

## IES Purchasing: Cancel PO Line Items

### Purpose

The purpose of this Document is to explain how Line Items may be cancelled on a Purchase Order.

### Introduction

There are times when 1 or more Line Items (i.e. Ordered Items) on a Purchase Order have to be deleted, due to the Supplier being unable to supply the Item(s) or for some other reason of no longer requiring the Items to be supplied.

In this Document we explain how PO Line Items may be cancelled. It should be noted that this action updates the Purchase Order in the system, but does not generate any other response to the Supplier as such.

### Canceling a Line Item

Order Line Items can only be cancelled 1 by 1, and only when an Item is in the "On Order" section of the Order. If an Item is already Invoiced, then a Credit Note must be performed, followed by a Goods Return action, which will 'return' the Item to 'On Order' status. If the Item is Received but not Invoiced, then a Goods Return action will return the Item to 'On Order' status.

To cancel a Line Item, choose "GRV/Price Adj/Cancel" and then choose "Item Cancellation"

>>> On Order	Code	Description	Unit	Price	Quantity	Actual
1	3008432	OLYMPUS CAMERA	ea	10.00	3.00	30.00
2	0205290	CANON PR-60E/60	ea	35.00	1.00	35.00

ON ORDER

GRV/Price Adj/Cancel

SINGLE SELECT: Please Select -

Select just 1 ...

- Item Full Delivery
- Item Short Delivery
- Item Surplus Delivery
- Item Price Adjustment
- Item Cancellation
- Auto Grv All Order Items

Return

Cancel All Show Full Line Cancel OK

>>> Received	Code	Description
1	0241640	MCROM 70-300MM

Items that are not "On Order" any longer cannot be cancelled until they are returned to "On Order" status

>>> Invoiced	Code	Description
1	0150019	

INVOICED

Credit Notes

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The system will offer the list of Items available for cancellation, and only 1 Item can be selected at a time.

**SINGLE SELECT: please select now -**

**select 1 Item, please**

1	3008412	c/1	OLYMPUS CAMEDIA MASTER PRO 4.2
2	0205290	c/2	CANON RS-60E/60E3 REMOTE CONTR

Select ALL Show Full Line Cancel OK

**Cancel Order Item [3] (ENG)**

When the system opens the Item confirmation screen, just choose "Process" to effect cancellation ...

Action	Item Cancellation	
Trans Date	26/02/2006	
Batch		
Order Number	CP/23	
Order Item	3008412	
Item Code	c/1	
Description	OLYMPUS CAMEDIA MASTER PRO 4.2	
Unit	ea	
Price	10.00	
Quantity	3.00	

	Actual	Currency
1	30.00	Local

Store	Main Store
Period	67 [Apr 2005]

Quit Process

Note (1): To cancel only part of the Item, e.g. as in Ordering a Quantity of 10, of which 5 needs to be cancelled, just "receive" a Quantity of 5, then cancel the remaining Quantity.

Note (2): If all Items on a PO are cancelled, then effectively the PO itself is cancelled.

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