

**CANCELING PURCHASE ORDERS:**

The system allows the user to cancel the whole PO or its parts depending on certain PO conditions and the user’s needs. Please Note: the term “Canceling” a PO is different from the term “Closing” a PO. You cancel the PO, for instance, when the PO was created in error or vouchers have not been processed. You close the PO when you have finished receiving the items and making payments.

A Purchase Order can be canceled in its entirety (at the PO Header) if all of the following conditions apply:

- The PO is not on hold;
- The PO has never been dispatched;
- You are authorized to cancel POs;
- No PO Schedules have been matched;
- No Receipts have been recorded against the PO;
- There are no open Vouchers recorded against the PO.

Once a Purchase Order is dispatched, you can cancel all lines without canceling the entire Purchase Order.

Canceling a Purchase Order (at the PO Header) cancels the Header, Lines, Schedules, and Distributions. Canceling a Purchase Order Line cancels the Line and its associated Schedules, and Distributions.

-----  
**Index:**

-Cancel PO – PO has not been dispatched, received or vouchers processed . . . . . Page 2

-Cancel PO – PO has been dispatched, but not received or vouchers processed:

- Cancel all PO Lines . . . . . Page 7
- Cancel selected PO Line(s) . . . . . Page 10

-Cancel PO Copied from Req – PO has not been dispatched, received or vouchers processed: . . . . . Page 15

-Cancel PO Copied from Req – PO has been dispatched, but not received or vouchers processed: . . . . . Page 24

-Cancel PO – PO has been dispatched and received, but not had vouchers processed . . . . . Page32

**To Cancel a Direct PO or Direct PO Release at the PO Header**  
**Where PO has not been Dispatched, Received, or Vouchers Processed:**

Navigation: Purchasing, Purchase Orders, Maintain POs.  
Find an Existing Value. Enter PO Number.

Verify PO is not Dispatched or Received (PO Status and Receipt Status on PO Form page), not on Hold (Header Details) and does not have any Vouchers processed (Activity Summary).

Cancel the Direct PO by clicking on the Red X in the right hand corner of the PO Form page:

The screenshot shows the 'PO Form' page with a 'Schedule' tab selected. At the top right, there is a red 'X' icon circled in red, which is the cancel button. Below the header information, there is a table with one line item: 'Clips, binder Fastener' with a quantity of 3.0000 and a status of 'Active'. At the bottom of the page, there are navigation links like 'Save', 'Return to Search', 'Notify', and 'Refresh', and a 'PO Form | Schedule' link.

The following message will appear:

Please note this action will cancel the Entire Purchase Order. Continue? (10200,228)

The action that you are taking will cancel the entire Purchase Order. If you do not want to cancel this purchase order, then you cannot perform the action at this time.

Click "Yes".

The PO Status on the Header, Line, Schedule, & Distribution will change to “Canceled” and the Commitment Control Close Flag will be checked in the Distribution. The Budget Check status will state “Not Chk’d”.

PO Form **Schedule**

Unit: 09000 PO: 0909000622 PO Date: 05/23/2005  
 Vendor: OKLAHOMA L-002 ID: 0000056253 Buyer: LMARTIN Lisa Martin (090)

**PO Status: Canceled** Receipt: Not Recvd Budget Status: Not Chk'd Doc Tol Status: Valid

Line	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	UOM	Category	Amount	Cur	Status
1			Clips, binder Fastener		3.0000	BOX	06156914	30.00	USD	Canceled

PO Form **Schedule**

Unit: 09000 PO: 0909000622

PO Date: 05/23/2005 PO Status: Canceled Receipt: Not Recvd Budget Status: Not Chk'd

Line: 1 Item: 06156914192 Clips, binder Fastener binder 3 inch - 50/box

Sel	Sched	'Due Date	'Ship To	'PO Qty	Price	Amount	Revision	Status
<input checked="" type="checkbox"/>	1	05/23/2005	09000	3.0000	10.00000	30.00		Canceled

PO Qty: 3.0000 UOM: BOX Amount: 30.00 USD

Distribution

Details **Move Details** Asset Information Req Detail

Sel	Dist	PO Qty	Percent	Amount	Currency	Base Amt	Base Currency	Currency	Status	Chartfield Status	Budget Status	Commitment Control Close Flag	IN Unit	Statistics Code
<input checked="" type="checkbox"/>	1	3.0000	100.0000	30.00	USD	30.00	USD	Currency	Canceled	Valid	Valid	<input checked="" type="checkbox"/>		

Another message appears:



Remember, it is the budget checking process that releases the encumbrance back to your budget, therefore, the PO must be budget checked before the encumbrance will be returned.

Click on the Budget Checking icon. Budget Check status should be "Valid".

Once budget checked, the system automatically takes you back to the Maintain POs look up or add page.

Since the PO has been canceled at the Header level, you will not be able to view it from Maintain POs. You must go to Purchase Order Inquiry.

Navigation: Purchasing, Purchase Orders, Review PO Information, Purchase Orders.

Please note, the Budget Status is "Valid" and PO Status is "Canceled". The Line, Schedule & Distribution Statuses are canceled as well.

**Form** [Schedule](#)

---

**Unit:** 09000 **PO:** 09090000622

**Vendor:** OKLAHOMA L-002 **ID:** 0000056253 [Vendor Details](#) **Buyer:** Lisa Martin (090)

**PO Date:** 05/23/2005 **PO Status:** Canceled **Receipt:** Not Recvd **Backorder Status:** None

**Budget Status:** Valid **Doc Tol Status:** Valid

Lines								Customize   Find   View All    First 1 of 1 Last	
Sel	Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status	
<input checked="" type="checkbox"/>	1	06156914192	<a href="#">Clips, binder Fastener binder</a>	06156914		BOX		USD	Canceled

---

**Merch.:** **Adj Amt:** **Total:** USD

---

[Header Details](#) [Matching](#) Header VAT [All RTV](#) Header Comments [Line Details](#) Line Comments [Document Status](#)

[Return to Search](#) [Notify](#) [Related Links](#)

[Form](#) | [Schedule](#)

Go to PO Accounting Entries to view the PO Accounting information:

Navigation: Purchasing, Purchase Orders, Review PO Information, PO Accounting Entries:

Please note, the Monetary Amount and Closed Value are \$0 and Yes.

