



# College Financial System User Procedure

## Title:

*Cancel a Purchase Order Line*

## Description:

*Approved purchase orders with unreceived quantities can be cancelled. Once a purchase order is cancelled, it cannot be modified in any way. The system will allow cancelled purchase orders to be printed. For any quantities that have been received prior to canceling the remaining quantities are processed by Accounts Payable as invoices.*

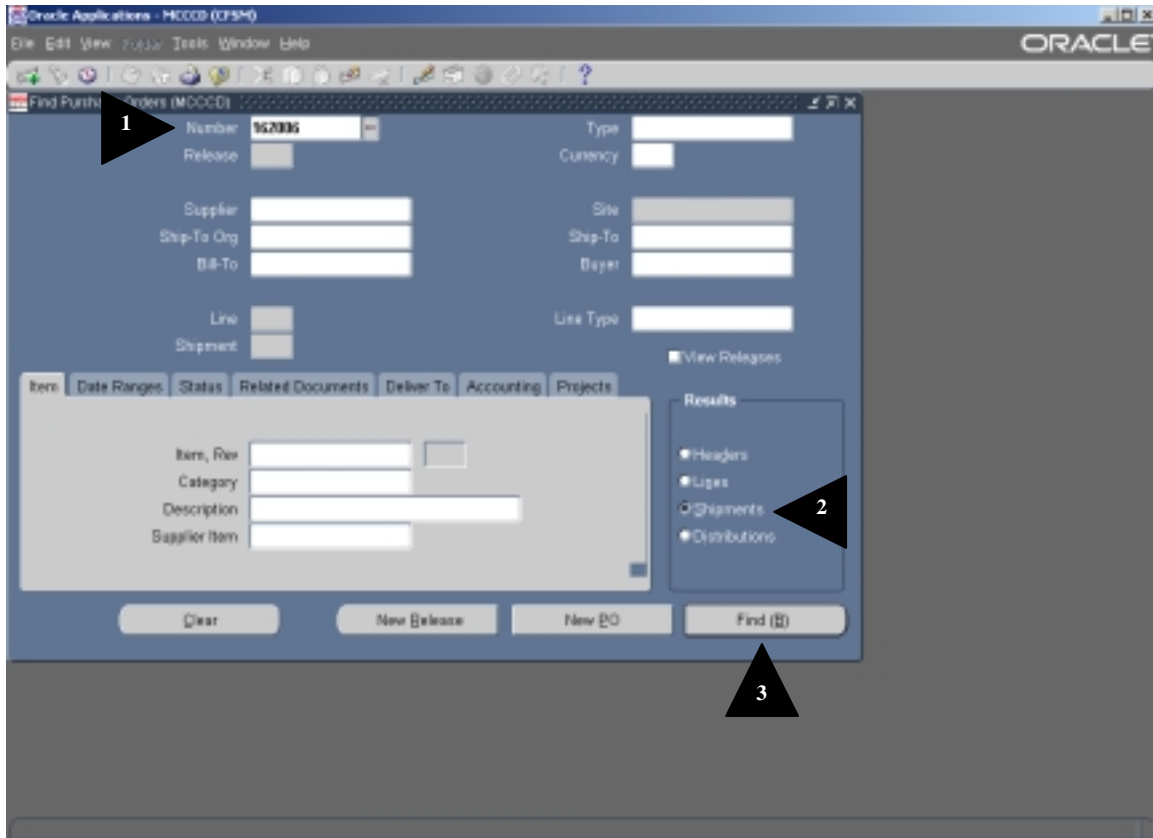
*A purchase order can be cancelled at three levels: order, line and shipment. This procedure will demonstrate canceling a purchase order line.*


## College Financial System (CFS) Prerequisites:

- *An approved purchase order with an unreceived quantity and invoices not posted must exist.*
- *System Navigation skills are required.*
- *The appropriate responsibility that allows you to cancel Purchase Order lines.*

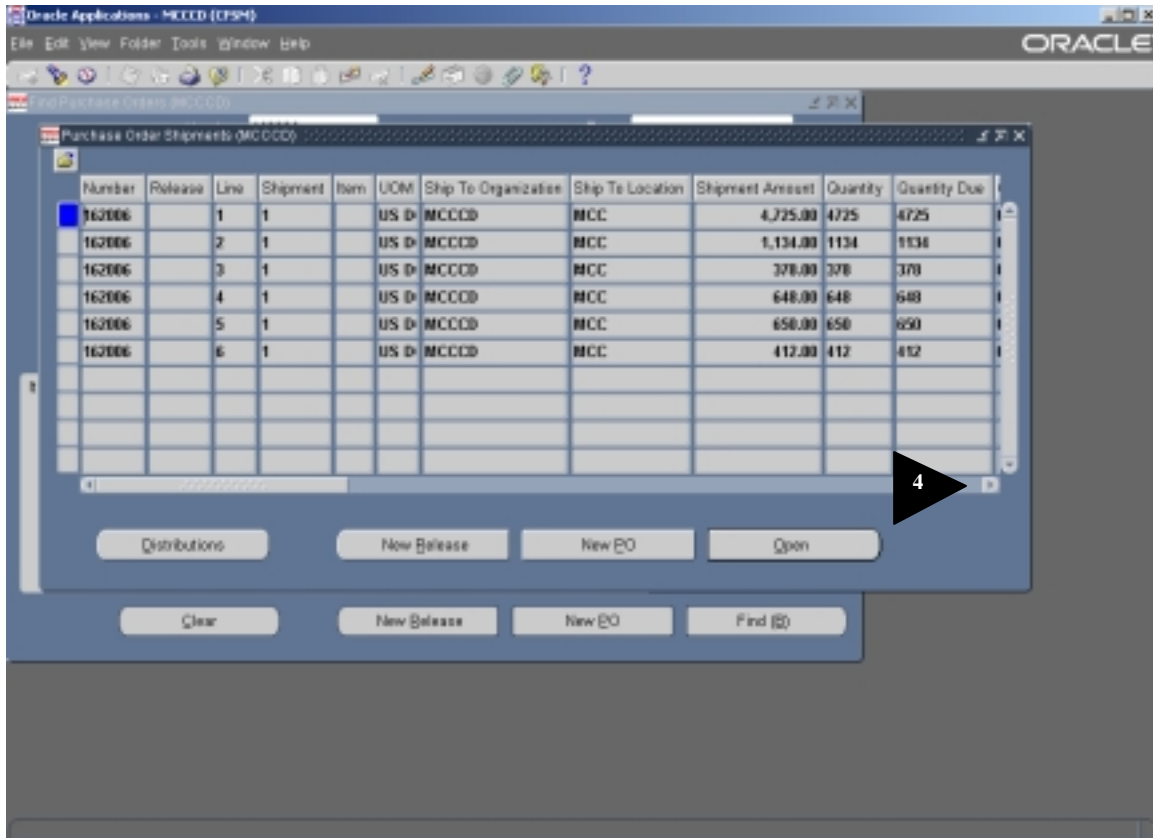
<b><i>Menu Path</i></b>
Purchase Orders ➤ Purchase Order Summary

