

QUICK REFERENCE GUIDE

February 20, 2024

Cancel Punchout Purchase Order (CTP)/Requisition (CTR)

If you cancel a punchout purchase order (CTP), you must also cancel the associated requisition (CTR). During the process to cancel the purchase order, the requisition will need to be re-sourced in EProcurement. Then, you can cancel the requisition to release the pre-encumbrance balance back into the budget.

If you do not cancel the requisition, it will be picked up in the next batch run. A new punchout purchase order will be created and tied to the requisition. You can cancel a purchase order associated with a requisition as long as there has been no activity against the purchase order, such as an event, receipt, or voucher.

IMPORTANT: If you close a purchase order prior to finalizing, you can no longer use the funds. They are tied to the requisition. The funds are unavailable until the purchase order and requisition reconciliation processes are run.

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

Step 1: Open the punchout purchase order and verify that it 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.
WorkCenter	Procurement, Purchasing, Buyer WorkCenter. Left-menu, Links section. Add/Update POs.

2. On the Purchase Order page, select the **Find an Existing Value** button.
3. In the Find an Existing Value page, SWIFT will populate the Business Unit field with your agency number by default.
 - a. In the PO ID field, enter the purchase order identification number.
 - b. At the bottom of the page, select the **Search** button.

Find an Existing Value

▼ **Search Criteria**
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Saved Searches

*Business Unit = 🔍

PO ID begins with

4. The Search Results displays below the Search button. Select the PO Number.
5. SWIFT displays the Maintain Purchase Order page for the purchase order. To verify if the purchase order can be cancelled, make sure the following fields have these values:
 - a. The PO Status field can be "Pending Approval," "Approved," or "Dispatched."
 - b. The Receipt Status must say "Not Rec'vd."
 - c. The Encumbrance Balance must equal the Total Amount.

Purchase Order

Business Unit: G1001 Origin: S10

PO ID: 3000008003 Approval Exception

Change Order: 1

Copy From:

▼ **Header**

*PO Date: 12/07/2023

Expiration Date:

*Supplier: INNOVATIVE-026

*Supplier ID: 0000295401

*Buyer:

PO Reference: Req 1000000185

*Billing: G104THFL00

Location:

[Billing Address](#)

[Activity Summary](#)

PO Status: **Dispatched** ⚙️ 🗑️

Budget Status: Valid 🗑️ 📄

Hold From Further Processing

Doc Tol Status: Valid Create BackOrder

Backorder Status: Not Backordered

Receipt Status: Not Rec'd

Priority:

Dispatch Method: Phone Dispatch

Document Type: CTP Punchout Purchase Order

Agency Reference: LaPlante

Exempt From WFC

Amount Summary

Merchandise	160.66			
Freight/Tax/Mec.	14.25			
Total Amount	174.91		USD	
Encumbrance Balance	174.91		USD	

[Calculate](#)

6. Select the **Activity Summary** link to verify no vouchers or receipts are attached to the purchase order.

- The Activity Summary page displays in a new browser window. In the Lines section, select the **Invoice** tab. Make sure the **Amt Invoiced** field says “0.000” for all lines.

Lines

[Details](#)
[Receipt](#)
[Invoice](#)
[Matched](#)
[RIV](#)

Line	Line Details	Item	Item Description	UOM	Quantity Invoiced
2			ERASER,EXPO W/PRECSN PNT	EA	0.0000

- You can cancel this purchase order. Close that browser window to return to the Maintain Purchase Order page.

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

- On the Maintain Purchase Order page, select the **Cancel PO** icon on the header. It is a red X.

Purchase Order

Business Unit G1001 Origin 510 Budget Services PO Status Dispatched

PO ID 3000008003 Approval Exception Budget Status Valid

- SWIFT will display a warning message. If you are sure you want to proceed, select **Yes**.

Canceling a purchase order will commit any changes made and prevent further changes. Continue? (10200,515)

When you mark a purchase order as canceled, the system does not allow any further changes to the purchase order. Any changes made, however, will be stored on the purchase order.

