

Buyers Checklist

Canceling Within a Purchase Order

Navigation: *Purchasing* > *Purchase Orders* > *Add/Update POs*

Canceling Before Dispatching the PO

1. If the PO has been saved and budget checked, but not dispatched, the only thing you can actually “cancel” are the distribution lines. You need to make sure that at least one distribution line is active per schedule.
2. If you need to delete a line item or schedule, you can do so by clicking the minus sign on the appropriate row. You will receive error messages if you do not have at least one active line, schedule, and distribution line.
3. Save your changes, budget check, and approve before dispatching.

Canceling After Dispatching the PO

1. Once a purchase order has been dispatched, users will be able to cancel individual lines and schedules by drilling down to their Details page .
2. The screen will say “Details for Line 1” or “Details for “Schedule 2.” Click the  next to the change order icon.
3. Click to confirm the step.

Canceling After the PO has been Received

1. If a purchase order is dispatched and partially received, you can only cancel a line/schedule/distribution that has NOT been received in full.
2. If a purchase order is dispatched and fully received, you will receive an error message if you try to cancel any line, schedule, or distribution that has been fully received.
3. If this PO was fully received in error, go back into the receipt and cancel either the entire receipt or a particular line. Then the PO will become available for partial cancellation.