**Window Name:**  
**Find Purchase Orders**



- | Field Name                                                                                       | Description/Action                                                                                                                        |
|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| 1. <b>Number</b>                                                                                 | Enter the purchase order number (if not known, click on the list of values and search using it).                                          |
| 2. <b>Results</b>                                                                                | Make sure the <b>SHIPMENTS</b> radio button is selected.                                                                                  |
|  <b>Note:</b> | To verify receiving and invoices on the Purchase Order, you will need to select the <b>SHIPMENTS</b> radio button before clicking "Find." |
| 3. Click on the <b>FIND</b> button                                                               | to find the purchase order.                                                                                                               |

**Window Name:**  
*Purchase Order Shipments*

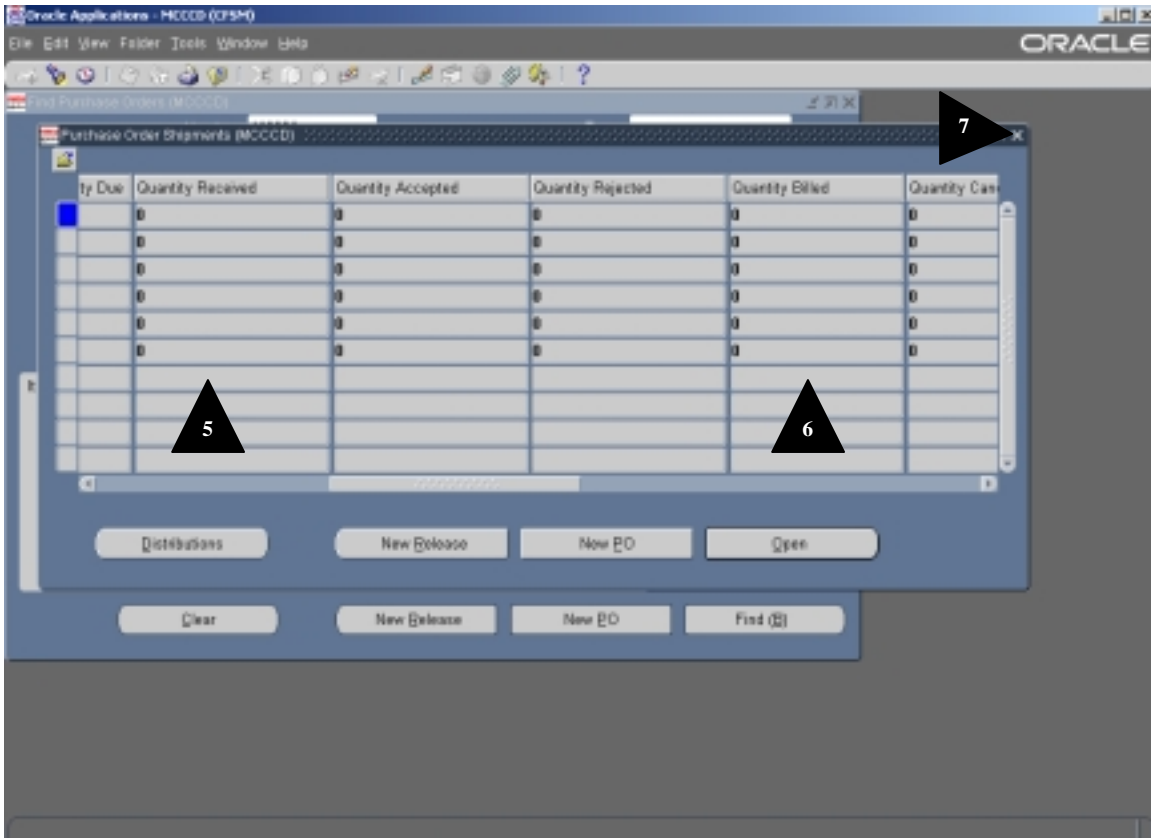


Since you selected “Shipments” under “Results” in the Find Purchase Orders window, you will be taken directly to the Purchase Order Shipments window. Here, you will find the information to verify there are zeros in the “Quantity Received” and “Quantity Billed” columns on the Purchase Order.



4. You will now need to click on the right **SCROLL** button until you see the “Quantity Received” and “Quantity Billed” columns.