- SWIFT displays the Cancel Purchase Order page.
 - Select the **Yes, Re-Source all Reqs** radio button to make sure the pre-encumbrance is released back to the requisition.
 - Select the **Continue** button.

Maintain Purchase Order

Cancel Purchase Order

Business Unit G1001 PO ID 3000008003 Supplier INNOVATIVE-026

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](#)

Radio button options to resource the requisition.

Field Name	Field Description
Yes, Re-Source all Reqs	Reopens the requisition for reuse on another purchase order or strategic sourcing event, as needed.
No, Do not Re-Source Reqs	Does not reopen the requisition for reuse on another purchase order or strategic sourcing event.
Specify Reqs to be Re-Sourced	Allows you to specify which associated requisition lines are needed by check marking the lines you want to use.

- SWIFT opens the Cancel Purchase Order page. Select the **Budget Check** button to resource the requisition and release the unused encumbrance.

IMPORTANT! Do **not** select the OK button.

Maintain Purchase Order

Cancel Purchase Order

PO has 'Pending Cancel' status, but requires a budget check. **Press the Budget Check button** to run the budget checking process. Otherwise, click OK to continue without budget checking the PO. Also, PO has 'Pending Cancel' status. Dispatch PO to set the status to 'Canceled'.

[Budget Check](#)

Press the **Budget Check** button.
Do **NOT** press OK.

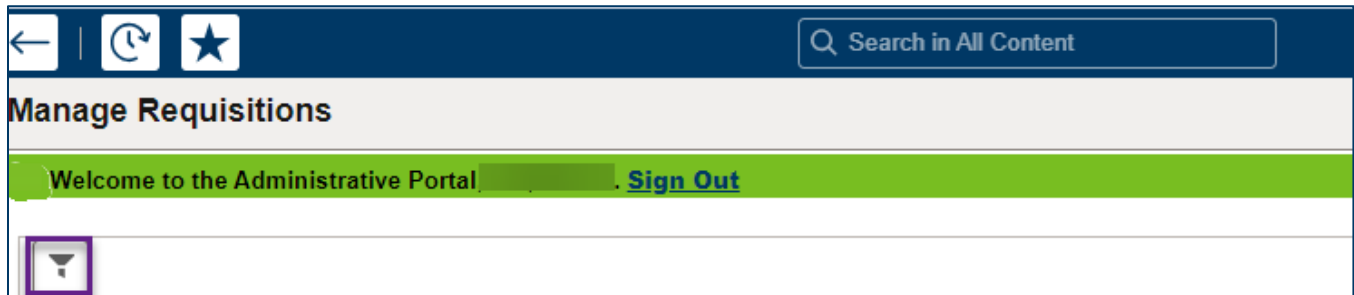
You successfully canceled the punchout purchase order.

Step 3: Access the punchout requisition

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

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

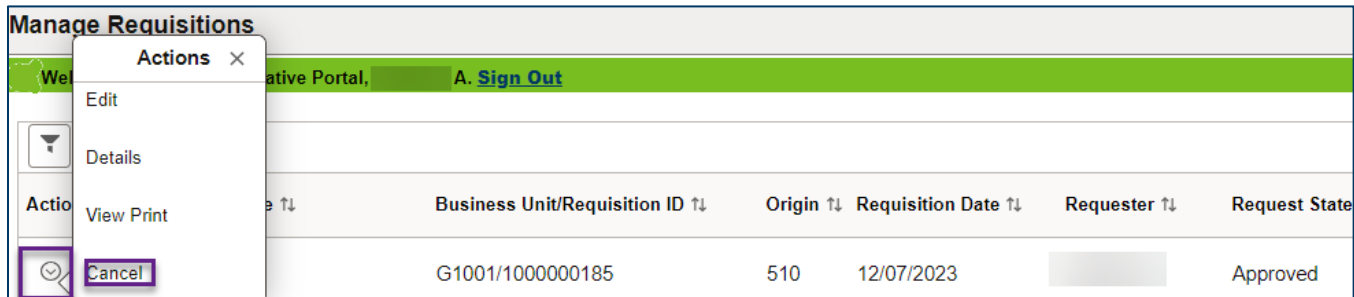
- SWIFT displays the Manage Requisitions page. It includes a list of your current requisitions. Search for the CTR requisition in the Business Unit/Requisition ID fields.
 - If the requisition does not appear in this list, select the **Filter By** icon. It looks like a funnel.