**PO Accounting Entries**

'Unit: 09000 'PO ID: 09090000622 [Go to Purchasing Order Inquiry](#)

Vendor ID: 0000056253 Change Order:

'Accounting Line View Option: Standard 'CommitmentControl Ledger Group: ALLOT

**Accounting Entries** Customize | Find | View All | First 1 of 1 Last

Details

Trans Type	Unpost Seq	Line	Sched	Dist	GL Unit	Fund Type	Class-Funding	Dept	Bud Rel	Monetary Amount	Closed Value	Budget Period	Fiscal Year	Journal ID	Reference Reversal ID
PO_POENC	0	1	1	1	09000		19501	10	05	0	Y	2005	2005	0001984690	

**To Cancel a Direct PO or Direct PO Release at the PO Header**  
**Where PO has been Dispatched, but has not been Received, or Vouchers Processed:**

Navigation: Purchasing, Purchase Orders, Maintain POs.  
Find an Existing Value. Enter PO Number.

Verify PO has been Dispatched but has not been Received (PO Status and Receipt Status on PO Form page), not on Hold (Header Details) and does not have any Vouchers processed (Activity Summary).

Cancel all the PO Lines by clicking on the Red X in the right hand corner of the PO Form page:



The following message will appear:

Please note this action will cancel the Entire Purchase Order. Continue? (10200,228)

The action that you are taking will cancel the entire Purchase Order. If you do not want to cancel this purchase order, then you cannot perform the action at this time.

Click Yes.

You will receive the following message:

PO cannot be canceled once a change order has occurred. Cancel all lines instead? (10200,334)

The PO has either been dispatched or change order processing has occurred. You cannot cancel the entire PO but you cancel all the lines.

Click Yes to cancel all the lines.

At PO Form page, Click Save.

The PO Status on the Line, Schedule, & Distribution will change to “Canceled” and the Commitment Control Close Flag will be checked in the Distribution. The Header PO Status will state “Pend Appr”. The Budget Check status will state “Not Chk’d”.

PO Form **Schedule**

Unit: 09000 PO: 0909000623 PO Date: 05/23/2005  
 Vendor: OKLAHOMA L-002 ID: 0000056253 Lookup Details Buyer: LMARTIN Lisa Martin (090)

PO St: Receipt: Not Recvd Budget Status: Not Chk'd Doc Tol Status: Valid

Line	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	UOM	Category	Amount	Curr	Status
1			Clips, binder Fastener		5.0000	BOX	06156914	5.00	USD	Canceled

PO Form **Schedule**

Unit: 09000 PO: 0909000623

PO Date: 05/23/2005 PO Status: Dispatched Receipt: Not Recvd Budget Status: Not Chk'd

Line	Item	Description	PO Qty	Price	Amount	Revision	Status
1	06156914192	Clips, binder Fastener binder 3 inch - 50/box	5.0000	1.00000	5.00		Canceled

Distributions -- 1

PO: 0909000623 Line: 1 Sched: 1 Item: 06156914192 Clips, binder Fastener binder 3 inch - 50/box

'Distribute by: Quantity SpeedChart: Multi-SpeedCharts Status: Canceled

Distribution

Sel	Dist	PO Qty	Percent	Amount	Currency	Base Amt	Base Currency	Currency	Status	Chartfield Status	Budget Status	Commitment Control Close Flag	Unit	Statistics Code
<input checked="" type="checkbox"/>	1	5.0000	100.0000	5.00	USD	5.00	USD	Currency	Canceled Valid	Valid	Valid	<input checked="" type="checkbox"/>		

Amount: 5.00 USD Doc. Base: 5.00 USD PO Qty: 5.0000

OK Cancel Refresh

Since the PO did not cancel at the header level, the message reminding you to budget check will not appear.

Remember, however, it is the budget checking process that releases the encumbrance back to your budget, therefore, the PO must be budget checked before the encumbrance will be returned.

Click on the Budget Checking icon. Budget Check status should be "Valid".

Approve and Dispatch the PO, if wanted. (Since the SP2 Upgrade, in most cases, to approve the PO, you click Save again after Budget Checking.)

Since the PO has been canceled at the Line level, you are able to view the PO from Maintain POs.

Go to PO Accounting Entries to view the PO Accounting information:

Navigation: Purchasing, Purchase Orders, Review PO Information, PO Accounting Entries:

Please note, the Monetary Amount and Closed Value are \$0 and Yes.

**PO Accounting Entries**

'Unit: 09000 'PO ID: 0909000623 [Go to Purchasing Order Inquiry](#)

Vendor ID: 0000056253 Change Order: 1

'Accounting Line View Option: Standard 'CommitmentControl Ledger: ALLOT

Group:

Accounting Entries															
Customize   Find   View All   First 1 of 1 Last															
Details															
Trans Type	Unpost Seq	Line	Sched	Dist	GL Unit	Fund Type	Class-Funding	Dept	Bud Ref	Monetary Amount	Closed Value	Budget Period	Fiscal Year	Journal ID	Reference Reversal ID
PO_POENC	0	1	1	1	09000		19501	10	05	0	Y	2005	2005	0001984691	

## To Cancel a Specific PO Line:

Cancel specific PO Lines without canceling all the Lines by clicking on the “Line Details” hyperlink at the bottom of the PO Form page (you must select the line to be canceled and hit refresh before the hyperlink is active):

PO Form [Schedule](#)

Unit: 09000 PO: 0909000624 'PO Date: 05/23/2005  
Vendor: OKLAHOMA L-002 'ID: 0000056253 Lookup [Details](#) 'Buyer: LMARTIN Lisa Martin (090)

PO Status: Dispatched Receipt: Not Recvd Budget Status: Valid Doc Tol Status: Valid

Sel	Line Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	'UOM	Category	Amount	Curr	Status
<input type="checkbox"/>	1 02041308433	<input type="checkbox"/>		Adapters, computer cable Db25/db25 m/f, serial straight thru, rs232, 100 ft/lengths		5.0000	EA	02041308	50.00	USD	Active
<input checked="" type="checkbox"/>	2 02041308800	<input type="checkbox"/>		Adapters, computer cable Rs 232 to rj 41		3.0000	EA	02041308	45.00	USD	Active

Merchandise: 95.00 Adj Amt: 0.00 Total Amount: 95.00 USD Backorder Status: None

'Go to: [Header Details](#) [Defaults](#) [Item Search](#) [Header Comments](#) [Line Details](#) Requisitions  
[Copy From](#) [Kit](#) [Catalog](#) [Line Comments](#) ... More ...

Import Agency Req. & Sole Source Info.

