How to Delete or Trash a line on an SAP Requisition

Log into the TXST Portal and Select MENU



This will expand to this screen. <u>Select Faculty and Staff</u>

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This Screen Comes up. Select SAP PORTAL



Texas State University / Faculty & Staff



The General Business Tiles Come Up: <u>Select Easy Access = SAP PORTAL</u>



SAP is OPEN; To pull up your requisition that needs deleting, <u>Enter ME53N</u> = change purchase REQ. Or you may have the SAP TCode set up in your favorites in the purchasing folder.



Your last requisition will show up; SELECT OTHER PURCHASE REQUISITION

Session Manager Menu Tree Display (SN	IEN)						
^{>} Display Purchase Req. '	14067302						
Menu 🖌 1406000 🗄 🗸 🗸	Back Exit Cancel System	w On Create Display/Change	Other Purchase Requisition				
Framework requisn. V 140	67302						
A	6/15/2023 Spons Progrm Approval lines 10 & 30	/ ON HOLD LL	^				
Header note 🖌	► Header note ✓ 6/15/2023 Signed justification attached - LL Proprietary Justification - Best Value Gov Code 51.9335 & 51.9337 SB20 docs attached LL ✓						
Continuous-tex Text adopted from Purch. Requisition (Header note)							
► 🕄 🛓 🖣 🕅 🖗	7, 2, %, 2, 0, 0, 4,		🚰 Default Values 🛛 🚹				
Status S Rel Proc. St. It	em I A Short Text Quantity U	nit Val. Price 2 Total Va	lue GR Matl Group PC				
N X	10 B F GuestLodging 1 /	AU 9,306.75 9,306.7	75 Services, 99				

This Box will pop up to type in another requisition to look up.

For this example: <u>Type in REQ 14060000</u> / <u>Select Other Document or Enter</u>

Select Document	×
Purchase Requisition	1406000여 다
OPur. Order	
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O SRM Contract	
	Other Document 🔀

The Requisition populates: <u>SELECT DISPLAY CHANGE</u>

This makes the requisition open to changes.

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															927.15	5		
			(

You will highlight the line and <u>select the trash can</u> (to delete the line)

Change Purchase Re	q. 140600	00				P	
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Framework requisn. V	14060000	Source Determination	[6a				
A	Nation	al Student Exchange Membersh	ip for Texas State	University			
☐ Header note ✓ July 1, 2021 - June 30, 2022 Sarah at 5-4580 Sarah at 5-4580							
	Continuous-tex Text adopted from Purch. Requisition (Header note)						
	. ? M	r . <u>S</u> , <u>%</u> ,	D () ()	·⊞ , I II	1 😰 🍄 🔒) »»	
C Status S Rel Proc. St.	Item I	A Short Text	Quantity Unit Val.	Price 2	Total Value GR M	atl Group PC F	
📅 B 2	10	K Membership Fee	1 AU 92	7.15	927.15	Services, 99	

This BOX pops up and you say <u>YES to delete the line</u> (trash can will appear)

Delete	ltems			×
	Caution!			
	The selected item	is will be		
	deleted.	/		
Ø	Perform function?			
	Yes	No	🗙 Cancel	

Be sure to enter a REQ Header Note:

Example: Deleting REQ due to Vendor canceling and your initials and <u>SAVE</u>

Change Purchase	Req. 14060000	10
Menu 🖌	V 4 Save Back Exit Cancel System Document Overview On Create Display/Change	
Framework requisn.	✓ 14060000 Source Determination	
	A 6/15/23 Deleting REQ, vendor cancelled - LL	
Ch Llonder note	National Student Exchange Macharchin for Tayas State University	

Once the line is deleted, your funds are no longer encumbered.

IF you have a <u>Purchase Order attached to your requisition</u>, send a note to <u>purchasing@txstate.edu</u> and ask us to delete the line on the purchase order.

This is how you delete or trash a line on an SAP requisition!