**Window Name:**

*Purchase Order Shipments*

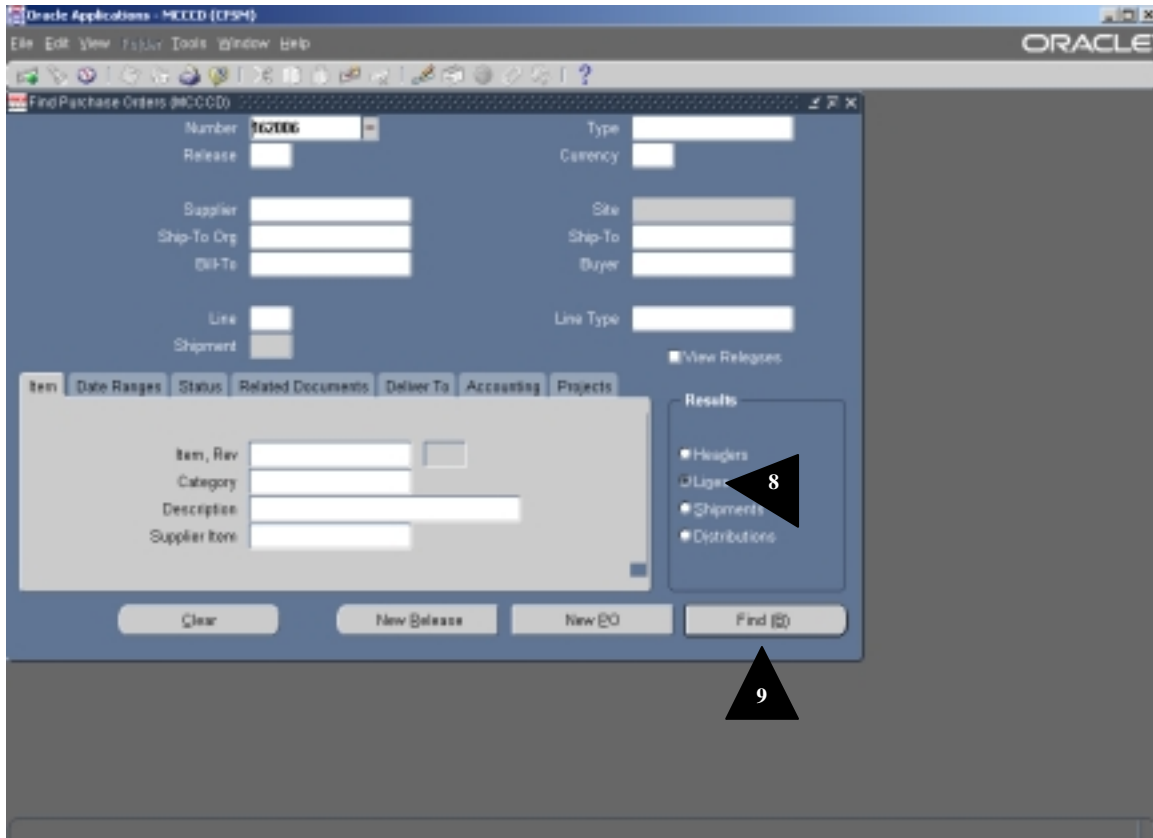


Now you will need to review the “Quantity Received” and “Quantity Billed” columns to see if there are zeros in the line or lines you wish to cancel.

- | Field Name                  | Description/Action                                           |
|-----------------------------|--------------------------------------------------------------|
| <b>5. Quantity Received</b> | Displays the quantity received for each Purchase Order Line. |
| <b>6. Quantity Billed</b>   | Displays the quantity billed for each Purchase Order Line.   |
-  **Note:** You may also go into the “Tools” menu, and click on “View Invoices” to double check that no invoices have been issued for the Purchase Order line. If there are zeros in the “Quantity Billed” column, then more than likely you will receive a Note that will read “This purchase order has no matched invoices.”
- 7.** Close the window.
-  **Note:** This will return you to the “Find Purchase Orders” screen.

**Window Name:**

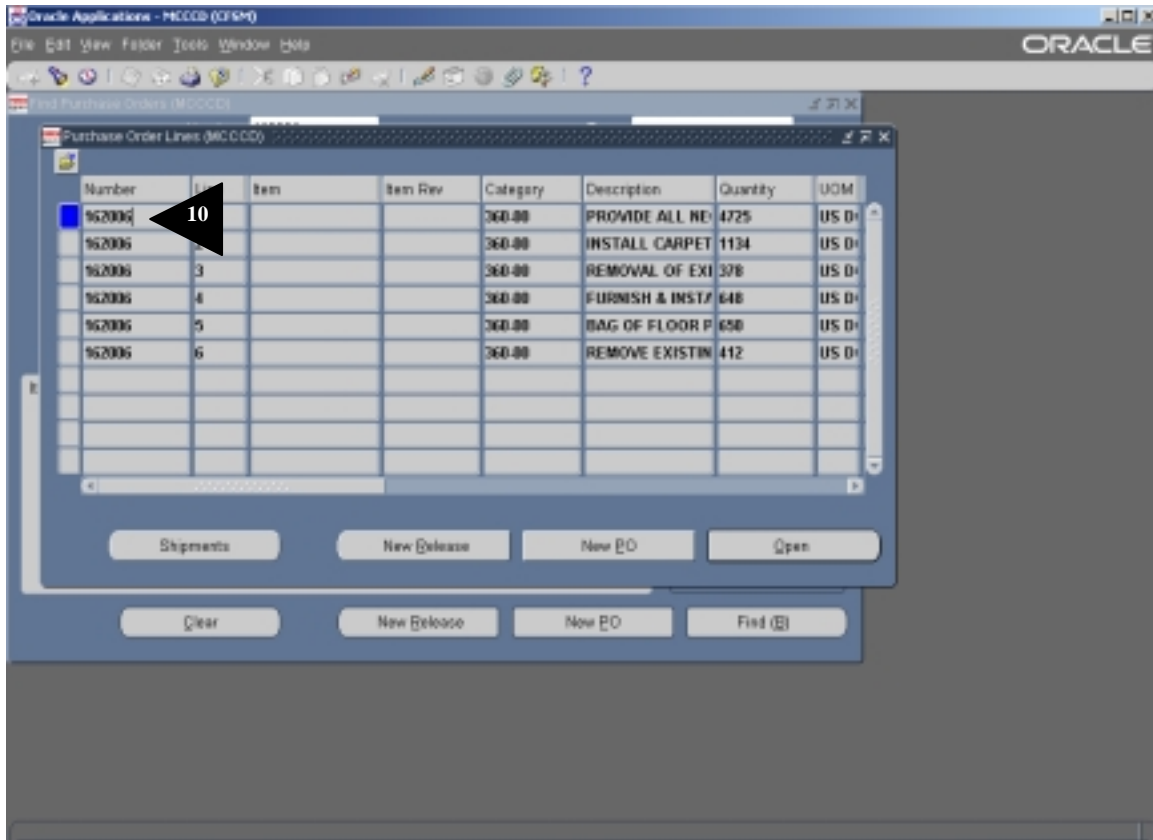
**Find Purchase Orders**



Now that you have verified that there is nothing received and nothing invoiced on the Purchase Order, you are now ready to cancel the Purchase Order line.

