Cancel a Purchase Order Tied to a Requisition

There are times where you want to close or cancel all or part of an existing purchase order that you created referencing requisition from SWIFT’s EProcurement module.

**IMPORTANT!** Agencies can cancel a purchase order tied to requisition only if there has been no activity against the purchase order. An activity or document includes an event, requisition, receipt or voucher. Contact the SWIFT Help Desk if you have questions about an individual purchase order.

You can cancel the purchase order tied to a requisition and/or event under the following conditions.

- If the associated requisition has been liquidated (a pre-encumbrance balance of $0.00), and
- If the event should be re-awarded in SWIFT’s Sourcing module, and
- If the requisition will be re-sourced in SWIFT’s EProcurement module after you cancel the purchase order.

If you close a purchase order before finalizing it, the funds are tied up and cannot be reused.

Determine if your agency finalized the purchase order.

Your agency might have finalized the purchase order to release the pre-encumbrance. You will need to reverse the “Finalize” before cancelling the purchase order. Reversing the “Finalize” on the purchase order will put the pre-encumbrance back on the requisition and allow the documents to be re-sourced. Step 3 on this guide covers how to reverse the finalize process.

Review the requisition in the EProcurement module to see if your agency liquidated or finalized it.

If your agency finalized the requisition, you cannot cancel the purchase order associated with it.

- Find the requisition on the Manage Requisitions page. Select the Req ID. SWIFT opens the Requisition Details page. Expand the Lines section.
- On the Requisition Lines section, look at the Commitment Control Close flag. You can find it on the Budget Information tab of the Accounting Lines section. The example below shows a requisition that an agency did not finalize.

![Commitment Control Close Flag](image)

- If the Commitment Control Close Flag box is checked, your agency finalized the requisition. The Balance fields should be $0.00 when the box is checked.

This guide provides an overview of the steps to cancel a purchase order tied to a requisition. It also describes the steps to reverse the “Finalize” on a purchase order.
Steps to complete

- Step 1: Review the purchase order to make sure you can cancel it
- Step 2: Make sure the purchase order can be canceled
- Step 3: Reverse the Finalize, if applicable
- Step 4: Cancel the purchase order
- Step 5: Run the budget check
- Step 6: Determine how you want to source the requisition
- Step 7: Run the budget check
- Step 8: Make sure that SWIFT canceled the purchase order

Steps to cancel a purchase order tied to a requisition

Step 1: Review the purchase order to make sure you can cancel it

1. Access the purchase order. Navigate to the Purchase Order page.

<table>
<thead>
<tr>
<th>Navigation Options</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigation Collection</td>
<td>Procurement, Purchasing, Purchase Order, Purchase Order page defaults.</td>
</tr>
<tr>
<td>WorkCenter</td>
<td>Procurement, Purchasing, Buyer WorkCenter. Left menu Links, Add/Update POs, Purchase Order page.</td>
</tr>
</tbody>
</table>

2. On the Purchase Order page, select the Find an Existing Value tab.

   SWIFT opens the Search Criteria section of the Find an Existing Value page.

   - Enter search items such the PO ID. Press the Search button.
   - SWIFT displays the Search Results. Press the PO ID of the desired purchase order.

   SWIFT displays the Maintain Purchase Order page for the selected purchase order.

Step 2: Make sure that the purchase order with a requisition can be cancelled

A purchase order can be cancelled when the following is true.

- If your agency finalized the purchase order, you will need to undo the finalize Status.
- The PO Status is “Dispatched.”
- The Receipt Status is “Not Rec’vd.”
- The Contract tab does not display a contract.
- The Encumbrance Balance should be equal to the Total Amount.
1. See if there are any vouchers attached to the purchase order.
   - Select the Activity Summary link.
   - SWIFT opens the Activity Summary page in a new window. On the Invoice tab, view the Amt Invoiced field. It should be “0.000”. Close that new window to return to the purchase order.

2. As an option, you can add a comment about why you are canceling the purchase order.
   Adding comments is an agency decision. Before you cancel a purchase order, you can choose to press the Add Comments link. On the PO Header Comments page, provide the reason for the cancellation. After adding comments, select OK. SWIFT returns you to the purchase order page.

3. Update the Dispatch Method as needed.
   Once you cancel a purchase order, SWIFT automatically be re-dispatches it to the supplier. If you do not want it sent to the supplier, confirm or change the Dispatch Method to “Phone”.

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Step 3: Reverse the Finalize, if applicable

1. Check to see if your agency finalized the purchase order.

You can tell on the Distribution section of the lines on a purchase order. On the Budget Information tab, see if the Final box is checked.

2. Unfinalize the purchase order. Update the purchase order on the header, select the Undo Finalize on Entire Document icon.

SWIFT sends a message that the action will undo finalize for all eligible distributions. Select Yes.

3. Budget check the purchase order.

SWIFT updates the purchase order. It changes the Budget Status to “Not Chk’d.” Press the Budget Check icon to budget check it.

Step 4: Cancel the purchase order

The Budget Status must return to “Valid” in order to cancel the purchase order.

- On the header of the purchase order, press the Cancel PO button (e.g., red X).
SWIFT displays a message. It will not allow further changes to a purchase order once cancelled. Press Yes.

Step 5: Determine how you want to resource the requisition

If there is a requisition open for a purchase order, SWIFT displays the Cancel Purchase Order page. After you select the option, press Continue.

The Office of State Procurement recommends that you select “Yes, Re-Source all Reqs.” Otherwise, the pre-encumbrance will not be released on the requisition.

Options to handle the requisition

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes, Re-Source all Reqs</td>
<td>This option allows you to keep this requisition and use it on a new purchase order or strategic sourcing event as needed. It reopens the requisition and allows you to reuse it. It may be useful if you need to change the supplier.</td>
</tr>
<tr>
<td>No, Do not Re-Source Reqs</td>
<td>The requisition will not be available to be reused on another purchase order or strategic sourcing event.</td>
</tr>
<tr>
<td>Specify Reqs to Re-Sourced</td>
<td>This option allows you to specify which of the associated requisition lines are needed. Uncheck the lines you do not wish to reuse.</td>
</tr>
</tbody>
</table>
Step 6: Run the Budget Check

**IMPORTANT!** Always run the budget check process when cancelling purchase orders.

SWIFT displays the *Cancel Purchase Order* page.

- If you are resourcing some or all the requisition, the budget check will release the unused encumbrance and re-establish the pre-encumbrance on the requisition.
- If you are not resourcing any of the requisition, the entire encumbrance will be released for this purchase order. The requisition must also be canceled to release the pre-encumbrance.

![Cancel Purchase Order](image)

- Press the **Budget Check** button. This allows the release of an encumbrance for this purchase order.
- Or if you select **OK**, SWIFT will automatically run the budget check process during its regularly scheduled process run.

Step 7: Check to ensure the purchase order was cancelled

After you cancel or purchase order or line, SWIFT returns you to the *Find an Existing Value* page.

- The *PO Inquiry* will be “Pending Cancel” until after the nightly budget check. It will pull up and be in a cancelled status.

You have successfully canceled a purchase order tied to a requisition.