

QUICK REFERENCE GUIDE

February 20, 2024

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.

This Quick Reference Guide provides an overview canceling a purchase order tied to a requisition. It lists the basic steps to cancel a cancel a purchase order tied to a requisition. In Step 3, it describes the steps to reverse the "Finalize" on a purchase order.

Overview of Cancelling a Purchase Order Tied to a Requisition

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 screenshot shows the 'Distribution' section with a search icon. Below it are tabs: Chartfields, Details/Tax, Asset Information, Req Detail, Statuses, and Budget Information (selected). The Budget Information tab contains a table with the following data:

Dist	Status	Percent	Encumbrance Balance	Currency	Encumbered Base Balance	Base Currency	Expensed To Date	Final
1	Open	100.0000	6876.45	USD	6,876.45	USD	0.00	<input checked="" type="checkbox"/>

- 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.

Steps to cancel a 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.

Navigation Options	Navigation Path
Navigation Collection	Procurement, Purchasing, Purchase Order, Purchase Order page defaults.
WorkCenter	Procurement, Purchasing, Buyer WorkCenter. Left menu Links, Add/Update POs, Purchase Order page

2. On the Purchase Order page, select the **Find an Existing Value** button.
3. SWIFT opens the Search Criteria section of the Find an Existing Value page.
 - a. Enter search items such the **PO ID**.
 - b. Press the **Search** button.
 - c. SWIFT displays the Search Results. Press the PO ID of the desired purchase order.

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

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

1. 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.

Purchase Order

Business Unit R2901 Origin A30 FOR R2 NE Region

PO ID 3000241402 [Approval Exception](#)

Change Order 1

Copy From

☐ Hold From Further Processing

Header ⓘ

*PO Date 10/10/2023 [Response Documentation](#) Doc Tol Status Valid

Expiration Date [Supplier Search](#) Backorder Status Not Backordered

*Supplier GRAND HOSP-001 [Supplier Details](#)

*Supplier ID 0000306809 GRAND HOSPITALITY LLC

Receipt Status Not Recvd Medium

- The Encumbrance Balance should be equal to the Total Amount.

Activity Summary

Amount Summary ⓘ

Merchandise	6,876.45	Calculate
Freight/Tax/Misc.	0.00	
Total Amount	6,876.45 USD	
	6,876.45	
Encumbrance Balance	USD	

- 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.

Lines

[Details](#) [Receipt](#) [Invoice](#) [Matched](#) [RTV](#) [Add](#)

Line	Line Details	Item	Item Description	UOM	Amount Only	Amt Invoiced	Currency
1			Lodging for DNR Forestry L-380	EA	<input type="checkbox"/>	0.000	USD

- 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, press the **Add Comments** link.

- b. On the PO Header Comments page, provide the reason for the cancellation.
 - c. After adding comments, select **OK**.
 - d. SWIFT returns you to the purchase order page.
3. Update the Dispatch Method as needed. Once you cancel a purchase order, SWIFT automatically re-dispatches it to the supplier. If you do not want it sent to the supplier, confirm or change the Dispatch Method to "Phone."

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.

Distribution								
<div> <div> <div></div> <div></div> </div> <div> <div>Chartfields</div> <div>Details/Tax</div> <div>Asset Information</div> <div>Req Detail</div> <div>Statuses</div> <div>Budget Information</div> <div></div> </div> </div>								
Dist	Status	Percent	Encumbrance Balance	Currency	Encumbered Base Balance	Base Currency	Expensed To Date	Final
1	Open	100.0000	6876.45	USD	6,876.45	USD	0.00	<input checked="" type="checkbox"/>

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

Maintain Purchase Order

Purchase Order

Business Unit

R2901

Origin

A30

FOR R2 NE Region

PO Status

Dispatched

PO ID

3000241402

Approval Exception

Budget Status

Valid

Change Order

1

Undo Finalize Entire Document

3. SWIFT sends a message that the action will undo finalize for all eligible distributions. Select **Yes**.
4. 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.

1. In the header of the purchase order, press the Cancel PO icon, which is a red X.

Maintain Purchase Order

Purchase Order

Business Unit
R2901

Origin
A30






FOR R2 NE Region

PO Status
Dispatched

Budget Status
Valid

PO ID
3000241402

Approval Exception

- SWIFT displays a message that it will not further changes to a purchase order once cancelled. Press **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.

Yes

No

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.

- Select an option to handle the requisition.
- 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.
- Select **Continue**.

Options to handle the requisition

Option	Description
Yes, Re-Source all Reqs	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.
No, Do not Re-Source Reqs	The requisition will not be available to be reused on another purchase order or strategic sourcing event.
Specify Reqs to be ReSourced	This option allows you to specify which of the associated requisition lines are needed. Uncheck the lines you do not wish to reuse.

Cancel Purchase Order

Business Unit R2901
PO ID 3000241402
Supplier GRAND HOSP-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

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

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

Ok

Goto: [View Budget Status- Prorated](#) [Budget Status- Non Prorated](#)

Save

Return to Search

Notify

Refresh

Add

Update/Display

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. In the left menu, open the **PO Inquiry** section and select **Purchase Orders**. Enter the PO ID and select Search. The PO Inquiry will be "Pending Cancel" until after the nightly budget check. It will pull up and be in a cancelled status.

Maintain Purchase Orders

PO Inquiry

Purchase Orders

Activity Summary

Document Status

PO Accounting Entries

Search Results

1 rows - Business Unit "R2901" PO ID "3000241402"

Business Unit	Origin	PO ID	Contract SetID	Contract ID	Purchase Order Date	PO Status
R2901	A30	3000241402	SHARE	(blank)	10/10/2023	Pend Cncl