

**QUICK REFERENCE GUIDE**

*Verify Finalization Status and Re-Sourcing Options  
before Cancelling a PO Referencing a Requisition*

December 5, 2015

**Process Steps**

Issues have occurred when Purchase Orders created from Strategic Sourcing Events and ePro Requisitions have been cancelled. If there has not been any activity against the purchase order(s), they can be cancelled, **but before canceling**, the user must determine:

1. if the associated requisition has been liquidated (a pre-encumbrance balance of \$0.00) and
2. if the Strategic Sourcing Event should be re-awarded, and
3. if the ePro Requisition will be re-sourced after the PO is cancelled.

If the Purchase Order has been “Finalized”, in order to release the pre-encumbrance, the “Finalize” should be reversed before cancelling the PO. Reversing the “Finalize” on the PO will put the pre-encumbrance back on the Requisition and allow the documents to be re-sourced.

**Note:** If there has been any activity against the PO (Receipt or Voucher), the PO cannot be cancelled. Contact the SWIFT Helpdesk for assistance.

To find out if the requisition has been liquidated, look at the *Commitment Control Close Flag* on the *Requisition Schedule and Distribution* page under **Manage Requisitions**. If the *Commitment Control Close Flag* box is checked, the requisition has been finalized, the balance fields should be \$0.00 when the box is checked. The example below has not been finalized.

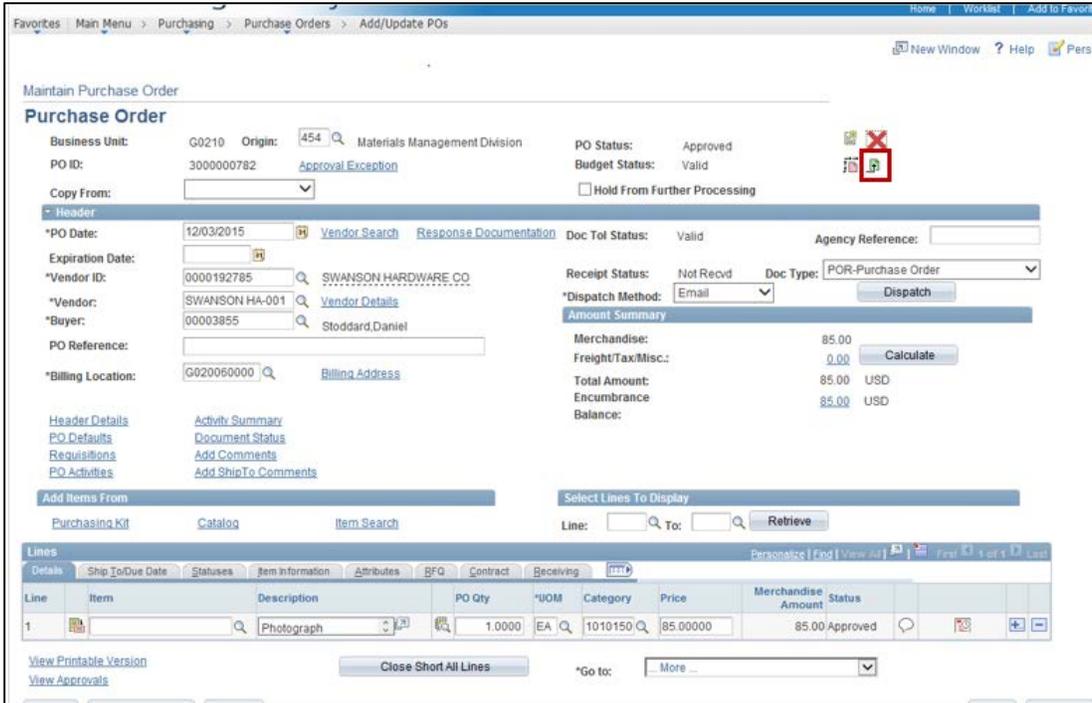
Distribution					
Dist #	Pre-Encumbrance Balance	Currency	Pre-Encumbered Base Balance	Base Currency	Commitment Control Close Flag
1	12,027.290	USD	12,027.29	USD	<input type="checkbox"/>

**Step 1: If applicable, complete the following steps to reverse the Finalize**

Begin by navigating to the *Add/Update PO* page for the PO.

1. **Navigate Links:** Purchasing, Purchase Orders, Add/Update POs.
2. Search for and select the PO. The *Maintain Purchase Order* page displays.

3. Select the **Undo Finalize** (  ) button.



**Maintain Purchase Order**

**Purchase Order**

Business Unit: G0210 Origin: 454 Materials Management Division PO Status: Approved  
 PO ID: 300000782 Approval Exception Budget Status: Valid  
 Copy From: [Dropdown] Hold From Further Processing

**Header**

\*PO Date: 12/03/2015 Vendor Search Response Documentation Doc Tot Status: Valid Agency Reference:  
 Expiration Date: [Dropdown]  
 \*Vendor ID: 0000192785 SWANSON HARDWARE CO Receipt Status: Not Recvd Doc Type: POR-Purchase Order  
 \*Vendor: SWANSON HA-001 Vendor Details \*Dispatch Method: Email Dispatch  
 \*Buyer: 00003855 Stoddard, Daniel  
 PO Reference: [Text Field]  
 \*Billing Location: G020050000 Billing Address

