

## Cancel Line on Punchout Purchase Order (CTP) and Requisition (CTR)

If you cancel a line on a punchout purchase order (CTP), you must also cancel the associated line on the requisition (CTR). During the cancellation of the purchase order line, you need to re-source the line back to the requisition. Then, you must cancel the requisition line to release the pre-encumbrance balance back into the budget.

- You can cancel a purchase order line associated with a requisition line if there has been no activity against the purchase order line, such as a receipt or voucher.
- If you do not cancel the requisition line, it will be picked up in the next batch run. SWIFT will create a new punchout purchase order that is tied to the requisition line.
- If you cancel a purchase order line and do not re-source the requisition, the funds will be released back to the budget.

This guide explains how to cancel a line on both a punchout purchase order (CTP) and requisition (CTR).

### Step 1: Open the purchase order and verify that the line can be cancelled

1. Navigate to the **Purchase Order** page.

Navigation Options	Navigation Path
Navigation Collection	Procurement, Purchasing, Purchase Order. The Purchase Order page defaults.

2. On the Purchase Order page, select the **Find an Existing Value** button.
3. SWIFT displays the Existing Value page.
  - a. The Business Unit field defaults with your agency number.
  - b. In the PO ID field, enter the purchase order identification number.
  - c. You can also search for the purchase order by using the other search criteria fields.
  - d. Select the **Search** button.
  - e. Select the **PO ID** from the Search Results below.
4. SWIFT displays the Purchase Order page. To verify if the purchase order line can be cancelled, make sure the following fields have these values:

# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- The PO Status field must say either “Approved” or “Dispatched.”
- The Budget Status must say “Valid.”
- The Receipt Status must say “Not Recvd,” or partially received.

**Purchase Order**

Business Unit G1001    Origin 510    Budget Services

PO ID 3000008003    Approval Exception

Copy From

▼ Header ?

\*PO Date 12/07/2023    Response Documentation    Doc Tol Status Valid

Expiration Date     Supplier Search    Backorder Status Not Backordered

\*Supplier INNOVATIVE-026    Supplier Details

\*Supplier ID 0000295401    INNOVATIVE OFFICE SOLUTIONS LLC    Receipt Status Not Recvd

01141983    Priority Medium

Hold From Further Processing

5. Scroll down to the Lines section, select the **Statuses** tab. Find the line on the purchase order that you need to cancel. The Status should be “Approved.”

**Lines** ?

Details    Ship To/Due Date    **Statuses**    Item Information    Attributes    RFQ    Contract    Receiving

Line	Item	Description	Status
1		KEYBOARD,MOUSE,SLIM,BK	Approved

## Step 2: Cancel the purchase order line and re-source the requisition line

1. To cancel the purchase order line, select the **Cancel Line** icon on the far right of the line. It is a red X.

**Lines** ?

Details    Ship To/Due Date    **Statuses**    Item Information    Attributes    RFQ    Contract    Receiving

Line	Item	Description	Status	Backorder Status	
1		KEYBOARD,MOUSE,SLIM,BK	Approved	Not Backordered	

2. SWIFT displays a warning message. Select **Yes**.

This action will cancel line 1 for this purchase order. Continue? (10200,229)

The action that you are taking will cancel this line for this Purchase Order. If you do not want to cancel this line, then you cannot perform the action at this time.

3. SWIFT displays a resource requisition message. Select **Yes**.

There are associated requisitions, open all requisitions for re-sourcing? (10200,390)

If the response is 'No' you will be asked if you want to open requisition quantity for every line canceled. If the response is 'Yes' you will not be asked again if you want to open requisition quantity for every line canceled.

4. SWIFT displays a message about opening the requisition quantity. Select **Yes**.

Open requisition quantity for req 1000000185 line 1 sched 1 dist 1? (10200,372)

Opening the requisition quantity will allow the requisition distribution to be referenced on a future contract release.

The purchase order sources from contract. When you cancel, you can opt to open the contract quantity that original requisition can be referenced again.

5. The purchase order line says “Canceled” in the Statuses tab.

Lines ?

[Details](#)
[Ship To/Due Date](#)
[Statuses](#)
[Item Information](#)
[Attributes](#)
[RFQ](#)
[Contract](#)
[Receiving](#)

Line	Item	Description	Status
1		KEYBOARD,MOUSE,SLIM,BK	Canceled

6. Budget check the purchase order.

- a. Review the header of the purchase order. PO Status is “Dispatched.” The Budget Status is now “Not Chk’d.”
- b. You need to complete a budget check. Select the **Budget Check** icon.