8. Click the “Lines” radio button in the “Results” field.
9. Click the **FIND** button after “Lines” has been selected.

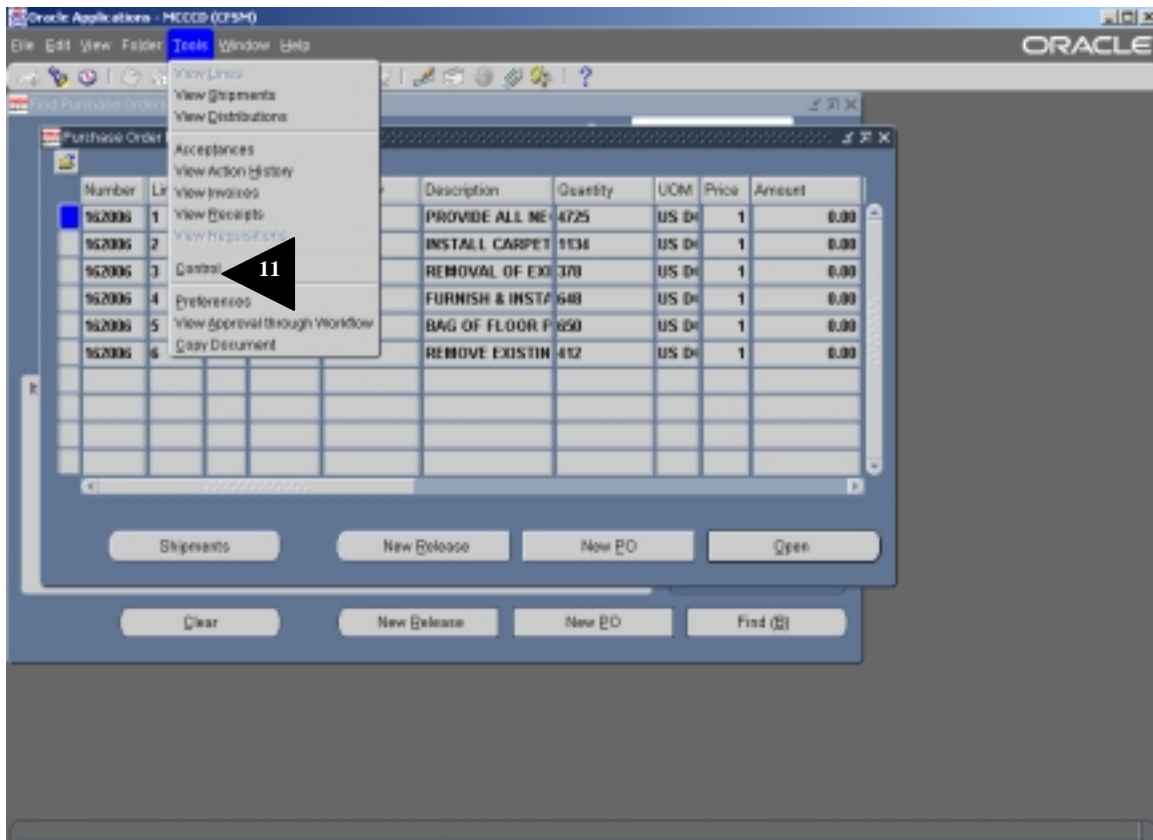
**Window Name:**  
*Purchase Order Lines*



You will now be taken to the “Purchase Order Lines” window.


10. Select the line that you wish to cancel. You can do this by clicking within any field in a line. You will notice the gray box on the left side of the screen turn blue. This designates the line you wish to cancel.

**Window Name:**  
**Purchase Order Lines**

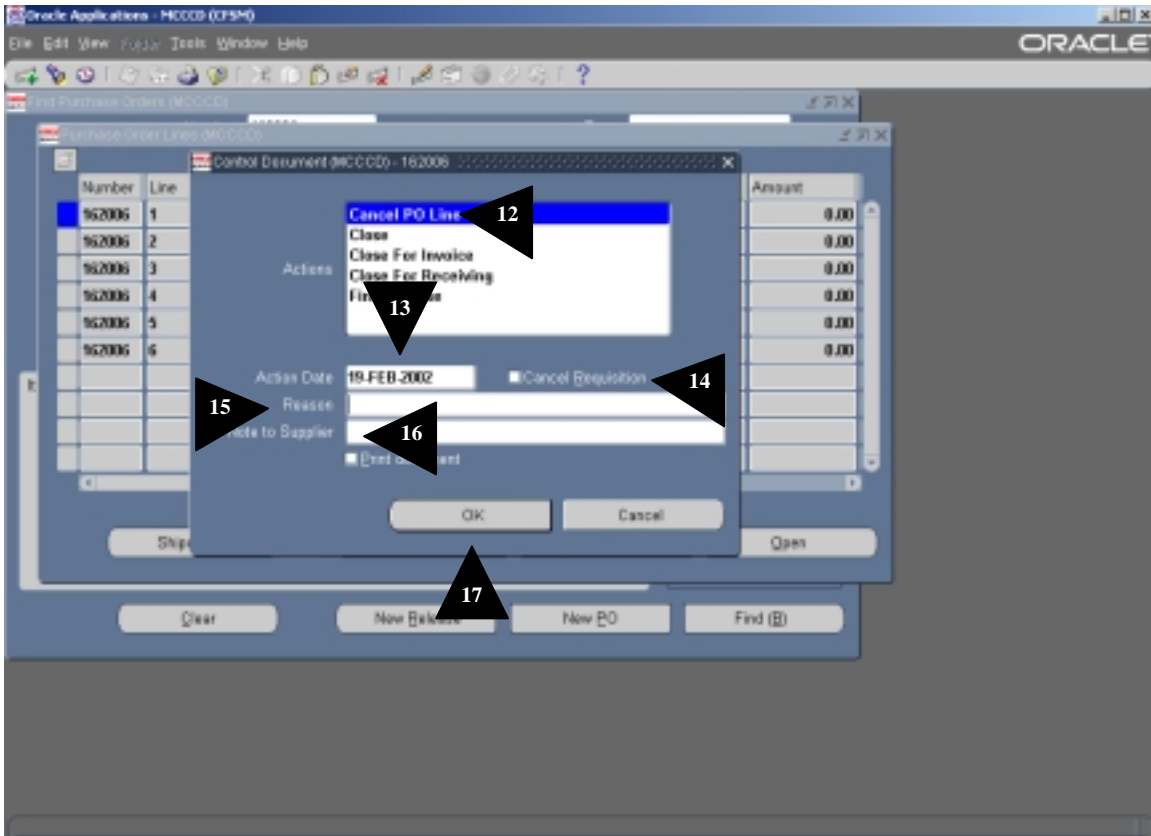


Once the Purchase Order line has been selected, you need to go into the “Tools” menu and select “Control.”

11. Go into the **TOOLS** menu and select **CONTROL**.

 **Note:** You cannot cancel more than one line at a time. If you have more than one line to cancel on the Purchase Order, then you must do this for every line.

**Window Name:**  
Control Document



After selecting “Control” from the “Tools” menu in the “Purchase Order Headers” window, you will get a “Control Document” window.

Field Name	Description/Action
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12. Select **CANCEL PO LINE** from the list of actions.

13. **Action Date** This will automatically populate with the current date.

14. **Cancel Requisition** This allows you to cancel the requisition as well as the Purchase Order line.

**Note:** If you do not check this box, the requisition will return to the pool, otherwise it will be cancelled if checked.

15. **Reason** Enter a reason for canceling the Purchase Order.

16. **Note to Supplier** Enter a note to the supplier that will print on the cancelled Purchase Order line.

