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, the requisition line will need to be re-sourced in EProcurement. Then, you can cancel the requisition line to release the pre-encumbrance balance back into the budget.

If you do not cancel the requisition line, it will be picked up in the next batch run, and a new punchout purchase order will be created and tied to the requisition line. 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.

**Note**: If you close a purchase order line prior to finalizing, the funds can no longer be used. The funds will be tied to the requisition line and unavailable until the purchase order and requisition reconciliation processes are run.

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

**Steps to complete:**

- Step 1: Open the purchase order and verify that the line can be cancelled.
- Step 2: Cancel the purchase order line and re-source the requisition line.
- Step 3: Open the requisition line to cancel.
- Step 4: Cancel the requisition line.

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

1. Navigate to the *Purchase Order* page.

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<th>Navigation Options</th>
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<tr>
<td><strong>Navigation Collection</strong></td>
<td>Procurement, Purchasing, Purchase Order.</td>
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<td></td>
<td>The <em>Add/Update Purchase Orders</em> page will display by default.</td>
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<tr>
<td><strong>WorkCenter</strong></td>
<td>Procurement, Purchasing, Buyer WorkCenter, left-menu, Links section, Add/Update POs.</td>
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2. On the *Purchase Order* page, select the *Find an Existing Value* tab.
3. The **Business Unit** field will populate with your agency number by default. In the **PO ID** field, enter the purchase order identification number.

4. **Press the Search button.**
   
   **Note:** You can also search for the purchase order by using the other search criteria fields, pressing the **Search** button, and selecting the **PO ID** from the **Search Results** below.

5. The **Maintain Purchase Order** page will display for the purchase order. To verify if the purchase order can be cancelled, make sure the following fields have these values:
   
   - The **PO Status** field must say “Dispatched.”
   - The **Budget Status** must say “Valid.”
   - The **Receipt Status** must say “Not Recvd.”
   - The **Encumbrance Balance** must equal the **Total Amount**.

   ![Maintain Purchase Order](image)

6. **Scroll down to the Lines section, select the Statuses tab, and find the line on the purchase order that you need to cancel.**

   ![Lines Section](image)
Step 2: Cancel the purchase order line and re-source the requisition line.

1. To cancel the purchase order line, press the **Cancel Line** icon (the red X).

![Image of purchase order line with Cancel Line icon]

2. A warning message will display. Make sure to READ THE MESSAGE. If you are sure you want to proceed, press **Yes**.

![Warning message]

3. A resource requisition message will display next. Press **Yes** to continue.

![Resource requisition message]

4. An opening requisition quantity message will display. Press **Yes**.

![Opening requisition quantity message]

5. Wait a moment for SWIFT to process the cancellation. Then, make sure the purchase order line says “Canceled” in the **Statuses** tab.

![Purchase order line with Statuses tab]

At this point, the PO Status will say “Dispatched,” and the Budget Status will say “Not Chk’d,” so you will need to complete a budget check next.
6. Press the **Budget Check** icon.

After the budget check runs, the **PO Status** will say “Approved,” the **Budget Status** will say “Valid,” and the **Dispatch Method** will say “Phone.” Next, you will need to dispatch the purchase order.

7. Press the **Dispatch** button.

8. The **Dispatch Options** window will display. Press **OK** to continue.
9. A message will display, asking if you would you like to wait for confirmation that the PO Dispatch process has completed. Press **Yes**.

**Note:** Always press **Yes** during this step to confirm that the PO Dispatch process gets completed!

You have successfully canceled the line on the punchout purchase order (CTP). Next, you will need to cancel the associated line on the requisition (CTR)—see Steps 3 and 4 below.

**Step 3: Open the requisition line to cancel.**

1. Navigate to the *Manage Requisitions* page.

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2. The **Business Unit** field will populate with your agency number by default. In the **Requisition ID** field, enter the identification number for the requisition. You can also change or remove the value in the **Date From** field, if needed.

3. Press the **Search** button. The requisition will display in the **Requisitions** section below.

4. The **Request State** for the requisition will say “Partially Dispatched.” To view line information, select the **Expand Section** arrow (caret) icon.
Step 4: Cancel the requisition line.

1. Find the requisition line you need to cancel, which will have a Status of “Approved.”
2. Press the Cancel icon (red X) to cancel the requisition line.
3. A message will display, asking if you want to cancel the requisition line. Press OK to continue.

   Are you sure you want to cancel 1000005983 requisition line?

   ![Image of cancellation prompt]

   After cancelling the requisition, the Status of the line will say “Canceled,” and the Budget Status of the requisition will say “Not Chk’d.” Next, you will need to run a budget checking process.
4. From the Select Action drop-down list, select the “Check Budget” option.
5. Press the Go button to run the budget checking process.
6. After running the budget checking process, make sure the budget is valid and verify that the pre-encumbrance has been released.

Now you have successfully canceled the line on the requisition (CTP).