**Purchase Order**

Business Unit G1001    Origin 510    Budget Services

PO ID 3000008003    Approval Exception

PO Status Dispatched

Budget Status Not Chk'd

- c. After the budget check runs, the PO Status is “Approved.” The Budget Status is “Valid.” The Dispatch Method is “Phone.”

7. Next, you will need to dispatch the purchase order. Select the **Dispatch** button.

**Purchase Order**

Business Unit G1001    Origin 510    Budget Services

PO ID 3000008003    Approval Exception

Change Order 1

Copy From [Dropdown]

**Header**

\*PO Date 12/07/2023    Response Documentation    Doc Tol Status Valid

Expiration Date [Field]    Supplier Search    Backorder Status Not Backordered    Create BackOrder

\*Supplier INNOVATIVE-028    Supplier Details

\*Supplier ID 0000285401    INNOVATIVE OFFICE SOLUTIONS LLC    Receipt Status Not Recvd Medium

\*Buyer [Field]    Priority [Dropdown]    Dispatch Method Phone

**Budget Status Valid**

**Dispatch**

8. SWIFT displays the Dispatch Options window. Select **OK**.

**Dispatch Options**

Use One Ship To    Ship To G104THFL00

**Dispatch Options**

Fax Cover Page [Field]     Test Dispatch

Server Name [Field]     Print Terms and Conditions

\*Output Destination Type WEB [Dropdown]     Print Duplicate on PO

Output Destination Format PDF [Dropdown]     Print Changes Only

Template ID [Field]     Print PO Item Description

Print Copy

Print Closed Line Amount

**OK**    Cancel    Refresh

9. SWIFT displays a message asking if you would like to wait for confirmation that the PO Dispatch process has completed. Always select **Yes** during this step to confirm that the PO Dispatch process is completed.

Would you like to wait for confirmation that the PO Dispatch process has completed? (10208,44)

Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated PO. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has completed before accessing the PO being dispatched.

**Yes**    No

10. SWIFT updates the header of the purchase order. The PO Status is "Dispatched." The Budget Status is "Valid."

**Purchase Order**

Business Unit G1001    Origin 510    Budget Services

PO ID 3000008003    Approval Exception

**PO Status Dispatched**

**Budget Status Valid**

**You have successfully canceled the line on the punchout purchase order (CTP).**

### Step 3: Open the requisition line to cancel and cancel it

1. Navigate to the **Manage Requisitions** page.

Navigation Option	Navigation Path
Navigation Collection	Procurement, EProcurement, Manage Requisitions.

2. SWIFT displays the Manage Requisitions page. It includes a list of your current requisitions.
  - a. If the requisition name appears on the table, select the **Related Actions** icon. It looks like a circle with an arrow in it.
  - b. If the requisition does not appear in this list, select the **Filter By** icon. Update any filters such a Requisition ID. Select the Filter button at the top of the page. SWIFT updates the list.
  - c. Look for the requisition related to the canceled purchase order. Its Request State is “Partially Dispatched.”

Manage Requisitions								
Welcome to the Administrative Portal, <a href="#">Sign Out</a>								
Action	Requisition Name	Business Unit/Requisition ID	Origin	Requisition Date	Requester	Request State	Budget Status	Total Amount
	1000000185	G1001/1000000185	510	12/07/2023	00247343	Partially Dispatched	Valid	231.04 USD

3. To open the lines, select the **Requisition ID** in the Requisition Name field.
4. SWIFT opens the Details page. On the **Requisition Lines** section, look for the line you wish to cancel. Select the **Cancel Line** button on the far right of the line.

Lines								
Item Image	Description	Item ID	Ship To	Line State	Quantity	UOM	Price	Total Amount
	Line 1 - KEYBOARD,MOUSE,SLIM,BK	G104THFL00	Approved	9	EACH	7.82	70.38 USD	<a href="#">Cancel Line</a>