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

Cancel the line by clicking the Red X at the top of the Line Details page:

### Line Details -- OKLAHOMA L-002

PO: 0909000624 Line: 2 Adapters, computer cable Rs 232 to rj 41



Line Details	
<b>Backorder Status:</b>	None
<input type="checkbox"/> <b>Amount Only</b>	<b>Status:</b> Active
<b>Amount:</b> 45.00 USD	<b>Doc. Base:</b> 45.00 <b>Base Currency:</b> USD
<b>Category:</b> 02041308	ADAPTERS, COMPUTER CABLE <b>Category ID:</b> 02602
<b>Contract SetID:</b> 00000	
<b>Contract ID:</b> <input type="text"/>	<b>Line:</b> <input type="text"/>
<b>Release:</b> NEXT <a href="#">Contract Details</a>	
<b>RFQ ID:</b>	<b>UPN ID:</b> 00000
<b>Vendor Item ID:</b> <input type="text"/>	<b>GPO ID:</b>
<b>Vndr Catlg:</b> <input type="text"/>	<b>GPO Contract:</b>
<b>Mfg ID:</b> <input type="text"/>	
<b>Mfg Itm ID:</b> <input type="text"/>	<input type="text"/>
<b>*Price Qty:</b> <input type="text" value="Schedule"/>	<b>*Price Date:</b> <input type="text" value="PO"/>
	<b>Replenish Code:</b> Standard
<input type="checkbox"/> <b>Withholding</b>	
<input type="checkbox"/> <b>Receiving Required</b>	<input type="checkbox"/> <b>Device Tracking</b>
<input type="checkbox"/> <b>Inspection Required</b>	<b>Inspect ID:</b> <input type="text"/>

Configuration Info

The following message will appear:

This action will cancel this line for this purchase order. Continue? (10200,229)

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.

Click Yes.

At PO Form page, click Save.

The PO Status on the Line, Schedule, & Distribution will change to “Canceled” and the Commitment Control Close Flag will be checked in the Distribution. The Header PO Status will change to “Pend Appr”. The Budget Check status will state “Not Chk’d”.

The line not canceled will have a status of Active as will its Schedule and Distribution.

PO Form **Schedule**

Unit: 09000 PO: 0909000624 Chng Order: 1 \*PO Date: 05/23/2005  
 Vendor: OKLAHOMA L-002 \*ID: 0000056253 Lookup Details \*Buyer: LMARTIN Lisa Martin (090)  
 PO Status: Pend Appr Receipt: Not Recvd Budget Status: Not Chk'd Doc Tol Status: Valid

Sel	Line Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	UOM	Category	Amount	Curr	Status
<input type="checkbox"/>	1 02041308433	<input type="checkbox"/>		Adapters, computer cable Db25/db25 m/i, serial straight thru, rs232, 100 ft/lengths		5.0000	EA	02041308	50.00	USD	Active
<input checked="" type="checkbox"/>	2 02041308800	<input type="checkbox"/>		Adapters, computer		3.0000	EA	02041308	45.00	USD	Canceled

PO Form **Schedule**

Unit: 09000 PO: 0909000624 Chng Order: 1  
 PO Date: 05/23/2005 PO Status: Pend Appr Receipt: Not Recvd Budget Status: Not Chk'd

Line	Item	Description	PO Qty	UOM	Amount	Revision	Status																		
1	02041308433	Adapters, computer cable Db25/db25 m/i, serial straight thru, rs232, 100 ft/lengths	5.0000	EA	50.00	10.00000	Active																		
<table border="1"> <thead> <tr> <th>Sel</th> <th>Sched</th> <th>'Due Date</th> <th>'Ship To</th> <th>'PO Qty</th> <th>Price</th> <th>Amount</th> <th>Revision</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>05/23/2005</td> <td>09000</td> <td>5.0000</td> <td>10.00000</td> <td>50.00</td> <td></td> <td>Active</td> </tr> </tbody> </table>								Sel	Sched	'Due Date	'Ship To	'PO Qty	Price	Amount	Revision	Status	<input type="checkbox"/>	1	05/23/2005	09000	5.0000	10.00000	50.00		Active
Sel	Sched	'Due Date	'Ship To	'PO Qty	Price	Amount	Revision	Status																	
<input type="checkbox"/>	1	05/23/2005	09000	5.0000	10.00000	50.00		Active																	
PO Qty:		5.0000	UOM: EA		Amount:	50.00	USD																		
2	02041308800	Adapters, computer cable Rs 232 to rj 41	3.0000	EA	45.00	15.00000	Canceled																		
<table border="1"> <thead> <tr> <th>Sel</th> <th>Sched</th> <th>'Due Date</th> <th>'Ship To</th> <th>'PO Qty</th> <th>Price</th> <th>Amount</th> <th>Revision</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>1</td> <td>05/23/2005</td> <td>09000</td> <td>3.0000</td> <td>15.00000</td> <td>45.00</td> <td></td> <td>Canceled</td> </tr> </tbody> </table>								Sel	Sched	'Due Date	'Ship To	'PO Qty	Price	Amount	Revision	Status	<input checked="" type="checkbox"/>	1	05/23/2005	09000	3.0000	15.00000	45.00		Canceled
Sel	Sched	'Due Date	'Ship To	'PO Qty	Price	Amount	Revision	Status																	
<input checked="" type="checkbox"/>	1	05/23/2005	09000	3.0000	15.00000	45.00		Canceled																	

Distribution - PO Line 1 (line was not canceled):

Distribution														
Customize   Find   View All   First 1 of 1 Last														
Details More Details Asset Information Req Detail														
Sel	Dist	PO Qty	Percent	Amount	Currency	Base Amt	Base Currency	Currency	Status	Chartfield Status	Budget Status	Commitment Control Close Flag	IN Unit	Statistics Code
<input checked="" type="checkbox"/>	1	5.0000	100.0000	50.00	USD	50.00	USD	Currency	Open	Valid	Valid	<input type="checkbox"/>		

Distribution - PO Line 2 (line was canceled):

Distribution														
Customize   Find   View All   First 1 of 1 Last														
Details More Details Asset Information Req Detail														
Sel	Dist	PO Qty	Percent	Amount	Currency	Base Amt	Base Currency	Currency	Status	Chartfield Status	Budget Status	Commitment Control Close Flag	IN Unit	Statistics Code
<input checked="" type="checkbox"/>	1	3.0000	100.0000	45.00	USD	45.00	USD	Currency	Canceled	Valid	Not Chkd	<input checked="" type="checkbox"/>		

Again, since the PO did not cancel at the header level, the message reminding you to budget check will not appear.

It is the budget checking process that releases the encumbrance back to your budget, therefore, the PO must be budget checked before the encumbrance will be returned.

