ENTERPRISE SERVER

IES Purchasing: Cancel a Purchase Order

Purpose

The purpose of this Document is to explain how to cancel a Purchase Order.
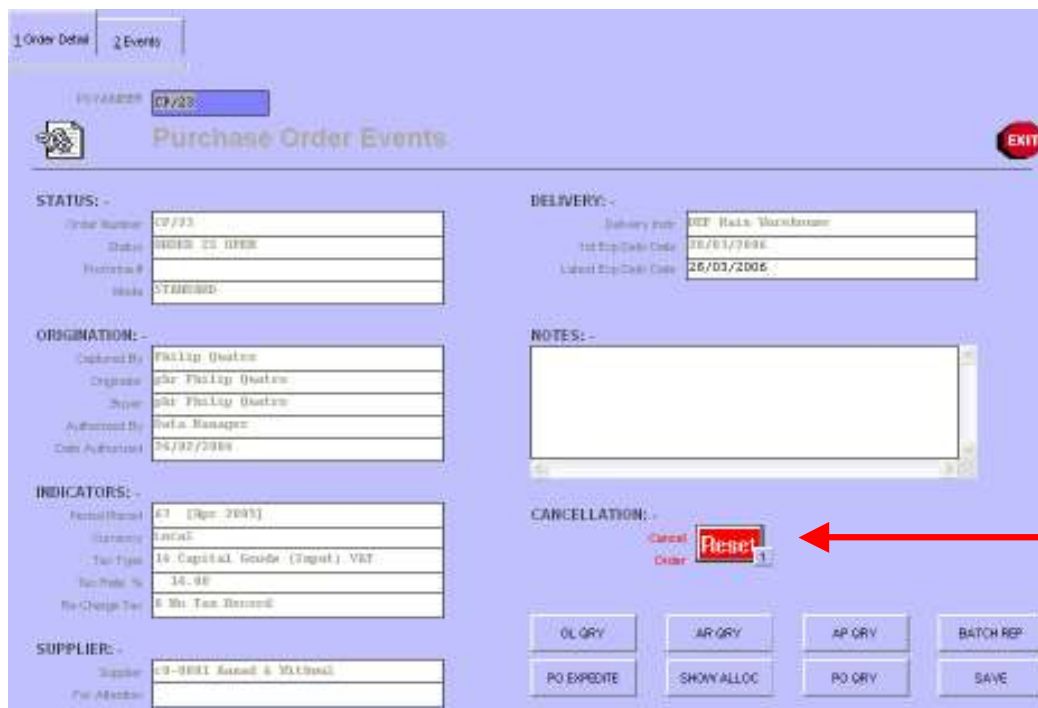
Introduction

A Purchase Order can still be cancelled after Authorization, and even after Goods Receiving, Invoicing or other actions have been performed on it.

Reasons for the cancellation of a Purchase Order may include

- o A decision no to go ahead with the Order, even though Authorized
- o Correction of incorrect processing (Tax is wrong, Supplier is wrong, etc.)

and other reasons.

How to cancel the Purchase Order

On Purchase Order screens where the RESET button is displayed (i.e. on the "Order Detail" page), the entire Purchase Order can be cancelled by choosing this option. Irrespective of the number of Transactions already processed on the Order, all will be automatically REVERSED and the Order cancelled.

Order Cancellation is an irreversible process. After cancellation, no further actions can be processed on the prior Items on the Order! (Hint: With the necessary

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access though, the Order could potentially be re-opened again and Supplements processed on it.)

The Order RESET option is powerful, and most useful in the correction of entire Orders that should not have been processed (i.e. incorrectly processed). For this very reason, Users need the specific privilege listed on their PO Profiles before being allowed to use this option.

When the RESET option is used, the system will respond as follows: -

If CANCEL ORDER is selected, then the Order is cancelled and reversed (existing Transactions on the Order), and Transaction reversal is performed in the current active Financial Period. **Please note that the User has no option to specify the reversal Period.**

Other Options to Cancel an Order

The RESET option is not present on MOD Orders, and some Users will not have access to the RESET option anyway. So how else can an Order be cancelled?

Any Order can effectively be cancelled by cancelling each Line Item on the Order. Please see the Document describing Line Item Cancellations.

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