

QUICK REFERENCE GUIDE

February 20, 2024

Remove a Line from an Event Created from a Requisition

After your agency sources a requisition to an event, you may need to remove a line from the event. Agencies may wish to remove lines for several reasons.

- Re-source the line to another event.
- Cancel the line to release the pre-encumbrance.

Requirements to remove a line from an event in SWIFT.

- The agency created a requisition in SWIFT.
- The agency attached the requisition to an event in SWIFT.
- The Status of the event is “Open.”

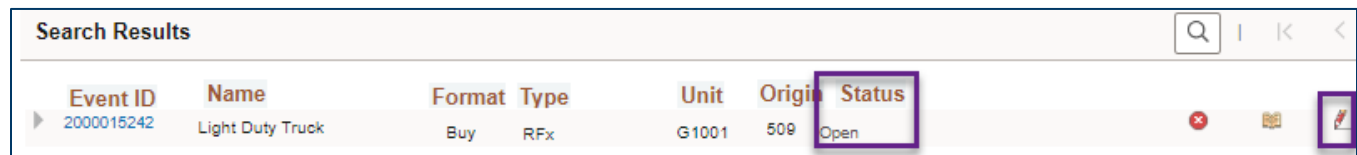
This guide describes the steps to remove a line from an open event created from a requisition.

Step 1: Locate an event using the Event Workbench

1. Navigate to the **Event Workbench** page.

Navigation Options	Navigation Path
Navigation Collection	Procurement, Strategic Sourcing, Maintain Events, Event Workbench page.
WorkCenter	Procurement, Strategic Sourcing, Contract/Sourcing WorkCenter. Left menu, Sourcing, Event Workbench page.

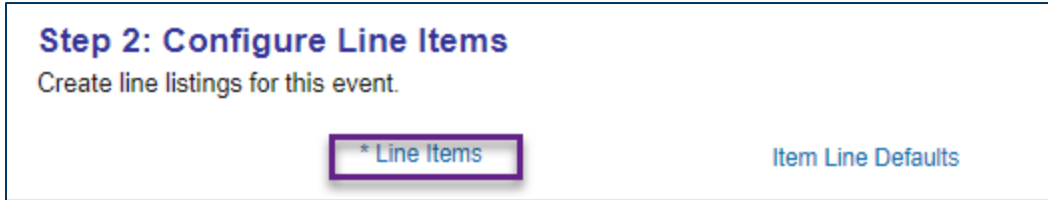
2. On the Event Workbench page, enter search criteria and then select the **Search** button.
3. SWIFT displays the event on the Search Results section. Remember that the Status must be “Open” or you cannot delete the line. Select the **Edit** icon of the event you wish to update.



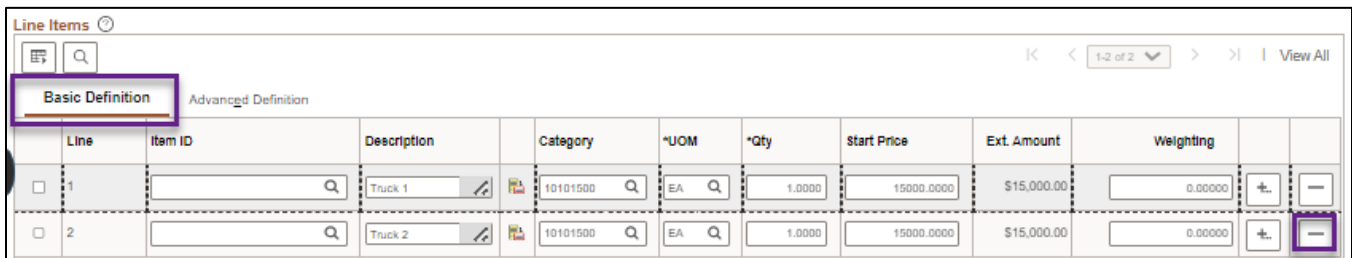
Event ID	Name	Format	Type	Unit	Origin	Status
2000015242	Light Duty Truck	Buy	RFx	G1001	509	Open

Step 2: Edit the event

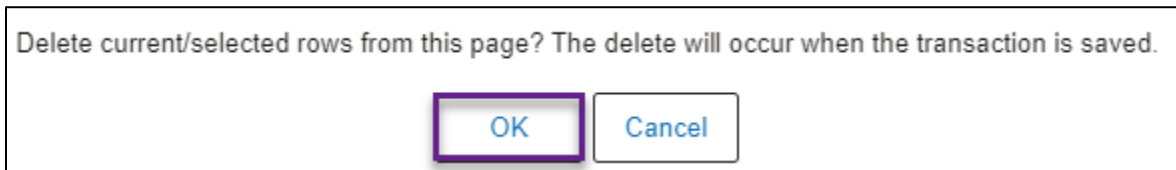
1. SWIFT displays the Event Summary page. Go to the **Configure Line Items** section and press the **Line Items** link.



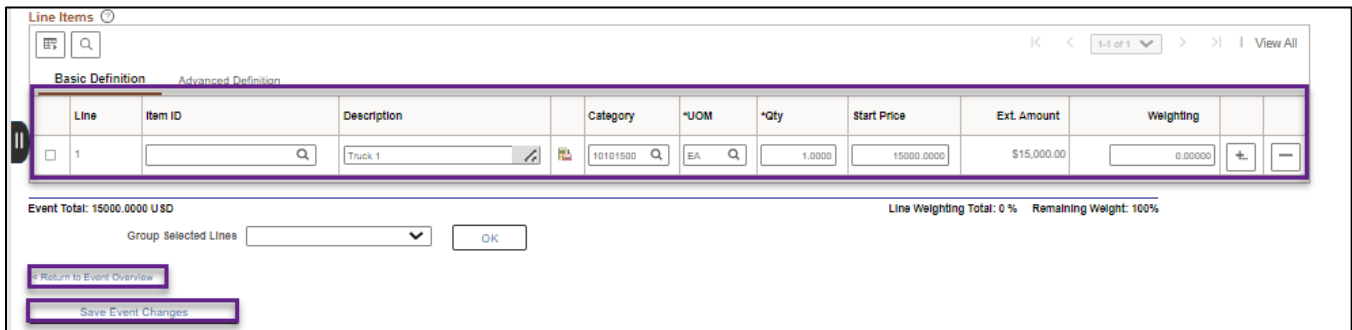
2. On the Line Items page, go to the **Basic Definition** tab. Press the **Delete Row** icon for the line you wish to remove.



3. Respond to the message. SWIFT displays a Delete Confirmation message. Select **OK**.



4. SWIFT removes the line.
 - a. At the bottom of the updated Line Items page, press the **Save Event Changes** button.
 - b. Then select the **Return to Event Overview** link.



5. Complete the event as needed. Post and approve it when you are ready.