Click on the Budget Checking icon. Budget Check status should be "Valid".

After budget checking, go to Approve Amounts to approve the PO and to Dispatch POs to dispatch the PO. (Since all lines were not canceled, you must go to Approve Amounts to approve the PO.)

Since the PO has been canceled at the Line level, you are able to view the PO from Maintain POs.

Go to PO Accounting Entries to view the PO Accounting information:

Navigation: Purchasing, Purchase Orders, Review PO Information, PO Accounting Entries:

Please note, the Monetary Amount and Closed Value for Line 2 are \$0 and Yes.

**PO Accounting Entries**

'Unit: 09000    'PO ID: 0909000624    [Go to Purchasing Order Inquiry](#)

Vendor ID: 0000056253    Change Order: 1

'Accounting Line View Option: Standard    'CommitmentControl Ledger: ALLOT    Group:

**Accounting Entries**    Customize | Find | View All | First 1-2 of 2 Last

Trans Type	Unpost Seg	Line	Sched	Dist	GL Unit	Fund Type	Class-Funding	Dept	Bud Ref	Monetary Amount	Closed Value	Budget Period	Fiscal Year	Journal ID	Reference Reversal ID
PO_POENC	0	1	1	1	09000		19501	10	05	50	N	2005	2005	0001984694	
PO_POENC	0	2	1	1	09000		19501	10	05	0	Y	2005	2005	0001984694	

**To Cancel a PO - Copied from a Requisition - at the PO Header**  
**Where PO has not been Dispatched, Received, or Vouchers Processed:**

Please Note: the PO was copied from the Requisition utilizing the “Copy From” hyperlink at the bottom of the PO Form page and the Requisition was finalized. **However, the Requisition must be unfinalized if it is to be sourced again.**

Navigation: Purchasing, Purchase Orders, Maintain POs.  
Find an Existing Value. Enter PO Number.

Verify PO is not Dispatched or Received (PO Status and Receipt Status on PO Form page), not on Hold (Header Details), does not have any Vouchers processed (Activity Summary) and Requisition has been finalized (Requisition hyperlink).

Cancel all the PO Lines by clicking on the Red X in the right hand corner of the PO Form page:

The screenshot shows the 'PO Form' page with the 'Schedule' tab selected. At the top, there are fields for Unit (09000), PO (0909000642), PO Date (06/07/2005), Vendor (OKLAHOMA L-002), ID (0000056253), Buyer (LMARTIN), and Lisa Martin (090). Below these are status indicators: PO Status: Approved, Receipt: Not Recvd, Budget Status: Valid, Doc Tol Status: Valid. A table of PO lines is displayed with columns: Sel Line Item, SS Flag, Line Sole Source Type, Description, Agency Req Nbr, PO Qty, UOM, Category, Amount, Curr, Status. The first line is selected (checkbox checked) and shows: 1, 02041308433, [blank], Adapters, computer, [blank], 2.0000, EA, 02041308, 20.00 USD, Active. At the bottom, there are summary fields: Merchandise: 20.00, Adj Amt: 0.00, Total Amount: 20.00 USD, Backorder Status: None. Navigation links include: Go to: Header Details, Defaults, Item Search, Header Comments, Line Details, Requisitions, Copy From, Kit, Catalog, Line Comments, and a dropdown menu with '... More ...'. Action buttons include: Save, Return to Search, Notify, Refresh. The breadcrumb 'PO Form | Schedule' is at the bottom left.

You will receive the following message:

Please note this action will cancel the Entire Purchase Order. Continue? (10200,228)

The action that you are taking will cancel the entire Purchase Order. If you do not want to cancel this purchase order, then you cannot perform the action at this time.

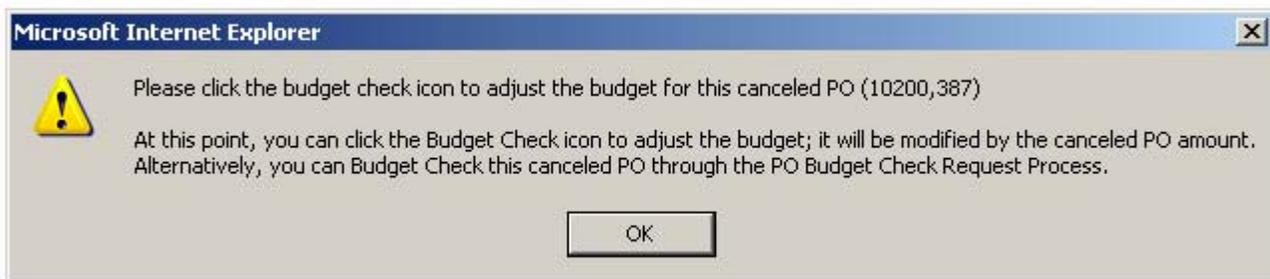
Click “Yes”.

You will receive the following messages:

Open requisition quantity for Req ID 0900000064 Line 1 Schedule 1 Distribution 1 to be sourced again? (10200,42)

The purchase order sources requisitions. When you cancel, you can opt to open the requisition again for re-sourcing.

**Always click “Yes” – even if you do not plan on re-sourcing the Requisition again.**



Click “OK”.

Note the PO Header, Line, Schedule & Distribution Line have a status of “Canceled” and the Budget Status is “Not Chk’d”.

PO Form **Schedule**

Unit: 09000 PO: 0909000642 PO Date: 06/07/2005  
Vendor: OKLAHOMA L-002 ID: 0000056253 Buyer: LMARTIN Lisa Martin (090)

PO Status: **Canceled** Receipt: Not Recvd Budget Status: Not Chk'd Doc Tol Status: Valid

Sel	Line Item	SS Flag	Line Sole Source Type	Description	Agency Reg Nbr	PO Qty	UOM	Category	Amount	Curr	Status
<input type="checkbox"/>	1 02041308433	<input type="checkbox"/>		Adapters, computer		2.0000	EA	02041308	20.00	USD	<b>Canceled</b>

Unit: 09000 PO: 0909000642

PO Date: 06/07/2005 PO Status: Canceled Receipt: Not Recvd Budget Status: Not Chk'd

Lines									
Line	Item	Adapters, computer cable Db25/db25 m/i, serial straight thru, rs232, 100 ft/lengths							
1	02041308433								

Schedules									
Sel	Sched	'Due Date	'Ship To	'PO Qty	Price	Amount	Revision	Status	
<input checked="" type="checkbox"/>	1	06/07/2005	09000	2.0000	10.00000	20.00		Canceled	

Distributions -- 1

PO: 0909000642 Line: 1 Sched: 1 Item: 02041308433 Adapters, computer cable Db25/db25 m/i, serial straight thru, rs232, 100 ft/lengths

'Distribute by: Quantity SpeedChart: Multi-SpeedCharts Status: Canceled

Distribution																
Sel	Dist	PO Qty	Percent	Amount	Currency	Base Amt	Base Currency	Currency	Status	Chartfield Status	Budget Status	Doc Tol Status	Final	Commitment Control Close Flag	IN Unit	Statistics Code
<input checked="" type="checkbox"/>	1	2.0000	100.0000	20.00	USD	20.00	USD	Currency	Canceled Valid	Valid	Valid	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

Remember, it is the budget checking process that releases the encumbrance back to your budget, therefore, the PO must be budget checked before the encumbrance will be returned.

