

# Quick Reference Guide

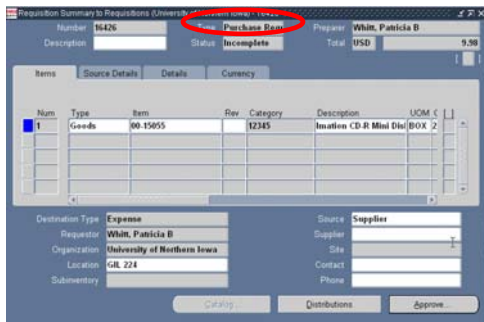
# Deleting and Canceling Requisitions

## In the Oracle Application

### DELETING REQUISITIONS

Only Requisitions in the “Incomplete” status can be deleted. If you create and save a requisition and do not submit for approval, the status will be Incomplete.

- 1) Login to the Oracle application and click on your user responsibility to display the Functions menu.
- 2) Select Requisition Summary.
- 3) Enter the Requisition Number in the Number field.
- 4) Click the Find button.
- 5) In the Requisition Header Summary form click the Open button.
- 6) In the Requisition Summary to Requisition form use your mouse to highlight the word “Purchase Requisition” in the Type field. Click on the icon on the toolbar that has a red X through it or select Edit >Delete.



- 7) Message will appear “Delete this record?” Click OK
- 8) A blank requisition form will appear. Close the form.
- 9) You will be asked “Do you want to save the changes you have made?” Click Yes
- 10) Message will appear “Transaction is complete, one record applied and saved.” Click OK

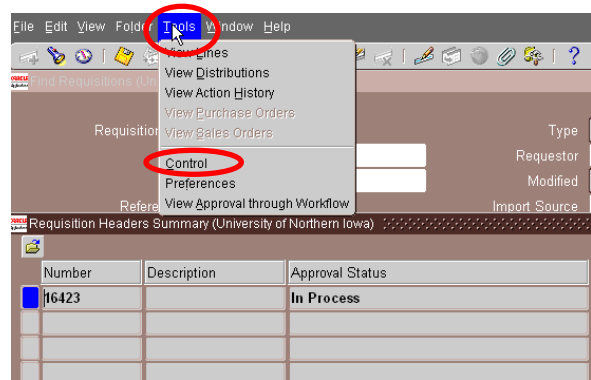
### CANCELING REQUISITIONS

If a requisition is in any status other than Incomplete, it can be canceled provided none of the requisition lines have a purchase order created. When a purchase order has been created against a requisition the entire requisition can not be canceled, but an individual requisition line may be canceled.

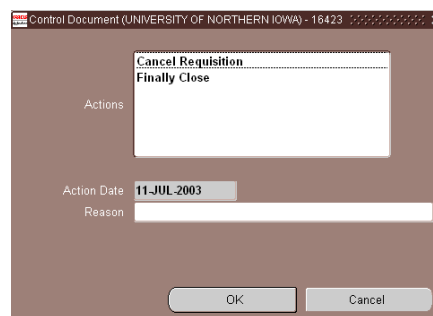
Once a requisition or line is canceled, it can still be viewed in Oracle, but it will have the status “Canceled”.

- 1) Login to the Oracle application and click on your user responsibility to display the Functions menu.
- 2) Select Requisition Summary.
- 3) Enter the Requisition Number in the Number field and click the Find button.

*If you want to cancel the entire requisition, use the Requisition Header Summary form. If you want to cancel **just one line**, you must have the **Requisition Lines Summary** form open.*



- 4) Click on “Tools” on the toolbar and then “Control”.



- 5) Click on Cancel Requisition or Cancel Requisition Line (when selecting “Cancel Requisition Line” be certain correct line is active).

For questions, please contact the Help Desk at 3-5555, option #2 or email [memfis-help@uni.edu](mailto:memfis-help@uni.edu).

For questions about this document, please contact Pat Whitt, MEMFIS Trainer, at 3-6881.