

To Delete a Requisition

1. From the first requisition screen, enter your requisition number and click enter so the requisition will come up.

The screenshot shows the eFinancePlus+ web application interface. At the top, there are navigation tabs for 'LINKS' and 'ACTIONS'. Below this, there are buttons for 'New', 'Delete', 'Attach', and 'Period'. The main content area displays a search criteria form and a table of requisitions. The search criteria form includes fields for Year (2010), Requisition (R102952), Buyer, Date Requested, Date Required, Recommended Vendor, Ship To, LOCATION, and Attention. Below the form is a table with the following data:

Requisition	Date	Fiscal Year	Vendor #	Vendor Name	Buyer	LOCATION	Amount	Indicators
R102952	03/29/2010	2010	91613	INQUIRIES INC	JENNIFER NELSON	7200	1352.00	

The bottom of the screenshot shows the Windows taskbar with the Start button and several open applications, including 'Requisition Lis...'. The system clock shows 1:31 PM.

2. Once the requisition is active on the screen, you can click on the dark pink delete button at the top of the screen to delete the requisition. If the requisition has already been converted to a purchase order, you will not be able to delete it. At any stage before then, you can delete any open requisitions you need to.