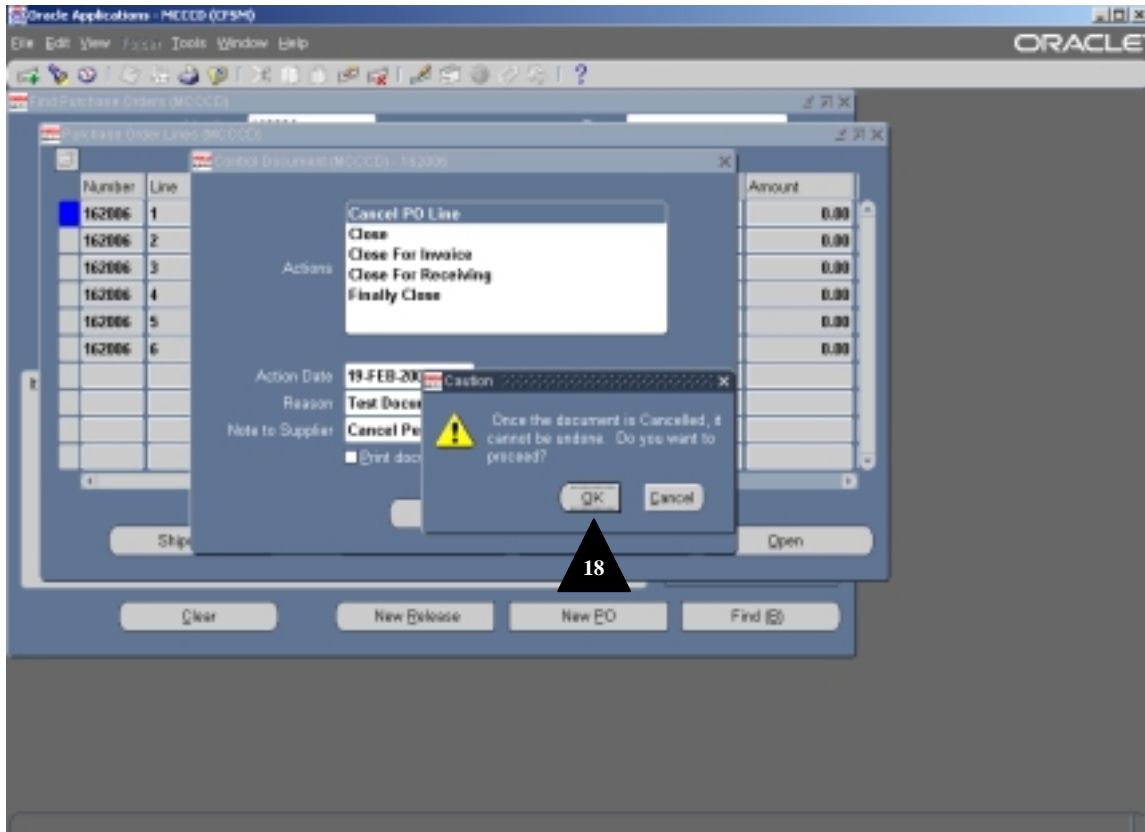
**Note:** This note to the supplier will print on the top of the Purchase Order above the cancelled line.

Field Name	Description/Action
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17. Click <b>OK</b>	when all information has been entered to cancel the Purchase Order line.
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## Window Name:

### Caution

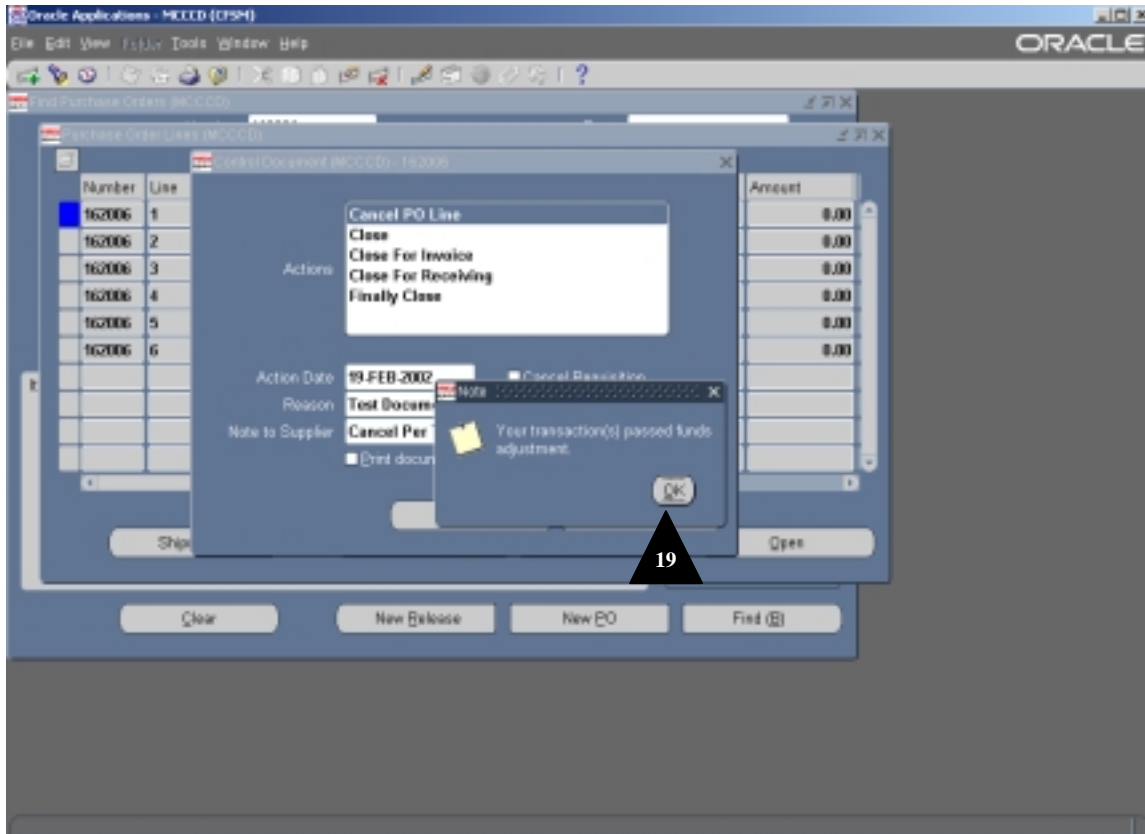


You will now receive a caution message reading “once the document is Cancelled, it cannot be undone. Do you want to proceed?”

