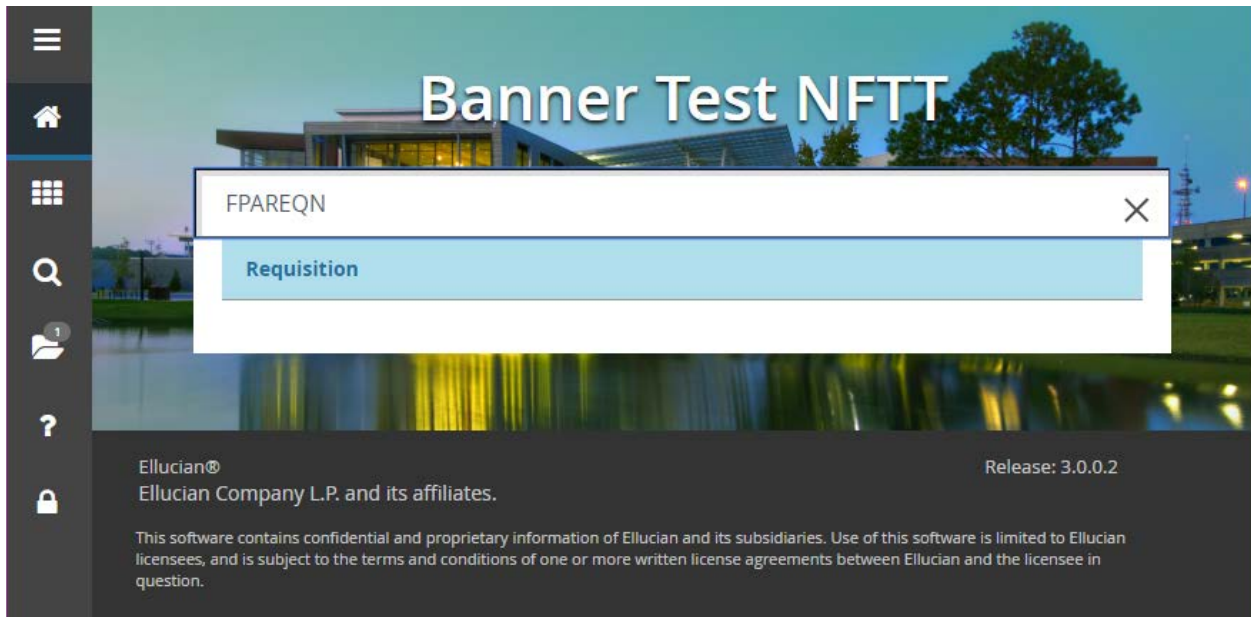


BANNER 9

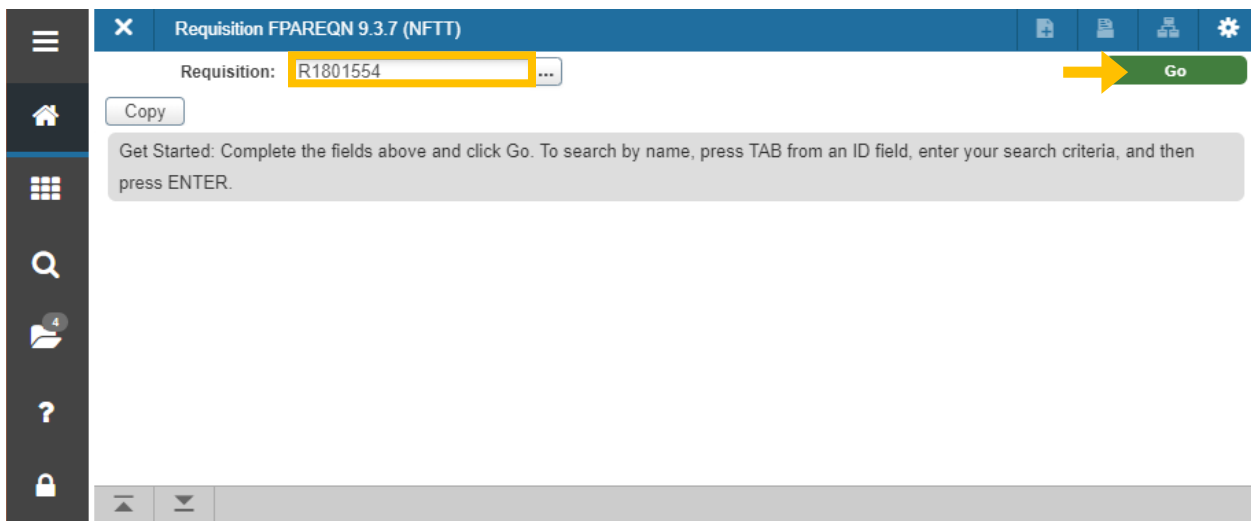
DELETING AN INCOMPLETE REQUISITION

Note: Completed requisitions *cannot* be deleted. However, you may contact Procurement Services and request that one be disapproved.

1. From the Home screen, type Requisition or FPAREQN in the search bar. Click the Requisition dropdown option.



2. Enter the Requisition number, then click Go.



3. Click the Next Section button on the bottom left one to navigate to the Vendor Information tab.

Requisition: R1801554

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition	R1801554	Comments	
Order Date *	09/25/2018	Commodity Total	1,141.00
Transaction Date *	09/25/2018	Accounting Total	1,141.00
Delivery Date *	10/01/2018	<input type="checkbox"/> Document Level Accounting	

Requestor/Delivery Information | Vendor Information | Commodity/Accounting | Balancing/Completion

REQUISITION ENTRY: REQUESTOR/DELIVERY INFORMATION

Requestor *	Amy Lehnhoff	Street Line 2	Bldg 6 Central Receiving
Organization *	200400 ... Procurement Services	Street Line 3	1 UNF Drive
COA *	U ... University of North Florida		
Email	n01386275@unf.edu	Contact	Central Receiving

SAVE

4. From the Vendor Information tab, click the Delete button on the right.

Requisition: R1801554

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition	R1801554	Comments	
Order Date	09/25/2018	Commodity Total	1,141.00
Transaction Date	09/25/2018	Accounting Total	1,141.00
Delivery Date	10/01/2018	<input type="checkbox"/> Document Level Accounting	

Requestor/Delivery Information | Vendor Information | Commodity/Accounting | Balancing/Completion