Click on the Budget Checking icon. Budget Check status should be "Valid".

Once budget checked, the system automatically takes you back to the Maintain POs look up or add page.

Since the PO has been canceled at the Header level, you will not be able to view it from Maintain POs. You must go to Purchase Order Inquiry.

Navigation: Purchasing, Purchase Orders, Review PO Information, Purchase Orders.

Please note, the Budget Status is "Valid" and PO Status is "Canceled". The Line, Schedule & Distribution Statuses are canceled as well.

Form [Schedule](#)

**Unit:** 09000 **PO:** 09090000642

**Vendor:** OKLAHOMA L-002 **ID:** 0000056253 [Vendor Details](#) **Buyer:** Lisa Martin (090)

**PO Date:** 06/07/2005 **PO Status:** Canceled **Receipt:** Not Recvd **Backorder Status:** None

**Budget Status:** Valid **Doc Tol Status:** Valid

Lines								Customize   Find   View All   		First	1 of 1	Last
Sel	Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status				
<input checked="" type="checkbox"/>	1	02041308433	<a href="#">Adapters, computer cable Db25/</a>	02041308		EA		USD Canceled				

---

**Merch.:** **Adj Amt:** **Total:** USD

[Header Details](#) [Matching](#) Header VAT [All RTV](#) Header Comments [Line Details](#) Line Comments [Document Status](#)

[Return to Search](#) [Notify](#) [RelatedLinks](#)

Form | [Schedule](#)

Go to PO Accounting Entries to view the PO Accounting information:

Navigation: Purchasing, Purchase Orders, Review PO Information, PO Accounting Entries:

Please note, the Monetary Amount and Closed Value are \$0 and Yes.

**PO Accounting Entries**

'Unit: 09000 'PO ID: 0909000642 [Go to Purchasing Order Inquiry](#)

Vendor ID: 0000056253 Change Order: **\*CommitmentControl Ledger** ALLLOT

'Accounting Line View Option: Standard Group:

Accounting Entries															
Customize   Find   View All   First 1 of 1 Last															
Details															
Trans Type	Unpost Seq	Line	Sched	Dist	GL Unit	Fund Type	Class-Funding	Dept	Bud Ref	Monetary Amount	Closed Value	Budget Period	Fiscal Year	Journal ID	Reference Reversal ID
PO_POENC	0	1	1	1	09000		19501	10	05	0	Y	2005	2005	0001984866	

Go to Requisition Accounting Entries to view the Req Accounting information:

Navigation: Purchasing>Requisitions>Review Requisition Information>Accounting Entries:

Please note, the REQ\_PREENC is 20 and the Reversal is -20; therefore, there is no outstanding pre-encumbrance.

**Requisition Accounting Entries**

'Unit: 09000 'Req ID: 0900000064 [Go to Requisition Inquiry](#)

Requester: LMARTIN Change Order: **\*CommitmentControl Ledger** ALLLOT

'Accounting Line View Option: Standard Group:

Accounting Entries															
Customize   Find   View All   First 1-2 of 2 Last															
Details															
Trans Type	Line	Sched	Dist	GL Unit	Account	Fund Type	Class-Funding	Dept	Bud Ref	Monetary Amount	Closed Value	Budget Period	Fiscal Year	Journal ID	Reference Reversal ID
REQ_PREENC	1	1	1	09000			19501	10	05	20	N	2005	2005	0001984865	
REVERSAL	1	1	1	09000			19501	10	05	-20	N	2005	2005	0001984866	0909000642

If the PO is for an amount less than the Requisition and the Requisition was finalized from the PO Form page, the reversal amount will still equal the REQ\_PREENC amount and there will be no outstanding pre-encumbrance.

**Requisition Accounting Entries**

'Unit: 09000 'Req ID: 0900000064 [Go to Requisition Inquiry](#)

Requester: LMARTIN Change Order:

'Accounting Line View: Standard 'CommitmentControl Ledger: ALLOT

Option: Group:

Accounting Entries															
Customize   Find   View All   First 1-2 of 2 Last															
Details															
Trans Type	Line	Sched	Dist	GL Unit	Account	Fund Type	Class-Funding	Dept	Bud Ref	Monetary Amount	Closed Value	Budget Period	Fiscal Year	Journal ID	Reference Reversal ID
REQ_PREENC	1	1	1	09000			19501	10	05	20	N	2005	2005	0001984865	
REVERSAL	1	1	1	09000			19501	10	05	-20	N	2005	2005	0001984866	0909000642

If the PO is for an amount less than the Requisition and the Requisition was not finalized from the PO Form page, the Reversal disappears from the Requisition Accounting Entries, leaving a REQ\_PREENC of the full amount of the Requisition. (Example: Requisition was created for \$10.00, copied to PO. PO was in the amount of \$5.00. Did not finalize Requisition. Canceled PO.)

**Requisition Accounting Entries**

'Unit: 09000 'Req ID: 0900000068 [Go to Requisition Inquiry](#)

Requester: LMARTIN Change Order:

'Accounting Line View: Standard 'CommitmentControl Ledger: ALLOT

Option: Group:

Accounting Entries															
Customize   Find   View All   First 1 of 1 Last															
Details															
Trans Type	Line	Sched	Dist	GL Unit	Account	Fund Type	Class-Funding	Dept	Bud Ref	Monetary Amount	Closed Value	Budget Period	Fiscal Year	Journal ID	Reference Reversal ID
REQ_PREENC	1	1	1	09000			19501	10	05	10	N	2005	2005	0001984880	

Once the PO is canceled, cancel the Requisition or re-source the Requisition to a new PO or RFQ. (Note: (1) Do not cancel the Requisition before canceling the PO and (2) the Requisition must be unfinalized if it is to be sourced again.)

