



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

Deleting vs Canceling a Purchase Order

Note: This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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Deleting vs Canceling a Purchase Order

Overview

A **Deleted** a purchase order (PO) and a **Canceled** a purchase order (PO) are not the same thing:

- **Delete** makes the PO (or individual PO line) disappear — as if it never happened.
- **Cancel** only changes the *status* of the PO to *Canceled* — but the PO (or individual PO line) still exist.

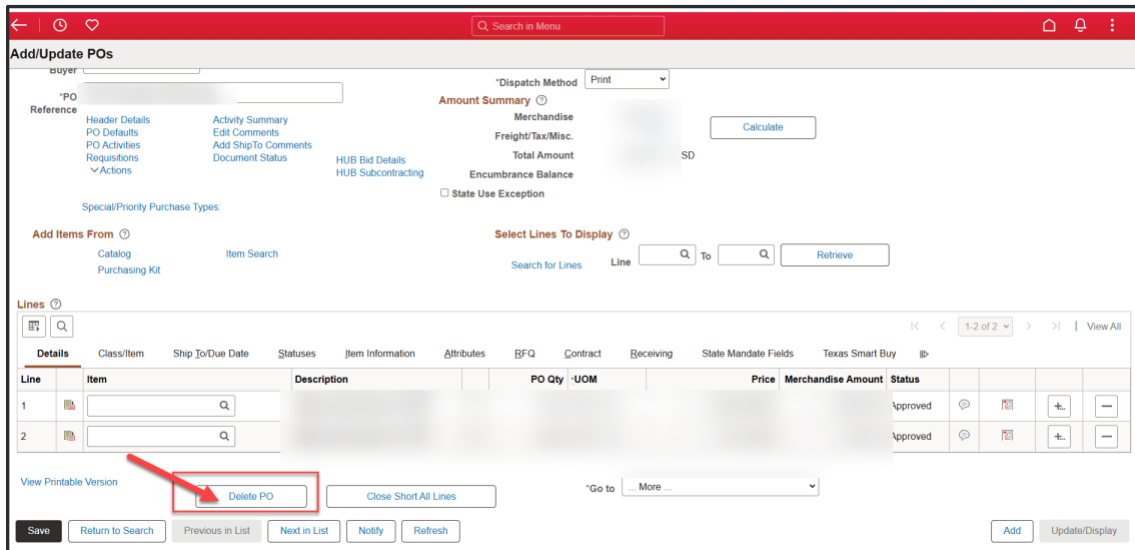
Deleting a Purchase Order

Navigation

NavBar: Financials; Purchasing; Purchase Orders; Add/Update POs

If the PO never passed a *Budget Check*:

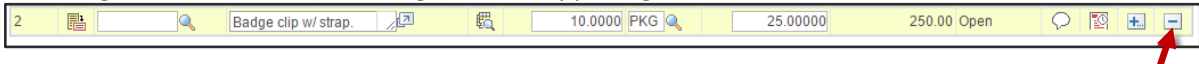
1. Select **Delete PO** at the bottom of the PO.



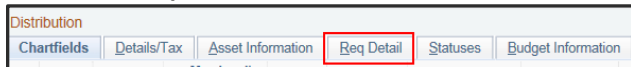
2. Select **Yes** to confirm the delete warning message.
The PO disappears and the requisition lines used to source to the PO become available to source again.

If the PO was ever *Dispatched*, before you delete a PO line, you must clear (remove) the requisition line:

1. Selecting the **Delete** icon (minus sign) on the upper-right corner of the PO line.



2. Select the **Schedule** button on the upper-right area of the PO Line.
3. Select the **Distribution** line on the upper-right area of the Schedule.
4. Select the **Req Detail** tab.



5. Select the eraser icon.
6. Select **OK** to confirm the deletion of the PO line.
The PO line is deleted.

Canceling a Purchase Order

Navigation

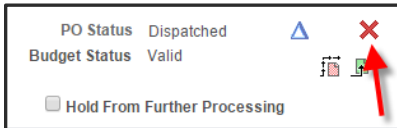
NavBar: Financials; Purchasing; Purchase Orders; Add/Update POs

If the purchase order (PO) ever passed a budget check successfully (but now the PO is not needed), it must be **anceled**, rather than **deleted** —because the budget transactions were processed, which now need to be reversed.