VENDOR INFORMATION

Vendor	N0059410 ... LL Fitness Inc
<input type="checkbox"/> Vendor Hold	
Address Type	PO ...
Sequence	1 ...

Phone

SAVE

5. The system will then prompt a message: "Press Delete Record again to Delete this record."

The screenshot shows a software interface for a requisition entry. At the top, a yellow warning banner displays a triangle icon and the text "Press Delete Record again to Delete this record." Below this, the "REQUISITION ENTRY: REQUESTOR/DELIVERY" section contains fields for Requisition (R1801554), Order Date (09/25/2018), Transaction Date (09/25/2018), and Delivery Date (10/01/2018). It also shows commodity and accounting totals of 1,141.00. The "Vendor Information" section is active, showing Vendor ID N0059410 and Vendor Name LL Fitness Inc. A "Delete" button in the top right of the Vendor Information section is highlighted with a yellow box. A "SAVE" button is visible at the bottom right.

6. A second message will appear: "All commodity and accounting records will be deleted." Click OK.

This screenshot shows the same requisition entry form as above. A second yellow warning banner appears, displaying a triangle icon and the text "All Commodity and Accounting Records will be deleted." A blue "OK" button is positioned to the right of the banner, with a yellow arrow pointing to it. The "Delete" button in the Vendor Information section remains highlighted. The "SAVE" button is still visible at the bottom right.

- When your requisition has been deleted, Banner will return to the initial Requisition screen and display "Deletion of Requisition is completed."

