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PO.020.260 - Canceling a PO / PO Lines

Trigger:

Concept

This topic demonstrates how to cancel a Purchase Order. Purchase Orders can be cancelled in their entirety once they have been dispatched. When a PO is canceled, the status of the PO changes to Pending Cancel. When the PO is dispatched again, the PO status changes to Canceled. Canceled PO's can still be tracked in the system.

A Purchase Order can be cancelled in its entirety if all of the following conditions apply:

- 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.
- No open or staged receipts have been recorded against a Blanket Purchase Order.

Topic Objectives:

Upon completion of this topic, you will be able to:

- Identify the conditions that must exist in order to cancel a Purchase Order.
- Identify the status of a PO that has been canceled.
- Identify the status of a PO that has been canceled and dispatched again.
- Cancel a Purchase Order.

Business Process Document

Purchasing - Purchase OrdersPO.020.260 - Canceling a PO / PO Lines



Assumptions

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Dependencies/Constraints

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Additional Information

Procedure

In this topic, you will cancel an entire Purchase Order for a desk as well as learn how to cancel only a single line of a purchase order.

Step
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Business Process Document

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Step
15.
16.