To cancel the Requisition at the Header level, click on the Red X in the right hand corner of the Req Form page:

The screenshot shows the 'Form' page for a requisition. At the top right, a red 'X' icon is circled in red, indicating the cancel button. The form includes fields for Unit (09000), Req ID (0900000064), Req Date (06/07/2005), Origin (AGY), and Requester (LMARTIN). Below these are fields for Accounting Date (06/07/2005) and Currency (USD). A table of line items is shown below, with one line item for 'Adapters, computer cable Db25/'. At the bottom, there are navigation links like 'Go to: Header Defaults', 'Save', 'Return to Search', 'Notify', and 'Refresh'.

Line	Item ID	SS Flag	Line SSrc Type	Description	Agency Req Nbr	Req Qty	UOM	Category	Price	Ship To	Status
1	02041308433			Adapters, computer cable Db25/		2.0000	EA	02041308	10.00000	09000	Active

You will receive the following message:

Canceling a requisition will commit any changes made and prevent further changes. Continue? (10100,7)

When you mark a requisition as complete or cancelled, the system does not allow any further changes to the requisition. Any changes made, however, will be stored on the requisition.

If you have any more changes to make to this requisition, do not mark it as complete or cancelled at this time. Make the other changes, then return to change its status.

Click "Yes".

The system automatically takes you back to the Maintain Requisitions look up or add page.

Remember, it is the budget checking process that releases the pre-encumbrance back to your budget, therefore, the Requisition must be budget checked before the pre-encumbrance will be returned. You will not be able to budget check from Maintain Requisitions.

Navigation: Purchasing>Requisitions>Budget Check  
Add a Budget Checking Value if not one present (ex., REQ\_BUDGET\_CK)

Enter the parameters as shown below to budget check one Requisition:

**Req Budget Check**

Run Control ID: REQ\_BCM [Report Manager](#) [Process Monitor](#)

---

**Process Request** Find | View All First 1 of 1 Last

**Process Frequency**  Once  Always  Don't Run

Request Number: 1  
Description: REQUISITION PRE-ENCUMBRANCE

**Process Option**

Business Unit:	Value	Business Unit:	09000
Req ID:	Value	Req ID:	09000000064
Req Date:	All		
Actg Date:	All		
Requester ID:	All		
Origin:	All		
REQ Status:	All		

Click "Save".

Click "Run". This pulls up the Process Scheduler Request page:

### Process Scheduler Request

**User ID:** LMARTIN      **Run Control ID:** REQ\_BCM

---

**Server Name:**       **Run Date:**

**Recurrence:**       **Run Time:**      

**Time Zone:**

Process List					
Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Comm. Cntrl. Budget Processor	FSPKBDP3	COBOL SQL	(None)	(None)

Click "OK".

Click "Process Monitor". Click Refresh until Run Status states Success:

**Process List**      **Server List**

---

**View Process Request For**

**User ID:**       **Type:**       **Last:**

**Server:**       **Name:**       **Instance:**  to

**Run Status:**       **Distribution Status:**        **Save On Refresh**

---

**Process List**      [Customize](#) | [Find](#) | [View All](#) |      First 1-8 of 8 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1196274		COBOL SQL	FSPKBDP3	LMARTIN	06/09/2005 3:48:19PM CDT	Processing	N/A	<a href="#">Details</a>

Since the Requisition has been canceled at the Header level, you will not be able to view it from Maintain Requisitions. You must go to Requisition Inquiry to review the information.

Navigation: Purchasing>Requisitions>Review Requisition Information>Requisitions

After canceling the PO and Requisition, you should not have an outstanding encumbrance or pre-encumbrance. Review the PO Accounting Entries and Req Accounting Entries as well as the Outstanding Orders CSV and Outstanding Pre-Encumbrance reports for verification.

Navigation:

Purchasing>Purchasing Reports>Outstanding Orders CSV

Purchasing>Purchasing Reports>Outstanding Pre-Encumbrances

**To Cancel a PO - Copied from a Requisition - at the PO Header**  
**Where PO has been Dispatched, but has not been Received, or Vouchers Processed:**

Navigation: Purchasing>Purchase Orders>Maintain POs.  
Find an Existing Value. Enter PO Number.

Verify PO has been Dispatched but has not been Received (PO Status and Receipt Status on PO Form page), not on Hold (Header Details), does not have any Vouchers processed (Activity Summary) and Requisition has been Finalized (Requisition hyperlink). **However, the Requisition must be unfinalized if it is to be sourced again.**

Cancel all the PO Lines by clicking on the Red X in the right hand corner of the PO Form page:

PO Form [Schedule](#)

Unit: 09000 PO: 0909000647 'PO Date: 06/09/2005  
Vendor: OKLAHOMA L-002 'ID: 0000056253 Lookup Details Buyer: LMARTIN Lisa Martin (090)

PO Status: Dispatched Receipt: Not Recvd Budget Status: Valid Doc Tol Status: Valid

Sel	Line Item	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	UOM Category	Amount Curr	Status
<input type="checkbox"/>	1 02041308431	<input type="checkbox"/>		Adapters, computer cable Db25/db25 m/m, serial printer, rs232, 25 ft./lengths		2.0000	EA 02041308	10.00 USD	Active

Merchandise: 10.00 Adj Amt: 0.00 Total Amount: 10.00 USD Backorder Status: None

'Go to: [Header Details](#) [Defaults](#) [Item Search](#) [Header Comments](#) [Line Details](#) [Requisitions](#)  
[Copy From](#) [Kit](#) [Catalog](#) [Line Comments](#) [... More ...](#)

[Import Agency Req. & Sole Source Info.](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

The following message will appear:

Please note this action will cancel the Entire Purchase Order. Continue? (10200,228)

The action that you are taking will cancel the entire Purchase Order. If you do not want to cancel this purchase order, then you cannot perform the action at this time.

Click "Yes".

You will receive the following message:

PO cannot be canceled once a change order has occurred. Cancel all lines instead? (10200,334)

The PO has either been dispatched or change order processing has occurred. You cannot cancel the entire PO but you cancel all the lines.

Click "Yes" to cancel all lines.

The following message will appear:

Open requisition quantity for Req ID 0900000069 Line 1 Schedule 1 Distribution 1 to be sourced again? (10200,42)

The purchase order sources requisitions. When you cancel, you can opt to open the requisition again for re-sourcing.

**Always click "Yes" – even if you do not plan on re-sourcing the Requisition again.**

At PO Form page, Click Save.

The PO Status on the Line, Schedule, & Distribution will change to "Canceled" and the Commitment Control Close Flag will be checked in the Distribution. The Header PO Status will state "Pend Appr". The Budget Check status will state "Not Chk'd".

