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PO Cancel Process Overview

Cancelling a Purchase Order precludes any future activity and liquidates any associated encumbrance. PO Cancellation is possible from the time the PO is approved up until it is Vouchered or Received. Once a PO is Vouchered or Received it must be Closed rather than Cancelled.

<table>
<thead>
<tr>
<th>Process Frequency</th>
<th>POs are Cancelled as they are deemed to be in error or no longer required prior to being Vouchered or Received.</th>
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</thead>
<tbody>
<tr>
<td>Dependencies</td>
<td>PO Creation including; PO Entry, Approval, Budget Check, and Dispatch</td>
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</tbody>
</table>
| Assumptions       | • The user has the proper roles, permission lists, and user preferences required to Cancel a Purchase Order.  
                     • The Purchase Order is not on hold.  
                     • The Purchase Order has not been Vouchered or Received. |
| Responsible Parties | Campus users, typically Buyers.                                                             |
| Alternate Scenarios | N/A                                                                                         |

Process Detail

I. Cancelling an Entire PO

Navigation: Purchasing > Purchase Orders > Add/Update >
1. Enter Business Unit
2. Enter PO ID
3. Click Search
4. **Click** the ✗ in the top right corner.

**Note:** If the ✗ is not shown, you may not have authority to cancel a PO or the PO cannot be cancelled.

5. **Click** Yes to confirm cancellation.
6. If the PO had been previously Budget Checked you will be prompted to Budget Check the PO again to liquidate the associated encumbrance. **Click**

**Note:** There are two potential messages that you could receive based upon Dispatch method. If the message instructs you to Dispatch the PO to set the status to Cancelled, execute a batch Dispatch for that PO. See the PO Creation business process document for batch PO Dispatch instructions.

### II. Cancelling PO Lines

Once approved, PO Lines can be Cancelled prior to being Vouchered or Received.

**Navigation:** *Purchasing > Purchase Orders > Add/Update*
1. Enter Business Unit
2. Enter PO ID
3. Click Search
4. **Click** the Line Detail Link
5. Click on the Line Details page.

6. Click to continue.
Note: The Line Status will change to Cancelled.

7. Next, Budget Check and Dispatch the Purchase Order to update the Commitment Control encumbrance and alert the Vendor of the change. For information on Budget Checking and Dispatching a Purchase Order either via the Buyer’s Workbench or in batch, please reference the SFS_PO.2.06_PO_Buyer’s_Workbench or PO.1.01 Purchase Order Creation business process document.

Revision History

<table>
<thead>
<tr>
<th>Author</th>
<th>Version</th>
<th>Date</th>
<th>Description of Change</th>
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<tbody>
<tr>
<td>Martha Mendoza</td>
<td>1.0</td>
<td>12/05/12</td>
<td>Initial Draft</td>
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<tr>
<td>Spencer Kelsay</td>
<td>2.0</td>
<td>3/25/2013</td>
<td>Updated Screenshots and Content</td>
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<tr>
<td>Mark Flemington</td>
<td>3.0</td>
<td>06/10/2013</td>
<td>Final Updates</td>
</tr>
<tr>
<td>Susan Kincanon</td>
<td>3.1</td>
<td>06/13/2013</td>
<td>Finalize, format, and publish</td>
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<tr>
<td>Mark Flemington</td>
<td>3.2</td>
<td>11/4/2013</td>
<td>Additional updates</td>
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