



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

## CAPPS Desk Aid

# Dispatching Purchase Orders in “Pending Cancel” Status

**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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# Dispatching Purchase Orders in “Pending Cancel” Status

## Why is a PO in *Pending Cancel* Status

When you cancel a purchase order (PO) that was dispatched, the status becomes *Pending Cancel*.

The screenshot shows the 'Purchase Order Inquiry' form. The 'PO Status' field is highlighted with a red box and contains the text 'Pend Cncl'. Other fields include 'Business Unit' (00), 'PO ID' (16-1154), 'Change Order' (1), 'TxSmartBuy PO ID', and 'Budget Status' (Valid).

Rerun the dispatch process to change the status from *Pending Cncl* to *Canceled*.

## Why does a PO need to be dispatched if it was canceled?

The system assumes that if a PO was ever dispatched, the supplier **may** have received it and the supplier needs to be informed that the PO was canceled.

## Locating POs with a *Pending Cancel* Status

### Navigation

**Dashboard:** Purchasing; **Tile:** Purchase Order

Use the **Purchase Order Inquiry** page and search *by status* to locate POs that have a *Pending Cancel* status:

1. Choose **Pending Cancel** in drop-down menu for the PO STATUS.

The screenshot shows the Oracle 'Purchase Order Inquiry' search criteria form. The 'PO Status' field is highlighted with a red box and set to 'Pending Cancel'. Other fields include 'Business Unit' (00), 'PO ID', 'Contract SetID', 'Contract ID', 'Purchase Order Date', 'Short Supplier Name', 'Supplier ID', 'Supplier Name', 'Buyer', 'Buyer Name', and 'TxSmartBuy PO ID'. The 'Search' button is also highlighted with a red box.

2. Select **Search**.  
A list of POs are displayed for review.

## Dispatching POs in *Pending Cancel* Status

If a PO is canceled (and viewable in inquiry mode only), the PO cannot be dispatched by selecting the dispatch button on the PO. You can run the dispatch using either the:

- PO Menu
- or–
- Buyer’s Workbench

### Dispatch a PO Using the PO Menu

The first time using the PO menu option, users need to add a RUN CONTROL ID.

- Use any desired name
- No spaces allowed
- Underscore(\_) is allowed between words

For all subsequent uses, users can search for the existing (established) RUN CONTROL ID. Narrow the search for an existing RUN CONTROL ID by entering a character or two of the name.

### Navigation

**Dashboard:** Purchasing; **Tile:** Buyer WorkCenter

From the *Reports/Processes* tab:

1. Select the **Dispatch POs** page.
2. Enter the PO ID field in *Report Request Parameters* section.

3. Select **Run**.

**Note:** If the PO ID field turns red and displays a message that the PO ID is not a valid value, don't worry yet. This is often just a glitch on this page. If the glitch occurs, clear the message, then use the *Select Purchase Order* hyperlink to search for the PO and then continue with the **Run**.

4. Select **OK** on the *Process Scheduler Request* page.

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	PO BI Publisher Dispatch	POXMLP	PSJob	(None)	(None)

**Note:** After the run, ensure the dispatch process runs successfully by going to the *Process Monitor* page and select the **Go back to Dispatch Purchase Orders** hyperlink. Use the **Report Manager** to see the PDF version of the Canceled/Dispatched PO (the PDF shows the lines as canceled). This PDF can also be sent to the supplier. There is also a link to the PDF from the *Administration* page.

## Dispatch a PO Using Buyer's Workbench

The first time you use Buyer's Workbench, you need to set-up your own WORKBENCH ID.

- Use any desired name
- No spaces allowed
- Underscore(\_) is allowed between words

For all subsequent uses, users can search for the existing (established) WORKBENCH ID. Narrow the search for an existing WORKBENCH ID by entering a character or two of the name.

### Navigation

**Dashboard:** Purchasing, **Tile:** Buyer WorkCenter

From the *Buyer's Workbench* page:

1. Select the desired Workbench ID name in *Search Results* section to load the page.

**Buyer's WorkBench**  
Enter any information you have and click Search. Leave fields blank!

Find an Existing Value Add a New Value

Search Criteria

Business Unit: = 00

WorkBench ID: begins with A

Description: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1 of 1 Last

Business Unit	WorkBench ID	Description
00	ANY_NAME	any text including spaces here

The *Filter Options* page displays for the entry of the desired search criteria.

2. Enter a PO number in PURCHASE ORDER field.

**Buyer's WorkBench**  
**Filter Options**

Business Unit 00 WorkBench ID ANY\_NAME

Description any text including spaces here

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Purchase Order 16-1148 To 16-1148

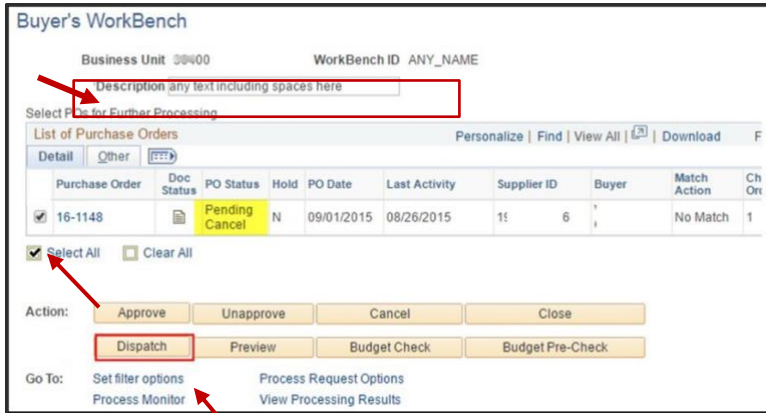
PO Date To

Activity Date To

If the PO number is known, no additional fields need to be populated.

