

QUICK REFERENCE GUIDE

Updated November 1, 2019

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.

Steps to complete:

- Step 1: Locate the event in the Event Workbench
- Step 2: Edit the event

Steps to remove a line from an 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.

The screenshot shows the 'Event Workbench' search interface. Under the 'Search Criteria' section, the 'Event ID' field is populated with '8937' and is highlighted with a red box. Other fields include Business Unit, Created By, Event Format, Event Type, Event Status, From/To Start/End Dates, Category, Item ID, and Description. On the right side, there are options for 'Sort With' (End Date), 'Sort Order' (Ascending), and checkboxes for 'Only show Events I created', 'Only show Active Events', and 'Use my search defaults'. A green 'Search' button and a grey 'Reset' button are located at the bottom right of the form.

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- 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 (e.g., pencil) of the event you wish to update.

Event ID	Name	Format	Type	Unit	Origin	Status
2000008937	test event req lin...	Buy	RFx	R2901	A60	Open

Step 2: Edit the event

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

Step 2: Configure Line Items
Create line listings for this event.

[* Line Items](#) [Item Line Defaults](#)

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

Line	Item ID	Description	Category	*UOM	*Qty	Start Price	Ext. Amount	Weighting	
1		The Aluminum Box Culvert shall be	30121700	EA	1.0000	23893.0000	\$23,893.00	0.00000	—
2		Repair services	72141107	JA	1.0000	5000.0000	\$5,000.00	0.00000	—

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

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

SWIFT removes the line.

Line Items

Line	Item ID	Description	Category	*UOM	*Qty	Start Price	Ext. Amount	Weighting
1		The Aluminum Box Culvert shall be	30121700	EA	1.0000	23893.0000	\$23,893.00	0.00000

Event Total: 23893.0000 USD Line Weighting Total: 0 % Remaining Weight: 100%

Group Selected Lines

[Return to Event Overview](#) GoTo

- Save the event.

At the bottom of the updated **Line Items** page, press the **Save Event Changes** button. Then select the **Return to Event Overview** link.

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

You have successfully deleted a line from an open event created from a requisition.