

QUICK REFERENCE GUIDE

Removing Lines from an Event in "Open" or "Event Completed" Status

June 26, 2012

Basics

Once a requisition line has been sourced to an event, it may be necessary to remove it when the event has an "Open" or "Event Completed" status.

Removing a line may be needed when an event may have been started but is no longer needed and the requisition line(s) need to be released from the event to be re-sourced or cancelled.

Once removed, these lines will be available to source to a different event, or to be cancelled to release the pre-encumbrance.

Requirements

1. Requisition has been created and attached to an Event and
2. Event has not been sourced to a POR (purchase order) and
3. The Event Status is "Open" or "Event Completed"

Removing Requisition Line(s) Directly from an Open or Completed Event

Navigation: **Sourcing, Maintain Events, Event Workbench**

1. Locate the event from which you wish to release the line(s)

Event Workbench

Search Criteria

Event ID: [] From Start Date: [] To Start Date: [] Sort With: [Event ID] Sort Order: [Descending]

Created By: [] From End Date: [] To End Date: []

Event Format: [] Category: []

Event Type: [] Item ID: []

Event Status: [Open] Description: []

Associated With Plan: [] Origin: [] Plan Name: []

Search [] Reset []

Legend

Search Results

Event ID	Name	Format	Type	Unit	Origin	Status
2000000282	EC-test issue 3650...	Buy	RFx	T7901 000		Open
2000000281	EC-Test issue 365...	Buy	RFx	G0210 454		Open
2000000278	EC-Test MTK issue ...	Buy	RFx	B0401 110		Open
2000000195	One foot	Buy	RFx	G0201 451		Open
2000000181	EC - Test for View...	Buy	RFx	P7801 969		Open

- Click on the **Cancel Event** icon for the event

Cancel Event for: Ed Chromey

Event Information							
Business Unit	Event ID	Event Name	Round	Version	Format	Status	Bids Received
G0201	2000000195	One foot	1	1	Buy	Open	No

Line Information						
Line	Category	Item ID	Item Description	Quantity	UOM	Extended Price
1	31201600	21077	ADHESIVE,RUBBER & GASKET, 3M 8008 847	6	EA	6.00
2	31201600	21094	ADHESIVE,SILICONE GASKET,P376327	3	EA	3.00

- Click the **Cancel** button

Cancel Event for: Ed Chromey

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Message

Are you sure you want to cancel this event? (0,0)

- Click **Yes** to confirm the cancellation

Cancel Event

Event Canceled

✓ This Event has been canceled.

- Click **OK** button
- Go to the Manage Requisitions page to edit the requisition