3. Select **Search**.

- Enter a DESCRIPTION (spaces are allowed).  
This field is required on the first use of the WORKBENCH ID.

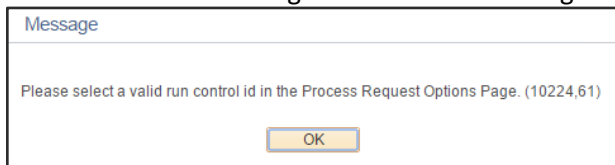


- Select the checkbox to the left of the desired purchase order ID.
- Select the **Dispatch** ACTION.

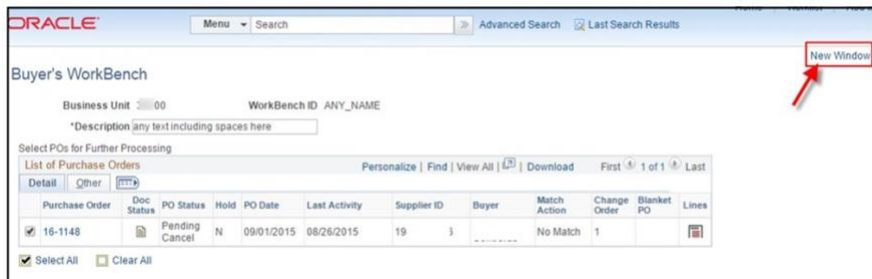
### Clearing Dispatch Error

The first time you attempt to dispatch from Buyer's Workbench using the previously set up RUN CONTROL ID (WORKBENCH ID), you may get a message warning you to select a valid RUN CONTROL ID in the *Process Request Options* page.

- Select **OK** to acknowledge and clear the message.



- Select **New Window**.

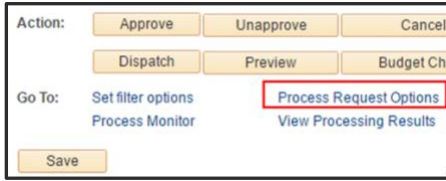


- Select **Dispatch POs** page.
- Choose the **Find an Existing Value** tab.
- Select **Search**.

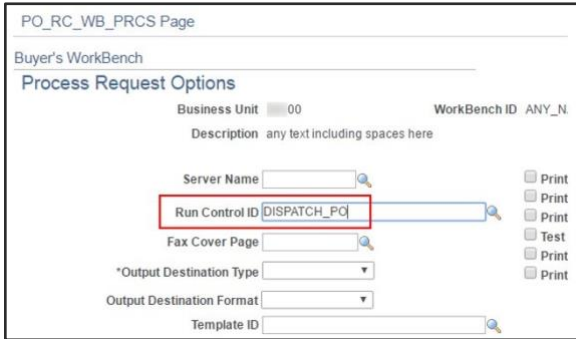
Make a note the RUN CONTROL ID value that was used to dispatch POs, but **DO NOT** select it. You may close this page and return to the *Buyer's Workbench* page.



6. Select **Process Request Options**.



7. Enter the RUN CONTROL ID you noted in step 5 (be exact, do not add spaces). You may need to clear an existing value.



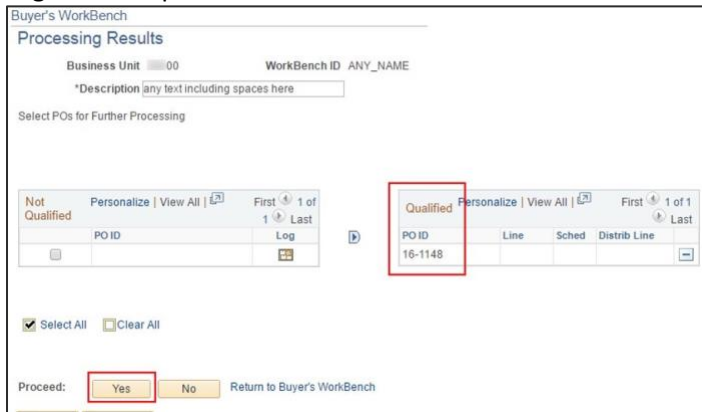
8. Select **OK**.

9. Select the **Dispatch** ACTION again.

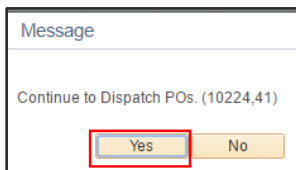
10. Select **Yes** to proceed if the PO ID appears on the right side under *Qualified*.

–OR–

Select **Log** if the PO ID appears on the left side under *Not Qualified* to see the reason the PO is not eligible to dispatch.



11. Select **Yes** to continue.



**Note:**  
 If the PO status on Buyer's Workbench still displays *Pending Cancel* after the dispatch ran successfully, no worries, the page has not refreshed. Verify that the status has changed from *Pending Cancel* to *Canceled* on the *Purchase Order Inquiry* page.  
 You can print the PDF from the Report Manager's *Administration* tab.

## Revision History

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