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PO.020.270 - Deleting PO/PO Line(s)

Trigger:

Concept

This topic demonstrates how to delete a Purchase Order or individual Purchase Order lines. Purchase Order lines, schedules, or distributions can be deleted by clicking the Delete Row button in the applicable section on the Purchase Order. Purchase Order lines can be deleted if the PO has not been dispatched. If the PO has been dispatched, the line must be canceled.

Entire Purchase Orders can be deleted by clicking the PO Delete button on the Purchase Order Header. Purchase Orders can be deleted entirely if these conditions exist:

- The Purchase Order is not on Hold.
- The Purchase Order has never been successfully budget checked.
- The Purchase Order has never been Dispatched.
- The Purchase Order is not a Blanket Purchase Order.
- The Purchase Order is not a Recurring Purchase Order Voucher.
- No distribution lines on the Purchase Order are sourced from a Requisition.
- Purchase Order deletion is allowed within the Business Unit on the Purchasing Business Unit Options page.
- You are authorized to delete Purchase Orders on the User Preferences – Procurement: Purchase Order Authorizations page.
- You are authorized to delete Purchase Order for the Buyer on the User Preferences – Procurement: Purchase Order Authorizations page.

Topic Objectives:

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

- Identify the stage at which Purchase Order lines cannot be deleted.
- Identify the conditions that must exist in order to delete a Purchase Order entirely.

Business Process Document

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Line(s)

- Delete a Purchase Order line.
- Delete a Purchase Order.

Assumptions

Dependencies/Constraints

Additional Information

Procedure

In this topic, you will first delete a line from a Purchase Order, and then delete the entire PO. The Purchase Order has two lines - one for a desk and one for a chair. You will first delete the line for the chair, and then delete the entire order.

Step
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Step
14.
15.