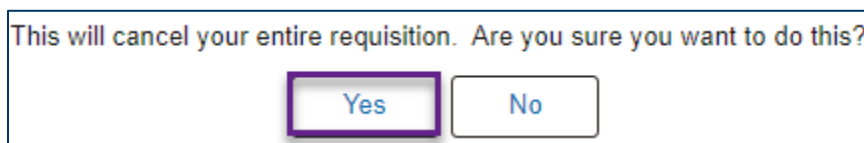
- SWIFT opens the Filters page. Update any filters such as From Date. Select the **Filter** button at the top of the page. SWIFT updates the list.

Step 4: Cancel the requisition

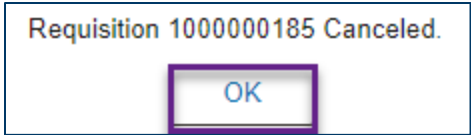
- Open the **Related Actions** icon on the left side of the requisition. It is a green circle. In the **Actions** menu, select "Cancel."



- SWIFT displays a message about canceling the entire requisition. Select **Yes**.



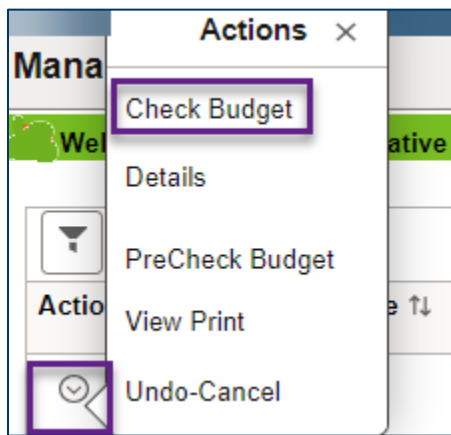
- SWIFT displays another message that the requisition is canceled. Select **OK**.



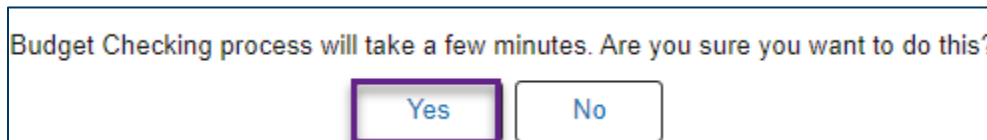
- SWIFT returns to the requisition on the Manage Requisitions page. The Request State says that it is "Canceled." The Budget Status is "Not Chk'd."

Action ↑	Requisition Name ↑	Business Unit/Requisition ID ↑	Origin ↑	Requisition Date ↑	Requester ↑	Request State ↑
🕒	1000000185	G1001/1000000185	510	12/07/2023		Canceled

- You need to budget check the requisition to completely release the pre-encumbered funds. Open the **Related Actions** icon. It is green circle. In the **Actions** menu, select "Check Budget."



- SWIFT displays a message describing the budget check process. Always select **Yes** when you get this message after canceling a requisition.



- When the Status is "Canceled" and the Budget is "Valid," you successfully canceled a requisition.

Action ↑	Requisition Name ↑	Business Unit/Requisition ID ↑	Origin ↑	Requisition Date ↑	Requester ↑	Request State ↑	Budget Status
🕒	1000000185	G1001/1000000185	510	12/07/2023	00247343	Canceled	Valid

You successfully canceled the punchout requisition.