PO Form **Schedule**

Unit: 09000 PO: 0909000647 Chng Order: 1 PO Date: 06/09/2005  
Vendor: OKLAHOMA L-002 ID: 0000056253 Lookup Details Buyer: LMARTIN Lisa Martin (090)  
PO Status: Pend Appr Receipt: Not Recvd Budget Status: Not Chk'd Doc Tol Status: Not Chk'd

Line	SS Flag	Line Sole Source Type	Description	Agency Req Nbr	PO Qty	UOM	Category	Amount	Curr	Status
1			Adapters, computer		2.0000	EA	02041308	10.00	USD	Canceled

PO Form **Schedule**

Unit: 09000 PO: 0909000647 Chng Order: 1  
PO Date: 06/09/2005 PO Status: Pend Appr Receipt: Not Recvd Budget Status: Not Chk'd

Line	Item	Description	PO Qty	Price	Amount	Revision	Status
1	02041308431	Adapters, computer cable Db25/db25 m/m, serial printer, rs232, 25 ft./lengths	2.0000	5.00000	10.00		Canceled

Schedules

Sel	Sched	Due Date	Ship To	PO Qty	Price	Amount	Revision	Status
<input checked="" type="checkbox"/>	1	06/09/2005	09000	2.0000	5.00000	10.00		Canceled

Distribution														Customize	Find	View All	First	1 of 1	Last				
Details														More Details			Asset Information		Req Detail				
Sel	Dist	PO Qty	Percent	Amount	Currency	Base Amt	Base Currency	Currency	Status	Chartfield Status	Budget Status	Doc Tol Status	Final	Commitment Control Close Flag	IN Unit	Statistics Code							
<input checked="" type="checkbox"/>	1	2.0000	100.0000	10.00	USD	10.00	USD	Currency	Canceled Valid		Not Chk'd	Not Chk'd	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>									

Since the PO did not cancel at the header level, the message reminding you to budget check will not appear.

Remember, however, it is the budget checking process that releases the encumbrance back to your budget, therefore, the PO must be budget checked before the encumbrance will be returned.

Click on the Budget Checking icon. Budget Check status should be "Valid".

Approve and Dispatch the PO, if wanted. (Since the SP2 Upgrade, in most cases, to approve the PO, you click Save again after Budget Checking.)

Since the PO has been canceled at the Line level, you are able to view the PO from Maintain POs.

Go to PO Accounting Entries to view the PO Accounting information:

Navigation: Purchasing>Purchase Orders>Review PO Information>PO Accounting Entries:

Please note, the Monetary Amount and Closed Value are \$0 and Yes.

PO Accounting Entries														Customize	Find	View All	First	1 of 1	Last
Details																			
Trans Type	Unpost Seq	Line	Sched	Dist	GL Unit	Fund Type	Class-Funding	Dept	Bud Ref	Monetary Amount	Closed Value	Budget Period	Fiscal Year	Journal ID	Reference Reversal ID				
PO_POENC	0	1	1	1	09000		19501	10	05	0	Y	2005	2005	0001984883					

Go to Requisition Accounting Entries to view the Req Accounting information:  
 Navigation: Purchasing, Requisitions, Review Requisition Information, Accounting Entries

Please note, the REQ\_PREENC is 20 and the Reversal is -20; therefore, there is no outstanding pre-encumbrance.

Requisition Accounting Entries

'Unit: 09000 'Req ID: 0900000069 [Go to Requisition Inquiry](#)

Requester: LMARTIN Change Order:

'Accounting Line View: Standard 'CommitmentControl Ledger: ALLOT

Option: Group:

Accounting Entries															
Customize   Find   View All   First 1-2 of 2 Last															
Details															
Trans Type	Line	Sched	Dist	GL Unit	Account	Fund Type	Class-Funding	Dept	Bud Ref	Monetary Amount	Closed Value	Budget Period	Fiscal Year	Journal ID	Reference Reversal ID
REQ_PREENC	1	1	1	09000			19501	10	05	20	N	2005	2005	0001984882	
REVERSAL	1	1	1	09000			19501	10	05	-20	N	2005	2005	0001984883	0909000647

If the PO is for an amount less than the Requisition and the Requisition was finalized from the PO Form page, the reversal amount will still equal the REQ\_PREENC amount and there will be no outstanding pre-encumbrance.

Requisition Accounting Entries

'Unit: 09000 'Req ID: 0900000070 [Go to Requisition Inquiry](#)

Requester: LMARTIN Change Order:

'Accounting Line View: Standard 'CommitmentControl Ledger: ALLOT

Option: Group:

Accounting Entries															
Customize   Find   View All   First 1-2 of 2 Last															
Details															
Trans Type	Line	Sched	Dist	GL Unit	Account	Fund Type	Class-Funding	Dept	Bud Ref	Monetary Amount	Closed Value	Budget Period	Fiscal Year	Journal ID	Reference Reversal ID
REQ_PREENC	1	1	1	09000			19501	10	05	10	N	2005	2005	0001984884	
REVERSAL	1	1	1	09000			19501	10	05	-10	N	2005	2005	0001984885	0909000648

If the PO is for an amount less than the Requisition and the Requisition was not finalized from the PO Form page, the Reversal disappears from the Requisition Accounting Entries, leaving a REQ\_PREENC of the full amount of the Requisition. (Example: Requisition was created for \$10.00, copied to PO. PO was in the amount of \$5.00. Did not finalize Requisition. Canceled PO.)

**Requisition Accounting Entries**

'Unit: 09000 'Req ID: 0900000071 [Go to Requisition Inquiry](#)

Requester: LMARTIN Change Order:

'Accounting Line View: Standard 'Commitment Control Ledger: ALLOT

Option: Group:

Accounting Entries															
Customize   Find   View All   First 1 of 1 Last															
Details															
Trans Type	Line	Sched	Dist	GL Unit	Account	Fund Type	Class-Funding	Dept	Bud Ref	Monetary Amount	Closed Value	Budget Period	Fiscal Year	Journal ID	Reference Reversal ID
REQ_PREENC	1	1	1	09000			19501	10	05	10	N	2005	2005	0001984886	

Once the PO Lines are canceled, cancel the Requisition or re-source the Requisition to a new PO or RFQ. (Note: (1) Do not cancel the Requisition before canceling the PO and (2) the Requisition must be unfinalized if it is to be sourced again.)