18. Click **OK** to proceed with the cancellation of the Purchase Order line.

## Window Name:

Note

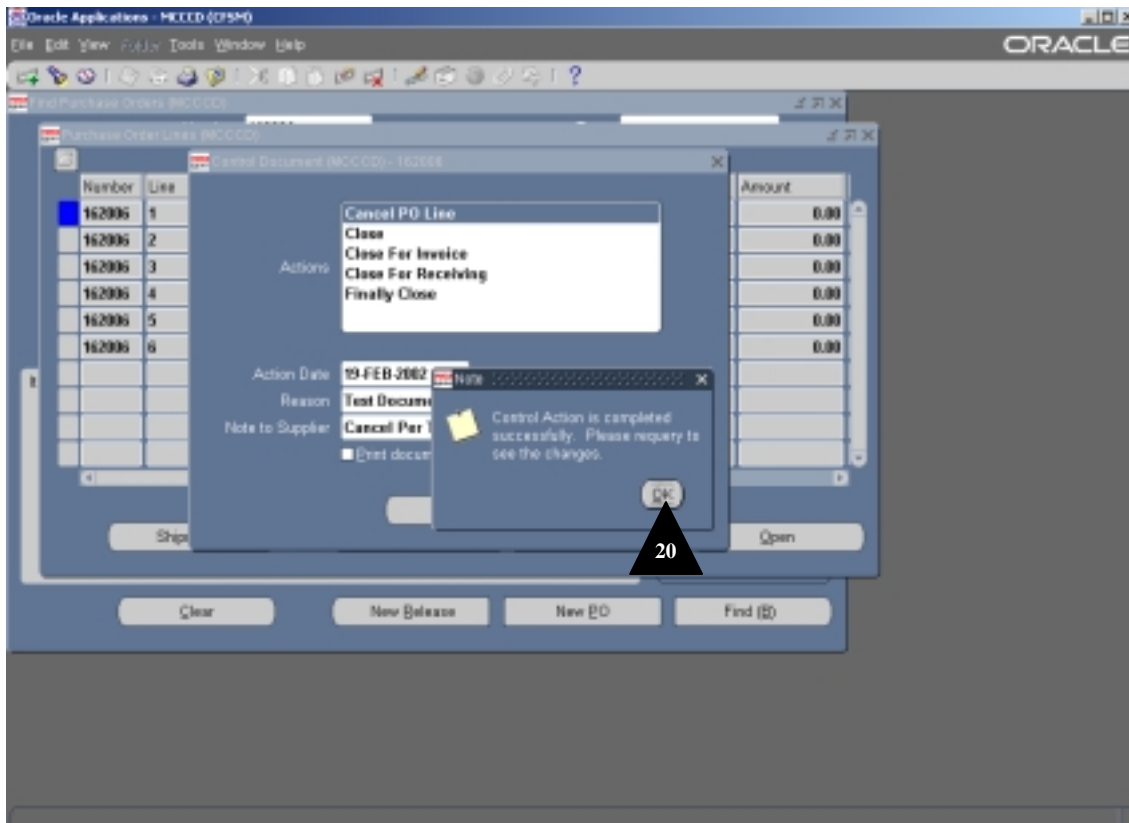


You will then see a “note” window that reads “Your transaction(s) passed funds adjustment.”

19. Click **OK** to proceed.

## Window Name:

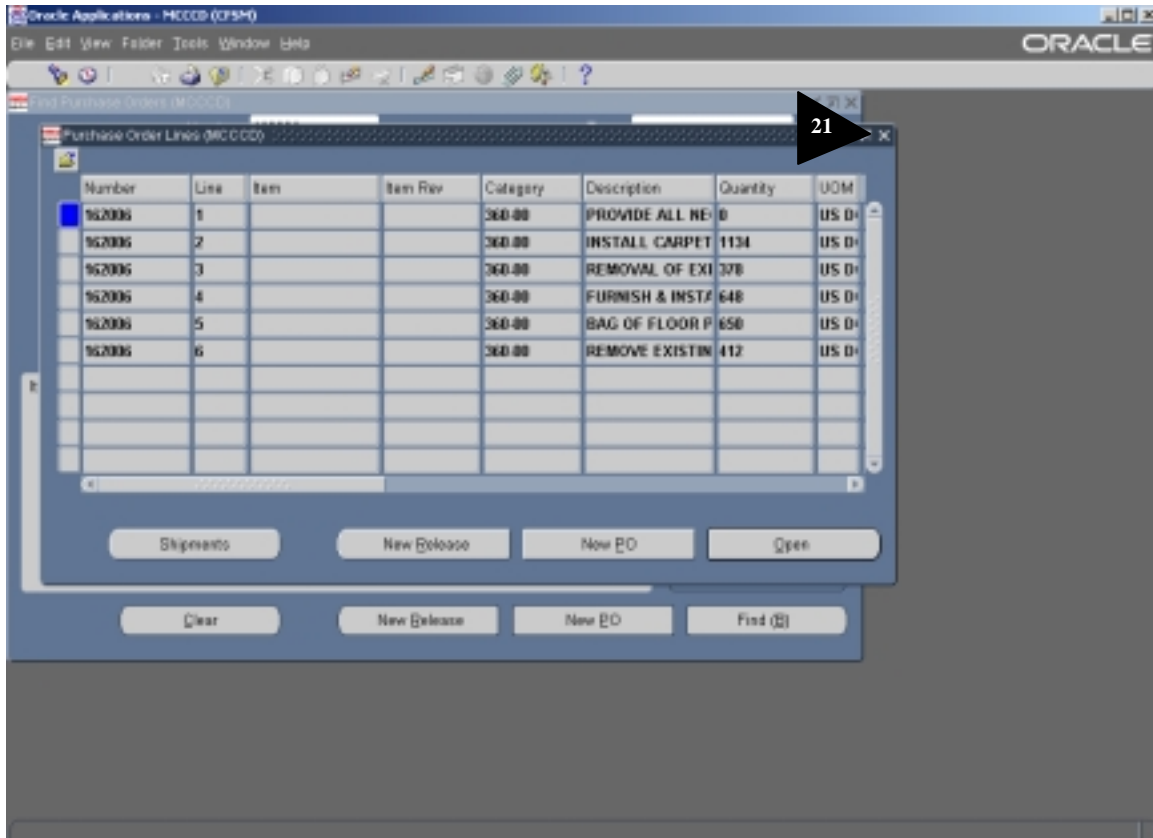
Note



After clicking OK, you will see another “Note” window that reads “Control Action is completed successfully. Please requery to see the changes.”

