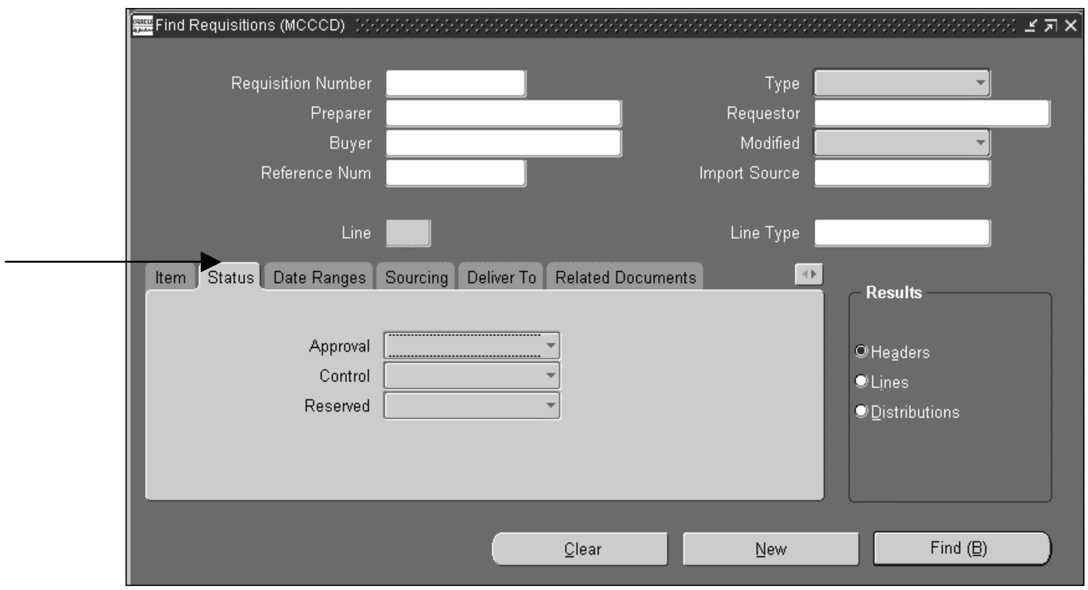


2. Double-click Requisitions Summary.

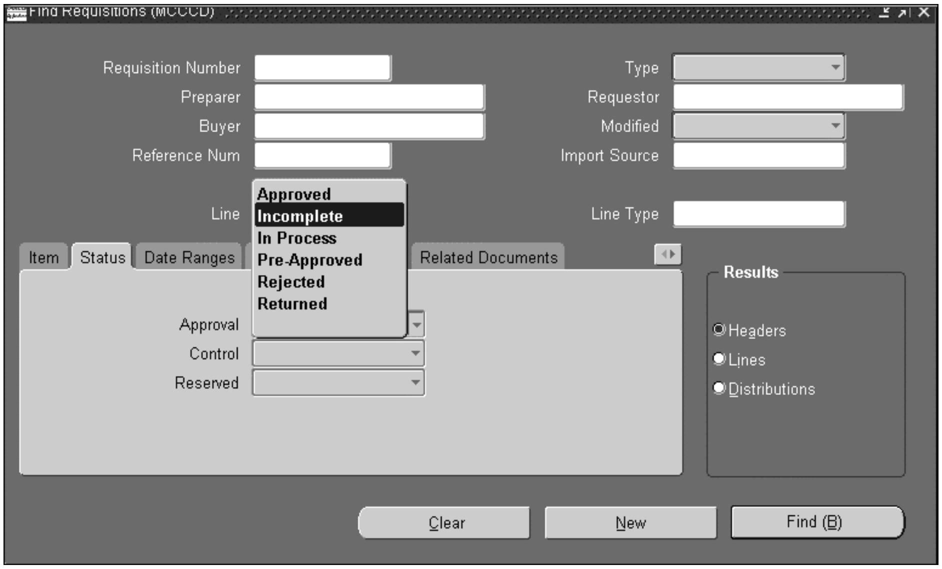
   - The Find Requisitions window displays:



3. In the lower-left corner of the window, click the Status tab.



4. Click in the Approval field and select Incomplete.



5. At the top of the window, click in the Preparer field.

6. In the Preparer field, enter your last name and press Enter.

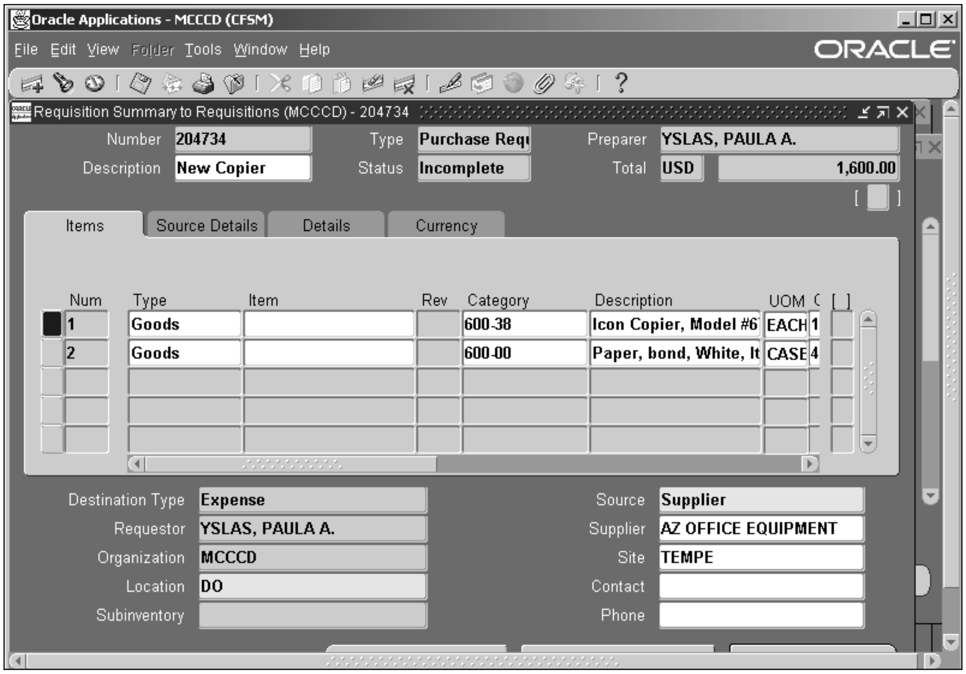
- All of your Incomplete requisitions display in the Requisitions Headers Summary.

7. Press your Down Arrow until you reach the line of the requisition you want to delete, or use your mouse to place your cursor on that requisition line.

- If you use your mouse, the requisition may open automatically.

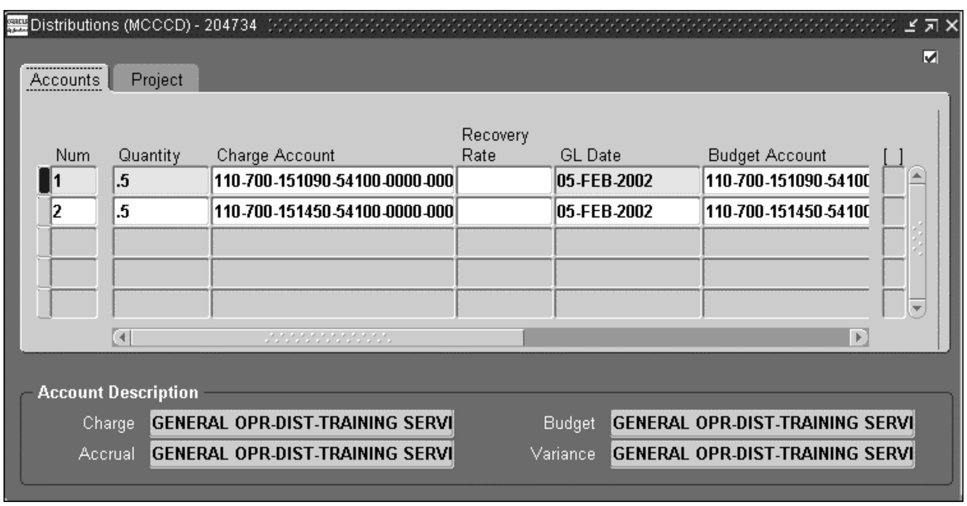
8. Once your cursor is on the requisition you want to delete, click the Open button.

- Your requisition opens in the Requistions window.



9. Double-check that this is the requisition you want to delete.

- View all the requisition lines.
- To check account codes, click the Distribution button at the bottom. (You may have to scroll down to see the button.)



- Click the X close box of the **Distributions** window – not the Oracle window – to return to the Requisitions form.

10. When you are sure this is the requisition you want to delete, click in the Number field at the top of the requisition.

11. From the Edit menu, select Delete.

12. In the Caution dialog box, click OK.

13. To save this change, and to complete the delete process, press Ctrl+S or click the Save icon  in the Toolbar.

- Read the status bar in the lower-left corner of the window:

- The requisition is deleted.