To cancel all the Requisition Lines, click on the Red X in the right hand corner of the Req Form page:

You will receive the following message:

Canceling a requisition will commit any changes made and prevent further changes. Continue? (10100,7)

When you mark a requisition as complete or cancelled, the system does not allow any further changes to the requisition. Any changes made, however, will be stored on the requisition.

If you have any more changes to make to this requisition, do not mark it as complete or cancelled at this time. Make the other changes, then return to change its status.

Click "Yes".

The system automatically takes you back to the Maintain Requisitions look up or add page.

Remember, it is the budget checking process that releases the pre-encumbrance back to your budget, therefore, the Requisition must be budget checked before the pre-encumbrance will be returned. You will not be able to budget check from Maintain Requisitions.

Navigation: Purchasing>Requisitions>Budget Check

Add a Budget Checking Value if not one present (ex., REQ\_BUDGET\_CK)

Enter the parameters as shown below to budget check one Requisition:

**Req Budget Check**

Run Control ID: REQ\_BCM [Report Manager](#) [Process Monitor](#) **Run**

---

**Process Request** Find | View All First 1 of 1 Last

**Process Frequency**  Once  Always  Don't Run

Request Number: 1  
Description: REQUISITION PRE-ENCUMBRANCE

**Process Option**

'Business Unit:	Value	Business Unit:	09000
Req ID:	Value	Req ID:	0900000071
Req Date:	All		
Actg Date:	All		
Requester ID:	All		
Origin:	All		
REQ Status:	All		

**Save** **Return to Search** **Next in List** **Previous in List** **Notify**

Click "Save".

Click “Run”. This pulls up the Process Scheduler Request Page:

### Process Scheduler Request

**User ID:** LMARTIN **Run Control ID:** REQ\_BCM

---

**Server Name:**  **Run Date:**  

**Recurrence:**  **Run Time:**

**Time Zone:**  

#### Process List

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Comm. Cntrl. Budget Processor	FSPKBDP3	COBOL SQL	(None)	(None) 

Click “OK”.

Click “Process Monitor”. Click Refresh until Run Status states Success:

**Process List** [Server List](#)

---

**View Process Request For**

**User ID:**   **Type:**  **Last:**

**Server:**  **Name:**   **Instance:**  to

**Run Status:**  **Distribution Status:**   **Save On Refresh**

---

**Process List** [Customize](#) | [Find](#) | [View All](#) |  **First**  1 of 1  **Last**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1197225		COBOL SQL	FSPKBDP3	LMARTIN	07/22/2005 12:11:40PM CDT	Success	Posted	<a href="#">Details</a>

Since the Requisition has been canceled at the Header level, you will not be able to view it from Maintain Requisitions. You must go to Requisition Inquiry to review the information.

Navigation: Purchasing>Requisitions>Review Requisition Information>Requisitions

After canceling the PO and Requisition, you should not have an outstanding encumbrance or pre-encumbrance. Review the PO Accounting Entries and Req Accounting Entries as well as the Outstanding Orders CSV and Outstanding Pre-Encumbrance reports for verification.

Navigation:

Purchasing>Purchasing Reports>Outstanding Orders CSV

Purchasing>Purchasing Reports>Outstanding Pre-Encumbrances

## To Cancel a PO Where PO has been Received, but Vouchers have not been Processed:

If a line item has been received, cancel the receiver before canceling the entire PO or PO Lines.

Navigation:

Purchasing>Shipments>Maintain Receipts

Find an Existing Value, Enter Business Unit and Receipt Number.

To cancel a line on a receipt, select the line and click “Cancel Line”. To cancel the entire receipt, click “Cancel Receipt”.

**Receiving**

Business Unit: 09000    Receipt No: 0000000017    Receipt Status: Received

Receive Source: On-line    [Cancel Receipt](#)    [Cancel Line](#)     PO Receipt

Receipt Lines											
Sel	Line	Item	Description	Receipt Qty	Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Inspect
<input checked="" type="checkbox"/>	1	02041308433	<a href="#">Adapters, computer cable Db25/</a>	2.0000	EA	2.0000	R			EA	

Go to: [Select Purchase Order](#)    [Header Details](#)    [PO Header Comments](#)    [PO Ship To Comments](#)  
Insert non PO line    [Receipt Defaults](#)    [PO Line Comment](#)    ...more...

[Save](#)    [Return to Search](#)    [Notify](#)    [Refresh](#)    [Add](#)    [Update/Display](#)

If you click “Cancel Line”, you will receive the following message:

Canceling Item cannot be reversed. Do you wish to continue? (10300,46)

[Yes](#)    [No](#)

If you click “Cancel Receipt”, you will receive the following message:

Canceling Receipt cannot be reversed. Do you wish to continue? (10300,33)

[Yes](#)    [No](#)

Click “Yes”. Note: this action cannot be reversed.

Click “Save”.

If the Receipt Line was canceled, the Receipt Status will remain “Received”, however, the Line Status will show “X” – Canceled.

The screenshot shows the 'Receiving' interface. At the top, the 'Receipt Status' is 'Received'. Below it, the 'Receipt Lines' table has one row with 'Status' 'X'. Red arrows point to 'Received' and 'X'.

Business Unit:	09000	Receipt No:	0000000015	Receipt Status:	Received	<input checked="" type="checkbox"/> PO Receipt
Receive Source:	On-line	<input type="button" value="Cancel Receipt"/>	<input type="button" value="Cancel Line"/>			

Sel	Line	Item	Description	Receipt Qty	Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Inspect
<input checked="" type="checkbox"/>	1	072555	Telephone equipment and piece	8.0000	EA		X		<input type="checkbox"/>	EA	<input type="checkbox"/>

If the Receipt was canceled, the Receipt Status will be “Canceled” and the Line Status will show “X” – Canceled:

The screenshot shows the 'Receiving' interface. At the top, the 'Receipt Status' is 'Canceled'. Below it, the 'Receipt Lines' table has one row with 'Status' 'X'. Red arrows point to 'Canceled' and 'X'.

Business Unit:	09000	Receipt No:	0000000017	Receipt Status:	Canceled	<input checked="" type="checkbox"/> PO Receipt
Receive Source:	On-line	<input type="button" value="Cancel Receipt"/>	<input type="button" value="Cancel Line"/>			

Sel	Line	Item	Description	Receipt Qty	Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	Inspect
<input checked="" type="checkbox"/>	1	02041308433	Adapters, computer cable Db25/	2.0000	EA		X		<input type="checkbox"/>	EA	<input type="checkbox"/>

Once the Receipt or Receipt Line has been canceled, continue to cancel PO or PO Line as instructed.