20. Click **OK** to proceed.

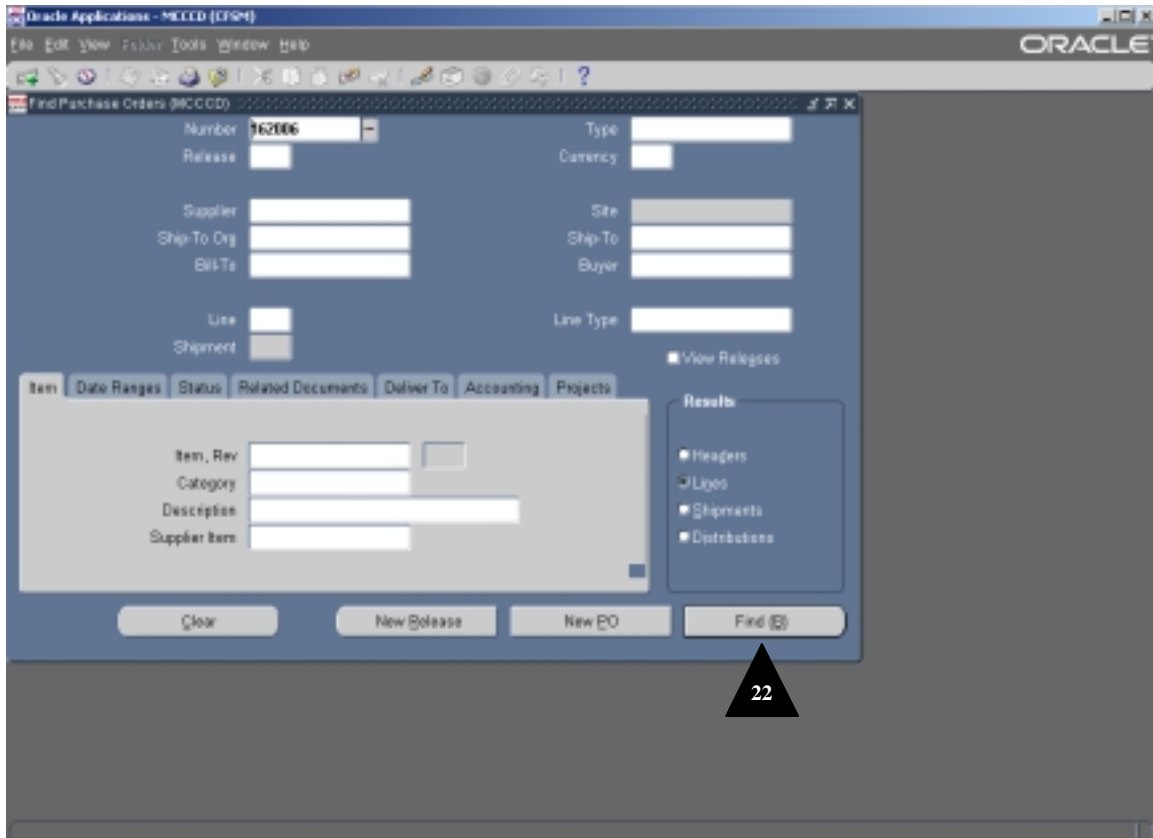
**Window Name:**  
**Purchase Order Lines**



You will be taken to the “Purchase Order Lines” window. You will need to close this window.

21. Click on the “X” in the upper right corner of the “Purchase Order Lines” window to close it.

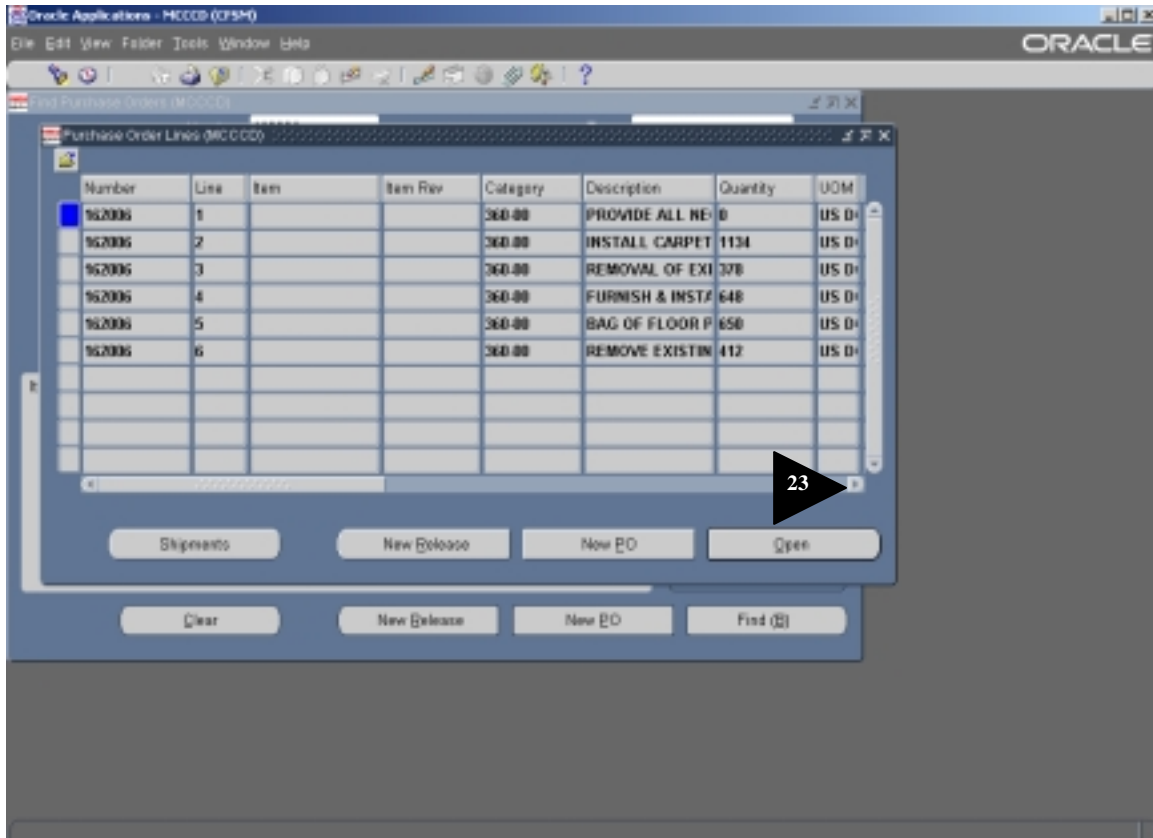
**Window Name:**  
*Find Purchase Orders*



To query the Purchase Order Line, or lines, to make sure they are cancelled, you must go back to the “Purchase Order Lines” window.

