

PO.020.260 – CANCELING A PURCHASE ORDER OR PURCHASE ORDER LINES

Purpose	<ul style="list-style-type: none"> To cancel an entire purchase order or purchase order lines. To identify the conditions that must exist to cancel a Purchase Order.
Description	<p>If a user determines that a purchase order is no longer needed, the purchase order can be cancelled. A purchase order can be cancelled in its entirety or individual purchase order lines can be cancelled.</p>
Security Role	BOR_PO_MAINTAIN
Dependencies/ Constraints	<p>A Purchase Order can be cancelled in its entirety if all the following conditions apply:</p> <ul style="list-style-type: none"> The Purchase Order is not on Hold. The user has proper authority to cancel PO's. The user has proper authority to cancel PO's for the Buyer. No Schedules on the Purchase Order have been matched. No receipts have been recorded against the Purchase Order. No open vouchers have been recorded against the Purchase Order.
Additional Information	<p>When a PO is canceled, the status of the PO changes to Pending Cancel. The PO must be dispatched again in order for the PO status to update to Canceled.</p> <p>When a purchase order is canceled, it can be viewed via the Purchase Order Inquiry page.</p> <p>Purchase Orders can also be cancelled from the Add/Update POs page or from the Buyer's Workbench. For more information, see PO.020.280 – Buyer's Workbench.</p>

Procedure

Below are step by step instructions on how to cancel an entire Purchase Order from the Add/Update POs page.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Purchasing link.
4.	Click the Purchase Orders link.
5.	Click the Add/Update POs link.
6.	Click the Find an Existing Value tab.
7.	Enter or search for the purchase order to close in the PO ID field. The system navigates to the Add/Update Purchase Order page.
8.	Review the Budget Status . A PO that was previously budget checked successfully, will have to be in a budget status of ' Valid ' be canceled. <i>Note: If the PO being cancelled was never budget checked successfully or has a Budget Status of "Error," the PO will cancel immediately and a message stating that the PO has been successfully canceled will be received.</i>
9.	To cancel the entire purchase order, navigate to the PO Status and click the red x icon. The system will display the following message: "Canceling a purchase order will commit any changes made and prevent further changes. Continue? When you mark a purchase order as canceled, the system does not allow any further changes to the purchase order. Any changes made, however, will be stored on the purchase order."
10.	Click the Yes button.

Step	Action
11.	<p>If the purchase order was sourced from a requisition, the system will display the following message:</p> <p>“Would you like to open the Requisition quantity(ies) to be sourced again?”</p> <p>Users will need to select from one of the following options:</p> <ul style="list-style-type: none"> • Yes, re-source all Reqs: this option will put the quantity and amount back on the requisition from which the PO was sourced. • No, Do Not Re-source Reqs: this option will liquidate the quantity and amount from both the purchase order and the requisition • Specify Reqs to Re-source: this option will allow the user to specify which requisitions to put the quantity and amount back on if the PO was sourced from multiple requisitions.
12.	<p>If the PO was budget checked successfully prior to being cancelled, the user needs to budget check the purchase order again to relieve any remaining encumbrance. The system will display the following message:</p> <p>PO has a 'Pending Cancel' status but requires a budget check. Press the Budget Check button to run the budget checking process. Otherwise, click OK to continue without budget checking the PO.</p> <p>Also, PO has 'Pending Cancel' status. Dispatch PO to set the status to 'Canceled'.</p> <p>Click the Budget Check button.</p>
13.	<p>Dispatch the purchase order to inform the supplier that the item(s) are being cancelled and set the PO to a Cancelled status.</p> <p>For more information, see PO.020.200 – Dispatching a PO or PO.030.010 – Dispatching Purchase Orders (Batch Process).</p>

Procedure

Below are step by step instructions on how to cancel a purchase order line from the Add/Update POs page.

Step	Action
1.	Click the NavBar icon.
2.	Click the Navigator icon.
3.	Click the Purchasing link.
4.	Click the Purchase Orders link.
5.	Click the Add/Update POs link.
6.	Click the Find an Existing Value tab.
7.	Enter or search for the purchase order to close in the PO ID field. The system navigates to the Add/Update Purchase Order page.
8.	Review the Budget Status . A PO that was previously budget checked successfully, will have to be in a budget status of 'Valid' be canceled. <i>Note: If the PO being cancelled was never budget checked successfully or has a Budget Status of "Error," the PO will cancel immediately and a message stating that the PO has been successfully canceled will be received.</i>
9.	Navigate to the Purchase Order Lines section and click the Statuses tab. <i>Note: users can also delete lines from the Line Details found under the Details tab.</i>
10.	Notice that individual lines have a Cancel Line or red X icon which allows for canceling select lines only.
11.	Click the red ' x ' icon next to a purchase order line to cancel it. The system displays the following message: "The action will cancel line [number] for this purchase order. Continue? The action that you are taking will cancel this line for this Purchase Order. If you do not want to cancel this line, then you cannot perform the action at this time."

Step	Action
12.	<p>If the purchase order was sourced from a requisition, the system will display the following message:</p> <p>“There are associated requisitions, open all requisitions for re-sourcing?”</p> <p>If the response is ‘No’ users will be asked if the user wants to open requisition quantity for every line cancelled. If the response is ‘Yes’ users will not be asked again if the user wants to open requisition quantity for every line canceled.</p> <p>Users will need to select from one of the following options:</p> <ul style="list-style-type: none"> • Yes: this option will put the quantity and amount back on the requisition from which the PO was sourced. • No: this option will liquidate the quantity and amount from both the purchase order and the requisition.
13.	Click the Save button.
14.	Budget check the purchase order to relieve any remaining encumbrance. Click the Budget Check icon on the Add/Update POs page.
15.	Click the Dispatch button on the Add/Update POs page to re-dispatch the PO to the supplier.