



QUICK TIPS

Cancel a Purchase Order (Before & After Budget Checked)

Cancel a Purchase Order has NOT been Budget Checked (Sourced from a Requisition):

Step	Process	Comments
1	Validate the Budget Checking Status	Budget Checking Status is "Not Checked"
2	Document reason for canceling purchase order in the Header Comments	Use the following format: Date, what is the change, name of person doing the change
3	Save	
4	Click on the Cancel PO icon.	This is the red "X" icon on the Form page in the upper right hand corner.
5	Message will appear, click yes to cancel.	After you click ok, you will be returned to the PO Form page.
6	Save	After you click save, the requisition navigation page will appear.

Cancel a Purchase Order that HAS been Budget Checked (Sourced from a Requisition)

Step	Process	Comments
1	Validate the Budget Checking Status	Budget Checking Status is "Valid".
2	Click on the Cancel PO icon	This is the red "X" icon on the Form page in the upper right hand corner.
3	Respond to Requisition Sourcing Question	System will ask if you want to re-source the requisition, answer yes or no. If Yes, the requisition will be available for a new PO. If No, then the requisition will be considered complete and will not be available to source to another purchase order.
4	Re run the budget checking process	This will release the encumbered funds.
5	Reconcile the Requisition	This will release the pre-encumbered funds.

Processing Tips

- A. The requisition that was sourced to the cancelled purchase order will now be available to source to another purchase order.
- B. If the canceled purchase order is for a release you will receive a second message regarding the release of the open quantity ordered. When clicking on "Yes" it will put the quantity back on the contract.

**If a discrepancy is found in the above information, email
Laura.Lovell@core.state.ok.us with the details.**

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