22. Click **FIND** to return to the Purchase Order Lines window.

**Window Name:**  
*Purchase Order Lines*

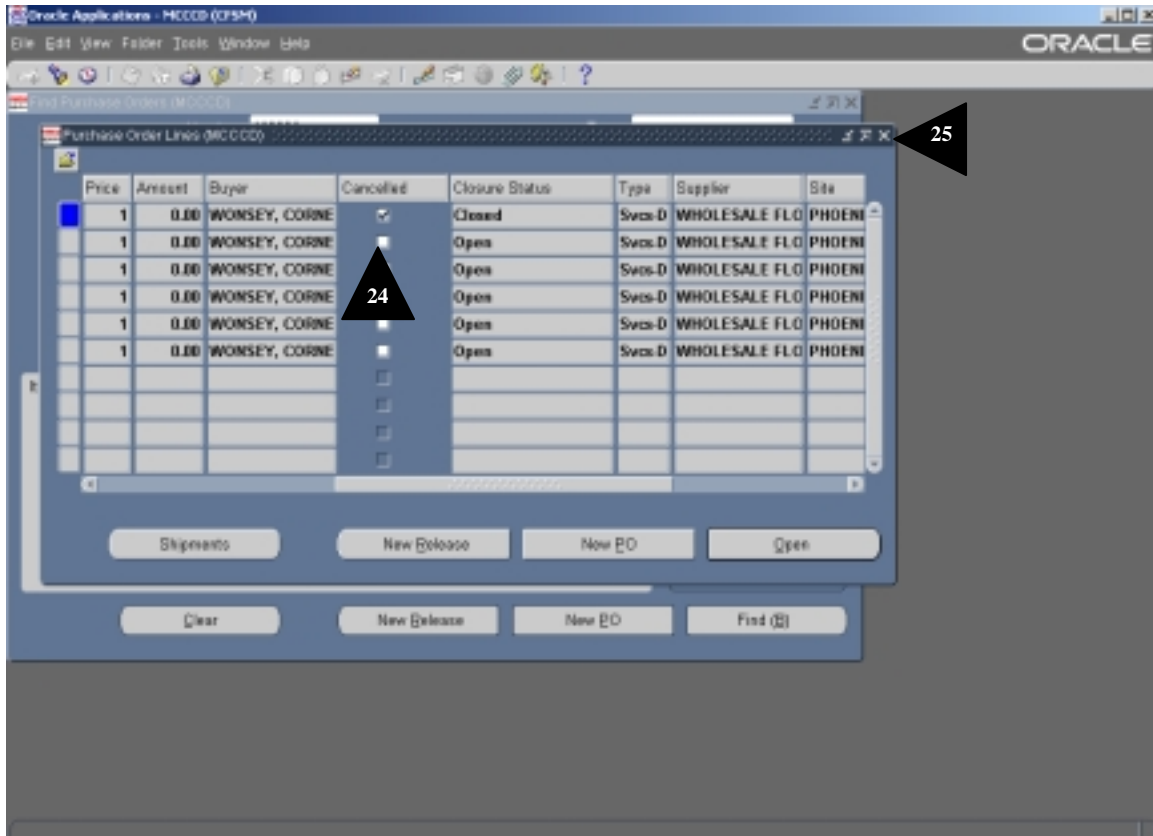


Now that you are back to the Purchase Order Headers window, you will now want to scroll to the right to see the status of the Purchase Order.

**23.** Click on the right **SCROLL** button to see the status of the Purchase Order.

## Window Name:

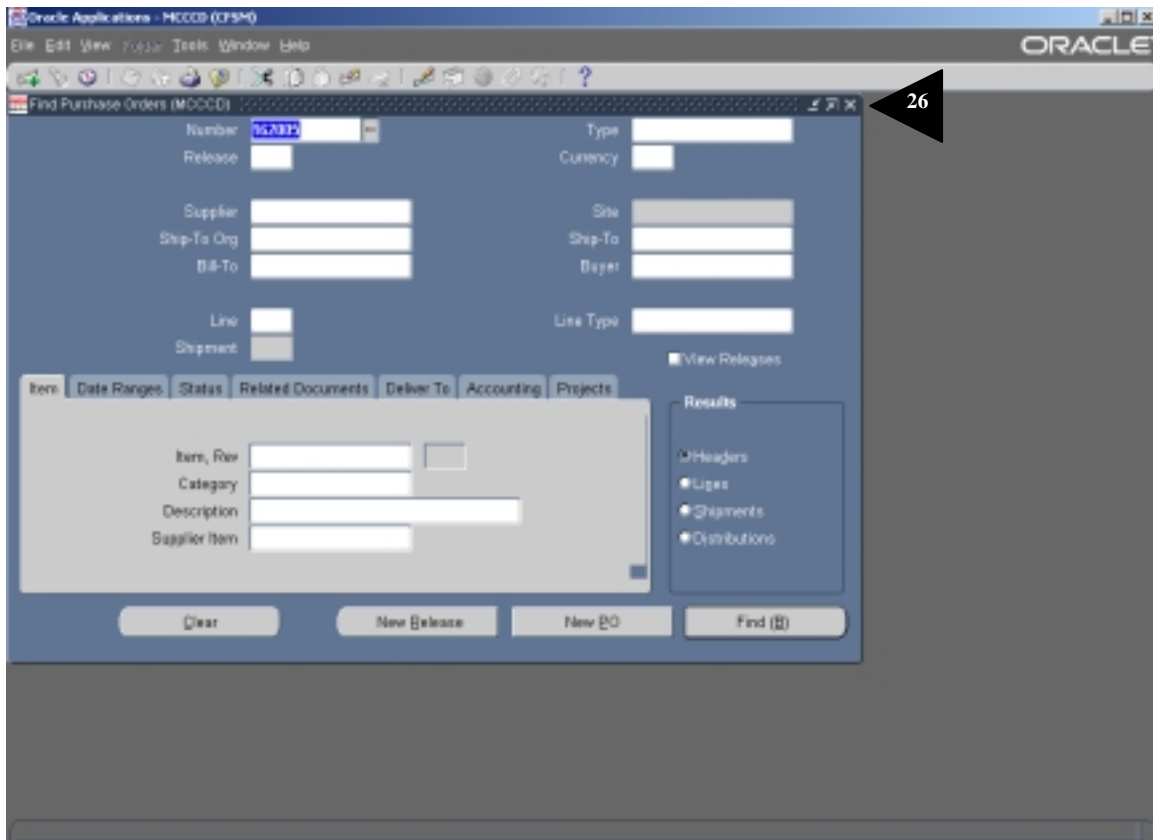
### Purchase Order Lines (Continued)



Now you will verify that the Purchase Order Line has been cancelled, and once that has been verified, you may exit the “Purchase Order Lines” window.

24. Notice that the “Cancelled” checkbox is checked. That means that the PO Line has been cancelled.
25. Click on the “X” in the upper right corner of the “Purchase Order Lines” window to close it.

**Window Name:**  
**Find Purchase Orders**



If you have another Purchase Order Line to cancel, delete the number in the “Number” field, and go back to the beginning of this document and repeat all of the steps. If you are finished, see step 26 below.

26. Click on the “X” in the upper right corner of the “Find Purchase Orders” window to close it.



End of procedure