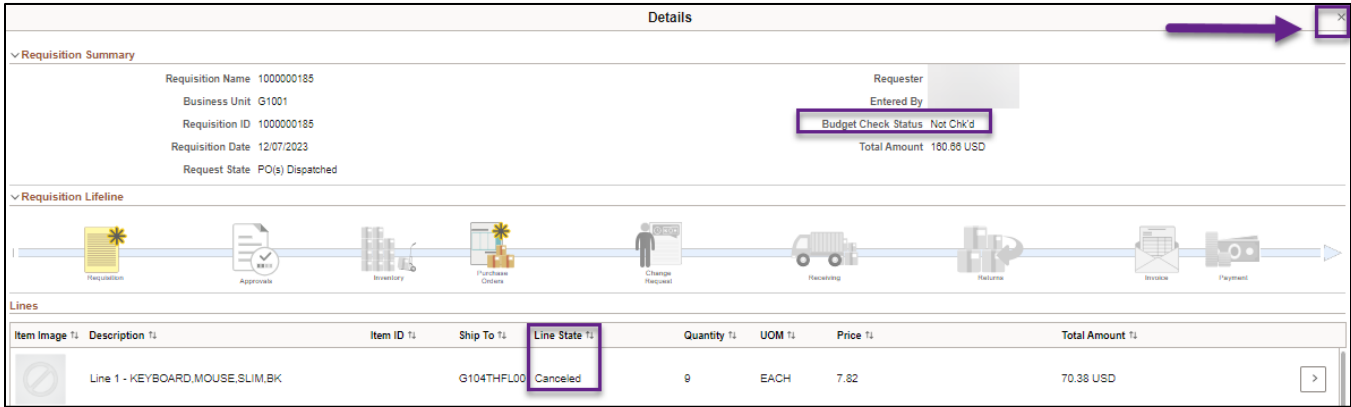
5. SWIFT displays a message asking if you want to cancel the requisition line. Select **Yes**.

Are you sure you want to cancel requisition 1000000185 line 1?

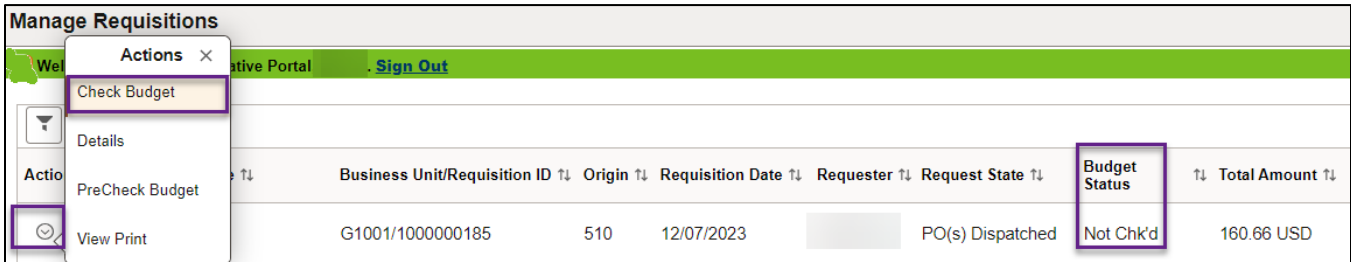
6. SWIFT displays another message telling you the line is canceled. Select **OK**.

Line canceled.

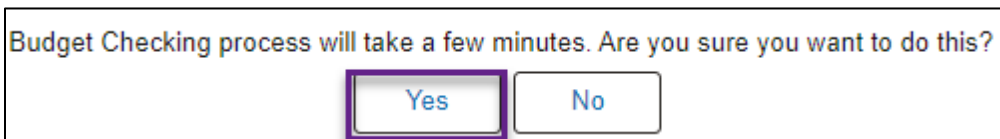
- The Line State field on the line is now “Canceled.” The Budget Check Status on the header is “Not Chk’d.” Return to the Manage Requisitions page to budget check the requisition. At the top right of the Details page, select the Close icon. It is a black X.



- SWIFT returns you to the Manage Requisitions page. Budget check the requisition. The Budget Status on the updated requisition is “Not Chk’d” or unchecked.
  - Open the **Related Actions** icon on the left side of the requisition. It is a green circle with an arrow in it.
  - SWIFT opens the Actions menu. Select the **Check Budget** option.



- SWIFT displays a message about wanting to run Budget Checking. Select **Yes**.



- SWIFT runs the Budget Checking process. When it is done, it returns you to the Manage Requisitions page. The Budget Status is now “Valid.”

Action	Requisition Name	Business Unit/Requisition ID	Origin	Requisition Date	Requester	Request State	Budget Status
	1000000185	G1001/1000000185	510	12/07/2023	00247343	PO(s) Dispatched	Valid

**You have successfully canceled a Line on Punchout Purchase Order (CTP) and Requisition (CTR).**