A budget check **must** always be run after canceling a PO in order to return funds to the budget or to the requisition(s).

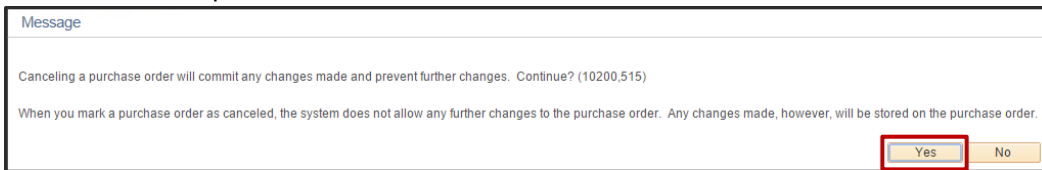
To cancel a PO:

1. Select the **X** icon (to cancel PO) to the right of the PO STATUS.



A pop-up confirmation message displays.

2. Select **Yes** to complete the cancellation.



3. Answer the following question related to the cancellation of the purchase order.

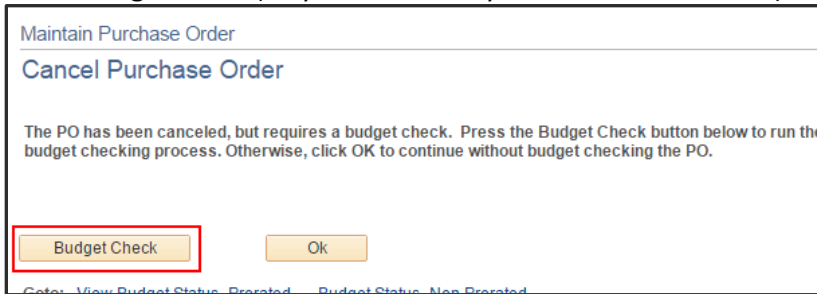
Would you like to open the requisition quantity(ies) to be sourced again?

- Select **Yes, Re-Source all Reqs** if:
 - Any of the requisition lines need to re-sourced
 - or—
 - Any of the requisition lines are not fully liquidated or finalized
- Select **No, Do Not Re-Source Reqs** if you are sure that:
 - None of the requisition lines will be needed again
 - and—
 - Every requisition line is fully liquidated or finalized



4. Select **Continue**.

5. Select **Budget Check** (only available if any funds are encumbered).



Important: This is the **one and only opportunity** to run the budget check for this cancellation.

6. View the PO by navigating to:

Purchasing; Purchase Order (tile); **Purchase Order Inquiry** (page)

Note: The PO is no longer viewable in the **Add/Update POs** page.

If the PO was ever Dispatched **before** it was canceled, it has a PO STATUS of *Pending Cancel*. This is expected. The funds can still be liquidated (the remaining encumbrance is released from the PO).

However, if it's necessary to change the status from *Pending Cancel* to *Cancel*, do so by re-dispatching the PO from the **Dispatch PO** page.

For more information or step-by-step instructions, see the *Pending Cancel Status on Purchase Orders*.

Canceling a Purchase Order Line

Navigation

NavBar: Financials; Purchasing; Purchase Orders; Add/Update POs

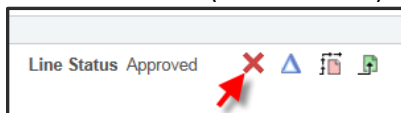
If the PO ever passed a budget check successfully but a particular PO Line is not needed, it must be **canceled** rather than **deleted**.

To cancel a PO, from the **Line Details** page:

1. Select the **Line Details** button, to the left of the desired PO Line.

Line	Item	Description	PO Qty	UOM	Price	Merchandise Amount	Status
1		Badge clip w/ strap.	10.0000	PKG	25.00000	250.00	Approved
2		Business cards for	1.0000	BOX	21.03000	21.03	Approved

2. Select the **X** icon (to cancel line).



3. Confirm that you want to res-source the associated requisition(s).
4. Run a **Budget Check** on the PO again to liquidate the encumbrance from the cancelled PO line.

Revision History

Date	Description of Change	Changed By
Jan. 10, 2025	Initial release.	J. Goodman