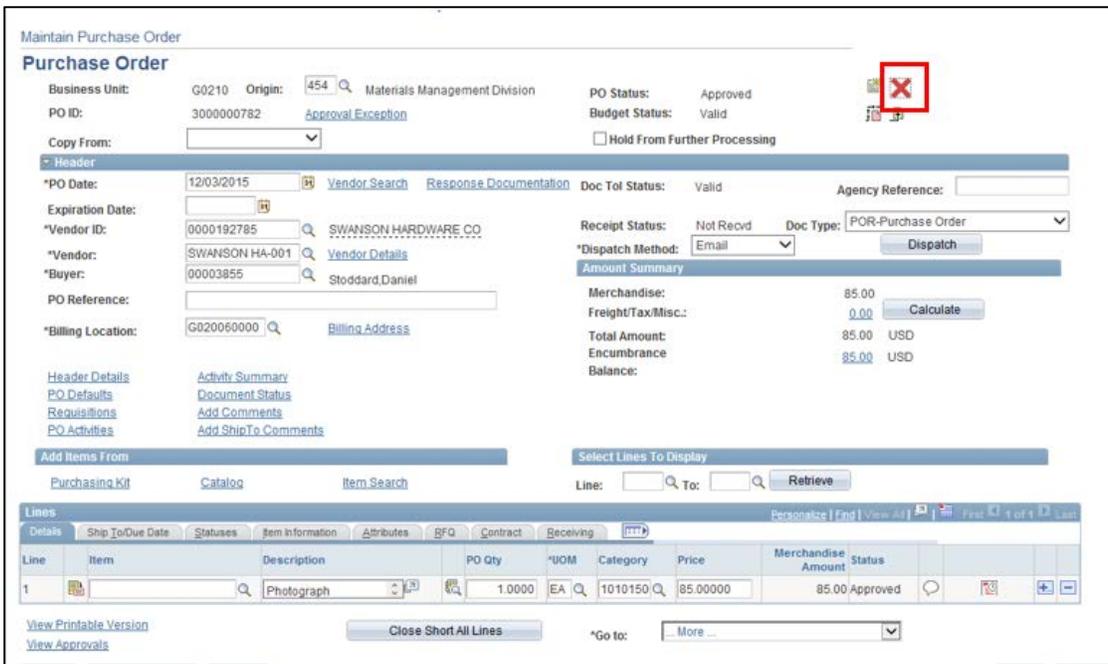
**Amount Summary**

Merchandise:	85.00
Freight/Tax/Misc.:	0.00 Calculate
Total Amount:	85.00 USD
Encumbrance:	85.00 USD
Balance:	

**Lines**

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1		Photograph	1.0000	EA	1010150	85.00000	85.00	Approved

4. Click "Yes" in the message that displays. The *Budget Status* will be updated to "Not Checked".
5. Budget check the PO.
6. Click the *Red X* to Cancel the PO.



**Maintain Purchase Order**

**Purchase Order**

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**Lines**

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1		Photograph	1.0000	EA	1010150	85.00000	85.00	Approved

**Note:** If there has been any activity against the PO (Receipt or Voucher), the PO cannot be cancelled. Contact the SWIFT Helpdesk for assistance.

7. If the Purchase Order is associated with a Requisition (or Event that is based on a Requisition), the following message will display and the selected option will determine how the system will handle the Requisition quantities:

**Option 1:** The defaulted value is “No, Do Not Re-Source Reqs”. This option will:

- Keep the Strategic Sourcing Event at a status of Awarded and the event cannot be reused.
- The ePro Requisition status shows PO(s) Canceled and cannot be used again.
- The pre-encumbrance balance on the Requisition cannot be liquidated.
- End users cannot release the pre-encumbered funds to be reused without assistance from SWIFT staff.

Maintain Purchase Order

### Cancel Purchase Order

Business Unit: G0210      PO ID: 3000000782      Vendor: SWANSON HA-001

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

Yes, Re-Source all Reqs

No, Do Not Re-Source Reqs

Specify Reqs to Re-source

Continue

Save    Return to Search    Notify    Add    Update/Display

**Option 2:** If the value is changed to Yes, Re-Source all Reqs, this option will:

- Set the Strategic Sourcing Event status back Pending Award.
- Events in Pending Award status can either be awarded to another vendor or cancelled.
- The Requisition pre-encumbrance balance is restored to the original amount.
- If the Strategic Sourcing Event is cancelled, the Requisition can also be cancelled to release the pre-encumbered funds.

Maintain Purchase Order

### Cancel Purchase Order

Business Unit: G0210      PO ID: 3000000783      Vendor: SAVOIE SUP-001

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

Yes, Re-Source all Reqs

No, Do Not Re-Source Reqs

Specify Reqs to Re-source

Continue

Save    Return to Search    Notify    Add    Update/Display

**Option 3:** If the value is changed to Specify Reqs to Resource, this option will (use this option when multiple Requisitions were used on the PO and not all of them should be re-sourced):

- Allow for selection of specific requisition that should be re-sourced.
- Same options as the Yes, Re-Source all Reqs option.

8. After selecting the appropriate option, click on the **Continue** button. You will receive the below message indicating that the cancelation was successful.

Maintain Purchase Order

### Cancel Purchase Order

The purchase order cancelation was successful.

Ok

Save    Return to Search    Previous in List    Next in List    Notify    Add    Update/Display

**Note:** when cancelling a Purchase Order sourced from a Strategic Sourcing Event that **does not** use an ePro Requisition, the system will not prompt for the option to re-source Requisitions since there is no Requisition associated with the Event/PO.

Cancelling the PO updates the *Status* on the Strategic Sourcing Event from “Awarded” to “Pending Award”, so the event can either be awarded again or be cancelled.